

# VILLAGE of LINCOLNWOOD, ILLINOIS

## OPERATING BUDGET



FOR THE FISCAL YEAR  
MAY 1, 2013 THROUGH APRIL 30, 2014





## **Village of Lincolnwood**

**2013-2014 ~ Budget**

Village Board of Trustees

Gerald C. Turry, President

Lawrence A. Elster  
Jesal B. Patel, Sr.

Thomas Heidtke  
Renee Sprogis-Marohn

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Timothy C. Wiberg, Village Manager

Robert J. Merkel, Finance Director

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

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For the Fiscal Year Beginning

**May 1, 2012**

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President

*Jeffrey R. Enow*

Executive Director

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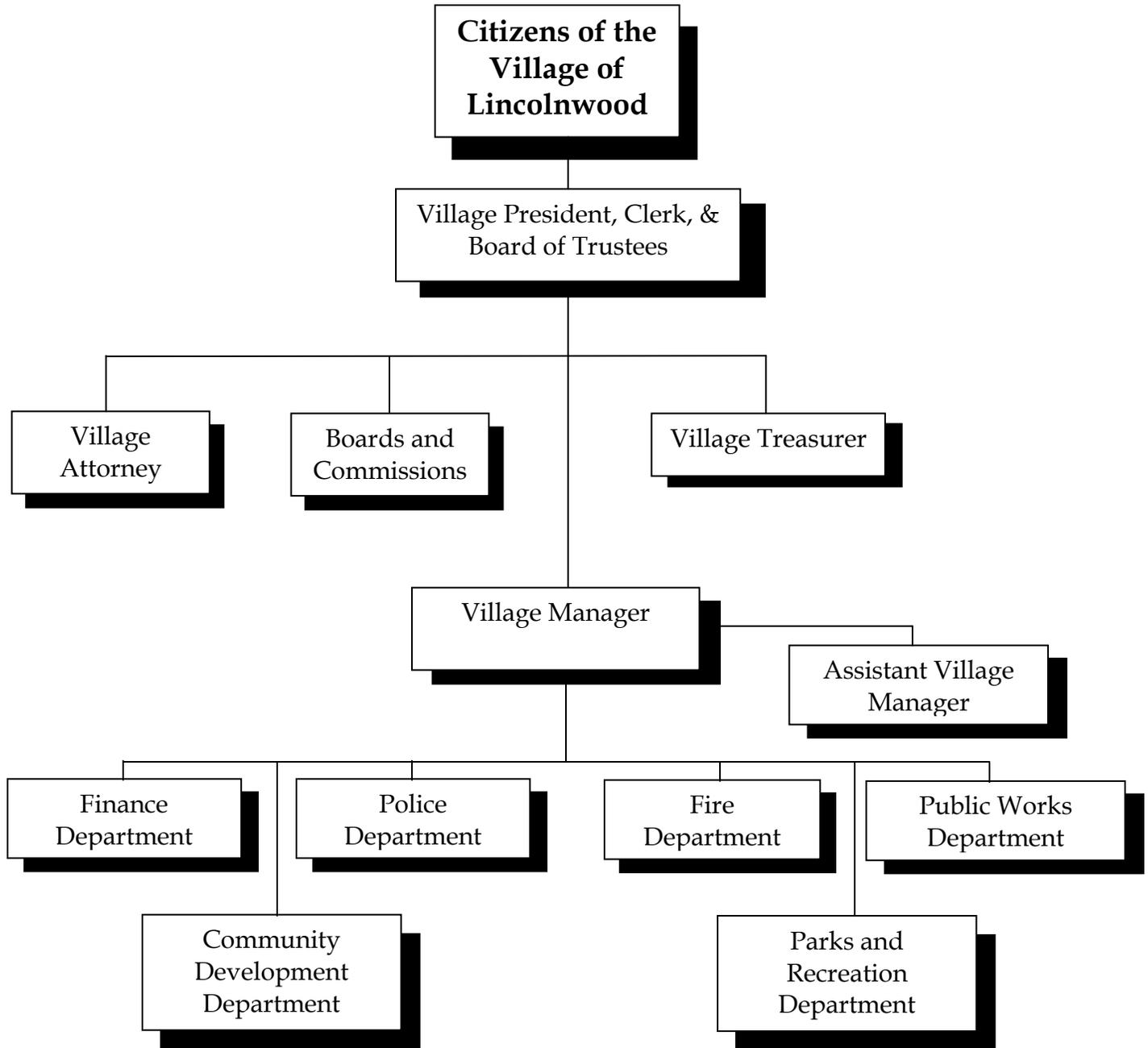
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VILLAGE OF LINCOLNWOOD  
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**VILLAGE OF LINCOLNWOOD  
FY2013-14 BUDGET**

**BUDGET OVERVIEW**

The Fiscal 2014 Village budget strives to be a policy document which includes organizational financial policies and goals that address long-term concerns and issues; a financial plan that includes in detail all funds that are subject to appropriation; a communication device which provides summary information identifying budgetary issues; and an operations guide that describes all activities, services and functions in the organization.

A statement of financial policies approved by the Village Board was used as a guide to prepare the annual Village budget. The Fiscal 2014 budget meets all the operating budget procedures. The General Fund meets the unreserved fund balance policy which is to maintain a balance of 25% of current revenues. Capital budget policies have also been met, as funding for infrastructure equals annual funding requirements.

The Village's budget parameters are reviewed annually, prior to the initiation of the budget process. The ongoing economic recovery has seen slow revenue growth and this trend is expected to be maintained over the next few years. Village staff was again challenged to present departmental budgets with no increase in non-personnel expenditures and successfully met the challenge.

About the Budget Document

The budget document is organized into several sections with the goal of presenting information in an easily understandable format and consists of the following:

Budget Summary

The Budget Summary consists of the Fiscal 2014 budget message which provides an overview of Fiscal 2013 year-end results and an overview of the proposed Fiscal 2014 budget. Key issues for the General Fund and other operating funds are also discussed.

This section also explains the budget structure and budget process of the Village and lists details of budgeted revenue, expense, transfers and estimated change in fund balance for all funds for the Fiscal 2014 budget. Included are financial charts and schedules that provide snapshots of the above details. Information concerning each department's budget data, organizational structure, and significant activities for the coming year is provided under the Fund Expenditures Section tab of the budget document.

### Personnel Summary

This section of the budget document consists of a comprehensive schedule which lists all costs for personnel by department, and in the aggregate. A six year staffing schedule which details employee headcount by department is also included.

### Revenue Summary

This section includes a detailed explanation of the various revenue items in all Village Funds. Revenues for the proposed budget year are estimated with an objective of obtaining collections of 100% of the budget.

### Fund Expenditures Section

This section provides an overview of each of the major expenditure classifications along with detailed accounts of each of the Village's budget program areas. The funds are organized by fund type and provide information that includes the purpose of each fund, prior year's goals status, current year goals and relevant funding sources.

### Appendix

This section of the budget is the Appendix, which includes various detailed information including statistics about the Village, debt administration, property tax data and a glossary of budgetary terms.

### Five-Year Capital Improvement Program

This section serves as a management tool to promote advance planning and to provide adequate lead times for the design of each capital project. Each plan is to be policy driven and mindful of its impact on the operating budget.

# **Budget Message**

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VILLAGE PRESIDENT  
Gerald C. Turry

VILLAGE CLERK  
Beryl Herman

VILLAGE MANAGER  
Timothy C. Wiberg



TRUSTEES  
Lawrence A. Elster  
John Swanson  
Thomas Heidtke  
Nicholas Leftakes  
Jesal B. Patel, Sr.  
Renee Sprogis-Marohn

May 1, 2013

TO: President Turry and Members of the Village Board

SUBJECT: **Adopted Budget for Fiscal Year 2013/14 (Fiscal 2014)**

On behalf of the entire staff, I am pleased to present the adopted Village of Lincolnwood Fiscal 2014 budget. The adopted budget maintains the quality of services our residents have come to expect and reflects the general priorities and policy direction provided by the Village Board at the February 13, 2013 Budget Workshop and furthers the initiatives in the 2012 – 2015 Strategic Planning Report which was adopted on February 21, 2012. The Village Board's Finance Committee met on March 8, 2013 to review the budget document in detail and a public meeting presenting the final draft budget document to the Village Board was held on March 19, 2013.

The total budget adopted for Fiscal 2014 is \$37,030,226. This represents an increase of 17.8% from last year's budget. A large part of this increase is due to planned capital projects. The General Fund operating budget is \$19,158,234, which amounts to an increase of .6% over last year's adopted budget. The financial condition of the Village remains strong despite the slow economic recovery the United States and local economy is experiencing, and the General Fund budget, as presented, is balanced without the use of excess fund balance reserves. Infrastructure improvements, such as the continuation of the Streetlight Replacement Program and Water and Sewer Infrastructure Improvements will continue to proceed.

### **Fiscal 2013 Review**

Last year's Budget Message suggested that Fiscal 2013 would be a year of uncertain economic conditions where the Village would need to closely monitor revenue estimates and adjust actual expenditures when necessary. While the local economy has not regained the business generated revenue of four years ago, local sales tax receipts and other revenue continue to increase but not as much as originally forecasted. Economic development has shown some improvement as evidenced by an increase of new building permits and business licenses. The Village continued to carefully monitor revenues and hold expenditures to or below budgeted amounts.



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### **Other Items of Note in Fiscal 2013**

- The Village again received the distinguished budget presentation and excellence in financial reporting awards from the Government Finance Officers Association.
- Due to the uncertainty of the economic recovery and subsequent negative impact on revenues, the Village continued the hiring freeze in effect for two full-time positions.
- The Village completed construction of Phase II of the Centennial Park (formerly known as Channel Runne Park) improvements. The park now offers new amenities such as an outdoor amphitheater, a parking lot, a fishing platform, and a disc golf course.
- On March 13, 2013 the Village Board solicited input from residents concerning the results of a stormwater management study evaluating the Village's current sewer system. The results of the study indicate that system improvements would be needed to reach the Village's goal of having a sewer system which could handle a 10-year rain event (i.e. a storm of such severity that it has the statistical chance of occurring once every 10 years) before sewers would discharge into basements.
- The Village purchased a new Ambulance that replaces one that was purchased in 1997.
- The Village completed construction of the Promenade Improvement Project on the Municipal Center Campus which replaced 22 year-old deteriorating concrete with brick pavers, pedestrian safety enhancements, native landscaping with irrigation, new trees, lighting, drainage improvements, durable concrete pads for Fire Truck access to the Fire House, and stone seating areas.
- The Village engaged the AT Group to be the new Village Engineer.
- On July 17, 2012 the Village entered into a Pre-Development Agreement for the Purple Hotel property with North Capital Group, LLC. Since then North Capital Group has sought zoning approval for the reuse of the Purple Hotel facility as a mixed-use high-end hotel operation.

During the continued economic recovery, the Village's property values remain strong and the community continues to attract new residents, businesses, and visitors. The Village's fiscal condition remains sound.

### **Fiscal 2014 Key Issues**

The Fiscal 2014 budget represents the Village's plan for expected expenditures over the coming year and identifies the means by which those expenditures will be funded. The budget has been prepared, as in past years, in conjunction with the goals that were established in the Village's Strategic Plan.

Strategic planning is an organization's process for defining its vision and direction. The first plan was proposed in 2005 and is revised every two years with the assistance of a professional facilitator. On December 15, 2011, the Village Board met to develop a new plan. The Village Manager updated the Village Board on the pursuit of the goals and objectives contained in the 2010 plan, and then the Village Board discussed desired additions to the plan, and included additional goals and objectives. On February 21, 2012 the Strategic

Planning Report for 2012 – 2015 was adopted by the Village Board. The report identifies the strengths and weaknesses of the Village and opportunities to improve Village life for residents and businesses.

The following are the goals stated in the strategic plan and a summary of how the Fiscal 2014 budget will help achieve these goals:

- 1) Continue the Village's realistic fiscal policy; maintaining taxes lower than neighboring communities

*Staff estimates revenues conservatively and expenses for each year based on local, regional, and global economic trends and other research. Capital improvement priorities are set through careful planning and are included in the Capital Improvement Program. Through careful financial planning the Village carries a very low debt load and has been able to maintain property tax rates lower than most area communities.*

- 2) Develop the Purple Hotel site as a central gathering destination

*On July 17, 2012 the Village entered into a Pre-Development Agreement for the Purple Hotel property with North Capital Group, LLC. Since then North Capital Group has sought zoning approval for the reuse of the Purple Hotel facility as a mixed-use high-end hotel operation. North Capital Group also demolished two buildings on the Purple Hotel site and provided safety and security improvements to the dilapidated property. Final consideration of the development plan will occur in Fiscal 2014. It is anticipated that the redevelopment will include new retail elements and a revitalized hotel that has not been in operation since 2007.*

- 3) Further design and develop the brand and identity for the Village of Lincolnwood

*In Fiscal 2013 the Village Board considered hiring a consultant to coordinate a Community Branding process with the Village. The Village Board directed staff to seek out low-cost alternatives to Community Branding which will be explored in 2014.*

- 4) Use Lincolnwood's Economic Development Commission to drive the Village's vision for economic development

*In Fiscal 2014 the EDC will meet with businesses to improve their properties, review applications for Property Enhancement Grant funding, and make recommendations to utilize TIF District funds. The EDC has also been charged with the task of reviewing and recommending strategies for improvement for the Devon Avenue corridor between Lincoln Avenue and McCormick Boulevard which has been experiencing an increasing number of vacancies. In Fiscal 2013 the EDC developed a recommendation to create an overlay retail zoning district along Touhy Avenue in the Northeast Industrial District of the Village. This recommendation was made in anticipation of new development opportunities that may occur as a result of a new Wal-Mart to be developed nearby in the Village of Skokie. It is anticipated that the Village will adopt this overlay district in Fiscal 2014.*

- 5) Become a partner with the mall in promoting opportunities to reinvigorate the mall and surrounding area

*The Lincolnwood Towne Center is a high-traffic commercial area in the northeast corner of the Village. In Fiscal 2013 two new stand-alone "out-lots" near the mall were constructed providing new retail uses including "Five Guys" and "Chipotle" restaurants. The creation of these out-lots were due to the EDC's communication to the mall owners about the desire for more retail uses. Staff and the EDC continue to work with the mall management staff with the desire to reinvigorate the mall and the surrounding area.*

- 6) Bring more restaurants to the community

*In Fiscal 2014 two new restaurants are expected: Meatheads and Jaffa Bagels. In Fiscal 2013 the Village Board modified its zoning regulations which reduced the parking requirements for restaurants. Additional changes are anticipated to be adopted in Fiscal 2014.*

- 7) Become a "friendly to do business with" government, assisting in attracting and developing business

*The Fiscal 2014 budget continues to offer the Property Enhancement Program (PEP) and Green Improvements for Tomorrow (GIFT) Program in the amount of \$50,000. Under this program participants are eligible to receive up to \$10,000 in a dollar-for-dollar cost matching grant program for physical improvements to their storefronts. Funds in the amount of \$300,000 are included in the Northeast Industrial TIF District Fund for PEP and GIFT programs for those businesses in the TIF District under the same program guidelines. The TIF District PEP and GIFT program was not reduced as a result of the economic downturn but the allocation doubled in Fiscal 2013.*

- 8) Review Lincolnwood's economic and business incentive policy, balancing incentives for development and business with those of the community and tax payer

*In Fiscal 2013 the Village Board adopted a new tax-incentive policy which establishes general criteria that must be met before a sales tax sharing agreement would be considered. The substantive elements of the policy include a cap on the number of years of the agreement, an inflation clause that will protect the Village's sales tax base in future years, a new business qualifying sales base, a requirement to present a development plan, and a provision on whether current businesses can receive the incentive.*

- 9) Since government cannot afford to be everything to everyone, focus on core services and manage expectations of citizens through appropriate communications

*Village staff support a number of employee committees whose purpose are to ensure that services are being performed efficiently and to strategize ways to improve service delivery. The Village communicates to residents through a variety of means including the Village Connections Newsletter, its website, press releases, and email distribution lists. In Fiscal 2014 the Village will launch a new website with enhanced*

*citizen communication features such a “live chat” customer service tool and live 24/7 online broadcasting of the Village’s cable channel.*

- 10) Create destinations around the pool, attracting Lincolnwood residents and visitors

*In Fiscal 2013 the Parks and Recreation Department’s Summer Concert Series was relocated to just outside the pool in Proesel Park. It encompassed six weeks and involved a market with businesses selling food and other goods as well as family activities. Attendance ranged from 30 to approximately 300 people. The Village will continue to create activities such as this in Fiscal 2014.*

- 11) Reexamine public transportation opportunities and connect to the new Skokie station

*In Fiscal 2014 the Village will inventory current public transportation opportunities in the Village, survey residents to identify potential areas of improvement, and meeting with regional transportation agencies to discuss public transportation opportunities.*

- 12) Develop a constructive partnership with the overlapping and surrounding taxing body boards (i.e. surrounding municipalities, schools, county, etc.)

*In Fiscal 2013 the Village participated in a study with 13 area municipalities to determine potential areas for shared services for Information Technology. The results of this study are being formalized and any outcomes will commence in Fiscal 2014. The Village participates in a purchasing pool with several area municipalities and attempts to use the economies of scale gained through pooling our purchases to save money. In addition, the Village will continue to seek alternate water suppliers.*

### **Fiscal 2014 Adopted Budget Overview**

At the February 13, 2013 Budget Workshop staff presented a preliminary budget which projected a surplus of approximately \$51,585 in the General Fund. This surplus has been achieved without the use of any new taxes or fees. As a result the fund balance remains in excess of the maximum required in the Village’s Financial Policies. Major General Fund expenditures discussed at the Budget Workshop include an upgrade of Springbrook, the Village’s financial enterprise software, the purchase of a new aerial lift truck, replacement of air packs for Fire Fighters, renovation of the playground at Drake Park, and roof repairs at the Village Hall.

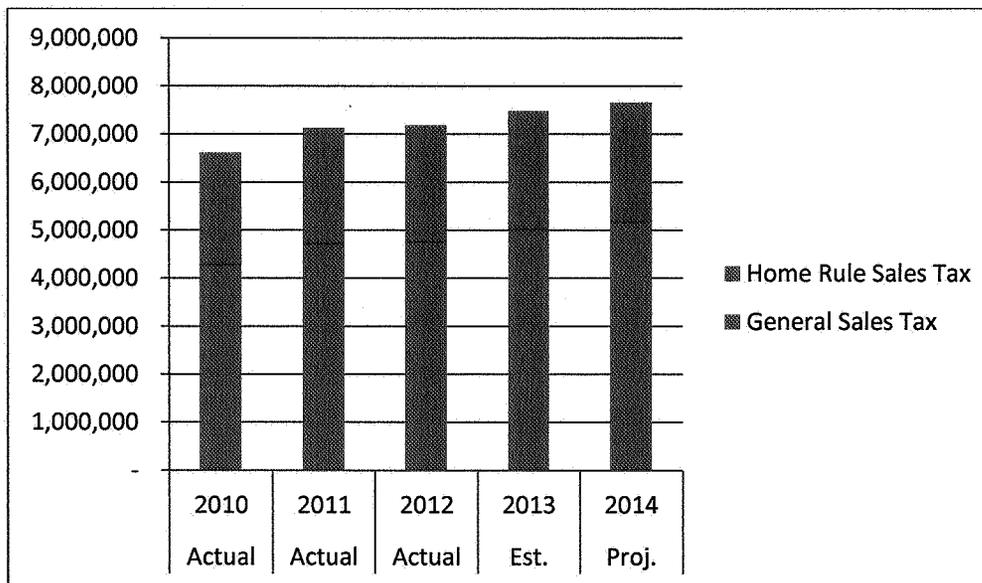
The adopted total budget is summarized below. Per accepted governmental financial standards, the Village’s finances are divided into several funds. Each fund must be accounted for separately, meaning each has its own budgeted expenditures which are offset by corresponding revenues. In general, resources in one fund can not be allocated to cover shortfalls in another fund. The General Fund is the largest fund and includes the expenditures necessary to support the general operations of the Village including Police and Fire protection, snow removal, refuse collection, etc. This fund supports virtually all personnel expenses.

	<b>FY13/14</b>	<b>FY12/13</b>	<b>% Change</b>
All Funds	\$37,030,226	\$31,417,719	17.8
General Fund	\$19,158,234	\$19,046,941	0.6

The total budget increase is primarily the result of the purchase of the UP property in one of the Village's TIF districts. The purchase will be funded by a grant which will reimburse the Village for 80% of the acquisition cost. The budget for the General Fund increased a minimal .6% from the previous year.

▪ Sales Tax – Total sales tax revenue, including the State and Home Rule sales taxes is budgeted for \$7,657,711. This is an increase of \$2,548 from the Fiscal 2013 budget and an increase of \$176,548 (2.4%) from the Fiscal 2013 year-end estimate. Sales tax receipts have increased mainly due to the sale of automobiles, which comprise a large portion of the Village's sales tax base. The chart below traces the trend in sales tax revenue over the past five years.

Total Sales Tax Revenue



	<b>Actual 4/30/2010</b>	<b>Actual 4/30/2011</b>	<b>Actual 4/30/2012</b>	<b>Estimated 4/30/2013</b>	<b>Projected 4/30/2014</b>
<b>Home Rule Sales Tax</b>	2,333,767	2,409,077	2,430,540	2,467,210	2,483,758
<b>General Sales Tax</b>	4,280,918	4,718,393	4,749,741	5,013,953	5,173,953
<b>Total</b>	6,614,685	7,127,470	7,180,281	7,481,163	7,657,711

▪ Water and Sewer Fund – The Village has continued to invest in its water and sewer system by starting repairs to critical areas in the sewer system as determined from the results of the sewer televising performed three years ago. The Fiscal 2014 budget includes \$190,000 for Phase III of the Stormwater Management Study. The Fiscal 2014 budget also includes a water rate increase of 15% to adjust for the increase from the City of Chicago which went into effect on January 1, 2013. The Village's financial policies state that the entire increase from the City of Chicago will be passed onto its water customers. In light of this and

previous water rate increases from the City of Chicago, \$30,000 is budgeted to perform an engineering study to consider alternative water suppliers.

- Refuse – The Village expenditures relating to the solid waste, recycling, and yard waste collections are accounted for in the General Fund. The total budget for this expense is \$1,069,000. The funding for refuse collection is property taxes. Of the total amount, \$779,000 is paid to Groot Industries, Inc. for collection and \$290,000 is paid to the Solid Waste Agency of Northern Cook County for landfill deposits. In Fiscal 2013 the Village started a new seven-year contract with a reduction in rates that will not exceed the current rate for Single Family Collection until 2015.

- Personnel Costs – Personnel costs in Fiscal 2014 are budgeted to be \$11,724,165. The Village continues a hiring freeze for one full-time position in the Police Department and one full-time position in the Public Works Department. The Village has budgeted for a new part-time Code Enforcement Officer that is being shared with the Village of Glenview. There is also a 2% cost of living wage increase for non-union employees included in the Fiscal 2014 budget. Contractually obligated wage increases are 2.25% for the Police Officer Union and 2% for Public Works Teamsters Union. The Communications Operator union contract is set to expire on April 30, 2013. The wage increase will be determined by contract negotiations that are expected to be complete in Fiscal 2014.

### **Capital Improvements**

The Fiscal 2014 budget includes the following capital improvements projects:

- \$1,178,083 is budgeted in the Transportation Improvement Fund for Year Two of the replacement of all Village street lighting, excluding the Northeast Industrial Tax Increment Financing (TIF) district. This includes replacements on Pratt Avenue west of Hamlin Avenue. This program is anticipated to be complete in four years.

- The Village budgeted \$1,200,000 in the Lincoln-Touhy TIF District Fund for the possible demolition of the Purple Hotel building. Although the Village maintains a pre-development agreement with North Capital Group for the redevelopment of the Purple Hotel building, funds are included for the demolition of the hotel, as the Village still retains the right to demolish the building.

- \$100,000 is budgeted for the replacement of the playground at Drake Park. Reinstatement of the annual playground replacement program which ended in Fiscal 2010 due to the economic downturn was restarted in Fiscal 2013.

- \$300,000 is budgeted in the Northeastern TIF District Fund to design and install generators for the Standpipe and Main Public Works Facility. Village facilities experienced three power outages during Fiscal 2012. This expense will prevent outages at two of the Village's most critical facilities so that they can operate in the event of a weather emergency which is when power outages are common. An engineering study was completed for this project in Fiscal 2013.

- \$346,500 is budgeted in the Water and Sewer Fund for year three repairs to the Sewer System. These repairs are the result of televising that was performed in Fiscal 2011. The program will be complete in two years.

### **Adherence to Financial Policies**

The budget complies with the Village's Financial Policies. Please find below a summary of the significant policies governing the preparation of the annual budget:

- The budget is balanced.
- The General Fund (GF) unreserved fund balance is maintained between 25% and 35% of annual GF revenue, thus providing a significant cash flow in the event of an unforeseen emergency or unexpected revenue downturn. Any excess above the target amounts are available to fund various capital projects.
- There is a 3% property tax levy increase included in the Fiscal 2014 budget. This is in accordance with the financial policy to limit the property tax levy increase to the annual Cook County consumer price index (the same limit for Non-Home Rule communities).
- The GF budget is balanced without the use of excess fund balance or new taxes or fees.
- The GF's support of the Parks and Recreation Department is limited to \$1,000,000, which represents approximately 50% of the total department budget. The remaining revenue for the department is derived from program fees.
- Debt Service - Per the Village's Financial Policies, debt financing has been used only to fund major capital projects and not for operational expenses. The Village has not issued any new bond debt since Fiscal 2003 when the Village issued General Obligation bonds to fund the construction of the new aquatic facility and the a new street known as Northeast Parkway.

### **Financial Condition of the Village**

The Village continues to be in solid financial condition despite the uncertain economic times. Debt levels are low compared to national levels. As a part of a bond refunding process in Fiscal 2012 the Village upgraded its bond rating from Aa3 to Aa1 as provided by Moodys. The Village also continues to make its annual required pension contributions, maintain Village facilities and equipment and make vehicle and equipment purchases on a scheduled basis.

### **Conclusion**

As the Village moves into the new Fiscal Year, staff will again be closely monitoring revenue estimates due to the uncertain economic conditions and make expenditure adjustments as necessary. It is imperative to also begin planning for Fiscal 2015 as we strive to maintain the financial health of the Village.

The preparation of the Fiscal 2014 budget could not have been achieved without the hard work and assistance of many throughout the organization. I would like to thank the Department Directors for their diligent work to prepare departmental budgets that met the Village's financial goals while maintaining and improving its core service mission. The President and Village Board continue to provide stable and visionary leadership that have ultimately resulted in this year's accomplishments. Finally, particular thanks are extended to

Finance Director Robert Merkel and the Finance Department. They are responsible for overseeing the budget preparation process and attending to the task of ensuring all the data is properly represented and accounted for.

Respectfully Submitted,



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Timothy C. Wiberg  
Village Manager

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**Strategic Planning Report  
2012-2015**

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# VILLAGE OF LINCOLNWOOD

## Strategic Planning Report 2012 - 2015



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## VISION STATEMENT

The Village of Lincolnwood effectively blends the advantages of urban proximity with quality suburban amenities. Families are drawn to Lincolnwood in part because of superior schools, parks and convenience of commerce and transportation links. Lincolnwood is a stable community with long-term residents who stay here due to the consistently strong property values, variety of housing stock and the vitality of diverse neighborhoods. The Village government, through effective strategic planning and timely responsiveness to changing conditions, continues to offer excellent public services in a fiscally responsible manner, often with more attractive tax rates than surrounding communities.

The Village of Lincolnwood's vision includes a commitment to an even more business friendly environment. Attracting destination developments on several key village sites is a focus for the community. Additional restaurants in the village would be considered a plus. The development of a new community recreational center is also desired to enhance the parks programming opportunities.

The Village continues to look for ways to continually improve the effectiveness of its services and the efficiency of the process to deliver them.



# SWOT ANALYSIS – WHERE WE ARE TODAY?

Strengths	Weaknesses
<ul style="list-style-type: none"> <li>▪ Good public service – public works, police, and fire</li> <li>▪ Good parks &amp; recreation</li> <li>▪ Good municipal management</li> <li>▪ Conservative fiscal policies</li> <li>▪ Good staff/board relations</li> <li>▪ Strong tax base</li> <li>▪ Good population diversity</li> <li>▪ Close proximity to airport/city, etc.</li> <li>▪ Development of medical &amp; senior care capabilities within the community</li> <li>▪ Staff involved regionally</li> <li>▪ Community pride</li> <li>▪ Seeking alternative funding sources</li> <li>▪ Non resident involvement in park programs</li> </ul>	<ul style="list-style-type: none"> <li>▪ Economy</li> <li>▪ Declining property values</li> <li>▪ Policy on taxes</li> <li>▪ Dependence on auto industry</li> <li>▪ Lack of central downtown</li> <li>▪ Lack of public transportation</li> <li>▪ Dependence on Chicago water</li> <li>▪ Diversity not as well represented within the bureaucracy</li> <li>▪ Sewer system</li> <li>▪ Lack of new development sites</li> <li>▪ Based on Village size, we can't be everything to everyone</li> <li>▪ District 74 school board relationship</li> <li>▪ Getting the uninformed, involved</li> </ul>
Opportunities	Threats
<ul style="list-style-type: none"> <li>▪ Better use of technology</li> <li>▪ Home revenue through garbage</li> <li>▪ Take advantage of technology park</li> <li>▪ Purple hotel and Lincoln Avenue redevelopment</li> <li>▪ Alternative water sources</li> <li>▪ Mall campus (klen)</li> <li>▪ Use of TIF districts</li> <li>▪ Demographics analysis and strategy</li> <li>▪ Increased revenue over next several years</li> <li>▪ Channel Runne park</li> <li>▪ Privatization of services</li> <li>▪ Shared services with other municipalities</li> <li>▪ Intergovernmental agreements</li> <li>▪ Contiguous boundaries with school district</li> <li>▪ Sponsorship and advertising</li> <li>▪ Lincolnwood high profile businesses</li> <li>▪ Further development of chamber relationship</li> <li>▪ Further definition of Lincolnwood brand and marking of boundaries</li> <li>▪ Public private partnerships</li> </ul>	<ul style="list-style-type: none"> <li>▪ Fiscal state of the State of Illinois, Washington</li> <li>▪ School board fiscal policies</li> <li>▪ Cook County fiscal policies</li> <li>▪ Lowes #'s falling</li> <li>▪ Mandates around pensions</li> <li>▪ Next election – continue working together</li> <li>▪ Pension obligations</li> <li>▪ Mortgage foreclosures</li> <li>▪ Store front vacancies</li> <li>▪ Water supply</li> <li>▪ Post office changes</li> </ul>





- Our shrinking piece of the tax pie
- Economy is in a global transition
- Rising E-commerce without taxing ability
- Community housing market influx
- More diversity within the community
- Public apathy
- More municipal marketing creating business, consumer, and resident competition
- More tax incentives being utilized to attract business
- Manufacturing exodus from Cook County
- Stagnant tax base/rising costs
- Deferral on capital improvements
- More self service approaches





- Lincoln Avenue mirrors Touhy and Crawford – Lincoln streetscape, slow traffic, visually appealing
- Lincolnwood is a destination – a draw for shopping, socializing, business, church, etc.
- Touhy and Lincoln are more pedestrian-friendly with traffic diverted from the area
- The purple hotel site has become a destination
- Lincolnwood has a brand and, within the municipality, has a certain look and feel – we are distinguished from Chicago and Skokie
- B&H site is fully developed or created into green space as a part of Channel Runne
- Parks are a jewel
- Great housing stock
- Positive, diverse community
- New, expanded community center
- Channel Runne is developed
- School District 74 has a great reputation for quality education and fiscally sound operations
- Lincolnwood is business-friendly, attracting more businesses
- Well managed fiscal approach and lower taxes than our neighbors
- Lincolnwood's government has customer friendly service
- Lincolnwood has thorough enforcement of consistent rules – will provide help along the way – instills pride of ownership
- Citizens involved and glad to live in Lincolnwood





1. Continue the Village's realistic fiscal policy; maintaining taxes lower than neighboring communities
2. Develop the purple hotel site as a central gathering destination
3. Further define and develop the brand and identity for the Village of Lincolnwood
4. Use Lincolnwood's Economic Development Commission to drive Village's vision for economic development
5. Become a partner with the mall in promoting opportunities to reinvigorate the mall and surrounding area
6. Bring more restaurants to the community
7. Become a "friendly to do business with" government, assisting in attracting and developing business
8. Review Lincolnwood's economic and business incentive policy, balancing incentives for development and business with those of the community and tax payer
9. Since government can not afford to be everything to everyone, focus on core services and manage expectations of citizens through appropriate communications
10. Create destinations around the pool, attracting Lincolnwood residents and visitors
11. Reexamine public transportation opportunities and connect to the new Skokie station
12. Develop a constructive partnership with the overlapping and surrounding taxing body boards (i.e. surrounding municipalities, schools, county etc)



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**Goal 1:** Continue the Village's realistic fiscal policy; maintaining taxes lower than neighboring communities

***Objectives:***

- A. Continue to present realistic budgets
- B. Identify capital improvement priorities
- C. Develop a plan for alternative revenue sources and begin implementation (partnerships, sponsoring, etc)

**Goal 2:** Develop the purple hotel site as a central gathering destination

***Objectives:***

- A. Define with the Village Board the desired use of the site and timeframe
- B. Engage EDC to drive and coordinate purple hotel site

**Goal 3:** Further define and develop the brand and identify for the Village of Lincolnwood

***Objectives:***

- A. Establish a workshop with the Village Board to further define the Village of Lincolnwood's brand
- B. Staff to design branding exercise and subsequent branding plan



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**Goal 4:** Use Lincolnwood's Economic Development Commission to drive Village's vision for economic development

**Objectives:**

- A. Conduct a planning workshop session with EDC and Village Board
- B. In preparation for above, benchmark other community economic development models and arrange for board and EDC community drive around
- C. Gather input from the business community through breakfast/lunch meetings
- D. Establish dollars in the budget for economic development and supporting activities

**Goal 5:** Become a partner with the mall in promoting opportunities to reinvigorate the mall and surrounding area

**Objectives:**

- A. Work with EDC regarding connector road
- B. Staff to workshop with property owners to explore use options

**Goal 6:** Bring more restaurants to the community

**Objectives:**

- A. Staff to conduct webinars to promote community development and restaurants
- B. Staff to meet with Village Board to define desired sites for restaurant development
- C. Attend Restaurant Association conference to explore current restaurant trends and needs





**Goal 7:** Become a “friendly to do business with” government, assisting in attracting and developing business

**Objectives:**

- A. Staff to create plans to identify and streamline key processes to do business/development in Lincolnwood
- B. Effectively communicate the business/development friendly philosophy to staff – Empower for continuous improvement
- C. Staff to develop plan to continue marketing the village’s economic development needs and business friendly environment

**Goal 8:** Review Lincolnwood’s economic and business incentive policy, balancing incentives for development and business with those of the community and tax payer

**Objectives:**

- A. Staff to develop data, benchmarks, and policy document for Village Board discussions and action
- B. Review with EDC for input prior to Village Board review

**Goal 9:** Since government can not afford to be everything to everyone, focus on core services and manage expectations of citizens through appropriate communications

**Objectives:**

- A. Involve multiple departments speaking at various community meetings, promoting the needs and operation of the municipal government
- B. Gather input from the Passport Committee to determine methods to further involve and engage Lincolnwood’s diverse population
- C. Consider methods in the development of the website for attracting and involving citizens
- D. Staff to discuss these topics (A, B, C) and other topics when meeting with school district staff
- E. Engage with the various religious groups within the community to gather input and assist with event development





**Goal 10:** Create destinations around the pool, attracting Lincolnwood residents and visitors

**Objectives:**

A. Consider these sites in other planning activities

**Goal 11:** Reexamine public transportation opportunities and connect to the new Skokie station

**Objectives:**

A. Explore the possibility of a public transportation loop within the community

B. Appoint a staff member to be responsible for transportation planning

C. Survey citizens regarding transportation needs and concerns

**Goal 12:** Develop a constructive partnership with the overlapping and surrounding taxing body boards (i.e. surrounding, municipalities, schools, county etc.)

**Objectives:**

A. Meet with taxing body boards in 2013 to discuss mutual interests

B. Staff to meet with taxing body boards staff prior, to discuss mutual interests



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# **Financial Policies**

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# VILLAGE OF LINCOLNWOOD

## FINANCIAL POLICIES

### Introduction

Financial policies are the key elements of sound fiscal administration and responsibility. The Village Board should establish and follow financial policies when making financial decisions about the future of the Village of Lincolnwood. The policies represent a foundation to address changing circumstances and conditions, and assist in the decision-making process while maintaining the Villages solid financial condition. These policies have been formally adopted by the Village Board and cover three (3) specific categories:

- Revenues
- Expenditures
- Financial Planning

Financial policies allow the Village Board to view their current approach to financial management from an overall and long-range vantage point. The policies were developed in accordance with the Government Finance Officers Association's (GFOA) *Recommended Practices* for Budgeting and Fiscal Policy.

### **Revenues**

□ **Maintain a diversified revenue structure.** The Village shall attempt to maintain a diversified and stable revenue system to shelter it from short-term fluctuations in a single revenue source. The Village shall diversify its revenue base in order to reduce its dependence upon Real Estate Property Taxes.

The Village shall follow an aggressive policy of collecting revenues and seeking public and private grants and other outside sources of revenue to fund projects.

□ **Setting of fees and user charges.** The Village shall establish Fees and User Charges at a level related to the total cost (i.e., operating, direct, indirect and capital expenditures and debt service) of providing that service. The Village shall review all fees and charges annually in order to keep pace with the cost of providing the service. The Village and Parks & Recreation Department shall strive to maintain the real estate tax levy subsidy at \$1,000,000 to the Parks & Recreation Department. The balance of the Parks & Recreation department's operating costs shall be offset by user fees charged for services rendered. Fees shall not be set at a level that results in revenue that is used to subsidize other non-parks & recreation services.

The revenue system of the Village shall strive to maintain equality in its structure. The Village shall minimize or eliminate all forms of subsidization between funds, services, utilities and customers. However, it is recognized that Public Policy decisions may lead to subsidies in certain circumstances, e.g., Senior Citizen welfare.

□ **Limit total annual property tax levy increases to the Cook County consumer price index.** Although the Village is not restricted in its annual levy of taxes, the Village Board has a self-imposed cap on the annual increase in the property tax levy. The Village shall not increase the annual property tax levy in excess of the Cook County consumer price index increase

applicable as of the prior December. This will limit the Village's dependence on a single source of revenue and prevent property owners from being overburdened by spikes in the tax rate.

□ **Use of one time revenues.** The Village will not allocate one- time revenues towards the funding of continuing operating expenses. Any one-time revenue (i.e. sale of Village property) will be used to fund a one-time capital expenditure. The Village shall avoid using temporary revenues to fund routine operating expenses.

## **Expenditures**

□ **Maintain adequate public safety programs.** The expenditure policy of the Village provides for the level of expenditures sufficient to ensure the ongoing health, safety and welfare of the citizens and the review of services to monitor if they are being provided effectively and efficiently as possible. The Village shall fully fund its Pension Plans consistent with the actuarial valuation requirements as presented by the Illinois Department of Insurance.

□ **Procurement system policies.** The Village Manager shall be responsible for the purchase and contract of goods and services on behalf of the Village and shall develop and implement administrative procedures in conformity with ordinances and state statutes to perform this function.

The Village shall maintain purchasing rules and regulations for internal use and shall distribute said rules to all eligible vendors at the appropriate time. The operation of the Village's purchasing system shall encourage full and open competition on all purchases and sales subject to the competitive bidding regulations, approval of the Village Board and formal quotations as written in the Municipal Code.

The Department Directors are authorized to use State contracts in lieu of issuing bids when it is to the economic advantage of the Village.

The Village shall purchase recycled or otherwise environmentally friendly products whenever possible.

## **Financial Planning**

□ **Annual budget.** The budget process provides the primary mechanism by which key decisions will be made regarding the levels and types of services to be provided within the estimated available resources.

The annual budget shall be developed in accordance with the financial policies and priorities as set forth by the Village Board.

A balanced budget shall be adopted on a basis consistent with generally accepted accounting principles as promulgated by GASB. Revenues shall be recognized when measurable and available. Expenditures shall be charged against the budget when measurable, a liability has been incurred and due and payable. All budgetary policies shall conform to state regulations and generally accepted accounting principles.

The budget shall be adopted at the legal level of control of a Department within the Fund (i.e., the expenditures shall not exceed the total for any department within a fund without the Village Board approval). The Director of Finance shall have the authority to transfer within a department

within the same fund from one line item to other line items. Current costs shall be financed with current revenues, including the use of authorized fund balance. The Village shall not balance current expenditures through the obligation of future year's resources.

The Finance Department shall maintain a budgetary control system to ensure adherence to the Budget and shall prepare monthly financial reports comparing actual revenues and expenditures with budgeted amounts.

The Enterprise (Water Fund) operation of the Village is to be self-supporting, i.e., current (charge for service) revenues shall cover current operating expenses, including Debt Service and Capital Expenditures and Improvements.

The Department Director shall integrate operating efficiency, operating effectiveness, customer satisfaction and human resource efficiency measurements into their department's budget. Department directors shall be required to link service levels to funding levels.

The Village shall strive to avoid short-term borrowings to meet current cash flow requirements. However, the Village may enter into short-term borrowing should a critical emergency need arise.

The Village shall estimate its budgeted revenues conservatively, using an objective and analytical approach.

□ **Fund Balance Reserve Policy**

The purpose of this policy is to establish guidelines in providing for an unrestricted reserve balance in the Village's General Fund as well as other operating and capital funds.

Adequate fund balance is necessary to provide for operational stability and to provide for needs caused by unforeseen events. Additional benefits of maintaining a strong fund balance include higher interest earnings to support the annual budget and the maintenance of the Village's bond rating. This policy provides for a minimum amount of unreserved fund balance the General Fund and other funds should maintain. All fund balances will be reviewed annually during the budget process.

**General Fund**

Fund balance shall be maintained at a level equal to 25-35% of the current fiscal year's revenues.

Should fund balance drop below the 25% level, notification will be given to the Village Board and a plan developed to return the balance to the minimum level within a reasonable time.

Planned drawdown of fund balance below the 25% level will be permitted for operational purposes to cover extraordinary expenditures or bridge a revenue shortfall. Reductions in fund balance are meant to be short term only and must be resolved through the implementation of a new permanent revenue source or reduction in expenditure levels.

Surplus funds above the 35% level will be designated for the purchase of new or replacement capital equipment and capital expenditures.

### **Debt Service Fund**

At the end of each fiscal year, there shall be a minimal fund balance in the debt service fund. The annual revenues comprised of state and home rule sale taxes should equal the annual expected bond principal and interest payments.

### **Water and Sewer Fund**

Fund balance shall be maintained at a level equal to 30% of the current fiscal year's expenditures.

Should fund balance drop below the 30% level, notification will be given to the Village Board and a plan developed to return the balance to the minimum level within a reasonable time.

Planned drawdown of fund balance below the 30% level will be permitted for operational purposes to cover extraordinary expenditures or bridge a revenue shortfall. Reductions in fund balance are meant to be short term only and must be resolved through the implementation of a new permanent revenue source or reduction in expenditure levels.

Surplus funds above the 30% level can be used to support ongoing water and sewer capital projects or to defer or decrease future rate increases.

### **Police Pension Fund**

The fund balance shall be adequate to fully fund the Police Pension Fund by the date required. An annual actuarial study will be performed to determine the appropriate level of funding and will be paid by the Village and the Police Pension Fund on rotating years.

### **All Other Funds**

All other funds are used primarily for capital improvements or special revenue purposes. These balances will be reviewed annually to determine their adequacy for the expenditures scheduled.

**Update the five-year operating forecast on an annual basis.** The Village shall prepare a five year revenue projection with an annual update. This projection shall be used for the preparation of the operating budget.

A revenue handbook shall be prepared and maintained annually. This handbook shall be utilized to adjust fees and user charges. The revenue handbook shall include at least the following information: the revenue source; legal authorization; method of collection; department responsible for collection; and rate or charge history

**Financial reporting.** The Village's accounting and financial reporting systems shall be maintained in conformance with all state and federal laws, generally accepted accounting principles (GAAP) and standards of the Governmental Accounting Standards Board (GASB) and the Government Finance Officers' Association (GFOA).

An annual audit shall be performed by an independent certified public accounting firm.

The financial system shall include internal controls to monitor revenues, expenditures and program performances on an ongoing basis.

□ **Debt Service administration.** The purpose of this policy is to establish parameters and provide guidance governing the issuance, management, evaluation of and reporting on all debt obligations issued by the Village.

The issuance of long-term debt shall be limited to capital projects, improvements or replacement equipment that cannot be financed from current resources.

When the Village utilizes long-term debt financing it shall ensure that the debt is financed soundly by: conservatively projecting the revenue sources that shall be utilized to repay the debt; every effort shall be made to limit the payback period of the debt to 80 percent of the useful life of the capital expenditure; determine that the cost benefit of the capital expenditure including interest cost shall benefit future citizens; and the amount of long-term debt financing for capital expenditures shall not exceed 90 percent of the fair market value of the cost.

The Village's annual general fund principal and interest debt service cost shall not exceed 15 percent of the amount of general fund revenue.

The Director of Finance is responsible for maintaining relationships with the rating agencies that assign ratings to the Village's various debt obligations. This effort includes providing periodic updates on the Village's general financial condition along with coordinating meetings and presentations in conjunction with a new debt issue.

The Village shall try to keep the average maturity of general obligation bonds at or below ten years.

The Village shall conduct financings on a competitive bid basis. However, negotiated financings may be used to market volatility or the use of an unusual or complex financing or security structure.

□ **Update the five-year Capital improvement program.** For the capital improvement program all land and land improvements and building projects costing \$50,000 or more shall be classified as capital assets. Equipment costing \$10,000 or more with an estimated useful life of two or more years shall be considered capital assets.

A CIP shall be developed for a period of five years. As resources are available the most current year of the CIP shall be incorporated into the current year operating budget. The CIP shall be reviewed and updated annually.

The Village's municipal gasoline tax shall be deposited into the Transportation Improvement Fund to provide for the necessary repair and replacement of streets and other transportation related improvements.

□ **Ethic policies.** Public service is a public trust. Each Village employee has a responsibility to the citizens of the Village of Lincolnwood for honesty, loyalty and the performance of their duties under the highest ethical principles.

All employees shall strive to avoid the appearance of wrongdoing by treating all contractors and vendors impartially, by not accepting gratuities, safeguarding proprietary information and avoiding conflicts of interest.

Any employee shall be prosecuted to the extent of the law in any instance where the employee is proven to have committed an illegal act, such as theft.

Adopted January, 2006  
Updated March, 2013

# **Investment Policy**

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Village of Lincolnwood  
Investment Policy  
Adopted – January 19, 2006

**Investment Policy:**

It is the policy of the Village of Lincolnwood to invest public funds in a manner which will provide the maximum security (safety), meeting the daily cash flow needs of the village (liquidity) and provide the highest investment return (yield) while conforming to all State of Illinois laws governing the investment of public funds.

**Prudence:**

All investments shall be made with sound judgment and extraordinary care by persons of prudence, discretion and intelligence.

**Objective:**

The primary objectives of the investment policy shall be 1) Safety, 2) Liquidity and 3) Return on Investment (Yield).

**Authority:**

Management responsibility for the investment program rests with the Village's Finance Committee which shall establish procedures for the operation of the investment program consistent with the investment policy.

**Ethics and Conflicts of Interest:**

Elected Officials and employees involved in the investment process shall refrain from any personal business activity that could conflict with or impair their ability to properly execute the investment policy. Any party of interest that has any material financial interest in any financial institution that conducts business within this village must disclose said interest to the Finance Committee.

**Authorized Investments:**

The Village of Lincolnwood is empowered by statute to only invest in those investments authorized by the Illinois Public Funds Investment Act.

**Internal Control:**

The Finance Committee shall establish an annual process of independent review as part of the Village's annual audit of its financial statements. This annual review will provide internal control by assuring compliance with policies and procedures of the investment policy.

**Investment Policy Adoption:**

The Village of Lincolnwood investment policy shall be adopted by resolution of the Board of Trustees. The policy shall be reviewed annually by the Finance Committee and any modifications made must be approved by the Board of Trustees.

# **Budget Structure and Process**

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**Budget Structure**

This section describes the various types of funds the Village employs. A fund is a separate fiscal entity with revenues and expenses that are separated for the purpose of carrying out a specific purpose or activity. The Village's budget is divided into several different funds. Each fund is considered a separate accounting entity. Major funds represent the significant activities of the Village and include any fund whose revenues or expenditures, (excluding other financing sources and uses), constitute more than 10% of the revenues or expenditures of the appropriated budget are shown separately. The breakdown of the Village fund structure is as follows:

**Major Governmental Funds**

**General Fund** – The main operating fund for the Village, the General Fund, is used to account for the resources devoted to funding services traditionally associated with local government (i.e.) public safety, street maintenance, etc.

**Major Special Revenue Fund** – Special Revenue Funds are governmental funds used to account for the proceeds of specific sources (other than special assessments, expendable trust funds, or major capital projects) that are legally restricted to expenditures for specified purposes. The Village has one major fund of this type: the Northeast Industrial District TIF Fund.

**Debt Service Funds** – A Debt Service Fund accounts for the accumulation of resources for, and the repayment of long-term debt, interest and related costs.

**Major Proprietary Fund**

**Enterprise Fund** – Enterprise Funds are proprietary funds established to account for the financing of self-supporting activities of governmental units that render services on a user basis to the general public. The significant attribute of Enterprise Funds is that they are financed primarily by charges to consumers and that the accounting for them makes it possible to show they are operated at a profit or loss similar to comparable private enterprises. The Village has one major fund of this type: the Sewer and Water Fund. Depreciation expenses are recorded in Enterprises Funds, but the Village excludes this non-cash expense from its budget.

**Non Major Governmental Funds**

**Special Revenue Funds**- Special Revenue Funds are governmental funds used to account for the proceeds of specific sources (other than special assessments, expendable trust funds, or major capital projects) that are legally restricted to expenditures for specified purposes. The Village budgets for five Special Revenue Funds: Motor Fuel Tax

Fund, Transportation Improvement Fund, E-911 Fund, Touhy/Lawndale TIF Fund and the Lincoln/Touhy TIF Fund.

**Capital Projects Funds**- Capital Projects Funds are governmental funds used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by the Enterprise Fund). The Village currently budgets for two capital project funds.

**Police Pension Fund**- The Village is in a fiduciary capacity for assets held in the Police Pension Trust on behalf of the Village Police Force. The pension fund has its own Board of Trustees who monitors the investments of the fund. The Police Pension Fund may also be referred to as a Pension Trust Fund.

**Budget by Fund Structure**

<u>General Fund</u>	<u>Special Revenue</u>	<u>Debt Service</u>	<u>Enterprise</u>	<u>Capital Projects</u>	<u>Pension Trust</u>
Departments:	Motor Fuel Tax	All Debt	Water and Sewer	ROW Bike Path	Police Pension
Administration	Transportation Improv.			Property Enhancement	
Finance	E-911			Program	
Development	NEID TIF				
Police	Touhy/Lawndale TIF				
Fire	Lincoln/Touhy TIF				
Public Works					
Parks and Recreation					

**Budget Process**

The budget is the working plan for the operation of the Village during the May 1–April 30 fiscal year. Residents, elected officials and staff all play a vital role in preparing the many components of the budget. Although the Village Manager is responsible for preparing and recommending a balanced budget, the Village Board determines the final budget document and the allocation of resources it represents. Preparation, review and adoption of the budget spans at least six months, beginning in October and ending in April. The budget document is the result of the completion of a complex set of tasks, including assessing the Village’s financial condition, projecting assumptions to fund the Village’s assessments, developing goals and objectives which will meet these needs, and estimating the cost of providing these services.

**Long-Term Non-Financial Goals and Objectives**

It is recommended by the Government Finance Officer’s Association (GFOA) that governmental entities utilize strategic planning to develop and coordinate long-term goals and objectives for service delivery and budgeting. Doing so will provide a direct link between the wide-ranging organizational goals and annual spending plans.

During 2011, the Board of Trustees, the Village Manager and Department Directors met to update the Strategic Planning Report process that started in 2005. The session was to review the prior plan and update where necessary goals that would 1) fulfill the Village's mission, 2) adapt to our changing environment, and 3) meet the needs of our residents and businesses. The Village feels that a comprehensive strategic plan will improve on existing budgeting and planning issues and link these goals into the individual department goals.

In addition to helping the Village identify long-term goals of the Village, the strategic plan will also work to align individual department goals with the overall objective of the Village, incorporate performance measurements to measure the success of the goals and provide a process for monitoring and reassessing the plan due to the constant change in our working environment.

### **The Capital Improvement Plan**

The development of the Capital Improvement Plan (CIP) is an important part of our Village budget workshop. The CIP is the Village's five year plan for capital expenditures. It addresses the Village's needs for equipment replacement, upgrades, and expansion of infrastructure and other long-lived, high-cost assets. Generally included in the CIP are planned capital expenditures of \$10,000 or more, proposed additions to the Village motor fleet, and certain information technology purchases. Prior to the 2014 budget workshop, the 2014-2018 CIP was prepared.

The CIP process begins in November with the Finance Department distributing CIP project request forms to the operating departments. The departments complete a request form for each proposed project and return their requests to the Finance Department in December for compilation. A CIP project request must include the following:

- Description of the project
- Justification for the project
- Estimation of project costs
- Identification of possible revenues sources
- Annual dollar impact upon operating budget if project is undertaken

After the Finance Department compiles the information, the Village Manager and Finance Director meet with each department for the purpose of conducting an administrative review and clarify any project particulars. Upon conclusion of these meetings, the CIP is revised and submitted by the Village Manager to the Village Board at the February budget workshop. The CIP is again reviewed at the budget meeting in March and submitted to the Village Board for final approval in April.

As stated above, the CIP covers the next five years. This long-term perspective helps the Village foresee both future capital expenditure needs and the anticipated revenue sources for funding purposes.

**Budgetary/Accounting Basis**

The budgets of the General Fund, governmental type funds and agency funds are prepared on a modified accrual basis. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e. both measurable and available.

Expenditures, other than interest on long-term debt, are recorded when the related fund liability is incurred, if measurable. The governmental fund measurement focus is on the determination of financial position and changes in financial position, rather than on net income determination.

The Water and Sewer Fund, except for two exceptions (depreciation and compensated absences) is budgeted on a full accrual basis. The accrual basis of accounting is used by proprietary and the pension trust fund, with the measurement focus on determination of net income, financial position and cash flows. Revenues are recognized when earned and expenses are recognized when incurred.

**Budget Process with Dates of Budget Hearings and Notices**

October 2012	Evaluate fiscal year financial forecasts and develop FY 2013/14 budgetary assumptions.
November	Village Manager (VM) discusses budgetary guidelines with department heads.
December	Department heads meet with Finance Director to discuss CIP. Staff prepares preliminary revenue estimates along with departmental expenditure targets.
December	Public hearing to approve 2012 Property Tax Levy.
January 2013	VM meets with each department head to discuss proposed budgets. Budgets revised following VM's approval.
February	Village Board workshop. Staff presents policy issues and CIP Funding requests. Budget is revised to incorporate Village Board direction. Village Board Finance Committee meets to review draft budget.
March	FY 2013/14 public meeting. After the proposed budget is placed for public viewing, a meeting is held with the Village Board to allow for public and Village Board discussion.
April	FY 2013/14 budget is presented for formal consideration to the Village Board.
May 1	New fiscal year begins. Implementation of the budget is monitored by updates to the Village Board. During the year, the (VM) may revise the budget for the Village. Revision requests by Department Heads must be submitted to the VM. The VM reviews all request for budget revisions as to their effect on the total budget and presents them to the Village Board for approval. No revision of the budget shall be made if funds are not available.
July	FY2014 appropriation ordinance is presented at public meeting to allow for public and Village Board discussion. After meeting, appropriation ordinance is presented for formal consideration to the Village Board.

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Village of Lincolnwood, Illinois for its annual budget for the fiscal year beginning May 1, 2012. In order to receive this award a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communication device.

The award is valid for a period of one year only. We believe our Fiscal 2014 budget conforms to program requirements and we are submitting it to the GFOA to determine its eligibility for another award.

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## **Total Budget Comparison**

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### Financial Summary - All Funds

The following is a summary of revenues and expenses for the Village from FY2010/11 through FY2013/14 by Fund type.

	2010/11 Actual	2011/12 Actual	2012/13 Projected	2013/14 Adopted
<b>Revenues by Fund</b>				
General	17,758,552	18,119,958	18,794,332	19,098,066
Motor Fuel	370,231	371,004	365,000	307,500
Transportation Improvement E911	372,853	346,702	325,000	322,000
NEID TIF	184,578	174,120	195,000	180,500
Touhy/Lawndale TIF	1,416,794	1,962,875	1,725,000	5,792,000
Lincoln/Touhy TIF	330,774	518,569	500,000	520,000
Debt Service	-	-	43,000	-
Capital Projects	1,213,240	1,216,044	1,186,517	1,187,065
Water and Sewer-Enterprise	493,180	19,846	386,000	200,000
Police Pension	3,582,332	3,461,921	4,057,450	4,228,900
	2,401,688	2,101,854	2,073,500	2,081,000
<b>Total</b>	<b>28,124,222</b>	<b>28,292,893</b>	<b>29,650,799</b>	<b>33,917,031</b>
<b>Expenses by Fund</b>				
General	17,908,297	18,022,110	18,738,786	19,158,234
Motor Fuel	49,420	42,075	35,000	85,000
Transportation Improvement E911	746,991	59,064	183,798	1,688,083
NEID TIF	223,232	222,510	252,403	264,470
Touhy/Lawndale TIF	2,358,495	597,148	477,115	6,171,600
Lincoln/Touhy TIF	427,207	464,933	514,000	520,000
Debt Service	38,829	64,928	23,805	1,265,000
Capital Projects	1,225,490	1,353,785	1,274,211	1,310,312
Water and Sewer-Enterprise	125,265	1,324,806	850,000	300,000
Police Pension	3,317,525	3,290,392	3,885,922	4,312,293
	1,546,312	1,722,317	1,740,799	1,955,234
<b>Total</b>	<b>27,967,063</b>	<b>27,164,068</b>	<b>27,975,839</b>	<b>37,030,226</b>
Excess (Deficit) of Revenues over Expenses	157,159	1,128,825	1,674,960	(3,113,195)
Other financing - loan proceeds	592,652	100,000	-	1,200,000
Use of fund balance reserves	-	-	-	1,913,195
<b>Excess of Revenues over Expenses after Other Financing</b>	<b>749,811</b>	<b>1,228,825</b>	<b>1,674,960</b>	<b>-</b>

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**FY2013/2014 Budget Summary**  
**Total Village Budget**

The following is a summary of revenues and expenses for the Village from FY2010/11 through FY2013/14.

	<b>2010/11 Actual</b>	<b>2011/12 Actual</b>	<b>2012/13 Projected</b>	<b>2013/14 Adopted</b>
<b>Revenues</b>				
Local Taxes	16,201,040	16,515,203	16,652,263	17,197,711
Intergovernmental Taxes	1,835,276	2,569,305	2,537,700	2,503,000
Licenses and Permits	1,007,370	1,009,122	1,049,405	1,048,905
Charges for Services	5,126,075	5,220,843	6,019,634	6,237,915
Fines and Forfeitures	265,214	359,731	341,000	359,000
Rent	97,171	98,561	101,500	101,500
Grants	842,356	125,379	570,000	4,220,000
Investment Income	244,600	202,011	118,090	117,000
Reimbursements	65,044	49,188	98,512	16,000
Police Pension	2,401,688	2,101,854	2,073,500	2,081,000
Other	38,388	41,696	89,195	35,000
<b>Total</b>	<b>28,124,222</b>	<b>28,292,893</b>	<b>29,650,799</b>	<b>33,917,031</b>
<b>Expenses</b>				
Personnel	10,445,268	11,048,918	11,368,279	11,724,165
Contractual	4,748,745	5,137,272	5,071,229	6,630,710
Commodities	4,018,688	3,738,496	4,468,169	4,915,278
Economic Development	923,012	990,875	1,069,000	1,415,000
Debt Service	1,861,855	2,062,401	1,976,770	2,041,567
Capital Outlay	4,423,182	2,463,789	2,281,593	8,348,272
Police Pension Expenses	1,546,313	1,722,317	1,740,799	1,955,234
<b>Total</b>	<b>27,967,063</b>	<b>27,164,068</b>	<b>27,975,839</b>	<b>37,030,226</b>
Excess (Deficit) of Revenues over Expenses	157,159	1,128,825	1,674,960	(3,113,195)
Other financing - loan proceeds/Debt premium	592,652	159,106	-	1,200,000
Excess (Deficit) of Revenues over Expenses after Other Financing	749,811	1,287,931	1,674,960	(1,913,195)
<b>Fund Balances</b>				
Start of Budget Year	43,602,041	44,351,852	45,639,783	47,314,743
End of Budget Year	44,351,852	45,639,783	47,314,743	45,401,548
Less: Pension Fund Balance (a)	(16,037,540)	(16,417,077)	(16,749,778)	(16,875,544)
<b>Available Fund Balances</b>	<b>28,314,312</b>	<b>29,222,706</b>	<b>30,564,965</b>	<b>28,526,004</b>

(a) Pension Fund Balance is reserved for pension benefits and not available for appropriation.

**Budget Notes:**

**FY2010/11**- Revenues and other financing sources exceeded expenses by \$157,159.

The Village has started the streetlight replacement program this year. The program is being financed by fund reserves in both the Motor Fuel Tax Fund and the Transportation Improvement Fund. The Transportation Improvement Fund experienced a fund balance decrease of \$374,138 due to the program. Other capital projects were started which included engineering for a new bike path on the Commonwealth Edison right-of-way and preliminary work on Channel Runne park improvements. The total expenditures for these projects totaled \$107,274. The General Fund finished the fiscal year with an increase of \$640,813. This amount is significantly less than the projected deficit of \$726,979 that was budgeted for the year. Increases in both sales tax revenue and building permit revenue were realized and show signs that the U.S. and the local economies are slowly rebounding from the recession. The Police Pension Fund also experienced an increase in revenue as investment income was greater than budgeted due to the recovery in the financial markets.

**FY2011/12** - Revenues and other financing sources exceeded expenses by \$1,287,931.

The General Fund finished the fiscal year with a decrease of \$396,807. This amount was less than the budgeted deficit of \$941,097 and was mainly due to an increase in revenues as the economic recovery continued. The Transportation Improvement Fund experienced an increase of \$287,638. This Fund was budgeted to have a decrease of \$858,083 but year 2 of the streetlight replacement program was deferred to FY 2014. Other capital projects included the replacement of the Village promenade and the replacement of the HVAC system in the Police and Fire building. Also, the construction of Centennial park was started in FY2012 and continued work on the new bike path was ongoing. The Village also resurfaced a portion of Pratt Ave. during FY2012. This project was 100 percent funded by a grant. The total for all of these capital improvements totaled \$ 1,324,806 in FY2012.

**FY2012/13** - Revenues and other financing sources are expected to exceed expenses by \$1,674,960.

The General Fund is expected to finish the fiscal year with a decrease of \$111,753. This is less than the budgeted decrease of \$572,595. The majority of the decrease will result from savings on various expense items. The Transportation Fund will again will experience an increase in net revenue of \$141,202 as opposed to a budgeted deficit of \$907,083. Year 2 of the streetlight program was deferred until Fiscal 2014 when both Pratt Ave. and Crawford Ave. streetlights will be replaced. Also, the construction of Centennial Park and various Village campus projects were completed in Fiscal 2013. The costs to complete these projects totaled \$\$780,000.

**FY13/14** - Expenses are budgeted to exceed revenues by \$1,913,195. The General Fund is budgeted to have a slight increase of \$111,753 for Fiscal 2014. The majority of the decrease will come from the Transportation Improvement Fund as years 2 and 3 of the streetlight replacement program will continue. As mentioned above, this program was deferred in prior years. The major TIF Fund will also acquire a bike path. The cost will be funded by a grant which will cover 80% of the costs.

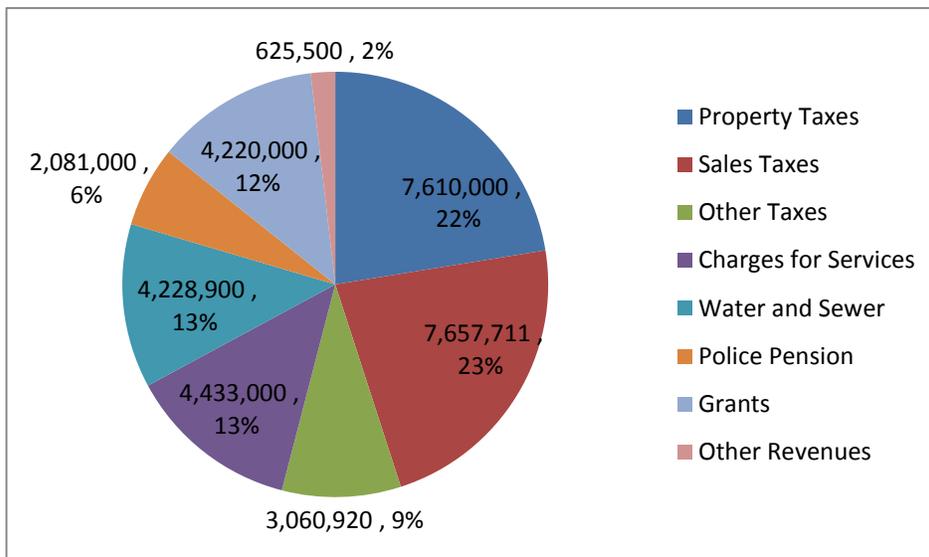
## **Fund Type Summary**

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**Fiscal 2014 Revenues**

The total revenue budget for the Village of Lincolnwood for the year beginning May 1, 2013 and ending April 30, 2014 is \$33,917,031. Total revenues have increased \$4,513,074 (15%) from the prior year's budget. This is due mainly to a grant the Village will receive to purchase land for a bike path.

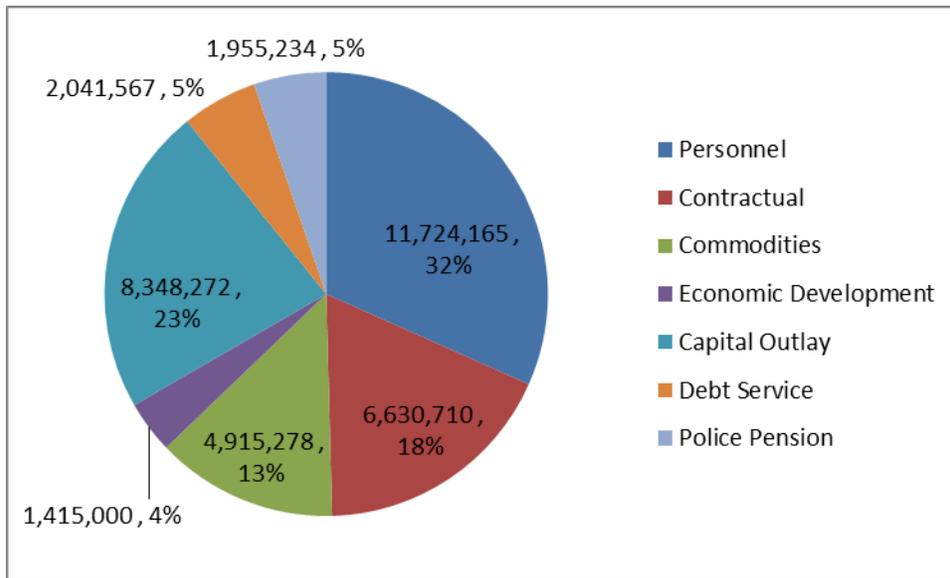
**FY2013/14 Budgeted Revenues - All Funds - \$33,917,031**



**Fiscal 2014 Budgeted Expenditures**

The total expenditure budget for the Village of Lincolnwood for the year beginning May 1, 2013 and ending April 30, 2014 is \$37,030,226. This is an increase of \$5,612,507 (17.8%) from the previous year's budget. The budget consists of \$26,640,387 of operating expenses, \$2,041,567 of debt service and \$8,348,272 of capital improvements and equipment purchases. Operating expenses are budgeted to increase 3.5% while capital improvements will increase over 100 % from the prior year's budget. This increase is mainly due to the purchase of the Union Pacific railroad right - of- way which is funded by a grant (80% funded). This property will be used to construct a bike path.

**FY2013/14 Budgeted Expenditures – All Funds - \$37,030,226**



The schedule on the following page summarizes the various revenues and expenditures and changes in fund equity for the various funds of the Village for the Fiscal 2014 budget.

## **Summary of Transfers**

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**Village of Lincolnwood**  
**Schedule of Operating Transfers**  
**Fiscal Year May 1, 2013 to April 30, 2014**

**Adopted Fiscal Year 2013-14:**

<b>Transfer From</b>	<b>General Fund</b>	<b>Property Enhancement Fund</b>	<b>ROW Com Bike Path Fund</b>	<b>Debt Service Fund</b>	<b>Total</b>
NEID TIF Fund	\$ 130,000				130,000
Touh/Lawndale TIF Fund	5,000				5,000
Water & Sewer Fund	200,000				200,000
General Fund		50,000	50,000	123,247	223,247
<b>Total</b>	<b>\$ 335,000</b>	<b>50,000</b>	<b>50,000</b>	<b>123,247</b>	<b>\$ 558,247</b>

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## **Summary of Personnel Services Cost-All funds**

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**Village of Lincolnwood, Illinois**  
**Personnel Services Worksheet**  
**Fiscal Year May 1, 2013-April 30, 2014**  
**Expected Payroll**

Number	Fund / Department	2013-2014 Total Personnel Services	2012-2013 Total Personnel Services	Increase/ Decrease
<b>101</b>	<b><u>General Fund Departments</u></b>			
100	Village President and Board of Trustees	\$ 64,385	63,023	\$ 1,362
110	Village Clerk	8,852	8,852	0
200	Village Manager	614,612	596,775	17,837
210	Finance Department	456,897	439,040	17,857
240	Community Development Department	418,735	401,505	17,230
250	Information Technology	8,852	8,852	0
300	Police Department	4,538,533	4,419,326	119,207
350	Fire Department	78,692	74,541	4,151
400	Public Works Department	331,094	324,083	7,011
410	Vehicle Maintenance Division	226,339	217,704	8,635
420	Building Maintenance Division	114,011	113,528	483
440	Street Maintenance Division	686,695	673,158	13,537
	<b>Total General Fund Departments</b>	<b>\$ 7,547,697</b>	<b>7,340,387</b>	<b>207,310</b>
<b>205</b>	<b><u>Parks and Recreation Department</u></b>			
430	Park Maintenance Division	\$ 475,748	431,463	44,285
500	Parks and Recreation Department	341,386	337,034	4,352
502	Youth/Tot	8,023	7,027	996
503	Adult Fitness	1,799	1,799	0
504	Special Events	2,213	2,213	0
505	Athletic	2,766	2,766	0
506	Teen	330	110	220
508	Park Patrol	218	60,086	(59,868)
509	Turkey Trot	56,432	12,270	44,162
520	Club Kid Program	12,594	22,130	(9,536)
530	Day Camp Program	35,408	216,698	(181,290)
540	Softball Program	242,266	0	242,266
560	Pool Program	305,323	281,154	24,169
561	Swim Lessons	18,590	15,547	3,043
562	Swim Team	14,385	17,760	(3,375)
563	Concessions	36,294	27,746	8,548
571	Community Center	7,192	7,746	(554)
570	Seniors Program	9,963	5,753	4,210
	<b>Total Parks and Recreation Department</b>	<b>\$ 1,570,930</b>	<b>1,449,302</b>	<b>121,628</b>
<b>215</b>	<b><u>E911 Fund</u></b>	<b>\$ 176,223</b>	<b>167,229</b>	<b>8,994</b>
<b>660</b>	<b><u>Water and Sewer Fund</u></b>	<b>\$ 796,246</b>	<b>766,280</b>	<b>29,966</b>
<b>801</b>	<b><u>Police Pension Fund</u></b>	<b>\$ 1,850,759</b>	<b>1,645,255</b>	<b>205,504</b>
	<b>Total - All Funds</b>	<b>\$ 11,941,855</b>	<b>11,368,453</b>	<b>573,402</b>

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**Staffing Schedule**

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**Staffing Schedule**  
**Full Time Equivalents - Departmental Breakdown**

<b>Village Manager's Office</b>	<b>FY 08/09</b>	<b>FY09/10</b>	<b>FY10/11</b>	<b>FY11/12</b>	<b>FY 12/13</b>	<b>Budget FY 13/14</b>
Village Manager	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Village Manager	1.00	1.00	1.00	1.00	1.00	1.00
Human Resources Manager	-	-	-	-	-	-
Assistant to the Village Manager	1.00	1.00	1.00	1.00	1.00	1.00
Management Analyst	-	-	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	-	-	-	-
Executive Secretary*	1.00	1.00	1.00	1.00	1.00	1.00
Clerk/Receptionist	-	-	-	-	-	-
Intern	0.50	0.50	-	-	-	-
<b>Total - Village Manager's Office</b>	<b>5.50</b>	<b>5.50</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
<b>*Shares with Village President and Board</b>						
<b>Finance Dept</b>						
Director	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Finance Director	1.00	-	-	-	-	-
Accountant	-	1.00	1.00	1.00	1.00	1.00
Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Account Clerk II	-	-	-	-	-	-
Account Clerk	1.00	1.00	1.00	1.00	2.00	2.00
Clerk/Receptionist	1.00	1.00	1.00	1.00	-	-
<b>Total - Finance Department</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
<b>Comm/Econ Development Department</b>						
Director	1.00	-	-	-	-	-
<b>Total - Economic Development Department</b>	<b>1.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Community Development Department</b>						
Director	-	1.00	1.00	1.00	1.00	1.00
Building Commissioner	1.00	-	-	-	-	-
Development Manager	-	1.00	1.00	1.00	1.00	1.00
Building Inspector	2.00	2.00	-	-	-	-
Plumbing Inspector	0.25	0.25	-	-	-	-
Electrical Inspector	0.25	0.25	-	-	-	-
Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Account Clerk	-	1.00	1.00	1.00	1.00	1.00
Clerk/Scheduler	1.00	-	-	-	-	-
Intern	0.50	-	-	0.50	0.50	0.50
<b>Total - Community Development Department</b>	<b>8.00</b>	<b>6.50</b>	<b>4.00</b>	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>

<b>Police Department</b>	<b>FY 08/09</b>	<b>FY09/10</b>	<b>FY10/11</b>	<b>FY11/12</b>	<b>FY 12/13</b>	<b>Budget FY 13/14</b>
Chief	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Chief	1.00	1.00	1.00	1.00	1.00	1.00
Lieutenant	4.00	4.00	4.00	4.00	4.00	4.00
Sergeant	3.00	3.00	3.00	3.00	3.00	3.00
Patrol Officer	24.00	23.00	23.00	23.00	23.00	23.00
Executive Secretary	1.00	1.00	1.00	1.00	1.00	1.00
Information Technology Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Communications Operator	7.50	7.50	7.50	7.50	7.00	7.00
PIMS Clerk	1.00	-	-	-	-	-
Records Clerk	-	1.00	1.00	1.00	1.00	1.00
Community Service Officer	1.50	1.50	1.50	1.50	1.50	1.50
Social Worker	0.50	0.50	0.50	0.50	0.50	0.50
<b>Total - Police Department</b>	<b>45.50</b>	<b>44.50</b>	<b>44.50</b>	<b>44.50</b>	<b>44.00</b>	<b>44.00</b>
<b>Fire Department</b>						
Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
<b>Total - Fire Department</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>Public Works Department</b>						
Director	1.00	1.00	1.00	1.00	1.00	1.00
Assistant to the Public Works Director	-	-	-	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	-	-	-
Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Clerk/Receptionist	0.50	0.50	0.50	0.50	0.50	0.50
<i>Vehicle Maintenance Division:</i>						
Chief Mechanic	1.00	1.00	1.00	1.00	1.00	1.00
Equipment Operator	0.25	0.25	0.25	-	-	-
Laborer	1.00	1.00	1.00	1.25	1.25	1.25
<i>Building Maintenance Division:</i>						
Foreman	0.25	0.25	0.25	0.25	0.25	0.25
Equipment Operator	-	-	-	0.50	0.50	0.50
Laborer	1.25	1.25	1.25	1.00	1.00	1.00
<i>Street Maintenance Division:</i>						
Foreman	1.50	1.50	1.50	1.50	1.50	1.50
Supervisor	-	-	-	0.50	0.50	0.50
Equipment Operator	5.25	5.25	5.25	3.00	3.00	3.00
Laborer	2.50	1.50	1.50	1.75	1.75	1.75
<i>Water and Sewer Division:</i>						
Foreman	0.50	0.50	0.50	0.50	0.50	0.50
Supervisor	0.50	0.50	0.50	0.50	0.50	0.50
Water System Operator	2.00	2.00	2.00	2.00	2.00	2.00
Equipment Operator	1.50	1.50	1.50	2.00	2.00	2.00
Laborer	2.50	2.50	2.50	3.00	3.00	3.00
<b>Total - Public Works Department</b>	<b>23.50</b>	<b>22.50</b>	<b>22.50</b>	<b>22.25</b>	<b>22.25</b>	<b>22.25</b>

<b>Parks And Recreation Department</b>	<b>FY 08/09</b>	<b>FY09/10</b>	<b>FY10/11</b>	<b>FY11/12</b>	<b>FY 12/13</b>	<b>Budget FY 13/14</b>
Director	1.00	1.00	1.00	1.00	1.00	1.00
Superintendents - Recreation, Facilities	-	2.00	2.00	2.00	2.00	2.00
Supervisor - Recreation	3.00	-	-	-	-	-
Communications Manager	-	1.00	1.00	-	-	-
Community Center Program Supervisor	-	-	-	1.00	1.00	1.00
Youth Program Coordinator	-	-	-	0.50	0.50	0.50
Community Outreach Coordinator	-	-	-	0.50	0.50	0.50
Recreation Coordinator	1.00	1.00	-	-	-	-
Clerk/Receptionist	1.50	1.50	1.50	1.00	1.00	1.00
<i>Maintenance Division:</i>						
Foreman	0.75	0.75	0.75	0.75	0.75	0.75
Equipment Operator	-	-	-	0.50	0.50	0.50
Laborer	4.25	4.25	4.25	3.00	3.00	3.00
<b>Total - Parks and Recreation Department</b>	<b>11.50</b>	<b>11.50</b>	<b>10.50</b>	<b>10.25</b>	<b>10.25</b>	<b>10.25</b>
<b>Total - All Departments</b>	<b>100.00</b>	<b>96.50</b>	<b>92.50</b>	<b>92.50</b>	<b>92.00</b>	<b>92.00</b>

**For Fiscal Year 2013/2014, the Village continued to freeze two full-time positions**

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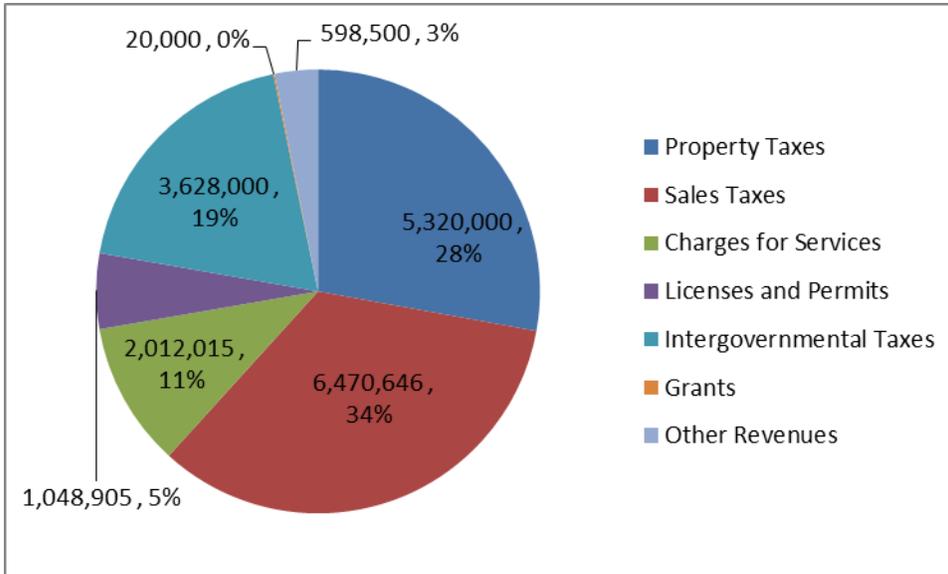
## **Major Revenue Descriptions-All Funds**

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*Fiscal 2014 Budget- Revenues*

**General Fund Revenues**

**FY2013/14 Budgeted General Fund Revenues - \$19,098,066**



**Revenue Overview**

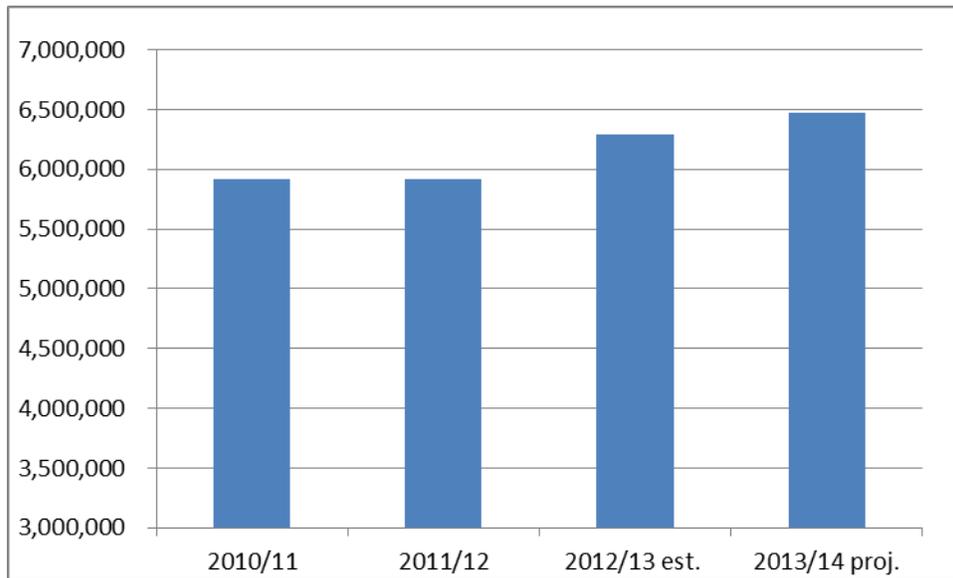
	<b>FY2010/11 Actual</b>	<b>FY2011/12 Actual</b>	<b>FY2012/13 Projected</b>	<b>FY2013/14 Adopted</b>
Property Taxes	5,014,302	5,169,726	5,120,000	5,320,000
Sales Taxes	5,914,230	5,974,237	6,294,646	6,470,646
Charges for Services	1,789,585	1,764,893	1,966,184	2,012,015
Licenses and Permits	1,007,370	1,009,122	1,049,405	1,048,905
Intergovernmental and other Taxes	3,351,862	3,397,779	3,532,700	3,628,000
Grants	32,309	95,513	157,000	20,000
Other Revenues	648,894	708,688	674,397	598,500
<b>Total</b>	<b>17,758,552</b>	<b>18,119,958</b>	<b>18,794,332</b>	<b>19,098,066</b>

**Revenue Comments**

The total General Fund revenue increased from \$18,749,140 to \$19,098,066, an increase of \$348,926 or 1.9 % from last year’s budget. This increase is mainly due to the recovery in sales tax the Village is experiencing and property tax. Intergovernmental taxes also have minimal increases over the prior year’s budget due to the overall economic recovery in the U.S. economy.

**Local Taxes**

**Sales Tax**



The above chart shows the results of the economic recovery that has affected the amount of sales tax revenue the Village receives. Sales tax revenue has been estimated to remain mainly flat as compared to the Fiscal 2013 budget. The Village largest source of sales tax revenue is derived from the various auto dealerships located in the Village boundaries. Sales of autos have increased as pent up demand from the past recession has spurred a buying opportunity to consumers.

**Revenue Comments**

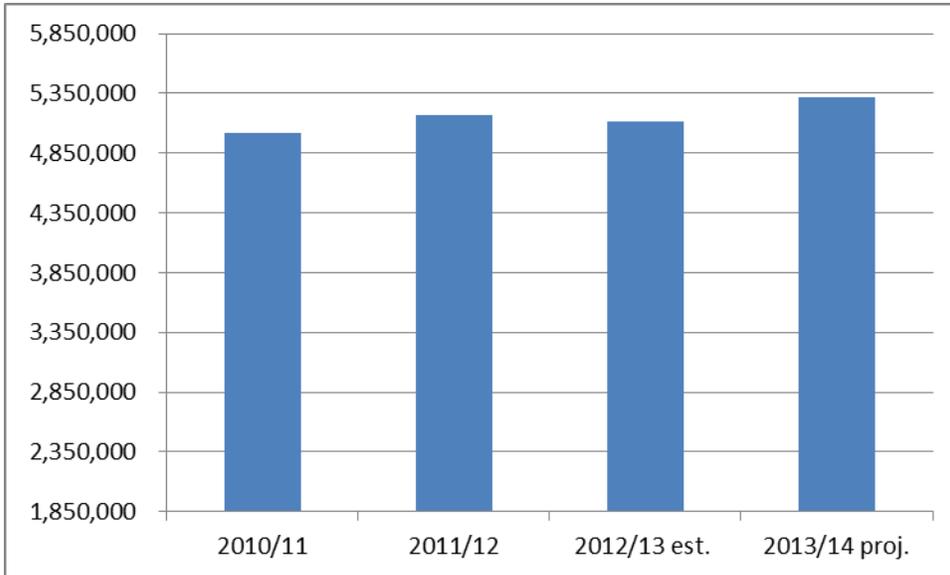
Sales tax is the largest revenue source in the General Fund. The Village receives 1% of all retail sales within its boundaries as provided by State Law. In addition, the home rule sales tax of 1% provides additional revenue on all retail sales, except food to be consumed off premise (grocery stores), prescription and non-prescription drugs and titled items (motor vehicles, etc.).

A portion of both the sales and home rule sales taxes have been earmarked for debt service payments. Both sales and home rule taxes are estimated to remain flat as compared to the Fiscal 2013 budget. The Fiscal 2014 estimate of sales tax receipts takes into account that growth over the next year will be continue on a slow but steady pace as the U.S. economy continues to deal with lingering high unemployment rates.

1% regular share of retail sales	\$ 5,173,953	
1% home rule sales tax	<u>2,483,758</u>	
Total budgeted		\$ 7,657,711
Total transferred to debt service fund		<u>(1,187,065)</u>
Net sales taxes available to the General Fund		\$ 6,470,646

**Revenue Comments**

**Property Taxes**

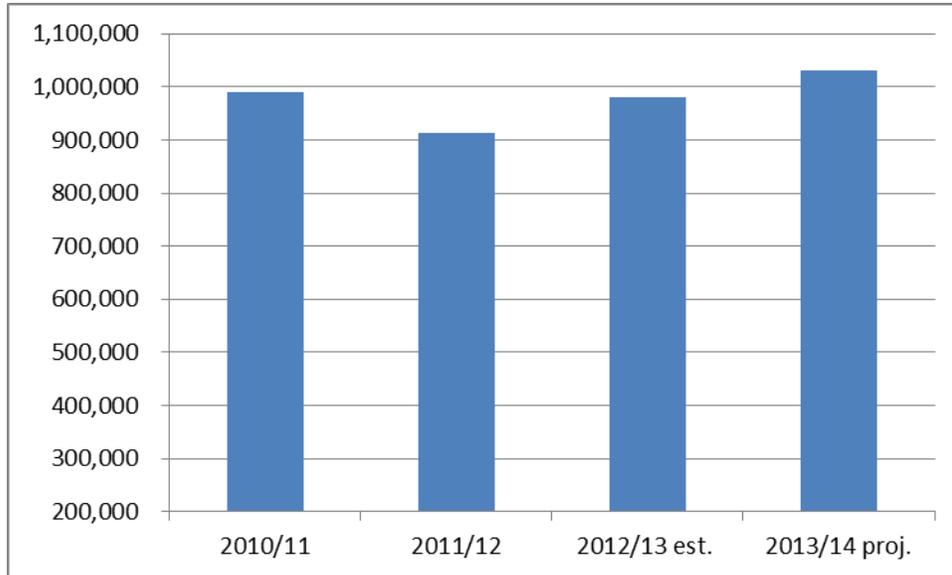


Property taxes are the next largest revenue source in the General Fund. Lincolnwood is a home rule municipality, and as such, has no limit on the amount it could levy for property taxes. The Village’s collection rate on its property tax levy has averaged 98.6% over the last five years. The Village Board has adhered to a policy whereby the increase in the property tax levy be tied to the cost of living increase for “taxed capped” communities. The Village’s levy represents approximately 9.1% of a property owner’s total property tax bill. The levy that corresponds to the Fiscal 2014 budget was levied prior to December 31, 2012 and contained a 3% increase.

Total budgeted \$5,320,000

Revenue Comments

Utility Taxes

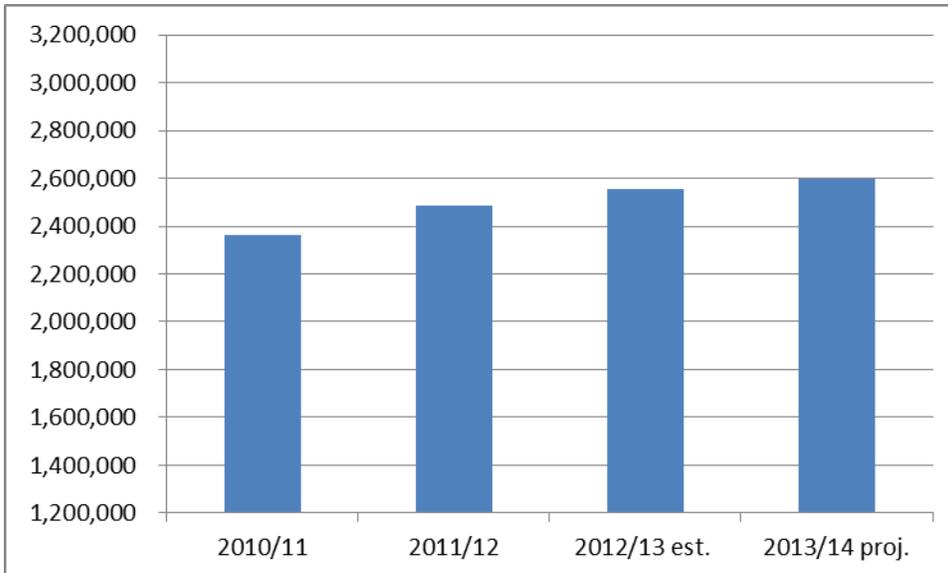


The Village collects a 5% tax on all electric and gas consumed by both commercial and residential users within the corporate limits. This revenue is weather dependent with the bulk of the income received during the winter months. Weather conditions may also be changing where both winters and summers may be milder. This will affect utility tax receipts. Due to the complex utility industry, legislative changes, and changing weather conditions, accurately predicting this revenue source is difficult. The Fiscal 2014 budget reflects a 5% increase over the prior year's budget.

Electric Use	\$620,000	
Gas Utility Tax	<u>410,000</u>	
Total budgeted		\$1,030,000

**Revenue Comments**

**Intergovernmental Taxes**



The Village collects various taxes from the State of Illinois. The major item is the state income tax. Income taxes are distributed by the State on a per capita basis. This revenue source had increased in the last few years and is still projected to increase 9% in Fiscal 2014 due to recovery in the economy.

The second largest item in this category is the telecommunication tax. There is a 6% tax on local, intra-state and interstate telecommunication services which either originate or are received within the corporate limits of the Village. The revenue from this tax has decreased over the last few years and we have projected a 3% decrease for Fiscal 2014.

The Use tax applies to the privilege of using tangible personal property purchased at retail from a retailer outside of the state of Illinois and this revenue has continued to grow in the last few years. With the increase in spending as the U.S. economy recovers, we estimate that this tax will increase by 20% in Fiscal 2014.



**Revenue Comments**

The Village collects licensing fees for various business registrations within its boundaries. In addition, the Village requires contractors performing work at private locations to obtain licenses. Business licenses are issued annually and are valid from May 1 through April 30.

The Village collects various fees for construction or rehabilitation of commercial and residential units throughout the Village. This revenue source is subject to the amount of building activity that occurs in the Village and is estimated to increase by a small amount for the Fiscal 2014 budget as the economy continues its slow recovery and new business development has started to occur.

The Village collects a fee for the operation and maintenance of its cable system. The Village has two cable providers (Comcast of Illinois and AT&T). The budget consists of four quarterly installments from both providers.

Below is a breakdown by category of these fees described above:

Motor Vehicles	\$341,060	
Liquor Licenses	35,910	
Business Licenses	127,410	
Permits	384,525	
Franchise fees-cable services	<u>160,000</u>	
Total budgeted		\$1,048,905

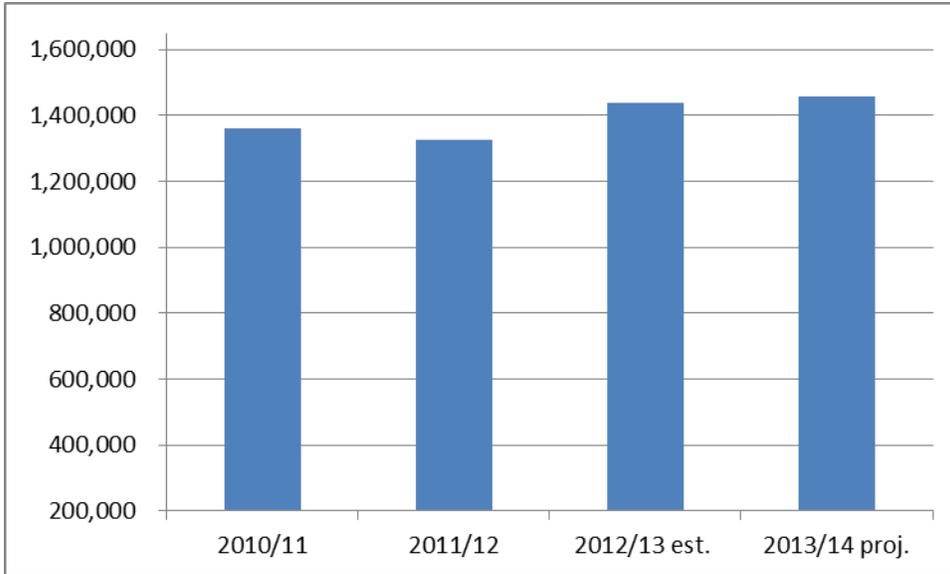
**Charges for Services**

The Village collects fees for various services that are provided such as burglar alarm servicing, sidewalk and tree replacement, property damage charges, and ambulance use. The major item is the ambulance user fee which is budgeted on a cash basis, rather than an accrual basis. The fee for the current budget includes resident invoicing and acceptance of insurance assignment as payment for resident ambulance user fees. The other fees listed have been very consistent with prior years and budgets remain the same as the previous year. Below is a breakdown by category of these charges:

Ambulance fees	\$400,000	
Alarm service fees	71,165	
Filing and variance	5,000	
Other	<u>77,425</u>	
Total budgeted		\$553,590

Revenue Comments

Park and Recreation Program Fees



The Village charges fees for various programs for individuals of all ages in the areas of sports, trips, after school, camps, teens, adults, seniors, swimming, concerts and special events. Camp fee revenues are budgeted with no increase from prior year costs. Pool-pass fees have increased 2% for Fiscal 2014. Revenues for Fiscal 2014 are budgeted to reflect more normal summer weather conditions. Below is a breakdown by category of these charges:

Camps	\$366,450	
Pool and concessions	744,995	
Community Center Rental	38,500	
Seniors	31,600	
Other	<u>276,880</u>	
Total budgeted		\$1,458,425

**Revenue Comments**

**Fines and Forfeitures**

The Village collects fines for traffic and other violations processed through the County Clerk’s Office or parking and other fines collected in-house. These fees have not fluctuated much in prior years. Below is a breakdown by category by of these revenues:

Red light camera fines	\$163,000	
Circuit court fines	65,000	
Parking fines	103,000	
False alarm fines	18,000	
Other	<u>10,000</u>	
Total budgeted		\$ 359,000

**Grants**

The Village receives many grants throughout the year from various organizations. These grants are used for the payment of services provided by the Village and are as follows:

**State Grant**

Traffic grants	<u>20,000</u>	
Total budgeted		\$20,000

**Other Revenue**

The Village receives other revenue not covered elsewhere. The major item is interest income which is earned from mainly collateralized Certificates of Deposits. Additionally, the Village earns interest on money held in checking accounts and the Illinois Funds Money Market Fund, reserve funds at IRMA, and the Illinois Metropolitan Investment Fund, which is an U.S. Treasury mutual fund intended for intermediate funds. This estimate is based on the assumption that interest rates will continue to stay at historically low rates. Other revenue is as follows:

Rent	\$ 101,500	
Investment income	87,000	
Reimbursements	16,000	
Miscellaneous	<u>35,000</u>	
Total budgeted		<u>\$ 239,500</u>

**Total revenues from General Fund for Fiscal 2014 budget - \$19,098,066.**

**Special Revenue Funds**

**Revenue Comments**

	<b>FY2010/11 Actual</b>	<b>FY2011/12 Actual</b>	<b>FY2012/13 Projected</b>	<b>FY2013/14 Adopted</b>
Local Taxes	2,046,506	2,784,392	2,496,100	2,610,000
Intergovernmental Taxes	496,176	542,330	560,000	485,000
Grant	76,867	10,020	27,000	4,000,000
Interest/Other	55,681	36,528	69,900	27,000
<b>Total</b>	<b>2,675,230</b>	<b>3,373,270</b>	<b>3,153,000</b>	<b>7,122,000</b>

The following are the major revenue sources budgeted for Fiscal 2014 for the six special revenue funds of the Village.

**Motor Fuel Tax Fund:**

Projected motor fuel tax allotment from the State of Illinois. Allotments are based on the municipal share of state-wide gasoline sales. The monies are distributed on a per-capita basis. Amounts are based on IML projections. For Fiscal 2014, the Village estimates a per-capita amount of \$24 for a total of \$305,000. This revenue source has been very consistent over the prior years. The Village also estimates \$2,500 will be earned on the investments of the fund for Fiscal 2014.

**Transportation Improvement Fund**

The Village instituted a gas tax in July 2005. This revenue will be used to improve the transportation systems in the Village. The tax is currently set at 3 cents per gallon. Two cents of the gas tax is allocated to the Transportation Improvement Fund and 1 cents allocated to the General Fund. For Fiscal 2014, the Village estimates revenues will remain flat as problems in other Countries have affected the current price of oil which has a direct impact on the transportation habits of auto drivers. The Village estimates \$320,000 will be received from the gas tax and \$2,000 will be earned on the fund’s investments for Fiscal 2014.

**E- 911 Fund**

E 911 Surcharge Fees of \$1.00 per month per line are assessed on telephone lines within the Village boundaries. Wireless fees provide for the utilization of 911 emergencies

responses for cellular phone users. The fee is also \$.75 per line. This amount has grown as the popularity of the cell phone still continues to be high.

**Revenue Comments**

For Fiscal 2014, the Village estimates revenue of \$180,000. This revenue has been decreasing over the past few years as less households are using landlines as their primary phone line. The Village also estimates \$500 will be earned on the investments of the fund for Fiscal 2014.

**NEID TIF Fund, Touhy/ Lawndale TIF Fund and Lincoln/Touhy TIF**

Property tax revenue for all three TIF districts is estimated based on the EAV of the property in the TIF districts as established by the County Clerk’s office. This projection is based upon the amount collected during the 2012 and 2013 fiscal years. For Fiscal 2014, the Village estimates \$1,770,000 and \$520,000 of property tax revenues for the NEID TIF and Touhy Lawndale TIF Funds, respectively. The Lincoln/Touhy TIF has not budgeted any property tax revenue for Fiscal 2014 as there is not any expected increase of the EAV of the property in the TIF. The Village also estimates \$22,000 of income will be earned on the NEID TIF Fund investments for Fiscal 2014.

**Total revenue from all Special Revenue Funds for Fiscal 2014 budget - \$7,122,000.**

**Bond Debt Service Fund Revenues**

The Village services the principal and interest payments on the various GOA bonds as listed in the Bond Debt Service Fund. The Village allocates both sales and home rule sales taxes to fund both principal and interest payments.

**Total revenue Bond Debt Service Fund for Fiscal 2014 budget - \$1,187,065.**

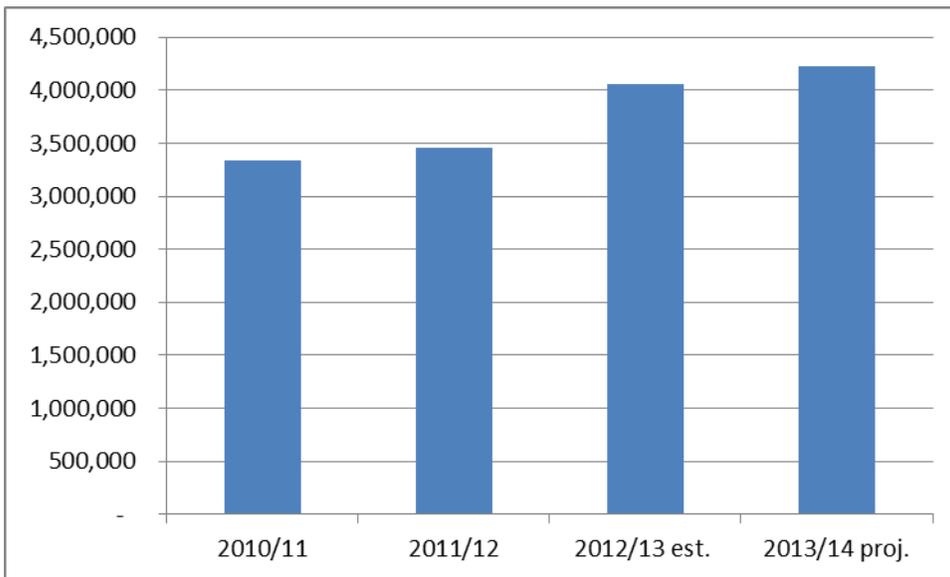
**Capital Project Funds Revenues**

The Village Budgeted \$200,000 for Fiscal 2014 for grant revenue for the engineering and construction of the Comm.Ed.ROW bike path.

**Total revenue from all Capital Project Funds for Fiscal 2014 budget - \$200,000.**

Revenue Comments

Water and Sewer Fund Revenues (Enterprise Fund)



The following are the major revenue sources budgeted for Fiscal 2014 for the Water and Sewer Fund.

	<b>FY2010/11 Actual</b>	<b>FY2011/12 Actual</b>	<b>FY2012/13 Projected</b>	<b>FY2013/14 Adopted</b>
Water/Sewer Charges	3,336,490	3,455,950	4,053,450	4,225,900
Interest	5,842	5,971	4,000	3,000
Grant	240,000	-	-	-
<b>Total</b>	<b>3,582,332</b>	<b>3,461,921</b>	<b>4,057,450</b>	<b>4,228,900</b>

**Revenue Comments**

The Village produces water for 4200 customers who include both residents and businesses. The amount of rainfall during the summer months can impact the amount of water sales by as much as 10% of annual sales. The Village's water provider did increase the cost of water purchases to the Village for next year's budget by 15% and this increase has been passed on to the water users. An estimated increase of \$40,000 is also factored for the sewer charge based on estimated usage for the prior budget year. The sewer charge of \$1 dollar per unit of water was instituted in Fiscal 2011. The Village estimates \$3,000 will be earned on the investments of the fund for Fiscal 2014.

**Total revenue for the Water and Sewer Fund for Fiscal 2014 budget - \$4,228,900.**

**Police Pension Fund Revenues**

The Police Pension Fund provides monthly payments for retired and disabled police officers and widows.

This year's pension outlay reflects the funding requirement as determined by the Illinois Department of Insurance actuarial study. Also, current officers contribute 9.91% of their base salary to the Fund. Total contributions from both the Village and employee contributions total \$1,681,000 for the Fiscal 2014 budget year. The fund also budgeted \$400,000 in investment income from the police pension investment portfolio.

**Total revenue for the Police Pension Fund for Fiscal 2014 budget - \$2,081,000.**

**Total Revenue - All Funds Fiscal 2014 budget - \$33,917,031.**

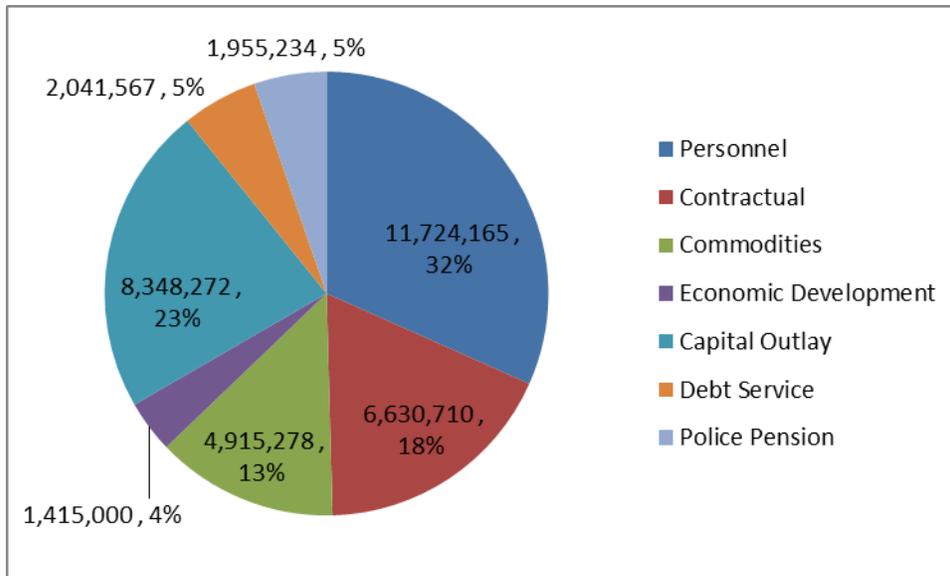
# **Expenditure Analysis and Overview**

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### Analysis of Expenditures

There are seven major classifications of expenses: Personnel Services, Contractual Services, Commodities, Economic Development and Assistance, Debt Service, Capital Outlay, and Police Pension. Each category represents a different percentage of total expenses.

**FY2014 Total Budgeted Expenditures**



### Expenditures by Type

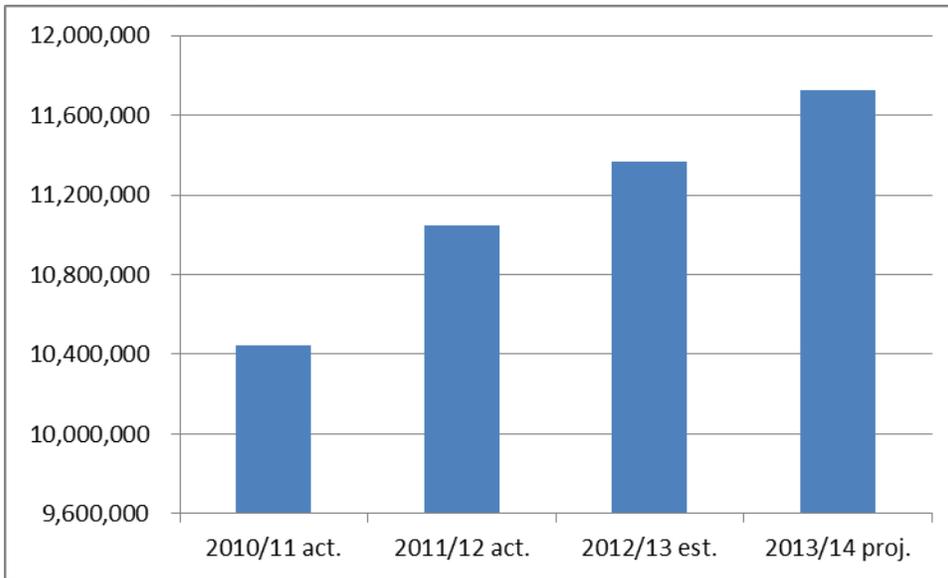
Figures are shown at the budgeted amounts.

**Expenditures by Classification**

	<b>FY2010/11 Actual</b>	<b>FY2011/12 Actual</b>	<b>FY2012/13 Projected</b>	<b>FY2013/14 Adopted</b>
Personnel	10,445,268	11,048,918	11,368,279	11,724,165
Contractual	4,748,745	5,137,272	5,071,229	6,630,710
Commodities	4,018,688	3,738,496	4,468,169	4,915,278
Economic Development	923,012	990,875	1,069,000	1,415,000
Debt Service	1,861,855	2,062,401	1,976,770	2,041,567
Capital outlay	4,423,182	2,463,789	2,281,593	8,348,272
Pension Expenses	1,546,313	1,722,317	1,740,799	1,955,234
<b>Total</b>	<b>27,967,063</b>	<b>27,164,068</b>	<b>27,975,839</b>	<b>37,030,226</b>

The total expenditure budget for the Village of Lincolnwood for the fiscal year beginning May 1, 2013 and ending April, 30, 2014 is \$37,030,226. Total expenditures have increased \$5,612,507 (17.8 %) from the prior's year budget. The majority of the increase is due to capital equipment replacement, the purchase of the UP right-a-way, and amounts budgeted in one of the Village TIF funds for possible demolition costs. The following narratives explain the major expenditure classifications. A detailed analysis by each fund is provided following the narratives.

**Personnel Services**



Personnel costs consists of wages, medical, dental, life and workers compensation, pensions, and other benefits for the Village's work force. We have projected a 3.1% increase in personnel costs for Fiscal 2014. The majority of the increase was due to increased amounts for healthcare insurance and contract adjustments for wages.

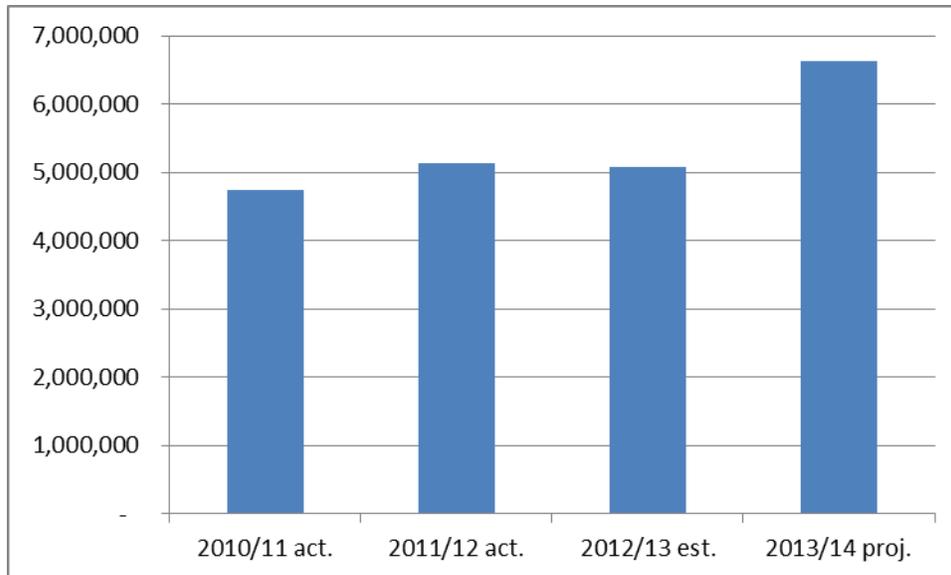
Non-union employees are on a merit based pay plan. There was a 2% cost of living increase budgeted in Fiscal 2014 for non-union employees. The Village has contracts with three collective bargaining groups. The contract with the Fraternal Order of Police (FOP) is in effect from May 1, 2011 through April 30, 2014. The contract with the communication workers with the FOP expired on April 30, 2013 and is currently in negotiations. The contract with the International Brotherhood Teamsters Local 714 is in effect from May 1, 2013 through April 30, 2016.

The Village contributes to two pension plans for Village employees. The employer contribution rate to the Illinois Municipal Retirement Fund (IMRF) increased from 10.92% to 11.37%. This rate is determined on a calendar basis and IMRF contributions amount to \$463,820 for the Fiscal 2014 budget. This amount is allocated to each department based on employee eligibility. The police pension contribution rate did not change from the previous year. The contribution to the police pension fund is actuarially determined and the Village funds 100% of the required contribution. This amount totals \$1,410,184 for Fiscal 2014 and is included in the Police Department budget.

The insurance line in the budget shows the cost of employee medical, dental and life insurance. The Village provides the employees two choices for medical coverage: a preferred provider option (PPO) or a health maintenance organization (HMO). PPO costs increased 6.5% from the prior year and HMO costs are expected to increase 10%. Exact increases are subject to change. The Village is a member of an insurance cooperative and rates are based on actual claims experience of the cooperative. Dental costs and life insurance costs have increased 5% from the prior year. Total insurance costs amount to \$1,096,157 for Fiscal 2014 and are allocated to each department based on employee eligibility.

Workers compensation costs have minimum increases from the previous year. The Village is a member of group of municipalities and special districts in Northeastern Illinois which have formed an association to pool its risk management. Total insurance costs amount to \$225,316 for Fiscal 2014 and are allocated to each department based on total wages.

**Contractual Services**



Contractual services consist of services of outside private and public agencies, contributions to community organizations, and liability insurance. Contractual services are second to personnel services as a percentage of total operating expenses in the total budget. The Village has an increase to contractual services mainly due to costs of \$1,200,000 budgeted in the Lincoln/Touhy TIF District for possible demolition of property in the TIF boundaries.

The largest portion of the contractual budget is for fire protection for the Village. The Village contracts with Paramedic Services of Illinois to provide both fire and paramedic services. The contract is for a three year period. The amount budgeted for Fiscal 2014 is \$2,606,307 which represents a 2% increase over the prior budget and is included in the Fire/Paramedics Departments’ budget.

Liability and property insurance are recorded in the contractual services section of the Finance Department and Water and Sewer Fund budgets. The Village is a member of IRMA, which is an organization of municipalities which have formed together to pool its risk management. The deductible on the policy is \$10,000 per occurrence. The Village has budgeted \$300,000 for liability and property insurance for Fiscal 2014.

The Village contracts for inspection and planning services for our Community Development Department. The cost of \$207,320 is included in their budget for these services for Fiscal 2014.

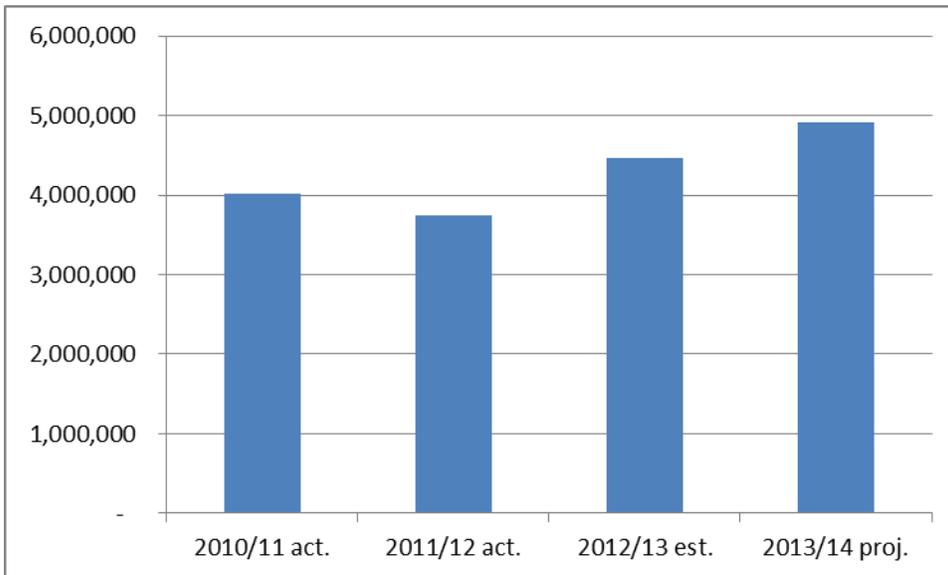
The Village also contracts for legal, engineering, and information technology services. These contracts are renewed annually and total \$390,757 in the Fiscal 2014 budget. The Village is a member of a consortium where members share costs for Geographic Information Services (GIS) consulting. The Village plans to spend \$30,227 as payment to the GIS consortium.

The Village contracts for refuse and recycling. The contract for refuse is for a seven year period and expires in Fiscal 2021. The amount budgeted for Fiscal 2014 is \$1,069,000 which represents a minimal decrease over the prior year. This amount is included in the Public Works Streets and Maintenance Department.

Public Works has also budgeted \$40,000 for Village tree replacement. This budget also includes \$38,800 for repairing Village streetlights.

The Water and Sewer Fund has budgeted \$190,000 for phase three of a stormwater management study.

**Commodities**



Commodities consist of minor equipment items, supplies and materials, and utilities. We have projected a 7% increase in commodity spending from the previous year for the Fiscal 2014 budget. A majority of this increase is due to the increase in water rates that the City of Chicago (the Village provider of potable water) has implemented. The City of Chicago has increased water rates by 15% effective January 1, 2013.

The Police Department has budgeted \$34,817 for various dues and memberships in organizations which will help them to improve public safety. \$26,380 will be spent on training our officers. Also, \$48,540 has been budgeted for program supplies that include body armor and protective gear and liquor license inspections. The Village will also continue the Red Light Camera Monitoring System and install another camera. The annual cost of leasing the system is \$94,796.

The Fire Department will spend \$150,000 for the dispatching of Fire and EMS related calls. Also, \$10,480 will be budgeted for dues and training for firefighting.

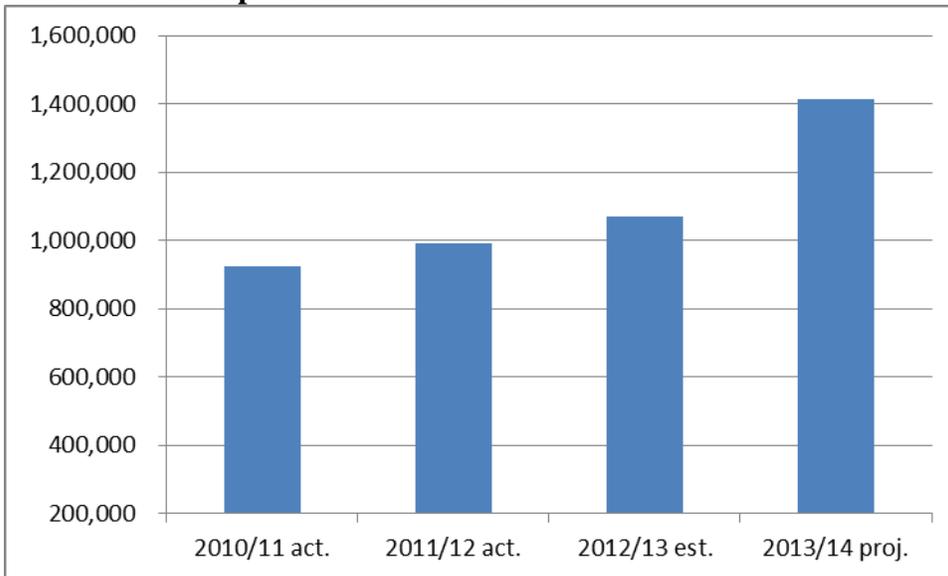
Public Works will spend \$139,810 for upkeep of our Village buildings. This amount includes overhead door maintenance for our fire houses doors and upkeep of the heating and cooling systems. Also included are roof repairs to various Village buildings and the installation of back-up power sources for Village computer rooms. The Village spends at least \$130,000 per year for electricity for streetlights. The Village expects electric rates to remain flat for Fiscal 2014. This will affect the costs of operating streetlights, sewer maintenance, the water supply system, and other village resources. The Village also plans to spend \$66,000 on snow removal supplies as the cost of street salt has remained stable from last fiscal year. The Village plans to increase spending by approximately \$30,000 on replacement parts to extend the useful lives of Village vehicles and machinery.

The Information and Technology Division will spend \$68,076 as part of the ongoing computer replacement program and \$52,400 to upgrade the Village enterprise software.

The Parks and Recreation department will spend \$128,000 for the Village's share to be a member of MNASR. This agency provides programs for handicapped residents of the Village.

The Water and Sewer Fund has budgeted \$1,880,000 for water purchases from the City of Chicago. This amount is difficult to estimate based on changing weather patterns that have experienced over the last years. There is a 15% increase budgeted in the rate that the Village pays to the City of Chicago for water in Fiscal 2014.

**Economic Development and Assistance**

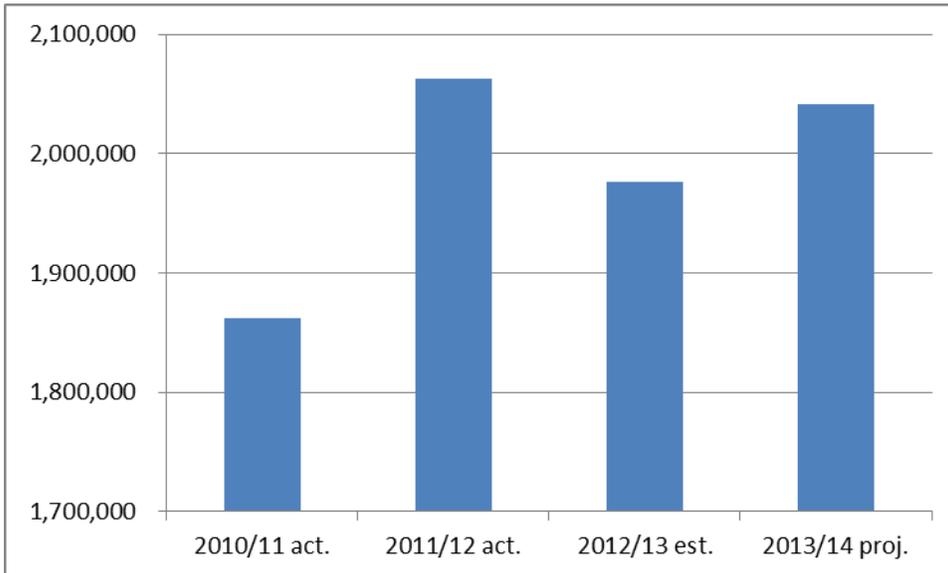


The Village has revenue sharing agreements in place with various businesses in our community. Most of the agreements are to assist with the building or expansion of the businesses’ facilities in the Village. These amounts total \$545,000 in the Fiscal 2014 budget and are included in the Community Development department.

The Village budgets \$350,000 for businesses to improve their building’s exteriors or other property enhancements that will improve the appearance of a business district. This amount is funded by both the General Fund (\$50,000) and the NEID TIF Fund (\$300,000).

The Village also has an agreement with Lowes. Pursuant to the development agreement executed with them, the tax increment revenue generated from the property within the boundaries of the Touhy-Lawndale TIF will be rebated to them. This amount is estimated at \$520,000 for the Fiscal 2014 budget year.

**Debt Service**



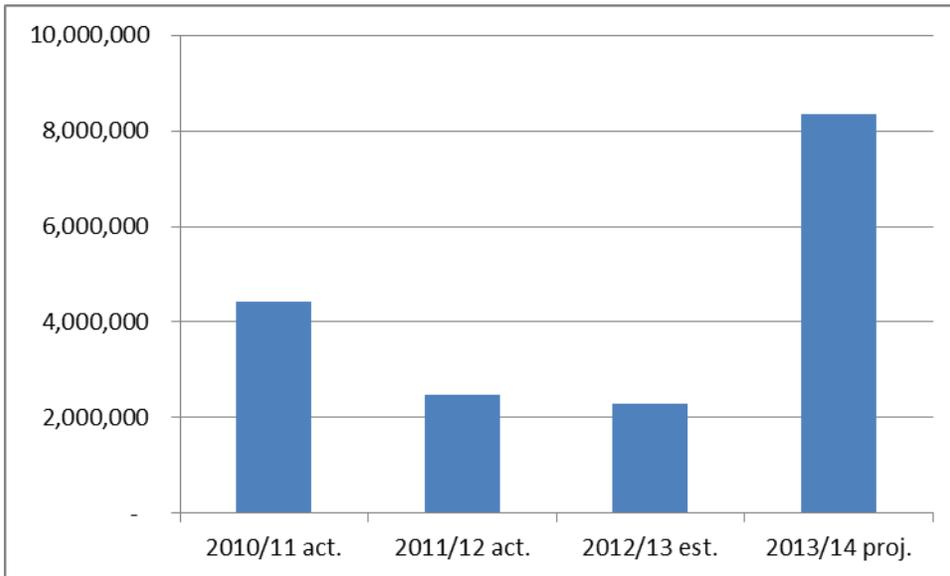
This category accounts for all multi-year principal and interest obligations of the Village. A majority of the debt is from General Obligation Bonds (GOB) issued in 2002 and subsequently refunded in 2011 and a refunding issue in 2004. Total amount budgeted for Fiscal 2014 principal and interest payments are \$1,497,015.

The Village also received loans from the Illinois Finance Authority and Oshkosh Capital to finance the purchase of a fire truck. Principal and interest payments totaling \$87,693 are budgeted for repayment in Fiscal 2014.

The Village financed the installation of field lighting for Proesel Park. The loan is payable over a three year period and \$35,554 has been budgeted for the first installment in Fiscal 2014.

The Water and Sewer Fund received a loan from the Illinois Environmental Protection Agency (IEPA) in Fiscal 2010. \$380,155 has been budgeted as a repayment of principal and interest for this loan in Fiscal 2014.

**Capital Improvements Projects and Operating Budget Impacts**



Capital improvements are projects with expenditures of \$10,000 or more. Capital projects consist of a year-to-year ongoing infrastructure replacement program and one-time programs.

For Fiscal 2014 the Village has continued with major programs to replace aging infrastructure. The Village is continuing the street light replacement program which should take five years to complete. \$1,578,083 is budgeted in the Transportation Improvement Fund to replace the street lights on Pratt and Crawford Avenues. Minimal additional operating costs are expected to be incurred due to the street light replacement projects. The Village is expected to save approximately \$10,000 per year on streetlight maintenance once the project is completed.

The Village has budgeted \$250,000 for Fiscal 2014 for engineering and construction expenses in conjunction with the installation of a bike path and overpass on the Commonwealth Edison right-of-way. This project will also be funded with a grant that reimburses the Village for 80% of the total cost of the bike path. The bike path should be completed in Fiscal 2016. When the project is completed, additional maintenance costs of approximately \$7,000 are expected to be incurred on an annual basis.

The Village will also purchase property for the construction of a bike path on the old Union Pacific right-of-way. The purchase price is estimated to be \$5,000,000 of which 80% of the cost will be funded by a grant.

The Village has also budgeted \$346,500 in the Water and Sewer Fund for year three of the sewer repair program.

The following is a table which projects the future operating budget impact on the above mentioned projects:

<b>Project</b>	<b>FY2014</b>	<b>FY2015</b>	<b>FY2016</b>	<b>FY2016</b>
<b>Street Lighting</b>	\$5,000	\$5,000	\$5,000	\$5,000
<b>Comm. Bike Path</b>	-	-	-	(\$7,000)
<b>Total Net Budget Savings/(Costs)</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>(\$2,000)</b>

Each capital project is explained in detail in the capital improvement program section of this document.

### **Police Pension**

The Police Pension Fund accounts for payments of pensions to the retired or disabled police personnel and their families. These amounts are estimated at \$1,850,759 for the Fiscal 2014 budget. The fund has also budgeted \$104,475 for administration expenses which include investment consulting fees and other operating expenses.

# **General Fund**

## **Village President and Board of Trustees**

### **Department/Activity Description**

The President of the Village of Lincolnwood serves as the Chief Executive Officer and is the presiding officer of meetings of the Board of Trustees. The Board of Trustees serves as a legislative body for the Village of Lincolnwood. The Village President and the Board of Trustees are the Corporate Authorities and are the policy makers for the Village's corporate organization.

*2013-2014 Operating Budget*

Budget Analysis

President and Village Board

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2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Adopted
44,000	42,242	42,000	42,000	Salary - elected/appntd	42,000
11,338	11,841	12,185	12,200	Wages - full time hourly	12,870
3,407	3,310	3,387	3,387	Employer FICA	3,402
797	774	786	786	Employer Medicare	796
2,861	3,111	3,177	3,177	Employer IMRF	3,737
35	29	37	37	Insurance - group life & AD&D	41
1,003	1,003	980	980	Insurance - group medical	1,049
99	103	105	105	Insurance - group dental	104
351	362	366	366	Insurance - workers compensati	386
<b>63,891</b>	<b>62,776</b>	<b>63,023</b>	<b>63,038</b>	<b>Personnel Services</b>	<b>64,385</b>
2,541	1,800	5,800	4,000	Purchased program services	5,500
-	5,246	1,500	1,000	Consulting	1,500
4,500	4,500	4,500	4,500	Other professional services	4,500
<b>7,041</b>	<b>11,546</b>	<b>11,800</b>	<b>9,500</b>	<b>Contractual Services</b>	<b>11,500</b>
9,975	9,261	10,000	10,000	Intergovernmental fees & dues	10,000
797	1,244	1,000	1,000	Printing & copying services	1,000
14,666	14,912	15,000	15,000	Village Newsletter	15,000
10,550	2,711	3,000	3,000	Other contractual	3,000
32	60	30	30	Books & publications	30
206	251	500	500	Office supplies	500
3,596	1,646	15,000	14,000	Other materials & supplies	2,500
<b>39,823</b>	<b>30,085</b>	<b>44,530</b>	<b>43,530</b>	<b>Commodities</b>	<b>32,030</b>
250	240	600	610	Conference & meeting registrat	600
569	140	400	300	Local mileage, parking & tolls	400
304	302	500	300	Lodging	500
7,121	7,132	7,000	7,100	Meals	7,000
190	140	200	200	Purchased Transportation	200
<b>8,434</b>	<b>7,954</b>	<b>8,700</b>	<b>8,510</b>	<b>Meetings and Travel</b>	<b>8,700</b>
<b>119,190</b>	<b>112,360</b>	<b>128,053</b>	<b>124,578</b>	<b>Total</b>	<b>116,615</b>

**Budget Highlights**

**Personnel Services**

No increase in Personnel

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**Village of Lincolnwood  
2013/2014 Budget  
President and Board of Trustees**

**Performance Measures**

	Actual 2010/2011	Actual 2011/2012	Estimated 2012/2013	Projected 2013/2014
<b>Meetings Held</b>				
Committee of the Whole	21	22	22	22
Regular Business	22	22	23	22
Executive Session	20	19	22	23
Total Meetings Held	<u>63</u>	<u>63</u>	<u>67</u>	<u>67</u>
<b>Village Board Actions</b>				
Resolutions	61	74	76	78
Ordinances	62	52	54	55
Total Board Actions	<u>123</u>	<u>126</u>	<u>130</u>	<u>133</u>

## Village Clerk

### Department/Activity Description

The Village Clerk is responsible for safekeeping, filing, distribution and publication of all legal documents, such as minutes of Board of Trustees meetings, ordinances, resolutions, proclamations and agreements. The Village Clerk is also responsible for attesting to the Village President's signature on documents and the custodian of the Village seal and vault, swearing-in elected and appointed officials. The Village Clerk certifies Village documents, maintains, updates and distributes the Lincolnwood Code of Ordinances, and issues permits to solicitors and peddlers. Finally, the Village Clerk acts as the Local Election Official – conducts voter registration, in-house absentee voting, and distributes nominating and other petitions.

*2013-2014 Operating Budget*

Budget Analysis

Village Clerk

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2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Adopted
8,000	8,031	8,000	8,000	Salary - elected/appntd	8,000
496	496	496	496	Employer FICA	496
116	116	116	116	Employer Medicare	116
240	240	240	240	Insurance - workers compensation	240
<b>8,852</b>	<b>8,883</b>	<b>8,852</b>	<b>8,852</b>	<b>Personnel Services</b>	<b>8,852</b>
-	9,924	8,000	10,000	Ordinance codification	8,000
151	100	100	100	Printing & copying services	100
40	30	360	300	Professional associations	360
130	-	200	200	Other materials & supplies	200
<b>321</b>	<b>10,054</b>	<b>8,660</b>	<b>10,600</b>	<b>Commodities</b>	<b>8,660</b>
-	-	150	150	Conference & Meeting Registrat	150
-	-	50	50	Local mileage, parking & tolls	50
-	-	100	100	Meals	100
-	-	<b>300</b>	<b>300</b>	<b>Meetings and Travel</b>	<b>300</b>
<b>9,173</b>	<b>18,936</b>	<b>17,812</b>	<b>19,752</b>	<b>Totals</b>	<b>17,812</b>

**Budget Highlights**

**Personnel Services**

No increase in Personnel

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**Village of Lincolnwood  
2013/2014 Budget  
Village Clerk**

**Performance Measures**

	Actual 2010/2011	Actual 2011/2012	Estimated 2012/2013	Projected 2013/2014
<b>Village Board Minutes Recorded</b>				
Total Minutes Recorded	22	22	23	22
<b>Board Actions</b>				
Resolutions	61	74	76	78
Ordinances	62	52	54	55
Total Board Actions	<u>123</u>	<u>126</u>	<u>130</u>	<u>133</u>

## **Board of Fire and Police Commissioners**

### **Department/Activity Description**

The Board of Fire and Police Commissioners is comprised of five members appointed by the Village President, with staggered terms of appointment.

The Commission is responsible for the certification and appointment of police officers and for promotions within the police department, with the exception of Lieutenant, Deputy Chief and Chief. The Board conducts disciplinary hearings when the Chief of Police brings formal charges against a non-collective bargaining sworn member of the Police Department.

The Commission currently handles matters related strictly to Police Department personnel since the Village has outsourced the Fire Department functions to a private contractor.

*2013-2014 Operating Budget*

Budget Analysis

Fire/Police Commission

130

2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Adopted
-	2,548	-	600	Other professional services	2,250
-	<b>2,548</b>	-	<b>600</b>	<b>Contractual Services</b>	<b>2,250</b>
-	19	-	400	Advertising	250
735.00	735	735	744	Professional associations	745
-	1,968	100	1,500	Program supplies	2,350
<b>735.00</b>	<b>2,722</b>	<b>835</b>	<b>2,644</b>	<b>Commodities</b>	<b>3,345</b>
<b>735.00</b>	<b>5,270</b>	<b>835</b>	<b>3,244</b>	<b>Totals</b>	<b>5,595</b>

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**Village of Lincolnwood  
2013/2014 Budget  
Fire and Police Commission**

**Performance Measures**

	Actual 2010/2011	Actual 2011/2012	Estimated 2012/2013	Projected 2013/2014
<b>Entry Level Testing</b>	0	54	69	0
<b>Entry Level Hire</b>	0	1	3	0
<b>Promotional Testing</b>	0	10	0	0
<b>Promotion</b>	0	1	0	0
<b>Discipline</b>	0	0	0	0

## Human Relations Commission

### Department/Activity Description

The Human Relations Commission serves as an advisory body to the Village Board and has been assigned the primary purpose of promoting understanding, ensuring mutual respect and neighborly cooperation among all Lincolnwood residents. Primary focus is dedicated to work to bridge differences among those who have different racial and religious backgrounds, as well as differences in age, educational and income levels. This Commission serves as a resource for diversity issues to all community groups.

*2013-2014 Operating Budget*

Budget Analysis

Human Relations Commission

140

<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Adopted</b>	<b>2013 Projected</b>	<b>Description</b>	<b>2014 Adopted</b>
-	306	200	200	Purchased program services	405
-	<b>306</b>	<b>200</b>	<b>200</b>	<b>Contractual Services</b>	<b>405</b>
1,291	1,751	1,600	1,400	Other materials & supplies	1,600
<b>1,291</b>	<b>1,751</b>	<b>1,600</b>	<b>1,400</b>	<b>Commodities</b>	<b>1,600</b>
<b>1,291</b>	<b>2,058</b>	<b>1,800</b>	<b>1,600</b>	<b>Total</b>	<b>2,005</b>

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Village of Lincolnwood  
2013/2014 Budget  
Human Relations Commissions

Performance Measures

	Actual 2010/2011	Actual 2011/2012	Estimated 2012/2013	Projected 2013/2014
<b>Meetings</b>	12	12	11	12

## **Parks and Recreation Board**

### **Department/Activity Description**

The Parks and Recreation Board is a policy advisory board, established by Village ordinance, and appointed by the Village President, with consent of the Board of Trustees. Seven appointed residents, one Board of Trustee liaison and the Director of Parks and Recreation staff liaison make up the Board. The Park Board meets on the second Tuesday of every month at 7:30 pm in the Council Chambers.

*2013-2014 Operating Budget*

Budget Analysis

Park/Recreation Board

150

<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2013</b>	<b>Description</b>	<b>2014</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>
892	105	1,000	1,000	Professional associations	1,000
-	-	50	-	Training	-
-	-	50	-	Program supplies	-
<b>892</b>	<b>105</b>	<b>1,100</b>	<b>1,000</b>	<b>Commodities</b>	<b>1,000</b>
1,000	1,900	1,200	1,200	Conference & meeting registrat	1,200
-	32	150	150	Local mileage, parking & tolls	-
-	200	150	150	Meals	150
<b>1,000</b>	<b>2,132</b>	<b>1,500</b>	<b>1,500</b>	<b>Meeting and Travel</b>	<b>1,350</b>
<b>1,892</b>	<b>2,237</b>	<b>2,600</b>	<b>2,500</b>	<b>Total</b>	<b>2,350</b>

## **Beautification Commission**

### **Department/Activity Description**

The Lincolnwood Beautification Commission was established in FY1997-98 based on objectives developed by the Village's "Vision 2020" process. The Commission continues to seek enhancements to the appearance and aesthetics of the Village through community awareness and Board designated community beautification projects.

*2013-2014 Operating Budget*

**Budget Analysis**

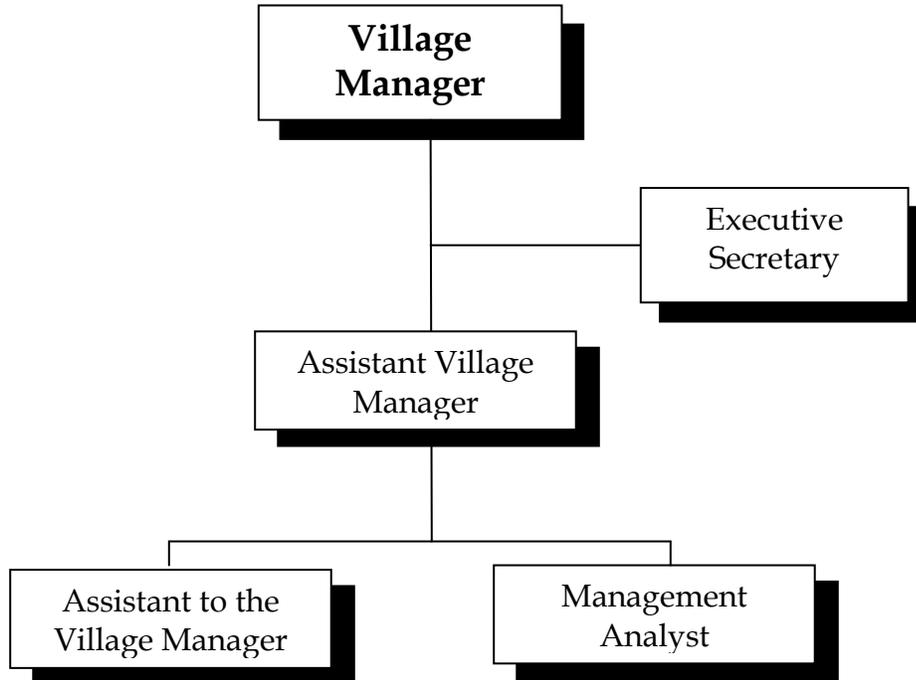
**Beautification Commission**

**160**

<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2013</b>	<b>Description</b>	<b>2014</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>
-	-	2,500	2,500	Landscaping consulting	-
3,037	2,815	2,500	2,500	Landscaping supplies	5,000
<b>3,037</b>	<b>2,815</b>	<b>5,000</b>	<b>5,000</b>	<b>Commodities Total</b>	<b>5,000</b>

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VILLAGE OF LINCOLNWOOD  
Fiscal Year 2013/14  
Organizational Chart  
Manager's Office



## Village Manager's Office

### Department/Activity Description

The Village Manager serves as the Chief Administrative Officer of the Village. The position was created by the President and Board of Trustees by Ordinance which enumerates the specific responsibilities of the Village Manager. The Village Manager is responsible for the overall management and operations of the Village. Purchasing, personnel management, oversight of the budgeting process, contract negotiations, coordination of services to residents, enforcement of the Village Ordinances, and responses to requests for services and inquiries are conducted by the Village Manager's Office.

The Department is staffed by five full time personnel.

### Prior Year's Goals Status

1. The Village Manger's Office will reduce costs and improve efficiency by transitioning to information-technology services that allow the GIS program to be accessed via the Web (cloud computing). Currently, the GIS program is hosted on Village servers and desktop computers. By moving the GIS program to cloud computing, the Village will reduce costs associated with software, hardware, and licensing while improving the effectiveness of its membership in the GIS Consortium.

*The Village successfully transitioned the Geographical Information System (GIS) program to the Cloud at no additional cost to the Village's current GIS Consortium member rate. In addition, this action reduced the cost of replacing of the GIS Specialist computer saving approximately \$4,000.*

2. The Economic Development Team (ED Team) will improve communication and relationships with the business community by hosting quarterly meetings with various industry sectors. The Village will enhance communication by providing information on Village projects and solicit feedback from the business community. Currently, the Village receives feedback via formal programs such as the business license process and plan review process. By hosting informal meetings with the business community, the ED Team will promote Village initiatives and gather feedback on ways to enhance the services provided to the business community.

*On December 19, 2012 the Economic Development Commission met with approximately 20 persons representing businesses and property owners in the Lincolnwood Business Park. The purpose of this meeting was to solicit feedback on the Commission's proposal to create a retail overlay zone for part of the area closet to Touhy Avenue. Staff continues to identify different groups of industry sectors in the community that are interested in meeting with the Village.*

3. The Human Resources Division will enhance the knowledge, effectiveness, and efficiency of employees by implementing a comprehensive Village-wide training program. The comprehensive Village-wide training program will identify training gaps and ensure all employees have received basic to advanced training on customer service, software applications, and office practices. By providing uniform training to all employees, staff will be better able to provide excellent customer service to the public. Training will also increase the knowledge and effectiveness of all employees.

*The Human Resources Division will be implementing a training program Village-wide. It is anticipated that the program will provide information on a wide range of activities. The training includes monthly training events conducted by staff along with outside consultants. It is anticipated that this goal will be complete in April of 2013.*

4. The Human Resources Division will initiate a study of private and public sector employee benefits and performance evaluation programs. Currently, the Village provides a comprehensive benefits package comparable to area municipalities and evaluates employee performance on an annual basis. This study will evaluate programs that are equitable and comparable to those offered by area private and public sector employers.

*The Village Manager's Office, along with the Finance Department, conducted an evaluation and analysis of the Village's employee benefits and compensation in relation to public and private sector comparable entities. The focus of this study surrounded employee medical insurance premiums which are the largest employee benefit cost next to pensions. The findings of the study were shared with the Village Board on December 15, 2012. Additionally, the Village will finalize its review of its performance evaluation system to ensure that it was an objective system that continues to support the merit-based compensation system implemented by the Village. The review is anticipated to be complete in April of 2012.*

5. The Communication Committee will complete a website needs assessment and solicit Village Boards, Commissions, and staff members for feedback for a potential website redesign in FY 2013/2014. Reviewing the current website design will identify areas in which the site can improve communication with residents and offer more access to information. The current website design was implemented in 2006 and has not been comprehensively reviewed since its inception.

*The Communication Committee evaluated the existing website and determined its design is outdated and navigation of the site is challenging to visitors. The Committee conducted a seven-month search process of website design firms and is in the process of selecting the preferred design firm. Staff anticipates completion of the new website by the end of April 2013.*

6. The Village Manager's Office will embark on a multi-phase initiative that will create the opportunity for enhanced online payment services, software integration, paperless process, and more efficient workflow by migrating the Village's Enterprise Resource Planning software known as "Springbrook" to its latest ".NET" technology. In the first

year the Village will migrate all existing software programs to the “.NET” technology and will then deploy the new processes and features over the following years.

*Amidst negotiations with Springbrook over the .NET upgrade during the Fiscal Year 2012-13 staff was made aware of a macro-level Information Technology (IT) sharing initiative amongst several area municipalities. The goal of this initiative is to identify potential areas of IT cost savings and/or efficiency gains amongst the various communities. The Village Board directed staff to participate in this initiative at the November 6, 2012 Committee of the Whole meeting. As a result, the negotiations with Springbrook over the .NET upgrade have been placed on hold until the results of the sharing-initiative are received which is estimated to be March 1, 2013.*

7. The Village Manager’s Office will improve the overall services provided to its residents by seeking their input via a survey. The Village will collaborate with the National Research Center to conduct a Citizen Survey. This survey will ask residents’ opinions on the quality of the Village’s services and the overall quality of life in the community. The last Village-initiated Citizen Survey was performed using the National Research Center in 2007.

*The Village Board directed staff to not pursue a Citizen Survey during the February 2012 Budget Workshop.*

8. The Village Manager’s Office will improve the Village’s telecommunications regulations by working with the Telecommunications Advisory Commission to recommend to the Zoning Code amendments to Article X “Towers, Antennas, Antenna Support Structures and Personal Wireless Service Facilities”. Article X has not been revised in over 15 years and needs to be updated to keep pace with the evolving world of technology.

*The Telecommunications Advisory Commission reviewed the telecommunications regulations located in the Zoning Code and the Commission’s comments have been provided to one of the Village Attorney’s legal specialists in this area. The specialist is in the process of conducting her own independent review of the regulations, which will be presented to the Commission in April of 2013. Any recommendations made by the Commission will undergo a Public Hearing process for inclusion into the Zoning Code.*

9. The Village Manager’s Office will enhance the connectivity between the Aquatic Center and the Municipal Center by installing an underground fiber-optic connection. This connection will ensure sufficient bandwidth capacity for future use and expansion of the Aquatic Center and will virtually eliminate any service interruption for data or voice traffic. Fiber-optic connections offer many more advantages over the existing wireless connection that is due for replacement. Fiber-optic connections are faster, more reliable, offer much greater capacity, and are more durable in that they have a 25-year life span.

*The Village replaced the aging wireless point-to-point connection between the Aquatic Center and the Municipal Center with an underground fiber-optic line in October of 2012.*

### **Proposed Goals**

1. The Human Resources Division will ensure compliance with the Public Safety Employee Benefits Act (PSEBA). Staff will survey other communities to determine the best practices for administration of PSEBA practices. Staff will then develop a procedure for receiving, responding and adjudicating requests received under PSEBA that will be shared with all Village employees. The final result will be a comprehensive plan to address PSEBA that is compliant with the state law.
2. The Human Resources Division will improve supervisor effectiveness and compliance with state and federal laws. Staff will create a comprehensive guide for supervisors that addresses common issues related to state and federal laws that outlines the supervisor's responsibilities. Supervisors will also be educated on how to create and sustain a positive working environment. In providing this education to supervisors it is anticipated that it will increase compliance along with improving the working relationship between supervisors and employees.
3. The Human Resources Division will review the working relationship between employees and the Village to create future service enhancements. Staff will develop and distribute an employee survey that targets training opportunities, service/process enhancements and non-monetary benefits. At the completion of the survey, staff will identify pertinent items and develop an implementation plan for achieving goals related to the results of the study. As a result of this effort, the organization will have a better relationship with employees and make the Village more attractive to potential employees.
4. The Village Manager's Office will create and implement a plan to increase website traffic by 10%. Increasing public awareness of the new website design will increase website traffic and online payments and requests by 10%. The Village's employee Communications Committee will be responsible for the plan.
5. The Village Manager's Office will enhance customer service capabilities for residents by implementing a Live Chat tool on the home page of the website. This tool will provide an alternative communications method for residents and business owners. They will maintain the ability to multi-task while receiving online access to staff. Live Chat has the ability to maximize employee effectiveness by allowing staff to handle multiple chats simultaneously in a timely manner while continuing to perform other customer service tasks.
6. The Village Manager's Office will improve transparency and its ability to communicate with residents by implementing 24/7 live online streaming of the Village's cable channel on the Village's website. Currently, the live broadcast of the cable channel is only available through a Comcast or AT&T U-Verse subscription. It is estimated that half of the residents and most of the businesses in the Village do not subscribe to these services. Therefore streaming the Village's cable channel feed live on the Internet will enable more residents to view Village meetings and receive information about news and events.

7. The Village Manager's Office will improve service provision and increase citizen outreach by researching and implementing a mobile application, or "app", for smart phone devices. A mobile application can allow residents to submit and track service requests, view a listing of public meetings and community events, and access news and information online while being saved on a smart phone as an independent application instead of as a webpage.
8. The Village Manager's Office will embark on a multi-phase initiative that will create the opportunity for enhanced online payment services, software integration, paperless process, and more efficient workflow by migrating the Village's Enterprise Resource Planning software known as "Springbrook" to its latest ".NET" technology. In the first year the Village will migrate all existing software programs to the ".NET" technology and will then deploy the new processes and features over the following years. This item was deferred from last fiscal year and will continue pending the results from the IT sharing study results.
9. The Village Manager's Office will increase the Wi-Fi access area in its facilities by 25% and enhancing mobile worker connectivity by expanding the Village's wireless hotspots in the Municipal Center and creating a wireless hotspot network at the Public Works main facility. The existing Wi-Fi network is over seven years old and is in need of replacement. It was originally designed to serve only the Community Center, Council Chambers, and Police Fire Training Room. In recent years staff's reliance on wireless devices increased significantly and staff anticipates this reliance to increase in the years to come, thus requiring a more accessible Wi-Fi network in Village facilities.
10. The Village Manager's Office will reexamine public transportation opportunities in the Village by meeting with area transportation entities and surveying residents. This is an extension of Goal 11 set by the Village Board in their 2012 – 2015 Strategic Plan.
11. The Village Manager's Office will develop a constructive partnership with the overlapping and surrounding taxing body boards by meeting with their staff and officials to discuss mutual interests. This is an extension of Goal 12 set by the Village Board in their 2012 – 2015 Strategic Plan.
12. The Village Manager's Office will develop a recommendation for a potential branding campaign that could become a catalyst for reenergizing economic development activities and communicating the Village's best attributes through various activities including the development of a new official logo, motto, and color scheme.

*2013-2014 Operating Budget*

**Budget Analysis**

**Village Manager's Office**

**200**

<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2013</b>	<b>Description</b>	<b>2014</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>
359,438	370,298	390,247	380,000	Wages - full time salaried	399,600
45,353	47,363	48,740	48,740	Wages - full time hourly	51,480
(495)	2,257	2,000	2,000	Wages - part time hourly	2,000
10,485	10,957	10,836	10,836	Deferred compensation	11,368
1,128	-	-		HSA Savings Accts	-
3,574	3,712	3,874	3,874	Educational stipend	3,996
225	729	720	720	Phone Stipend	720
21,464	21,632	23,863	23,863	Employer FICA	24,089
6,200	6,319	6,607	6,607	Employer Medicare	6,660
35,964	40,829	49,672	49,000	Employer IMRF	53,037
1,423	1,928	1,254	1,254	Insurance - group life & AD&D	1,283
54,030	48,776	42,045	41,000	Insurance - group medical	43,890
5,068	4,827	4,885	4,600	Insurance - group dental	4,882
11,782	11,953	12,032	12,032	Insurance - workers compensation	12,307
<b>555,638</b>	<b>571,580</b>	<b>596,775</b>	<b>584,526</b>	<b>Personnel Services</b>	<b>615,312</b>
-	-	5,000	1,500	Consulting	3,000
14,180	7,402	9,500	9,500	Other professional services	9,500
<b>14,180</b>	<b>7,402</b>	<b>14,500</b>	<b>11,000</b>	<b>Contractual Services</b>	<b>12,500</b>
3,159	3,784	3,500	3,500	Advertising	3,500
540	2,544	1,500	1,000	Printing & copying services	1,500
3,379	3,883	3,185	3,300	Professional associations	3,085
1,565	1,697	2,000	2,000	Training	1,500
18,979	18,394	18,375	30,000	Other contractual	21,975
403	1,451	950	950	Books & publications	950
1,685	2,968	3,000	2,500	Office supplies	1,200
6,729	9,701	10,860	5,860	Other materials & supplies	8,360
<b>36,439</b>	<b>44,422</b>	<b>43,370</b>	<b>49,110</b>	<b>Commodities</b>	<b>42,070</b>
2,455	2,471	2,955	2,225	Conference & meeting registrat	2,505
9,499	9,324	9,500	9,500	Local mileage, parking & tolls	9,500
2,443	1,454	3,380	3,380	Lodging	3,305
2,177	2,144	2,705	2,500	Meals	2,245
1,012	30	850	500	Purchased transportation	500
<b>17,586</b>	<b>15,422</b>	<b>19,390</b>	<b>18,105</b>	<b>Meetings and Travel</b>	<b>18,055</b>
<b>623,843</b>	<b>638,826</b>	<b>674,035</b>	<b>662,741</b>	<b>Total</b>	<b>687,937</b>

**Budget Highlights**

**Personnel Services**

No increase in Personnel

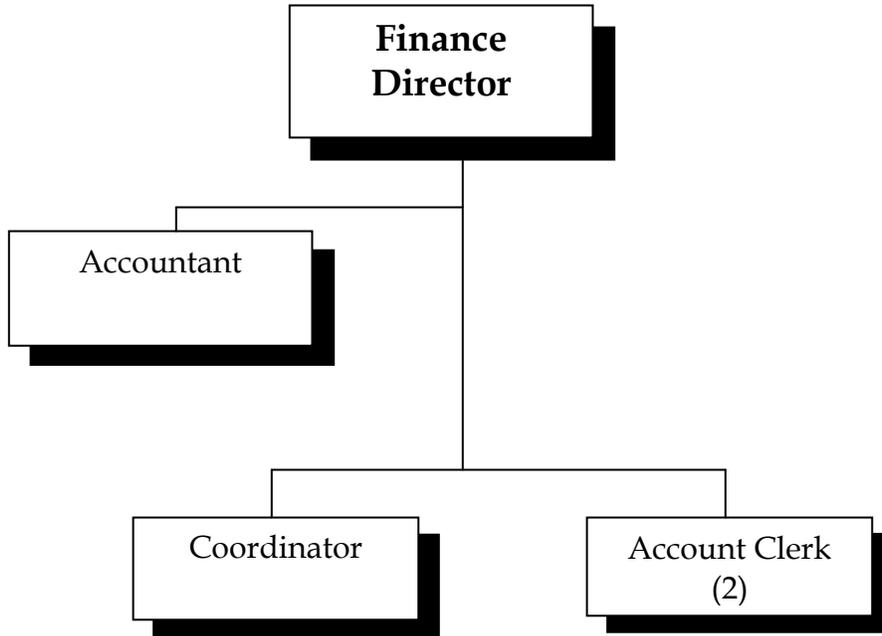
**Village of Lincolnwood  
2013/2014 Budget  
Village Manager's Office**

**Performance Measures**

	Actual 2010/2011	Actual 2011/2012	Estimated 2012/2013	Projected 2013/2014
<b>Newsletters</b>				
Village Connections	6	6	6	6
Employee Quarterly	4	5	5	5
Total Newsletters	<u>10</u>	<u>11</u>	<u>11</u>	<u>11</u>
<b>Freedom of Information Act Requests</b>				
Total Requests	<u>307</u>	<u>230</u>	<u>250</u>	<u>280</u>
<b>Broadcasting</b>				
Village Board	22	22	22	22
PC/ZBA*	0	0	0	0
Plan Commission	11	14	17	17
Zoning Board of Appeals	6	9	10	10
Total Meetings Broadcast	<u>39</u>	<u>45</u>	<u>49</u>	<u>49</u>
<b>Personnel</b>				
Budgeted Full-Time Positions	<u>88</u>	<u>89</u>	<u>89</u>	<u>89</u>
<b>Inspections</b>				
Food Service	<u>185</u>	<u>185</u>	<u>155</u>	<u>160</u>

\*Plan Commission/Zoning Board of Appeals was split into two separate bodies in January 2010

VILLAGE OF LINCOLNWOOD  
Fiscal Year 2013/14  
Organizational Chart  
Finance Department



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## Finance Department

### Department/Activity Description

The Finance Department provides general management oversight of all financial transactions of the Village. Specific responsibilities include: accounting and financial reporting of Village resources, cash (treasury) management, general ledger, cash receipts, cash disbursements and accounts payable, utility billing, business licenses, vehicle license registration and sale, parking ticket violation collection and administration of the Village adjudication system, capital asset accountability, financial budgeting and forecasting, insurance and risk management, payroll and personnel matters, purchasing, employee benefit and retirement matters, Grant(s) management, debt management, and Police Pension Fund accounting.

The Department provides support to Administration and all other Departments in addition to Customer Service at the Village Hall, general reception service for the Village, incoming and outgoing mail and deliveries and cashiering at the front counter.

The Department is staffed by five full-time employees.

### Prior Year's Goals Status

- 1) The Finance Department will continue to closely monitor revenue estimates for the Fiscal 2013 budget due to the constantly changing economic outlook and report to the Village Board on a quarterly basis for any possible budget adjustments.

*The Finance Department has continued the practice of providing quarterly updates to the Village Board during the FY2013 budget year. Finance closely monitors Village revenues and reports any major fluctuations to the Village Board in conjunction with expenditure objectives.*

- 2) The Finance Department will assist the Village Manager's Office with the installation of the latest upgrade to the Village's Enterprise Resource Planning software (Springbrook). The first phase will involve the migration of all existing Springbrook Software to the ".Net" version. Finance will also provide guidance and training to Village departments and employees regarding the implementation of the ".Net" version of the Village's software system.

*The installation of the Springbrook ".Net" version has been delayed until FY2014. Additional research and modification of software specifications was needed before the migration to the new version was implemented.*

- 3) The Finance Department will start planning for enhanced online payment capabilities and paperless processing after the installation of the new Springbrook .Net installation. These processes should create a more efficient workflow for the payment of bills and allow for additional payment capabilities for internet users.

*This goal has been postponed due to the delay in implementing the new Springbrook “.Net” version. (See explanation in item #2 above)*

- 4) The Finance Department will develop a financial plan that prioritizes future capital improvement projects and identify the financial resources available to fund these projects.

*The Finance Department developed a presentation to the Village Board which identified the capital projects and the source of the monies for funding.*

- 5) Continue to investigate additional services or service improvements that can be provided by the Finance Department that would improve efficiency and reduce Village operating costs.

*The Finance Department has implemented a centralized inventory system for Village office supplies. Each Department has to submit to Finance a supply form to request office supplies. In past years, each Department would be responsible to order their own supplies. This new process should enable the Village to better control the costs related to office supplies usage.*

### **Proposed Goal**

- 1) The Finance Department will assist the Village Manager’s Office with the installation of the latest upgrade to the Village’s Enterprise Resource Planning software (Springbrook). The first phase will involve the migration of all existing Springbrook Software to the “.Net” version. Finance will also provide guidance and training to Village departments and employees regarding the implementation of the “.Net” version of the Village’s software system. This project was originally scheduled to be implemented in Fiscal 2013. Additional time was needed to analyze all software modules for priority of installation.
- 2) The Finance Department will start planning for enhanced online payment capabilities and paperless processing after the installation of the new Springbrook .Net installation. These processes should create a more efficient workflow for the payment of bills and allow for additional payment capabilities for internet users.
- 3) The Finance Department will work with Administration to review the current payroll process to improve the efficiency of system. Currently, many of the payroll functions are performed by each Department. The process review will target specific payroll functions that will be centralized which should make the system more efficient.
- 4) The Finance Department will work with the Parks and Recreation and Administration Departments to streamline the payroll process for the hiring/re-hiring of seasonal workers for the pool and summer camp programs. These programs employ approximately 180

seasonal workers and require many hours to gather and verify employee documentation and information.

- 5) The Finance Department will work with the Village Engineer to formulate a standard process for the approval of payments to contractors for all capital projects. This procedure will ensure that all capital project payment requests will have the required documentation before payments are processed.
- 6) The Finance Department will assist with the transition of the new Police Pension Board. Finance will provide guidance on the accounting procedures necessary to ensure that the fund is operating in accordance with State of Illinois regulations.

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**2013-2014 Operating Budget**

**Budget Analysis**

**Finance**

**210**

2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Adopted
169,849	174,431	184,796	160,000	Wages - full time salaried	181,800
123,858	128,820	129,538	145,000	Wages - full time hourly	135,780
840	2,820	2,500	2,730	Wages - seasonal hourly	2,500
-	-	450	-	Wages - overtime 1.5X	450
-	-	-	775	HSA Savings Acct	-
1,698	1,717	1,848	2,021	Educational stipend	1,818
1,520	3,640	4,800	-	Opt Out Insurance	-
120	345	360	360	Phone Stipend	360
17,909	18,795	19,786	19,786	Employer FICA	19,986
4,188	4,396	4,627	4,627	Employer Medicare	4,674
26,643	29,627	34,576	33,000	Employer IMRF	36,367
947	939	992	992	Insurance - group life & AD&D	1,020
38,450	34,880	41,376	42,940	Insurance - group medical	57,397
3,794	3,841	3,990	4,600	Insurance - group dental	5,441
9,055	9,284	9,399	9,399	Insurance - workers compensati	9,664
98,081	73,509	80,000	89,000	Employee Benefit Expenses	94,925
<b>496,953</b>	<b>487,043</b>	<b>519,038</b>	<b>515,230</b>	<b>Personnel Services</b>	<b>552,182</b>
263,024	240,217	240,000	250,000	Liability insurance	240,000
29,800	30,900	32,000	27,000	Audit	28,500
3,000	850	1,500	1,500	Consulting	1,500
18,000	-	-	-	Data processing	-
686	-	5,000	4,600	Other professional services	-
<b>314,510</b>	<b>271,967</b>	<b>278,500</b>	<b>283,100</b>	<b>Contractual Services</b>	<b>270,000</b>
5,174	1,725	500	500	R&M - communications equipment	-
21,460	23,435	21,000	22,000	R&M - office equipment	22,000
306	462	600	500	Advertising	500
11,349	9,357	10,500	11,000	Printing & copying services	11,000
1,910	1,279	1,400	1,400	Professional associations	1,100
35,224	43,351	52,000	45,000	Telephone	43,000
319	590	1,500	1,500	Training	1,500
-	-	200	-	Books & publications	-
12,758	13,803	15,000	14,000	Office supplies	15,000
14,213	13,335	16,200	15,000	Postage	15,000
14,090	4,889	9,000	9,000	Bank & Credit Card Fees	9,000
1,138	3,107	2,300	3,000	Program supplies	3,000
<b>117,942</b>	<b>115,333</b>	<b>130,200</b>	<b>122,900</b>	<b>Commodities</b>	<b>121,100</b>
40	-	600	500	Conference & meeting registrat	500
397	361	1,000	1,000	Local mileage, parking & tolls	1,000
-	-	-	-	Lodging	800
614	722	1,500	1,000	Meals	1,000
-	-	-	400	Purchased transportation	400
<b>1,051</b>	<b>1,084</b>	<b>3,100</b>	<b>2,900</b>	<b>Meetings and Travel</b>	<b>3,700</b>
<b>930,457</b>	<b>875,427</b>	<b>930,838</b>	<b>924,130</b>	<b>Totals</b>	<b>946,982</b>

**Budget Highlights**

**Personnel Services**

No increase in Personnel

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**Village of Lincolnwood  
2013/2014 Budget  
Finance Department**

**Performance Measures**

	Actual 2010/2011	Actual 2011/2012	Estimated 2012/2013	Projected 2013/2014
<b>Licenses Issued</b>				
Vehicle Licenses Issued	8,462	8,800	8,900	8,900
Business	1,052	1,250	1,275	1,300
<b>Total Licenses Issued</b>	<u>9,514</u>	<u>10,050</u>	<u>10,175</u>	<u>10,200</u>
<b>Billings</b>				
Water and Sewer	16,542	19,579	19,595	19,615
Rent, inspections and others	324	348	360	385
<b>Total Billings</b>	<u>16,866</u>	<u>19,927</u>	<u>19,955</u>	<u>20,000</u>
<b>Vendor Checks Issued</b>	<u>3,734</u>	<u>3,740</u>	<u>3,800</u>	<u>3,825</u>
<b>Payroll Checks Issued</b>	<u>4,189</u>	<u>4,246</u>	<u>4,275</u>	<u>4,280</u>

## Legal Department

### Department/Activity Description

The Village contracts for its legal services. The Legal Department accounts for all expenditures concerning legal review, litigation, and prosecution of ordinance violations.

*2013-2014 Operating Budget*

Budget Analysis

Legal

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<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2013</b>		<b>2014</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>	<b>Description</b>	<b>Adopted</b>
117,300	111,570	130,347	125,000	Legal - retainer	134,257
41,480	22,864	30,000	25,000	Legal - litigation	30,000
80,855	86,967	50,000	62,512	Legal - review	50,000
46,375	40,591	61,000	65,000	Other professional services	56,000
<b>286,010</b>	<b>261,993</b>	<b>271,347</b>	<b>277,512</b>	<b>Contractual</b>	<b>270,257</b>
<b>286,010</b>	<b>261,993</b>	<b>271,347</b>	<b>277,512</b>	<b>Total</b>	<b>270,257</b>

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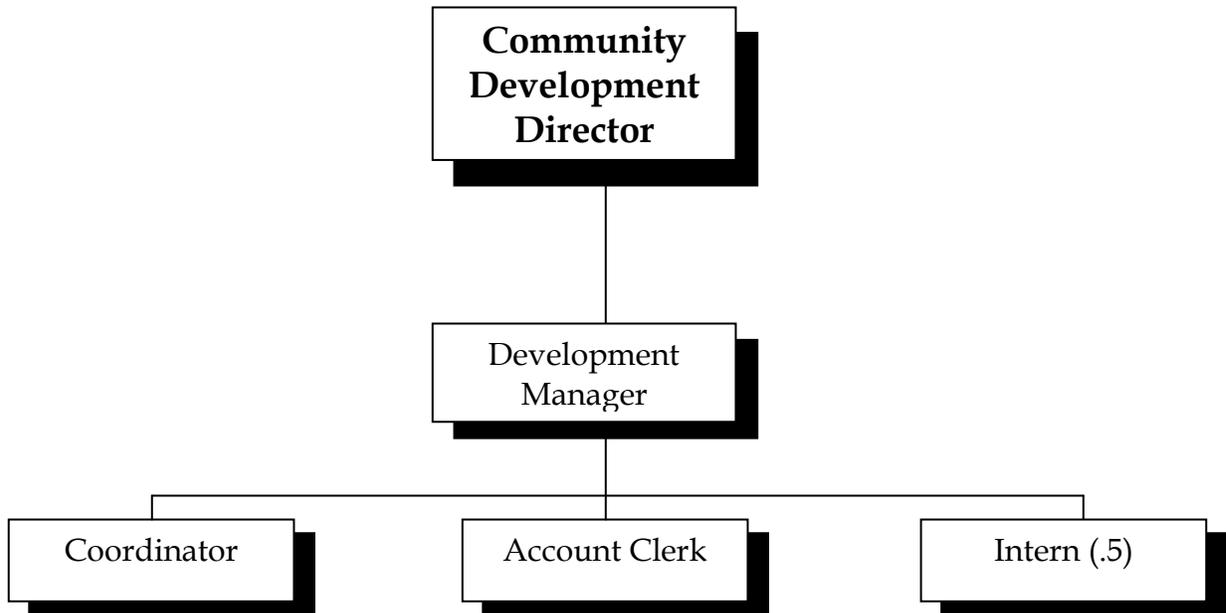
**Village of Lincolnwood  
2013/2014 Budget  
Legal Department-Adjudication**

**Performance Measures**

	Actual 2010/2011	Actual 2011/2012	Estimated 2012/2013	Projected 2013/2014
<b>Number of Hearings per year</b>	12	12	12	12
<b>Number of Cases adjudicated</b>	1,167	898	1,000	1,000

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VILLAGE OF LINCOLNWOOD  
Fiscal Year 2013/14  
Organizational Chart  
Community Development Department



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## Community Development Department

### Department/Activity Description

The Community Development Department is responsible for administering the Village's building, zoning and development codes. The Department provides staff assistance to the Village's Plan Commission, Economic Development Commission and Zoning Board of Appeals. Services provided by the department include plan review; permit issuance and construction inspectional services. In addition to these services and duties, this Department also carries out various community planning initiatives and improvement projects. This budget element also includes line items for sales tax rebates pursuant to executed agreements.

The department is staffed by four full-time positions.

### Prior Year's Goals Status

1. Review the Village's existing Building Codes and consider recommending adoption of newer code editions. Model building codes are routinely updated periodically to account for new products and materials, improved construction methods and state of the art safety features. Currently, the Village uses a set of model international codes, most of the 2006 edition. Since Village adoption of the current 2006 editions, both 2009 and 2012 model code editions have been released. This task will involve reviewing the changes made to these later code editions, identifying appropriate local amendments and recommending if deemed appropriate, updates/modification and/or adoption of newer codes in order to keep the Village's set of building codes generally current in the marketplace.

***Work on this goal is proceeding. The Department has determined that the 2009 edition of the international codes is most appropriate for adoption. Local amendments are now being developed and new codes are expected to be presented for adoption in February 2013.***

2. Undertake a survey of department customers to ascertain service delivery satisfaction. This task will entail preparing the survey questions and format, analyzing returned survey results and assessing what changes can be made based on results to improve service delivery and satisfaction.

***In November 2012, a survey was implemented in the department to obtain feedback from all permit application customers. This goal has been achieved and is ongoing.***

3. Prepare an updated comprehensive statistical Community Profile of the Village utilizing as a base recent 2010 census data and other updated data sources.

***An updated Community Profile has been prepared and is posted to the Village's website. A presentation of the highlights of this report was provided to the Village Board in December 2012. This goal has been achieved.***

4. Review the Village's existing building board-up requirements and consider strengthening Village requirements. These requirements pertain to the boarding up of vacant structures in order to secure and weather-proof a structure. This task includes a review of whether permits should be required, when board up should be mandated and whether maximum time durations should be imposed.

***Work is proceeding on this initiative and is expected to be completed in February 2013.***

5. Establish a seasonal, proactive, targeted code enforcement program to address ongoing, typical, or frequent maintenance and code violations, especially in business areas. Part of this enforcement program is anticipated to include review and enforcement of adopted special use conditions.

***A part time Code Enforcement Officer, stationed in the Police Department has been hired and proactive code enforcement in business areas initiated. This goal is ongoing.***

6. Assist the Economic Development Commission in reviewing the Lincoln/Devon/Proesel industrial Area. This task includes identification of potentially desirable area improvements and recommendation on next steps to take.

***The Economic Development Commission considered this area along with the Devon Avenue corridor and has recommended that a TIF District be established. The Village Board has accepted this recommendation and is presently in the process of considering establishing this TIF District. This goal has been achieved.***

7. Initiate the process to amend the Lincoln Touhy TIF District boundary to include vacant property to the west of the Commonwealth Edison transmission line, once a necessary Commonwealth Edison parcel is divided by the County.

***Work on this goal was delayed due to a parcel issue. The Village Attorney has reported this matter has been resolved and initiation of this work is now pending engagement of a consultant.***

8. Assist the Economic Development Commission in reviewing the Devon Avenue corridor (McCormick-Devon). This task includes identification of area problems and strengths as well as to consider redevelopment potential and revitalization strategies for the corridor. It is anticipated this work will lead toward recommendations concerning what actions if any should be taken for the area

***The Economic Development Commission has reviewed this area at several meetings and recommended the area be included in the proposed Devon-Lincoln TIF District. In related efforts, the Department has been able to secure free technical assistance from the Chicago Metropolitan Agency for Planning (CMAP) to study this corridor and provide its recommendations. This CMAP study will proceed later this year. This goal has been achieved.***

9. Continue to encourage Purple Hotel property redevelopment by meeting with interested developers, responding to inquiries and marketing the site as appropriate.

***Clear title to the property has now been secured and redevelopment/renovation plans are now pending submittal. This goal has been achieved.***

**Proposed Goals**

1. *Compare existing Public Hearing Fees charged with other communities and review public hearing costs which are typically incurred. Recommend adjustments as necessary to fees and deposits to reflect marketplace and to ensure out of pocket costs are borne by applicant.*
2. *Assist the Chicago Metropolitan Agency for Planning (CMAP) and the Urban Land Institute (ULI) with the study of the Devon Avenue Commercial Corridor. This study is expected to address the high vacancies rates within the corridor as well as streetscape conditions.*
3. *Assist IT/GIS with implementing a building permit layer in the Village's GIS system utilizing Springbrook data. Such a layer would be useful throughout the organization, allowing all employees to view by address current building permit information.*
4. *Research and analyze areas in the Village with the greatest parking deficiencies and develop a list of possible solutions.*
5. *Continue the process to amend the Lincoln Touhy TIF District to expand its area and if adopted, review the Devon-Lincoln TIF District for development of initial projects.*
6. *Guide the Village's consideration of proposed Purple Hotel site development through the Village's development approval process.*

*2013-2014 Operating Budget*

Budget Analysis

Community Development

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2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Adopted
202,046	202,326	198,338	202,000	Wages - full time salaried	204,000
90,436	93,477	95,663	101,234	Wages - full time Hourly	101,000
(633)	9,259	14,000	13,000	Wages- Part time hourly	15,000
2,446	2,506	2,390	2,400	Educational stipend	2,490
17,713	18,375	19,244	21,000	Employer FICA	19,994
4,189	4,353	4,501	4,800	Employer Medicare	4,676
26,726	30,542	33,895	35,000	Employer IMRF	36,667
913	902	903	903	Insurance - group life & AD&D	927
29,724	26,160	22,855	24,200	Insurance - group medical	24,499
2,975	2,788	3,045	2,700	Insurance - group dental	2,621
8,353	6,471	6,671	6,671	Insurance - workers compensati	6,861
<b>384,888</b>	<b>397,158</b>	<b>401,505</b>	<b>413,908</b>	<b>Personnel Services</b>	<b>418,735</b>
210,951	201,991	233,637	244,000	Other professional services	213,631
<b>210,951</b>	<b>201,991</b>	<b>233,637</b>	<b>244,000</b>	<b>Contractual Services</b>	<b>213,631</b>
-	150	200	150	R&M - office equipment	200
151	-	200	500	R&M - vehicles	1,000
2,338	2,034	3,500	3,500	Advertising	3,300
628	657	1,000	1,200	Printing & copying services	1,500
2,266	2,444	2,585	2,600	Professional associations	2,575
195	224	500	500	Training	500
407	321	1,494	1,500	Books & publications	500
64	227	100	100	Fuel	550
1,464	2,397	2,000	2,000	Office supplies	1,000
422	921	550	600	Other materials & supplies	550
<b>7,935</b>	<b>9,376</b>	<b>12,129</b>	<b>12,650</b>	<b>Commodities</b>	<b>11,675</b>
1,785	919	2,200	2,200	Conference & meeting registrat	2,000
63	221	500	500	Local mileage, parking & tolls	250
2,287	994	-	-	Lodging	2,204
577	305	700	600	Meals	700
709	331	-	-	Purchased transportation	584
<b>5,421</b>	<b>2,771</b>	<b>3,400</b>	<b>3,300</b>	<b>Meetings and Travel</b>	<b>5,738</b>
495,805	525,942	545,000	545,000	Revenue Sharing and Other Agreements	545,000
<b>495,805</b>	<b>525,942</b>	<b>545,000</b>	<b>545,000</b>	<b>Revenue Sharing</b>	<b>545,000</b>
<b>1,105,001</b>	<b>1,137,237</b>	<b>1,195,671</b>	<b>1,218,858</b>	<b>Totals</b>	<b>1,194,779</b>

**Budget Highlights**

**Personnel Services**

No increase in Personnel

**Village of Lincolnwood  
2013/2014 Budget  
Community Development Department**

**Performance Measures**

	Actual 2010/2011	Actual 2011/2012	Estimated 2012/2013	Projected 2013/2014
<b>Grants Issued</b>				
Property Enhancement Programs	0	0	1	3
Green Initiatives for Tomorrow	0	0	3	3
<b>Development Review Cases</b>	<u>3</u>	<u>1</u>	<u>2</u>	<u>2</u>
<b>Meetings Staffed</b>				
EDC	12	12	13	12
ZBA	10	9	10	10
Plan Commission	19	14	17	17
	<u>41</u>	<u>35</u>	<u>40</u>	<u>39</u>
<b>Permits Issued</b>				
Building Permits	822	854	815	830
Demolition Permits	1	5	8	5
Total Permits Issued	<u>823</u>	<u>859</u>	<u>823</u>	<u>835</u>
<b>Building Code Inspections</b>	<u>1337</u>	<u>1441</u>	<u>1362</u>	<u>1380</u>

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## **Information Technology Division**

### **Division/Activity Description**

The Information Technology (IT) Division is managed by the Village Administrator's Office. It provides for planning and support for computer networks and applications within the Village organization. The Village receives computer consulting services on a contractual basis. This division budget accounts for the expenditures necessary for the consultant to provide network and computer systems coordination and integration of new systems. The division also handles the management software application packages required and provides Village employees with the services and support needed to perform their work efficiently.

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*2013-2014 Operating Budget*

Budget Analysis

Information Technology

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2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Adopted
7,101	5,202	8,000	8,000	Wages- Part time hourly	8,000
190	346	496	496	Employer FICA	496
44	81	116	116	Employer Medicare	116
240	240	240	240	Insurance - workers compensati	240
<b>7,575</b>	<b>5,869</b>	<b>8,852</b>	<b>8,852</b>	<b>Personnel Services</b>	<b>8,852</b>
55,640	56,144	55,000	55,000	Consulting	55,000
65,651	80,875	98,042	41,500	Data processing	66,542
<b>121,291</b>	<b>137,019</b>	<b>153,042</b>	<b>96,500</b>	<b>Contractual Services</b>	<b>121,542</b>
-	-	85,054	86,000	Maintenance Agreement Expense	91,954
11,922	12,398	14,208	8,500	Telephone	15,440
1,110	500	4,000	4,000	Training	2,000
16,871	12,971	22,444	20,000	Other contractual	30,227
3,559	1,892	2,500	2,000	Computer supplies	3,000
<b>33,462</b>	<b>27,761</b>	<b>128,206</b>	<b>120,500</b>	<b>Commodities</b>	<b>142,621</b>
47,136	103,836	78,025	75,000	Equipment - data processing	150,389
-	154,133	17,500	17,500	Equipment - data processing	-
<b>47,136</b>	<b>103,836</b>	<b>78,025</b>	<b>75,000</b>	<b>Equipment</b>	<b>150,389</b>
<b>209,465</b>	<b>274,486</b>	<b>368,125</b>	<b>300,852</b>	<b>Total</b>	<b>423,404</b>

**Budget Highlights**

**Contractual Services**

\* \$44,452 budgeted for upgrade of Village enterprise software

**Equipment**

\* \$13,000 budgeted to upgrade projectors in Council Chambers

## **Engineering**

### **Department/Activity Description**

The Village receives engineering services on a contractual basis. The Village Engineer reviews and approves all residential and commercial development plans to ensure drainage and grading plans are acceptable. In addition, the Village Engineer assists in the design and construction oversight of Village infrastructure construction projects, including roadway and water/sewer mains. This department budget accounts for the expenditures necessary for all departmental use of the Village Engineer.

*2013-2014 Operating Budget*

Budget Analysis

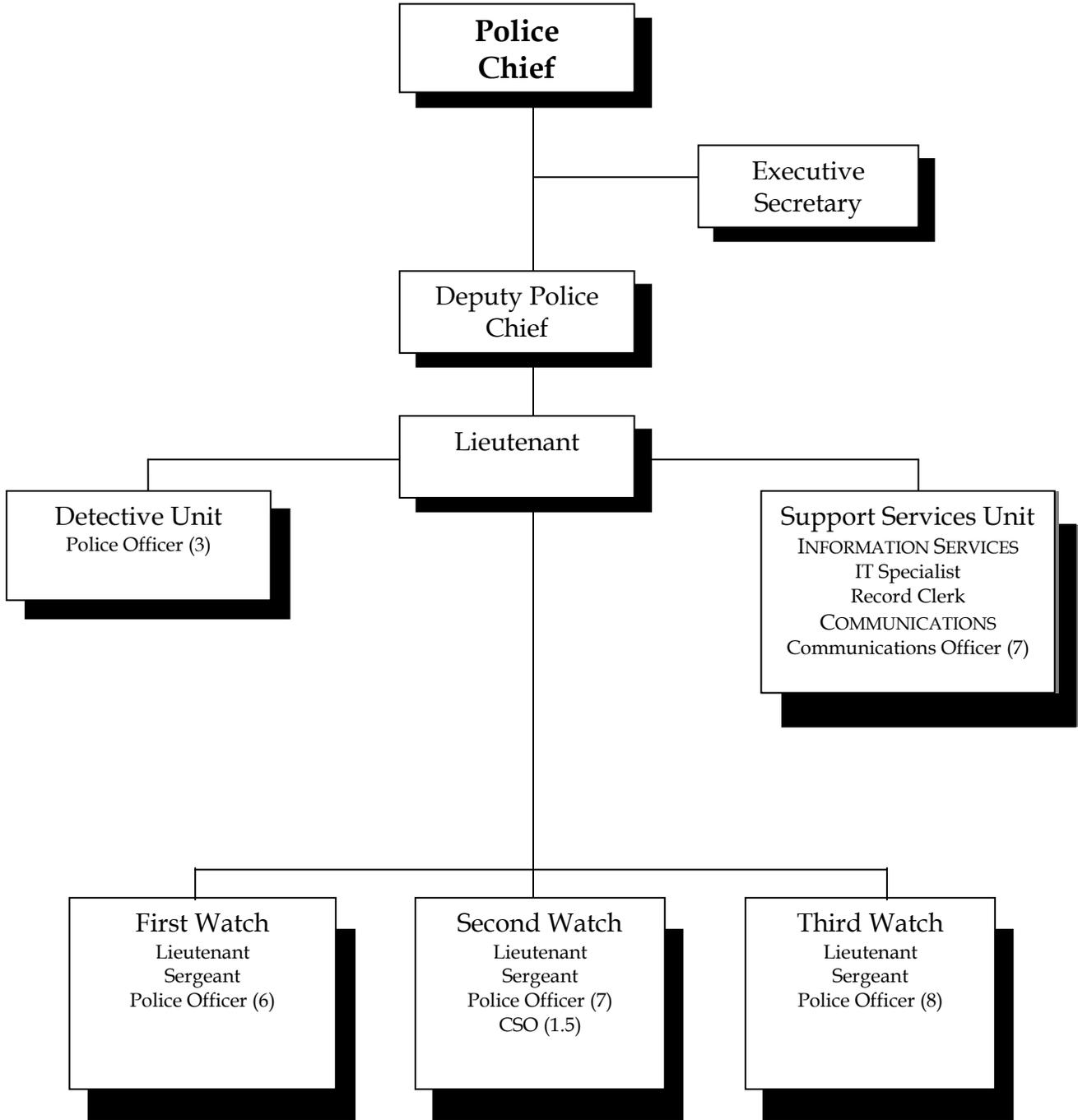
Engineering

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<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2013</b>	<b>Description</b>	<b>2014</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>
28,518	15,429	40,000	25,000	Administration Engineer Costs	20,500
15,815	9,326	25,000	7,500	Building Engineering Costs	2,500
29,068	10,603	35,000	15,000	PW Building Engineer Costs	42,500
<b>73,400</b>	<b>35,358</b>	<b>100,000</b>	<b>47,500</b>	<b>Contractual Totals</b>	<b>65,500</b>

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VILLAGE OF LINCOLNWOOD  
Fiscal Year 2013/14  
Organizational Chart  
Police Department



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## Police Department

### Department/Activity Description

The Mission of the Lincolnwood Police Department is to provide effective and professional police service to the community. The Department recognizes that its authority is derived from the community, that it must be responsive to its needs, and that it is accountable for its actions. Believing in the dignity and worth of all people, it must protect the rights of all citizens and treat employees in an equitable manner. The police and community share responsibility for maintaining law and order, and their relationship must be based on mutual respect.

The Lincolnwood Police Department is staffed with 44 full-time and three part-time employees.

### Prior Year's Goals Status

#### 2012-13 Goals

1. During the past year, the Police Department conducted a critical review of its Use of Force Training. While the Police Department's current practices meet industry standards, staff recommended two improvements, which will enhance officer safety.

Staff will renew emphasis on lethal use of force training. All sworn personnel will participate in six separate firearms training sessions throughout the course of the year.

*This goal is on-going. It is anticipated that six firearms training sessions will be completed by April 30, 2013.*

2. Staff will renew emphasis on scenario based training. Scenario based training, also known as Simunitions Training, allows police officers to use marking cartridges in their duty weapon (through the use of a conversion kit) to conduct realistic, close-range training scenarios that are totally safe, when conducted properly. It is designed to help police officers practice deadly force situations when they are in great peril. All sworn personnel will participate in two separate scenario based training sessions throughout the course of the year.

*The first scenario based training was conducted in October and November. Twenty-three sworn officers participated in the training. The training included proper use of the in-car video system to reinforce proper documentation of vehicle registration and descriptions prior to a traffic stop, and upon concluding the stop. The ballistic shields were also included. The goal was to encourage officers to understand that they are available and to reinforce their proper use. Officers were trained to "Slice the Pie," which means to not follow in the direct path of a fleeing suspect. By going wide, it offers the officer the ability to see around a corner before an offender can see him/her. Finally, previous trainings on the use of pressure bandages was reviewed and reinforced.*

3. Staff will renew emphasis on forensic science training for evidence technicians. All evidence technicians will participate in an eight hour forensic science training session. The training will include digital photography, fingerprinting, and use of alternative light source techniques.

*This goal was rescheduled for the fall of 2013. The police department is currently undergoing a staffing shortage (four sworn officers) and determined it is not fiscally responsible to take all of the evidence technicians off of the street for a full day of training. In addition, the supervisor in charge of training and the evidence program is off due to an extended illness.*

4. Staff will implement an in-car ticket and motor vehicle traffic crash reporting program. Preparing traffic citations and traffic crash reports will allow police officers to spend more time on the street, eliminate redundant data entry, reduce the number of data entry errors, allow for more efficient reporting to the Illinois Department of Transportation, and improve overall organizational efficiency.

*The police department determined it is more efficient to implement electronic motor vehicle traffic crash reporting, and electronic traffic tickets. The police department completed the final phase of testing the police department's records management electronic motor vehicle traffic crash reporting software in the fall. Soon afterwards, the Illinois Department of Transportation revised its motor vehicle traffic crash forms. The changes were not communicated to the police department's records system vendor. Consequently implementation has been delayed. The revisions to the motor vehicle traffic crash form will affect all police departments attempting to implement an electronic traffic crash report. IDOT's most recent announcement indicates the form revisions will be complete by February, 2013.*

5. Staff will review the use of the Tactical Unit to more efficiently address current crime patterns and criminal investigations. The Tactical Unit is a specialty unit comprised of police officers assigned to the Patrol Division, except tactical officers are generally in plain clothes and in an unmarked squad car. Officers are assigned, as needed. Changes will come in the way of providing clearer direction and additional information with regard to pattern crimes such as residential burglary, retail theft, and covert drug investigations so as to increase organizational effectiveness.

*In September, the police department adopted a policy to guide supervisors and field officers in the deployment of the Tactical Unit. The policy addresses the assignment of officers, community concerns, and directed field operations.*

6. Through the use of the Lincolnwood Police Foundation, staff will deploy a ballistic shield in each of the 10 marked squad cars and conduct refresher training for all sworn personnel. Ballistic shields are extremely useful when responding to an active shooter or a perceived lethal threat.

*The Lincolnwood Police Foundation approved the purchase of two new ballistic shields in the spring of 2012. The two shields were purchased and placed in the*

*squad cars. Officers trained in the use of the shields in October and November in conjunction with Simunitions Training described in goal number 2. In the fall of 2012, an organization wishing to remain anonymous donated \$5,000 to the Lincolnwood Police Foundation and asked that the funds be used to enhance officer safety. The police department will be recommending that the Lincolnwood Police Foundation authorize the approval of two additional shields.*

7. The Beverage Alcohol Sellers and Servers Education and Training (BASSET) program is the Village's seller/server training program. It was originally adopted by the Village Board in September, 2006. The program is an educational and training tool to sellers/servers of alcoholic beverages to serve responsibly and stay within the law. Staff will evaluate the BASSET program, streamline the process, and recommend changes to the Village Code to allow the program to be more effective.

*In FY2012-13, a new supervisor was assigned to manager the BASSET Program. The Ordinance was reviewed with the intent of making the process more efficient. The police department discontinued the practice of issuing an identification card to attendees. Training is now conducted quarterly, rather than as requested. Two new officers have been certified to instruct the course. Overtime for the program has been eliminated. The program changes do not necessitate amending the Ordinance.*

8. Staff will research and recommend a Secondhand Dealer Ordinance to the Village Board. Pawn shops, governed by the Village Code, are required to maintain a log (available for inspection at any time by law enforcement) of all transactions and hold all property for a fixed period of time. Secondhand Dealers are not held to the same standard. On occasion, stolen goods are sold to Pawn Shops and Second Hand Dealers. Requiring Second Hand Dealers to maintain accurate records, and having the records available for inspection, is necessary for law enforcement to thoroughly investigate criminal cases.

*In the summer, the Village Board approved a new Second Hand Dealer Ordinance. The Ordinance has been distributed and explained to all second hand dealers. Periodic business checks to ensure compliance will be conducted by the spring of 2013.*

### **Proposed Goals**

1. The detective bureau experiences cases where it is necessary to conduct multiple interviews at the same time. A second interview room will correct this problem. The police department will convert the detective bureau's attached office into a secondary interview room. This will allow detectives to keep witnesses separate and allow detectives to interview multiple witnesses and victims at the same time.
2. The police department will begin using two on-line databases to aid in the investigation of criminal offenses. The databases will allow detectives to locate people, and identify assets, businesses, and affiliations, etc. Detectives will also be able to initiate a search

with minimal information, such as a partial name or Social Security Number. The databases will help the police department reduce overall investigative time by providing access to accurate, comprehensive data.

3. The police department will implement an on-line nationwide investigative system designed to aid in the investigation of criminal activity. Businesses related to resale are required by local ordinance to provide transaction information to local law enforcement. The system makes the process more efficient by providing a single database software system to all businesses. It also allows detectives to search and cross reference suspects or stolen property from all transactions from thousands of businesses.
4. The police department will implement the “Briefing Notes” and “Be On the Look Out” (BOLO) modules in New World. The modules will allow dispatchers to disseminate critical information to all police officers at one time. They will automatically collect targeted information and display it on any computer monitor in the station or any squad car. A large screen monitor will display the same information during roll call sessions.
5. The police department will install an in-station, bi-directional amplifier for the police radio. Police officers have experienced difficulties in hearing radio traffic in the station since the building was constructed. A federal law required all public safety agencies to narrowband their radio frequencies in 2012. The narrow banding exacerbated the problem. The cost of this proposal is less because the vendor will be able to repurpose equipment and wiring previously installed in the building (equipment was used briefly and then abandoned by a cellular telephone carrier).
6. The police department will continue the process of implementing electronic motor vehicle traffic crash reporting and traffic ticket writing. The project was originally planned for FY2012-13. However, the Illinois Department of Transportation (IDOT) changed the information collected in their Motor Vehicle Traffic Crash Report. This change resulted in the police department’s vendor having to revise its electronic crash report. It is anticipated that this project will be completed in FY2013-14.

## 2013-2014 Operating Budget

### Budget Analysis

### Police

### 300

2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Adopted
227,300	230,892	232,866	240,500	Wages - full time salaried	249,755
2,910,827	3,020,234	3,029,491	2,975,000	Wages - full time hourly	3,058,036
68,327	66,767	81,385	69,000	Wages - part time hourly	79,925
8,253	7,226	10,400	8,000	Wages - seasonal hourly	10,400
240,494	293,071	275,232	340,000	Wages - overtime 1.5X	300,000
2,922	-	-	-	TLEP Overtime	-
3,934	-	-	-	Speed overtime	-
11,385	29,361	40,000	10,000	Holiday Mobil grant	20,000
10,131	-	-	-	IMaGE Grant	-
1,304	681	-	2,000	Wages - overtime 2X	-
24,033	23,973	28,000	25,000	Wages - special detail	28,000
17,004	17,150	18,074	18,074	Educational stipend	19,426
720	2,277	2,400	2,400	Opt Out Ins.	2,400
225	740	680	680	Phone Stipend	680
-	180	2,100	2,100	Tuition reimbursement	-
24,750	24,055	21,738	21,738	Uniform allowance	20,988
12,242	14,943	14,000	14,000	Pension - regular	30,000
33,940	35,183	38,731	38,371	Employer FICA	39,453
38,793	41,225	43,309	43,309	Employer Medicare	42,508
49,414	56,294	61,332	62,000	Employer IMRF	70,802
1,204,983	1,393,004	1,410,184	1,450,000	Employer police pension	1,410,184
6,675	6,682	5,137	5,137	Insurance - group life & AD&D	5,400
429,844	434,608	443,021	432,000	Insurance - group medical	467,526
43,462	44,913	45,470	46,000	Insurance - group dental	44,000
105,336	108,868	110,060	110,600	Insurance - workers compensati	107,914
<b>5,476,297</b>	<b>5,852,326</b>	<b>5,913,610</b>	<b>5,915,909</b>	<b>Personnel Services</b>	<b>6,007,397</b>
848	495	1,250	1,000	Animal control	750
6,000	6,000	7,000	16,311	Consulting	6,000
1,191	1,893	1,980	1,980	Other professional services	38,218
<b>8,039</b>	<b>8,388</b>	<b>10,230</b>	<b>19,291</b>	<b>Contractual Services</b>	<b>44,968</b>
1,289	1,192	1,950	1,500	R&M - buildings	1,500
15,973	18,368	13,225	13,225	R&M - communications equipment	25,336
866	1,431	5,400	2,350	R&M - data processing equipment	2,400
-	494	700	700	R&M - police equipment	700
200	200	200	200	R&M - office equipment	200
23,894	39,556	25,500	25,500	R&M - vehicles	25,500
37,356	37,421	38,100	38,100	Intergovernmental fees & dues	34,817
1,139	1,733	2,000	2,000	Printing & copying services	1,910
1,471	1,187	1,145	1,130	Professional associations	1,030
9,107	9,714	3,080	1,580	Telephone	1,580
4,775	13,636	18,000	18,500	Training	26,380
34,873	64,824	59,975	50,975	Other contractual	97,221
8,512	8,254	12,830	12,775	Ammunition & range supplies	12,470
275	1,622	1,200	1,200	Books & publications	1,241

2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Adopted
2,687	2,506	4,500	4,500	Computer supplies	2,400
73,852	77,584	69,000	64,000	Fuel	69,000
4,577	3,112	4,000	3,500	Office supplies	2,500
43,255	31,207	61,540	61,540	Program supplies	48,540
<b>264,100</b>	<b>314,040</b>	<b>322,345</b>	<b>303,275</b>	<b>Commodities</b>	<b>354,725</b>
1,480	2,338	2,495	1,320	Conference & meeting registrat	1,745
483	2,009	3,000	1,500	Local mileage, parking & tolls	3,250
68	2,087	2,200	400	Lodging	2,200
2,685	3,617	3,350	3,305	Meals	5,300
584	-	-	913	Purchased Transportation	250
<b>5,300</b>	<b>10,050</b>	<b>11,045</b>	<b>7,438</b>	<b>Meetings and Travel</b>	<b>12,745</b>
85,225	119,280	89,500	77,250	Equipment - vehicles	66,500
<b>85,225</b>	<b>119,280</b>	<b>89,500</b>	<b>77,250</b>	<b>Capital Outlay</b>	<b>66,500</b>
<b>5,838,961</b>	<b>6,304,084</b>	<b>6,346,730</b>	<b>6,323,163</b>	<b>Total</b>	<b>6,486,335</b>

<b>Budget Highlights</b>
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**Personnel Services**

No increase in Personnel

**Commodities**

\*\$38,000 budgeted for additional red light camera lease

**Equipment**

\* \$66,500 budgeted for replacement of two squad cars

**Village of Lincolnwood  
2013/2014 Budget  
Police Department**

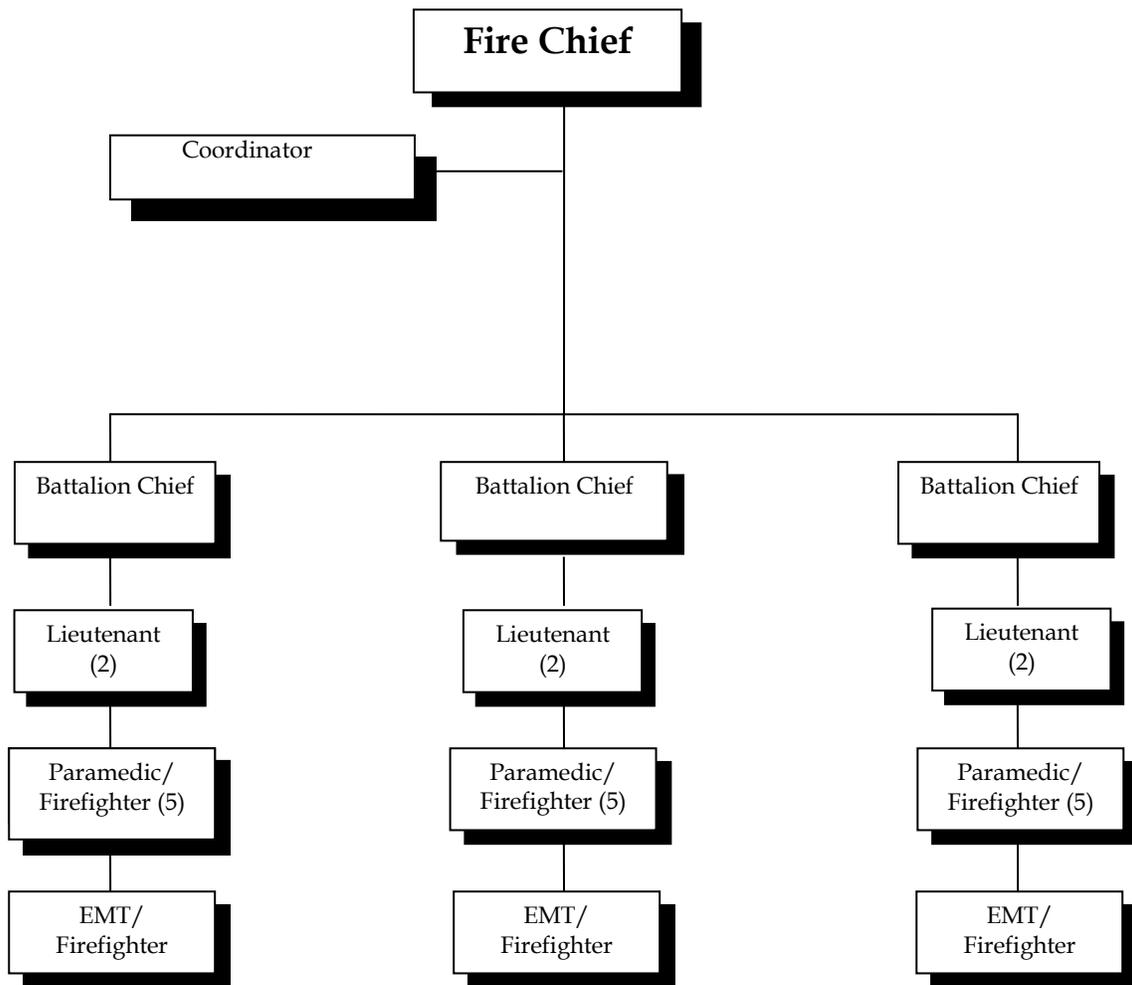
**Performance Measures**

	Actual 2010/2011	Actual 2011/2012	Estimated 2012/2013	Projected 2013/2014
<b>Part I Crimes</b>				
Part I Crimes	496	748	748	748
<b>Enforcement</b>				
Traffic Stops	6,248	4,617	4,617	4,617
Traffic Citations	3,465	2,371	2,371	2,371
Parking Citations	2,428	2,166	2,166	2,166
<b>Arrests</b>				
Arrests	378	542	542	542
<b>Calls For Service</b>	20,118	21,449	21,449	21,449

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# VILLAGE OF LINCOLNWOOD

## Fiscal Year 2013/14 Organizational Chart Fire Department



## Fire Department

### Department/Activity Description

Since 1990, the Village has maintained a contract with Paramedic Services of Illinois (PSI) to provide firefighting and paramedic services. In addition to firefighting and paramedic services, the Department offers public educational programs and fire inspection services.

### Prior Year's Goals Status

- 1) The Fire Department will revise and reapply for an Assistance to Firefighters Grant (AFG) to replace our existing breathing apparatus. These air packs allow firefighters to enter hazardous environments with life sustaining air to perform rescue, fire and hazardous materials operations. Our existing equipment currently does not meet current federal and National Fire Protection Association (NFPA) specifications and needs replacement. This purchase of equipment will only occur with a successful grant award from Federal Emergency Management Agency (FEMA).

*The Fire Department applied for an AFG Grant has not received a rejection letter of our grant request as of this date.*

- 2) The Fire Department will assemble a multi-discipline Task Force that will examine the Village's current response to calls when the residents' behavior is characterized by the excessive acquisition and inability or unwillingness to discard large quantities of objects (pets, house debris, garbage etc.) that would seemingly qualify as useless or without value (hoarding). It can also be dangerous if it puts the resident, their family and our first responders at risk for fire, falling, poor sanitation, and other health concerns. The Task Force will examine the current practice and policies of other communities and develop a practical and legal approach to this problem.

*Fire Department staff has been working with Police Department Social Worker on an active hoarder case. When this case is completed Staff will develop a draft Village Protocol to handle such cases in the future.*

- 3) Our current Fire Department record management software vendor (FireHouse) is changing software platforms next year with an anticipated higher software fee. Staff will evaluate our current software vendor for fire data and fire prevention activities and determine the capabilities of other fire data software vendors with a recommendation to the Information Technology Committee and Village Board.

*Staff has reviewed our current record management needs and examined 3 options. A proposal is being drafted for the Village Manager's approval. An operating record management system will be in place by the end of this fiscal year.*

- 4) With the recent power outages to the Village complex, an electrical survey will be completed to review current electrical capacities of the Village complex generator and

determine options so that every critical Village building will be protected with back-up power during such emergencies. Redundant power alternatives with an existing emergency Village owned generator will also be explored.

*Staffs' of Public Works and the Fire Department have chosen an engineering firm to provide an Emergency Generator Study. Evaluation of this study will result in the course of action that will stabilize our emergency power need in out Village buildings.*

### **Proposed Goals**

- 1) With our new Record Management System in place, staff will develop other opportunities for putting the existing Villages' commercial building pre-plans into the "cloud" technology.
- 2) In the event that the Fire Department is not successful in obtaining an Assistance to Firefighters Grant for breathing apparatus, staff has budgeted for the replacement of all our breathing apparatus in this year's Fire Department budget request. A bid specification document will have to be drafted, followed by a Request for Proposal and a bid process.
- 3) Staff will pursue a grant with the State Fire Marshal's Office to purchase a battery operated, vehicle extrication tool that is powered by new state-of-the-art-batteries. This will allow the firefighters to use this tool in situations where hydraulic tools are cumbersome or are not readily accessible.
- 4) Staff would like to have our Department Coordinator to become a Certified Ambulance Coder. Ambulance regulations are becoming more specific and stringent under the new health arena. Private sector employees have obtained this certification and industry standards are recommending this certification for all people who code ambulance bills to Medicare, Medicaid and private insurance.
- 5) Monitor the existing wireless alarms for fire and burglar and develop a brochure that would promote the expansion of these services to non-subscribers.

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## 2013-2014 Operating Budget

### Budget Analysis

### Fire

### 350

2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Adopted
52,638	54,928	56,703	56,732	Wages - full time hourly	59,614
3,185	3,311	3,516	3,516	Employer FICA	3,696
745	774	822	822	Employer Medicare	864
4,749	5,441	6,192	6,192	Employer IMRF	6,778
165	177	180	180	Insurance - group life & AD&D	189
5,016	5,016	4,902	4,902	Insurance - group medical	5,243
493	516	525	525	Insurance - group dental	520
1,596	1,668	1,701	1,701	Insurance - Workers Comp	1,788
<b>68,587</b>	<b>71,831</b>	<b>74,541</b>	<b>74,570</b>	<b>Personnel Services</b>	<b>78,692</b>
2,467,468	2,505,193	2,558,203	2,558,203	Fire protection	2,609,307
8,547	2,638	1,950	-	Data processing	-
<b>2,476,015</b>	<b>2,507,831</b>	<b>2,560,153</b>	<b>2,558,203</b>	<b>Contractual Services</b>	<b>2,609,307</b>
2,761	7,757	1,000	1,000	R&M - buildings	-
1,891	915	1,500	1,500	R&M - communications equipment	1,500
-	-	-	1,600	R&M- Wireless Alarm Equipment	11,490
14,535	16,346	12,700	15,000	R&M - Fire & EMS equipment	12,750
14,151	31,998	9,000	13,000	R&M - vehicles	9,000
929	4,292	1,000	1,000	R&M - other	1,000
10,620	10,545	10,480	10,480	Intergovernmental fees & dues	10,480
341	2,349	2,000	2,000	Printing & copying services	2,000
(3,209)	1,279	1,070	1,070	Professional associations	1,070
1,836	-	-		Telephone	-
119,202	125,000	125,000	130,000	Other contractual	140,000
1,938	3,063	1,750	1,700	Books & publications	1,750
11,433	9,531	8,500	8,500	EMS supplies	8,500
8,444	8,411	8,000	8,000	Firefighting supplies	9,000
24,404	27,155	25,000	26,000	Fuel	26,000
545	500	500	500	Lubricants & fluids	500
2,919	1,919	3,000	3,000	Office supplies	3,000
14,614	10,147	15,300	15,300	Program supplies	15,300
13,126	12,554	9,000	10,000	Repair parts	9,000
390	1,084	1,000	1,000	Small tools	1,000
3,324	3,486	5,400	5,400	Training supplies	5,100
9,033	8,621	8,500	8,500	Other materials & supplies	8,500
<b>253,227</b>	<b>286,951</b>	<b>249,700</b>	<b>264,550</b>	<b>Commodities</b>	<b>276,940</b>
2,740	2,929	5,400	5,400	Equipment - communications	3,000
-	41,256	126,740	126,740	Equipment - public safety	140,000
-	-	82,240	67,183	Equipment Wireless Radio System	-
7,013	20,075	4,800	4,800	Equipment - other	-
<b>9,753</b>	<b>64,260</b>	<b>219,180</b>	<b>204,123</b>	<b>Equipment</b>	<b>143,000</b>

<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Adopted</b>	<b>2013 Projected</b>	<b>Description</b>	<b>2014 Adopted</b>
842,652	-	205,000	170,000	Equipment - public safety	-
<b>842,652</b>	<b>-</b>	<b>205,000</b>	<b>170,000</b>	<b>Capital Outlay</b>	<b>-</b>
<b>3,650,234</b>	<b>2,930,873</b>	<b>3,308,574</b>	<b>3,271,446</b>	<b>Total</b>	<b>3,107,939</b>

**Budget Highlights**

**Personnel Services**

No increase in Personnel

**Equipment**

\* \$140,000 budgeted for air pack replacements

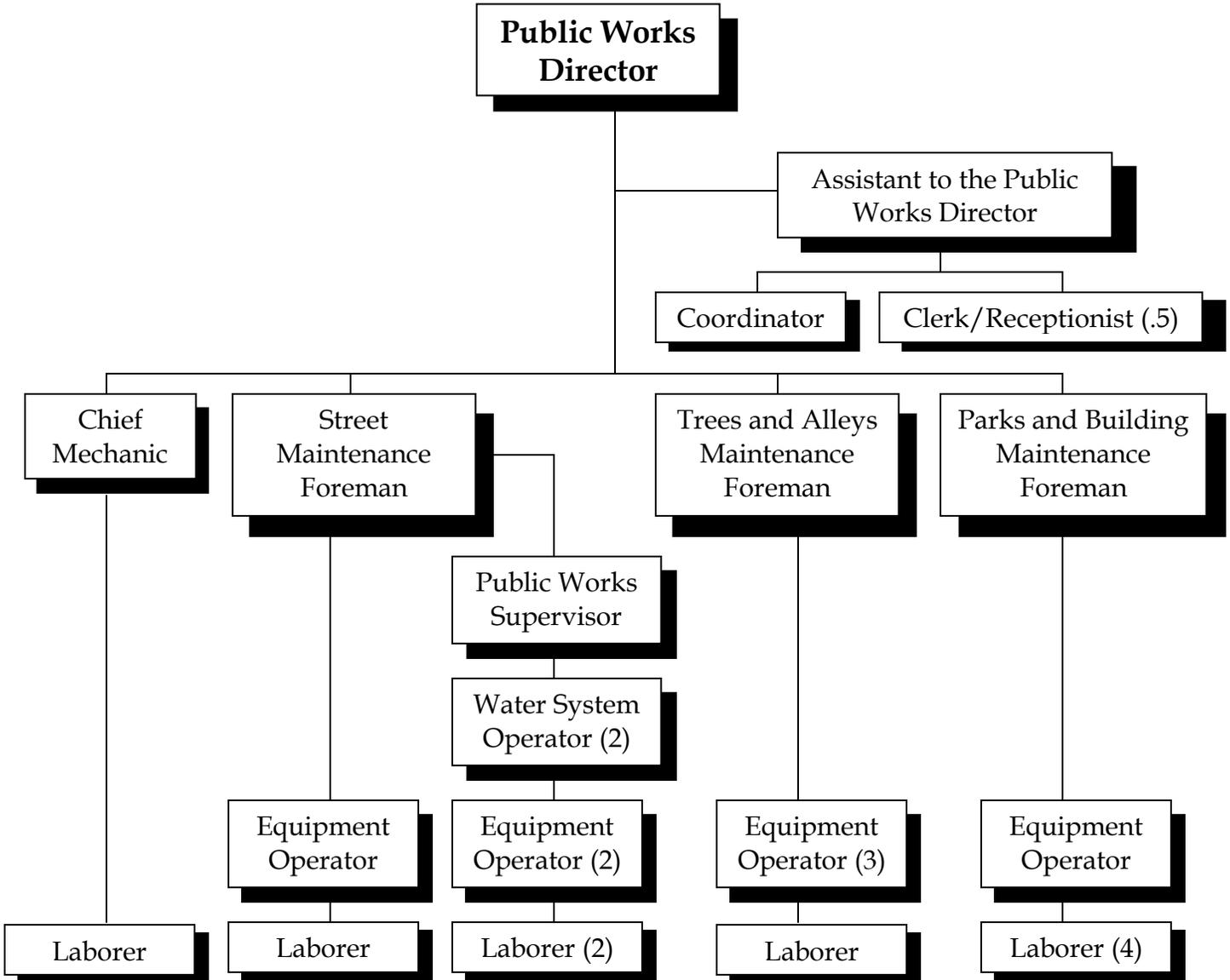
**Village of Lincolnwood  
2013/2014 Budget  
Fire Department**

**Performance Measures**

	Actual 2010/2011	Actual 2011/2012	Estimated 2012/2013	Projected 2013/2014
<b>Emergency Calls</b>				
<i>EMS Calls</i>				
Advanced Life Support	654	722	720	730
Basic Life Support	697	633	620	640
No Service Rendered	52	61	60	60
Total EMS Calls	<u>1,403</u>	<u>1,416</u>	<u>1,400</u>	<u>1,430</u>
<i>Fire Calls</i>				
Total Emergency Calls	<u>1,914</u>	<u>2,089</u>	<u>2,000</u>	<u>2,000</u>
<b>Mutual Aid Calls</b>				
Given	31	36	35	35
Received	23	25	25	25
Total Mutual Aid Calls	<u>54</u>	<u>61</u>	<u>60</u>	<u>60</u>
<b>Response Time (Minutes)</b>				
Response Time	3.34	3.39	3.40	3.40
<b>Training</b>				
Hours Per Person	23.1	25.6	25.0	25.0
<b>Fire Prevention</b>				
Inspections	822	684	800	800
Re-Inspections	39	33	40	40
Business License		51	50	50
Plan Reviews	3	1	1	1
Total Fire Prevention	<u>864</u>	<u>769</u>	<u>891</u>	<u>891</u>
<b>Ambulance Billing</b>				
<i>Resident:</i>				
Basic Life Support	133	140	140	140
Advanced Life Support 1	419	554	550	550
Advanced Life Support 2	6	9	10	10
Total Resident	<u>558</u>	<u>703</u>	<u>700</u>	<u>700</u>
<i>Non-Resident:</i>				
Basic Life Support	65	85	80	80
Advanced Life Support 1	155	158	160	160
Advanced Life Support 2	0	1	2	2
Total Non-Resident	<u>220</u>	<u>244</u>	<u>242</u>	<u>242</u>

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**VILLAGE OF LINCOLNWOOD**  
**Fiscal Year 2013/14**  
**Organizational Chart**  
**Public Works**



## Public Works - Administration

### Department/Activity Description

The Public Works Administration Division plans, organizes, directs, controls and coordinates all Public Works activities including: street maintenance, maintenance of village owned vehicles, maintenance of village owned buildings, operations of the water and sewer system, and parks maintenance. The department also coordinates with the Village's refuse disposal contractor. In addition, the department coordinates and complies with all local, state and federal agencies necessary to ensure the proper maintenance of major arterial roadways and the Village's water distribution and stormwater management systems.

The Public Works Department is staffed by 27 full-time employees, three of which comprise the Administration Division.

### Prior Year's Goals

1. Develop a multi- project Capital Improvement Program (CIP) that includes all Public Works projects that are planned for the next five years. The CIP multi-project plan will assist the Department with evaluating potential projects at the same time, developing a planning schedule and identifying options for financing the plan.

*The Department has prepared a list of projects that will be included in the CIP and is currently working on developing a timeline for the next five years. The new Village Engineer will be assisting with this process to ensure that all necessary projects are included within the plan. The document will be complete by the end of the fiscal year.*

2. Achieve gold status in Clean Air Counts by the end of 2012. Staff will work with the green committee to complete the necessary steps to achieve gold status within Clean Air Counts.

*Due to staff turnover at Clean Air Counts the application process was delayed until April 2013. Staff will submit an application at that time for Gold level in Clean Air Counts.*

3. Research the steps necessary to receive accreditation through the American Public Works Association and evaluate if accreditation makes financial sense to pursue. The accreditation program is designed to enhance the effectiveness and competency of public works departments as well as to evaluate and upgrade the performance of departments.

*Staff has reviewed the process to become an accredited Public Works Department and found that there are many benefits to the program. Some of which include: formal recognition of a well-run agency, provides a mechanism to evaluate the organization, provides information regarding improving operations, assists with justifying budget requests, reduces liability, instills pride, lowers insurance premiums and encourages documentation of policies and procedures. The estimated cost to complete the*

*accreditation process (not including staff-time) is \$1,800. There are also many neighboring communities that have become accredited that can assist the Department in the process. They include: Highland Park, Buffalo Grove, Skokie, Schaumburg, Naperville and Libertyville.*

*The first step in the process is to complete a self-evaluation of the Village's program. The self-evaluation will help our Department evaluate when and/or if we are ready to submit an application for accreditation. The evaluation will also provide the Department with a guide for what we need to do to improve. There is no cost to complete the self-evaluation. Staff will be completing the self-evaluation during FY 2013-2014.*

4. Pursue an Illinois Department of Transportation Enhancement Program (ITEP) grant for the Lincoln Avenue Streetscape Plan. Staff will work with the Village Engineer to submit an application during the 2012 call for projects.

*During the 2012 call for projects for ITEP staff presented 13 grant project ideas to the Village Board. The Board directed staff to apply for a pedestrian/bicycle overpass at Lincoln Avenue to the Union Pacific Railroad as well as a grant to build a shelter/pavilion at Centennial Park. Staff submitted the applications on May 29, 2012. Application awards were scheduled to be announced in October of 2012. At this time the Illinois Department of Transportation (IDOT) has not released any information regarding grant awards. The ITEP grant administrators state that the projects have been chosen and that the Governor will be announcing the projects at a date to be determined.*

5. Work to create a public private partnership with a local business to purchase compost bins at a reduced cost to offer at a discounted rate to residents.

*Staff will be contacting both Lowes Home Store and Home Depot to discuss the possibility of a discounted rate for compost bin purchases by Village residents.*

6. The Public Works Department will develop an updated Guide to Services for the Department that will be downloadable from the Village's website. Copies will also be printed for distribution at various Village events.

*The updated guide to services may be found on the Village's website within the Public Works section of the Village's website. It explains what each division does within Public Works and also includes a list of frequently asked questions. Copies of the guide will be printed and handed out at various Village events.*

7. Evaluate potential options for obtaining potable water from alternative sources.

*The Village is currently in the process of studying an alternative option for potable water from the City of Evanston. A Transmission Main Study Report was completed on December 14, 2012. The Village is currently reviewing the report to determine the next steps in the process.*

8. Continue pursuing partnership opportunities with private and public entities public entities for bidding, equipment sharing, sponsorship, etc.

*The Village is currently participating in the Municipal Partnership Initiative (MPI) which is a consortium of municipalities that jointly bid projects and services to obtain an economy of scale on prices. The Village currently participates in a bid for cold patch material and plans to participate in the sidewalk replacement joint bid in 2013.*

*In addition, staff is working with Lowes Home Store, to determine what/if any partnerships may be available.*

### **Proposed Goals**

1. Conduct an inventory of all crosswalks in the Village to standardize the striping and evaluate the signage that is in place. In addition, this information will be used to work with the Village Engineer to develop a capital plan to make any necessary changes.
2. Develop an inventory of all thermoplastic locations within the Village and create a capital plan for replacements. In addition, input all of the locations into the Village's GIS system.
3. Investigate the requirements to obtain a herbicide license in the State of Illinois and send two employees for their certification so that the Department can apply herbicide to control weeds when necessary in public spaces.
4. Conduct an evaluation of all of the Village's public buildings for necessary infrastructure repairs and develop a capital plan.
5. Conduct an energy audit of the Public Works Building and the Village Hall (an audit of the Police and Fire Building was completed previously) through the University of Illinois's free energy audit program. The report will make recommendations regarding energy cost reduction measures.
6. Update the Public Works Department's Standard Operating Procedures Manual and conduct employee training. This manual has not been updated in over five years therefore an audit will be conducted of all existing procedures to ensure that they reflect current practice. In addition, several new employees have come on board since the last review of the manual.
7. Update the Village's Emerald Ash Borer (EAB) plan. The Village's EAB plan was originally written in 2006 prior to the identification of the beetle within Lincolnwood. The plan will be updated to address the fact that the beetle is in Lincolnwood and has infected several hundreds of trees within the Village's tree inventory. The plan will specifically discuss how the Village is addressing the infestation.
8. Complete a self-evaluation of the Public Works Department for the American Public Works Association (APWA) accreditation process.

*2013-2014 Operating Budget*

Budget Analysis

Public Works Administration

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2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Adopted
147,272	153,926	159,887	160,083	Wages - full time salaried	164,640
46,467	48,067	49,996	50,400	Wages - full time hourly	51,500
14,021	19,313	28,900	20,800	Wages - Part time hourly	26,000
38	-	500	500	Wages - overtime 1.5X	500
305	308	345	345	Educational stipend	366
-	55	-	180	Phone Stipend	180
11,979	12,620	13,657	13,657	Employer FICA	13,940
2,917	3,088	3,475	3,475	Employer Medicare	3,524
18,565	21,662	26,534	26,000	Employer IMRF	27,630
678	716	631	631	Insurance - group life & AD&D	644
28,378	31,001	30,028	30,700	Insurance - group medical	32,226
2,900	3,214	3,305	3,305	Insurance - group dental	3,262
6,474	6,620	6,825	6,825	Insurance - workers compensati	6,862
<b>279,994</b>	<b>300,590</b>	<b>324,083</b>	<b>316,901</b>	<b>Personnel Services</b>	<b>331,274</b>
28,788	18,861	27,000	27,000	Other contract labor	27,000
9,660	9,190	8,000	10,920	Animal control	10,000
<b>38,448</b>	<b>28,051</b>	<b>35,000</b>	<b>37,920</b>	<b>Contractual Services</b>	<b>37,000</b>
302	282	300	300	R&M - communications equipment	300
442	1,968	958	450	R&M - office equipment	958
310	250	275	200	Advertising	275
1,500	1,500	1,500	1,500	Intergovernmental Fees and Due	1,500
78	-	150	50	Printing & copying services	150
551	729	600	600	Professional associations	600
7,126	5,841	2,000	-	Telephone	-
738	977	2,000	1,000	Training	1,000
-	32	150	55	Books & publications	75
2,596	3,542	2,700	2,700	Fuel	2,700
1,938	1,437	1,134	1,017	Office supplies	1,134
8,275	5,859	7,140	7,140	Program supplies	6,740
-	753	500	927	Repair parts	300
337	219	1,500	500	Green Initiatives	1,000
<b>24,193</b>	<b>23,389</b>	<b>20,907</b>	<b>16,439</b>	<b>Commodities</b>	<b>16,732</b>
-	-	1,100	500	Conference and Meeting Registr	1,100
30	84	200	-	Local mileage, parking & tolls	200
236	-	1,200	-	Lodging	-
20	20	400	50	Meals	200
-	-	400	50	Purchased Transportation	200
<b>286</b>	<b>104</b>	<b>3,300</b>	<b>600</b>	<b>Meetings and Travel</b>	<b>1,700</b>
<b>342,921</b>	<b>352,133</b>	<b>383,290</b>	<b>371,860</b>	<b>Total</b>	<b>386,706</b>

**Budget Highlights**

**Personnel Services**

No increase in Personnel

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**Village of Lincolnwood  
2013/2014 Budget  
Public Works-Administration Division**

**Performance Measures**

	Actual 2010/2011	Actual 2011/2012	Estimated 2012/2013	Projected 2013/2014
<b>Service Requests</b>				
Animal Control Requests	50	28	64	70
Refuse Service Requests	55	60	65	80
Other Service Requests	2,050	2,431	3,227	3,300
<b>Total Service Requests</b>	<u>2,155</u>	<u>2,519</u>	<u>3,356</u>	<u>3,450</u>
<b>Staff Trainings (Total Training Sessions)</b>	<u>50</u>	<u>50</u>	<u>55</u>	<u>55</u>

## **Public Works Department – Vehicle Maintenance**

### **Department/Activity Description**

The expenditures included in this budget are for the purpose of maintaining all village owned vehicles and motor equipment. In addition, this division provides routine preventative maintenance, daily repairs, emergency repairs, modifications, welding, fabricating and road service calls as needed. The Division is staffed by two full time employees.

*2013-2014 Operating Budget*

**Budget Analysis**

**Public Works Vehicle Maintenance**

**410**

<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2013</b>	<b>Description</b>	<b>2014</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>
116,286	121,549	140,006	131,680	Wages - full time hourly	145,300
11,437	10,968	11,500	11,500	Wages - Seasonal Hourly	12,000
2,030	871	4,000	4,000	Wages - overtime 1.5X	4,073
-	-	1,000	1,000	Wages - overtime 2X	1,136
1,078	1,222	1,350	1,350	Uniform allowance	1,350
7,696	7,968	9,787	9,787	Employer FICA	10,159
1,800	1,863	2,289	2,289	Employer Medicare	2,376
10,452	11,991	15,982	15,000	Employer IMRF	17,266
375	375	402	402	Insurance - group life & AD&D	417
20,402	20,825	24,305	22,000	Insurance - group medical	24,992
1,890	1,863	2,347	2,347	Insurance - group dental	2,354
4,288	4,606	4,736	4,736	Insurance - workers compensation	4,916
<b>177,733</b>	<b>184,102</b>	<b>217,704</b>	<b>206,091</b>	<b>Personnel Services</b>	<b>226,339</b>
338	319	300	300	R&M - communications equipment	300
800	-	1,300	1,349	R&M - public works equipment	1,300
1,128	1,068	970	970	R&M - vehicles	970
30	-	30	30	Professional Associations	30
45	-	350	350	Training	300
816	245	400	400	Books and Publications	400
2,168	3,309	3,500	3,500	Fuel	2,500
728	-	1,000	1,000	Lubricants and Fluids	1,000
12,956	16,077	17,702	17,702	Program supplies	16,700
<b>19,010</b>	<b>21,018</b>	<b>25,552</b>	<b>25,601</b>	<b>Commodities</b>	<b>23,500</b>
<b>196,743</b>	<b>205,120</b>	<b>243,256</b>	<b>231,692</b>	<b>Total</b>	<b>249,839</b>

**Budget Highlights**

**Personnel Services**

No increase in Personnel

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**Village of Lincolnwood  
2013/2014 Budget  
Public Works Department-Vehicle Maintenance Division**

**Performance Measures**

	Actual 2010/2011	Actual 2011/2012	Estimated 2012/2013	Projected 2013/2014
<b>Fleet Maintenance</b>				
P.M.*-Pieces of Equipment	750	740	815	815
P.M.*-Hours	1,900	1,850	2,050	2,050
Work Orders-Completed	315	350	320	315
	<u>2,965</u>	<u>2,940</u>	<u>3,185</u>	<u>3,180</u>
<b>Repairs</b>				
Small Engine Repairs	115	110	100	110
Body Repairs	25	20	22	20
Total Repairs	<u>140</u>	<u>130</u>	<u>122</u>	<u>130</u>
<b>Equipment Rebuilding</b>				
Street Sweeper	1	1	0	0
Tractors	2	1	0	1
Lawn Mowers	2	0	2	2
Total Equipment Rebuilds	<u>5</u>	<u>2</u>	<u>2</u>	<u>3</u>
* Preventative Maintenance				

## **Public Works Department – Building Maintenance**

### **Department/Activity Description**

This budget includes the expenditures necessary for the Public Works Department to maintain all Village owned buildings, including: landscaping, carpentry, electrical, plumbing, painting, HVAC, and minor repairs. This division is also responsible for distribution of supplies to various departments. In addition, this division coordinates pick-up and delivery of incoming, outgoing, post office and inter-office mail. The division is staffed by two full time personnel, one of which is shared with the Parks and Recreation Division.

*2013-2014 Operating Budget*

Budget Analysis

Building Maintenance Division

420

2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Adopted
60,430	62,499	64,213	57,600	Wages - full time hourly	63,610
11,298	-	11,730	11,730	Wages - seasonal hourly	12,000
2,504	4,090	3,100	3,000	Wages - overtime 1.5X	3,500
369	768	950	950	Wages - overtime 2X	950
-	125	438	438	Uniform allowance	438
4,424	3,943	4,987	4,000	Employer FICA	4,991
1,035	922	1,166	1,166	Employer Medicare	1,167
5,533	6,464	7,502	7,000	Employer IMRF	7,788
375	375	193	193	Insurance - group life & AD&D	191
14,913	15,865	15,456	14,000	Insurance - group medical	15,563
1,372	1,486	1,469	1,469	Insurance - group dental	1,469
2,207	2,275	2,320	2,320	Insurance - workers compensation	2,344
<b>104,460</b>	<b>98,813</b>	<b>113,524</b>	<b>103,866</b>	<b>Personnel Services</b>	<b>114,011</b>
33,760	33,760	34,400	34,400	Janitorial	34,400
106,572	131,173	157,550	113,385	R&M - buildings	139,810
105	-	1,000	350	R&M - vehicles	1,000
47	291	1,000	300	Equipment Rental	500
-	-	600	300	Training	500
2,379	2,148	2,700	2,700	Fuel	2,700
3,399	2,286	6,000	6,000	Landscaping supplies	4,000
17,750	20,226	18,000	18,000	Program supplies	19,000
-	999	1,000	1,000	Small Tools	1,000
26,367	20,830	30,000	28,000	Utilities - government buildings	28,000
<b>190,380</b>	<b>211,713</b>	<b>252,250</b>	<b>204,435</b>	<b>Commodities</b>	<b>230,910</b>
<b>294,840</b>	<b>310,526</b>	<b>365,774</b>	<b>308,301</b>	<b>Totals</b>	<b>344,921</b>

**Budget Highlights**

**Personnel Services**

No increase in Personnel

**Commodities**

\*\$20,000 budgeted for campus roof repairs

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**Village of Lincolnwood  
2013/2014 Budget  
Public Works Department-Buildings Division**

**Performance Measures**

	Actual 2010/2011	Actual 2011/2012	Estimated 2012/2013	Projected 2013/2014
<b>Service Requests</b>	<u>850</u>	<u>843</u>	<u>1300</u>	<u>1350</u>

## **Public Works Department – Streets Maintenance Division**

### **Department/Activity Description**

This budget contains the expenditures necessary for the Streets Maintenance Division to provide all aspects of street maintenance, including: snow & ice control, alley & forestry operations, street lighting, street sweeping, street marking and signs, street lighting and street patching. This division also develops and coordinates the Sidewalk Replacement Program, the Tree Replacement Program, and wood chipper service. In addition, this division accounts for the costs associated with the Village's contractual household waste hauler, and joint governmental waste disposal agency, SWANCC, (Solid Waste Agency of Northern Cook County). The Streets Maintenance Division is staffed by five full-time employees.

# 2013-2014 Operating Budget

## Budget Analysis

## PW Streets Maintenance Division

440

2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Adopted
376,872	411,583	411,615	432,436	Wages - full time hourly	411,124
22,746	22,549	23,500	30,636	Wages - seasonal hourly	24,000
33,792	18,901	33,000	33,000	Wages - overtime 1.5X	33,000
11,586	548	9,350	9,350	Wages - overtime 2X	8,600
400	1,265	2,400	2,400	Opt Out Ins	-
4,428	3,366	4,625	4,625	Uniform allowance	4,325
-	-	275	275	Longevity stipend	275
26,716	27,034	29,907	29,907	Employer FICA	29,734
6,248	6,323	6,994	7,100	Employer Medicare	6,954
37,716	42,081	50,108	50,108	Employer IMRF	51,799
531	926	744	820	Insurance - group life & AD&D	740
81,182	82,512	77,507	79,000	Insurance - group medical	92,430
6,833	6,920	8,662	8,662	Insurance - group dental	9,327
13,348	14,067	14,471	14,471	Insurance - workers compensation	14,387
<b>622,398</b>	<b>638,076</b>	<b>673,158</b>	<b>702,790</b>	<b>Personnel Services</b>	<b>686,695</b>
17,429	42,060	40,000	40,000	Landscaping services	40,000
52,243	(4,510)	38,800	30,000	Street Lights	38,800
<b>69,672</b>	<b>37,550</b>	<b>78,800</b>	<b>70,000</b>	<b>Contractual Services</b>	<b>78,800</b>
1,000,832	1,000,328	1,077,513	1,055,000	Garbage & recycling	1,069,000
<b>1,000,832</b>	<b>1,000,328</b>	<b>1,077,513</b>	<b>1,055,000</b>	<b>Refuse Services</b>	<b>1,069,000</b>
615	595	500	500	R&M - communications equipment	500
693	4,202	1,650	1,650	R&M - Public Works Equipment	1,650
18,582	56,528	30,000	30,000	R&M - vehicles	30,000
330	1,220	800	600	Training	750
6,939	15,414	10,000	10,000	Other Contractual	10,000
29,236	29,230	35,000	35,000	Fuel	35,000
2,370	1,452	2,500	2,500	Lubricants & fluids	2,500
4,876	4,285	10,000	10,000	Landscaping supplies	10,000
18,788	21,588	17,200	17,200	Program supplies	14,000
13,143	12,020	13,200	13,200	Small tools	13,500
8,481	17,383	15,000	15,000	Street materials - aggregate	15,000
13,730	29,660	-	2,911	Street materials - bituminum	-
56,831	55,271	65,000	15,000	Street materials - salt & sand	66,000
8,594	12,424	15,000	15,000	Street materials - signs & bar	15,000
2,769	995	2,910	2,910	Street Materials - Other	2,900
133,574	132,427	125,000	130,000	Utilities - public way	130,000
<b>319,553</b>	<b>394,693</b>	<b>343,760</b>	<b>301,471</b>	<b>Commodities</b>	<b>346,800</b>

<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2013</b>	<b>Description</b>	<b>2014</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>
65,000	42,432	75,000	74,804	Street system construction/imp	80,000
-	-	50,000	50,000	Equipment - other	100,000
<b>65,000</b>	<b>42,432</b>	<b>125,000</b>	<b>124,804</b>	<b>Capital Outlay</b>	<b>180,000</b>
<b>2,077,454</b>	<b>2,113,079</b>	<b>2,298,231</b>	<b>2,254,065</b>	<b>Totals</b>	<b>2,361,295</b>

**Budget Highlights**

**Personnel Services**

No increase in Personnel

**Capital Outlay**

\* \$100,000 budgeted for vehicle replacement

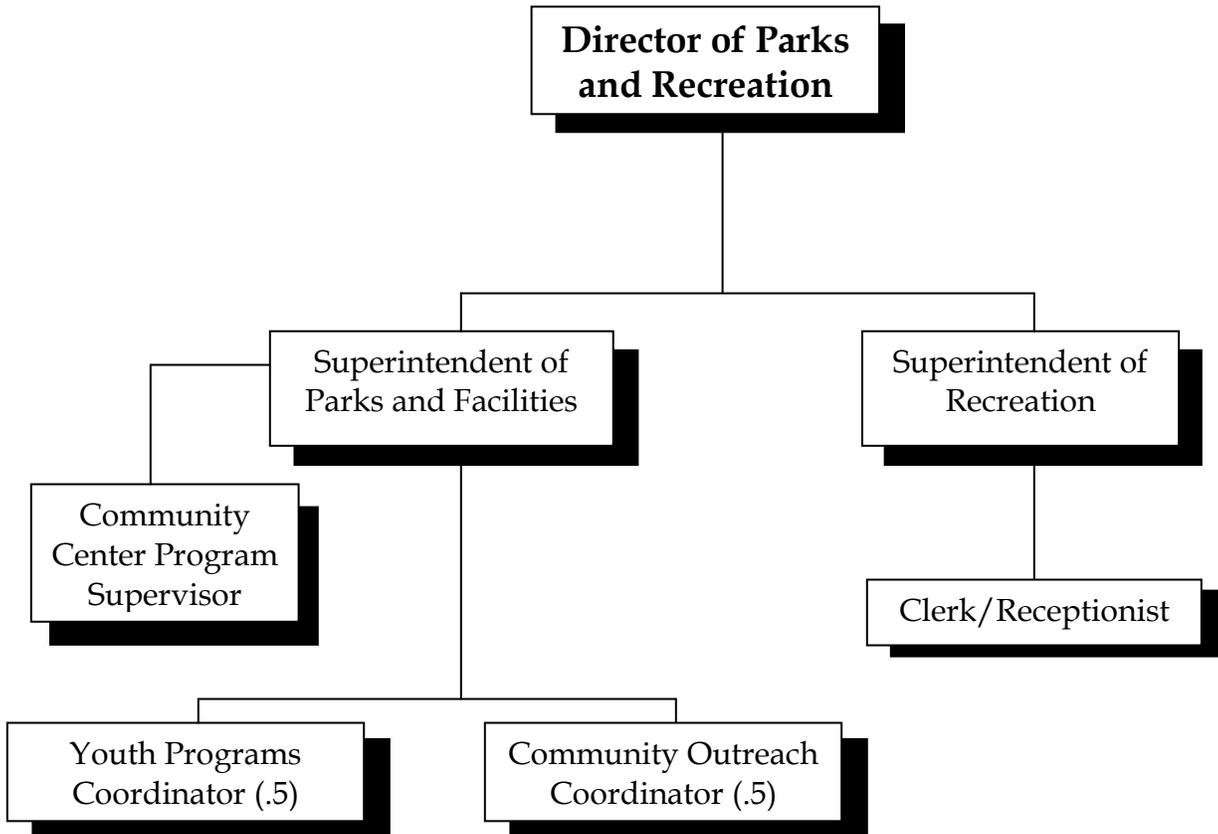
**Village of Lincolnwood  
2013/2014 Budget  
Public Works Department-Streets, Trees, and Alleys Division**

**Performance Measures**

	Actual 2010/2011	Actual 2011/2012	Estimated 2012/2013	Projected 2013/2014
<b>Street Maintenance</b>				
Signs Replaced	150	160	160	150
Pavement Markings (Lineal Feet)	25,000	25,000	25,000	25,000
Asphalt Patching (tons)	135.5	150	175	225
Sidewalks Repaired (Square Feet)	18,000	8,000	18,000	19,000
<b>Alleys</b>				
Miles Maintained	11	11	11	11
<b>New Construction Inspections</b>				
Sidewalks	45	45	45	50
Street Openings	32	32	35	35
Street Patching	30	32	32	40
Total Inspections	107	109	112	125
<b>Forestry Maintenance</b>				
Trees Trimmed	1,951	1,977	1,900	1800
<b>Plantings</b>				
Trees	100	100	130	130
<b>Removals</b>				
Trees	110	130	300	300
Stumps	90	120	300	300
Total Removals	200	250	600	600

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VILLAGE OF LINCOLNWOOD  
Fiscal Year 2013/14  
Organizational Chart  
Parks and Recreation



## Parks and Recreation Department

### Department/Activity Description

This budget accounts for the expenditures required to plan and implement the general recreation programs and recreational facilities managed by the department. The department goal is to provide a wide range of programs for individuals of all ages, abilities, interests and cultures in the areas of sports, trips, after-school, camps, teens, adults, seniors, aquatic activities, and special events. Eleven neighborhood parks and two larger parks, Proesel and Channel Runne, are planned for and maintained through the department. The department manages the Proesel Park Family Aquatics Center and the Community Center.

The department is staffed by five full-time employees and approximately 250 part-time and seasonal employees.

### Prior Year's Goals

- 1) Start the American Camping Association (ACA) accreditation program for day camps by May 1, 2012. This accreditation program outlines the best standards for operating a day camp in the areas of administration, staffing, training, safety, participant management, programming, and facility management. Obtaining accreditation will increase efficiency and quality to the program and will further improve the reputation of the camp by current and potential future users.

*Staff started the project by May 1, 2012. A mentor has been assigned by the national accreditation agency and staff is developing standards and modifying protocols for the program. Many changes will be implemented in the Summer of 2013 program. Gaining accreditation will improve the reputation of the program and set forth the highest standards as established by the American Camping Association, making for a safer and more efficient camp program.*

- 2) Restructure and enhance the Summer Concert Series, utilizing themes and involving the local and regional business community by July 1, 2012. The proposed series would be expanded to encompass six weeks and will involve local restaurants providing food for sale and companies exhibiting and selling their wares.

*The expanded Concert Series was offered for six weeks at a new location, under a tent by the entrance to the pool. A market and family activities were offered in conjunction with the series. Numbers ranged from 30 people on a night when it was 104 degrees to our biggest night when we had approximately 300 people.*

- 3) Update Parks and Recreation Strategic Plan by June 1, 2012. The Department Strategic Plan is a three-year plan that serves as a roadmap for the operations of the department in key areas. The Plan is reviewed and updated in a planning session attended by department staff and the Parks and Recreation Advisory Board. The initiatives of other

planning documents such as the Comprehensive Master Plan for Parks and Recreation, the Village's Strategic Plan, the Village Bikeway Plan, The Channel Runne Master Plan and the Community Center Feasibility Study are incorporated into the Strategic Plan, as well.

*The Strategic Plan was updated in January, 2012. At the January meeting of the Park and Recreation Board an update was given of the 2009-2012 plan. The Board and Staff discussed initiatives and determined priorities for the 2012-2015 plan. Minutes of the Strategic Planning meeting were approved at the February meeting of the Park and Recreation Board. The Strategic Plan was approved at the April, 2012 meeting of the Park and Recreation Board.*

- 4) Develop an implementation plan for the Comprehensive Master Plan by April 1, 2013. The Comprehensive Master Plan was approved by the Village Board in May, 2011. It was developed in concert with staff, elected and appointed officials and the community under the leadership of an outside firm as a way to assess all the operations, programs, facilities, parks and public relations of the department. A list of suggested improvements was compiled for key areas. This plan, as identified in its name, is much more comprehensive than the Strategic Plan and will provide guidance for as many as ten years. Staff will develop a plan to systematically address the improvements and modifications outlined in the plan.

*This project was completed by February 28, 2013. Taking into consideration the initiatives that were identified as priorities in the Strategic Plan, staff reviewed the data presented in the Comprehensive Master Plan and developed an action plan for key positions in the department (Director, Superintendent of Parks and Superintendent of Recreation).*

- 5) Complete the appraisal and negotiation processes of the Union Pacific Railway by April 30, 2013. The Village has received a Congestion Mitigation Air Quality grant from the Federal government to acquire the Union Pacific railway as it runs from Devon Avenue to Touhy Avenue to build a bike/pedestrian path. This goal, as outlined in the Village Bikeway Plan, is to develop a bike path that will be approximately a mile long that will connect to a similar path in Chicago at Devon Avenue. Engineering of the site will be completed in 2012 at which time the Village will start to negotiate a price to purchase the property. The construction of the path will start in the 2014-2015 timeframe.

*The Phase II engineering agreement was just approved by the Illinois Department of Transportation in October, 2012. Staff interviewed and received a proposal from an IDOT-approved appraiser, but the agreement may not be signed until the Phase II agreements are approved.*

- 6) Finalize a lease agreement with Commonwealth Edison by December 31, 2012 for the right-of-way that runs from Devon Avenue to the intersection of Lincoln and Jarvis. As outlined in the Village Bikeway Plan, a bike/pedestrian path will be constructed in 2013 with partial funding from a Congestion Mitigation Air Quality (CMAQ) grant from the

Federal government. Staff is in the process of working with Commonwealth Edison to draft a recreational lease for the property. A second grant has been awarded to partially fund an overpass at Touhy Avenue for the path. This path will be part of the Skokie Valley Trail, connecting at Devon Avenue to a similar path in Chicago and ultimately, traveling to the Wisconsin state line.

*Numerous meetings have been held with the staff of ComEd and American Publishing International. ComEd is studying the old railroad bed adjacent to the land under the high-wires for inclusion in a recreational lease. The end of the path at Lincoln and Jarvis will travel into the area under the high-wires and through the land leased by the American Publishing International to meet up with the proposed Skokie Trail on the other side of Lincoln. A draft lease is expected in March, 2012.*

### **Proposed Goals**

- 1) Re-evaluate the current Aquatic Risk Management provider which is American Red Cross. American Red Cross provides training and certification at the pool. Other options in the marketplace will be researched and a recommendation will be made to Village Manager by June 1, 2013.
- 2) Recertify the Turkey Trot course through The Athletic Congress (TAC) by April 30, 2014. Maintaining certification through TAC adds quality and prestige to road races and assures that the course is accurate.
- 3) Complete the American Camping Association (ACA) accreditation process by November 1, 2013. By gaining accreditation, the Village day camp program will be operated at the highest standards established by this national organization, adding credibility and quality to the program.
- 4) Offer a minimum of four special events or programs at the newly renovated Centennial Park by April 30, 2014 utilizing the new amenities while increasing awareness of the park and promoting healthy lifestyles.
- 6) Obtain a lease with ComEd for the site of the proposed bike path by June 1, 2013. The proposed bike path will run from Devon Avenue through the Village to the intersection of Lincoln and Jarvis. The proposed bike path will be 80% funded by the federal Congestion Mitigation Air Quality (CMAQ) grant program.
- 7) Complete the appraisal of the Union Pacific railway property by August 1, 2013. The Village plans to purchase the property for a future bike path. Both the acquisition and the construction of the bike path will be 80% funded by the federal Congestion Mitigation Air Quality (CMAQ).

*2013-2014 Operating Budget*

Budget Analysis

Parks and Recreation General

500

2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Adopted
194,459	236,523	164,192	165,000	Wages - full time salaried	171,900
20,335	33,358	34,000	34,000	Wages - full time hourly	34,000
24,082	24,656	51,700	42,000	Wages - part time hourly	51,700
-	410	-	320	HSA Savings Acct.	320
2,611	2,318	1,920	1,920	Educational stipend	2,052
-	-	-	400	Opt Out Ins	-
345	1,608	720	1,440	Phone Stipend	1,440
18,466	17,891	15,831	15,831	Employer FICA	16,080
4,319	4,076	3,648	3,648	Employer Medicare	3,843
26,669	28,134	25,661	25,661	Employer IMRF	29,286
1,270	1,106	733	733	Insurance - group life & AD&D	763
29,980	31,895	27,699	25,000	Insurance - group medical	21,564
3,114	3,613	3,413	3,413	Insurance - group dental	2,428
10,980	8,530	7,517	7,517	Insurance - workers compensation	7,770
<b>336,631</b>	<b>394,117</b>	<b>337,034</b>	<b>326,883</b>	<b>Personnel Services</b>	<b>343,146</b>
11,733	12,063	9,500	7,500	R&M - office equipment	9,500
94	225	1,200	1,200	Advertising	1,200
12,658	12,891	12,000	11,000	Printing & copying services	12,000
2,820	3,656	1,800	1,600	Professional associations	1,800
2,465	2,556	-	2,500	Telephone	-
254	221	300	300	Training	300
49,508	6,279	10,650	6,600	Other contractual	7,500
106	135	-	-	Books & publications	-
-	-	-	1,600	Fuel	-
2,536	5,244	5,000	5,000	Office supplies	6,000
7,179	6,710	-	3,000	Postage	6,000
12,138	10,976	7,000	7,000	Credit card charges	7,000
1,734	1,279	-	200	Program supplies	-
<b>103,223</b>	<b>62,236</b>	<b>47,450</b>	<b>47,500</b>	<b>Commodities</b>	<b>51,300</b>
3,265	2,189	4,700	4,000	Conference & meeting registrat	4,700
1,039	1,155	1,000	500	Local mileage, parking & tolls	1,000
1,105	658	1,800	1,800	Lodging	2,000
831	972	2,000	2,000	Meals	1,580
<b>6,240</b>	<b>4,974</b>	<b>9,500</b>	<b>8,300</b>	<b>Meetings and Travel</b>	<b>9,280</b>
<b>446,093</b>	<b>461,327</b>	<b>393,984</b>	<b>382,683</b>	<b>Total</b>	<b>403,726</b>

**Budget Highlights**

**Personnel Services**

No increase in Personnel

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**Village of Lincolnwood  
2013/2014 Budget  
Parks and Recreation Department**

**Performance Measures**

	Actual 2010/2011	Actual 2011/2012	Estimated 2012/2013	Projected 2013/2014
<b>Toddler/Youth Programs</b>				
Number of Programs	42	35	47	45
<b>Adult/Family Programs</b>				
Number of Programs	24	25	24	25
<b>Special Events</b>				
Number of Programs	15	15	12	16
<b>Athletics</b>				
Number of Programs	150	150	175	40
<b>Park Patrol</b>				
Number of public contacts	1500	1500	1500	1500
<b>Turkey Trot</b>				
Number of Participants	1,540	1,600	1,853	1,900
<b>Club Kid</b>				
Number of Participants	12	24	41	50
<b>Camp</b>				
Total Number of Programs	20	20	15	12
Total Number of Participants	1,063	1,019	1,130	1,100
<b>Softball</b>				
Total Number of Teams	24	36	40	42
<b>Pool Memberships</b>				
Daily Admissions	12,328	12,505	12,608	12,500
Memberships	3,464	3,768	3,894	3,800
<b>Swim Lessons</b>				
Number of Classes	10	10	10	12
Number of Participants	429	485	500	515
<b>Swim Team</b>				
Number of Participants	142	175	171	175
<b>Teen Programs</b>				
Number of Programs	0	0	0	0
<b>Senior</b>				
Club Memberships	147	135	125	130
Programs/Classes	48	48	48	55
Trips/Events	24	24	24	24
Subsidized Taxi Membership	28	22	29	30
<b>Community Center Rentals</b>				
Number of Rentals	119	125	135	140
<b>Total Number of Programs</b>				
Number of Programs	333	327	355	229

## **Public Works Department – Parks Maintenance Division**

### **Department/Activity Description**

This budget accounts for the expenditures necessary for the Public Works Department to provide year-round maintenance, either with Village Staff or private contractor, of the following facilities: the Village's 12 parks and playgrounds, Channel Runne Park, Proesel Park Aquatics Center, Proesel Park shelter house and Community Center grounds. Park maintenance includes refuse, leaf and debris pick-up, mowing, playground equipment repairs and service, landscaping, bleachers repairs and maintenance, exterior painting, fence and deck painting, tennis court and lighting repairs, maintenance of windscreens, daily in-season maintenance of softball diamonds and fields, football and soccer fields and skating pond. Also special services associated with annual events such as the Turkey Trot, Halloween Party, Worldwide Day of Play, Memorial Day Picnic, etc. The Parks Maintenance Division is staffed by five full-time employees, one of which is shared by the Building Maintenance Division.

### **Current Year's Goals**

- 1) The Village will continue the phased replacement of playground equipment and park improvements.

## 2013-2014 Operating Budget

### Budget Analysis

#### PW Park Maintenance Division

430

2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Adopted
246,600	257,372	262,883	270,000	Wages - full time hourly	279,193
42,121	52,182	35,000	45,000	Wages - seasonal hourly	36,000
4,915	6,067	5,600	5,600	Wages - overtime 1.5X	6,200
5,919	5,857	6,300	6,300	Wages - overtime 2X	6,650
630	2,277	2,400	2,400	Opt Out Ins	-
3,879	3,442	2,700	2,700	Uniform allowance	2,850
18,045	19,459	19,399	19,399	Employer FICA	20,540
4,220	4,551	4,537	4,537	Employer Medicare	4,804
22,862	26,488	30,345	32,000	Employer IMRF	33,575
909	797	572	572	Insurance - group life & AD&D	640
55,914	46,965	45,595	52,000	Insurance - group medical	66,919
5,636	5,908	6,406	6,406	Insurance - group dental	8,068
8,795	9,066	9,326	9,326	Insurance - workers compensation	9,909
<b>420,444</b>	<b>440,431</b>	<b>431,063</b>	<b>456,240</b>	<b>Personnel Services</b>	<b>475,348</b>
19,314	19,604	20,000	20,000	Contract Maintenance	20,000
62	355	2,000	500	R&M - buildings	2,000
429	409	388	388	R&M - communications equipment	388
6,296	2,027	7,000	7,000	R&M - Recreation equipment	10,600
1,637	13,419	7,275	7,275	R&M - vehicles	7,275
166	-	1,000	700	R&M - Other equipment	1,000
559	477	1,000	1,000	Equipment rental	500
568	-	500	350	Training	500
16,362	18,125	14,000	14,000	Fuel	14,000
825	1,250	1,000	1,000	Lubricants & fluids	1,000
22,865	12,868	19,000	19,000	Landscaping supplies	10,500
24,706	30,054	38,310	38,310	Program supplies	55,010
3,323	5,983	9,190	9,190	Small tools	9,190
4,307	3,372	3,000	3,000	Utilities - government buildin	3,000
(2,057)	-	291	291	Utilities - public way	291
<b>99,362</b>	<b>107,943</b>	<b>123,954</b>	<b>122,004</b>	<b>Commodities</b>	<b>135,254</b>
-	-	120,000	120,000	Park Construction & Improvement	113,000
23,323	184,728	44,600	44,600	Equipment - other	9,400
<b>23,323</b>	<b>184,728</b>	<b>164,600</b>	<b>164,600</b>	<b>Capital Outlay</b>	<b>122,400</b>
<b>543,129</b>	<b>733,102</b>	<b>719,617</b>	<b>742,844</b>	<b>Total</b>	<b>733,002</b>

#### Budget Highlights

##### Personnel Services

No increase in Personnel

##### Capital Outlay

\*\$100,000 budgeted for Drake Park replacement

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**Village of Lincolnwood  
2013/2014 Budget  
Public Works Department-Parks Maintenance Division**

**Performance Measures**

	Actual 2010/2011	Actual 2011/2012	Estimated 2012/2013	Projected 2013/2014
<b>Parks</b>				
Number of Parks Maintained	13	13	13	13
Acres of Turf Maintained	14	14	14	14
Sod Planted (Sqaure Feet)	4,000	4,000	4,000	4,000
Playground Equipment Repaired	150	140	150	200
Playground Equipment Replaced	22	25	25	30
<b>Plantings</b>				
Flowers	550	550	550	550
Shrubs	200	200	200	200
Total Plantings	750	750	750	750

## **502 – Youth/Tot**

The Youth and Tot programs are held throughout the year for ages 1-12. Classes for children under five may be offered with their parent or caregiver. The goals of the programs are to provide social interaction between peers and parents, to introduce and teach a new skill or hobby, to encourage independence, to provide after-school care and to provide an opportunity to be active.

*2013-2014 Operating Budget*

Budget Analysis

PR Youth/Tot  
502

2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Adopted
6,450	5,168	6,350	5,000	Wages - part time hourly	7,250
393	327	394	394	Employer FICA	450
92	76	92	92	Employer Medicare	105
180	191	191	191	Insurance - workers compensation	218
<b>7,115</b>	<b>5,762</b>	<b>7,027</b>	<b>5,677</b>	<b>Personnel Services</b>	<b>8,023</b>
13,011	14,603	18,600	5,000	Purchased program services	8,100
10	-	100	-	Concessions & food	-
487	490	500	500	Program supplies	300
<b>13,508</b>	<b>15,092</b>	<b>19,200</b>	<b>5,500</b>	<b>Commodities</b>	<b>8,400</b>
<b>20,624</b>	<b>20,854</b>	<b>26,227</b>	<b>11,177</b>	<b>Total</b>	<b>16,423</b>

### **503 – Adult / Family Programs**

This budget accounts for the expenditures required to run programs for adults and families. Traditional Adult / Family programs include; Yoga, Jazzercise, Zumba, Zumba Toning, Pilates, Tai Chi, Computer Classes, and instructional programs. Additional Adult / Family programs are periodically offered to take advantage of current trends.

*2013-2014 Operating Budget*  
**Budget Analysis**

**PR Fitness**  
**503**

<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2013</b>	<b>Description</b>	<b>2014</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>
2,155	6,013	1,625	9,000	Wages - seasonal hourly	1,625
133	355	101	600	Employer FICA	101
31	83	24	120	Employer Medicare	24
30	49	49	270	Insurance - workers compensation	49
<b>2,350</b>	<b>6,500</b>	<b>1,799</b>	<b>9,990</b>	<b>Personnel Services</b>	<b>1,799</b>
16,853	17,428	18,410	18,410	Purchased program services	21,700
-	-	150	150	Advertising	150
-	-	150	150	Program supplies	150
<b>16,853</b>	<b>17,428</b>	<b>18,710</b>	<b>18,710</b>	<b>Commodities</b>	<b>22,000</b>
<b>19,203</b>	<b>23,928</b>	<b>20,509</b>	<b>28,700</b>	<b>Total</b>	<b>23,799</b>

**504 – Special Events:**

This budget accounts for the expenditures required to run community special events such as Concerts in the Parks, Movie in the Park, Touch-a-Truck, Daddy/Daughter Dance, Farmers Market, Memorial Day Parade, the Community Halloween Party, Polar Express, and the new Adult Centennial Event: Passport to Lincolnwood planned for fall, 2011.

## *2013-2014 Operating Budget*

### Budget Analysis

#### PR Special Events

504

<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2013</b>	<b>Description</b>	<b>2014</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>
20,051	582	2,000	2,000	Wages - seasonal hourly	2,000
1,305	31	124	124	Employer FICA	124
305	7	29	29	Employer Medicare	29
60	60	60	60	Insurance - workers compensation	60
<b>21,721</b>	<b>681</b>	<b>2,213</b>	<b>2,213</b>	<b>Personnel Services</b>	<b>2,213</b>
6,650	10,486	12,600	12,600	Purchased program services	19,600
1,092	227	2,000	2,670	Advertising	6,775
624	659	1,700	1,000	Printing & copying services	500
4,785	3,449	5,900	5,900	Concessions & food	4,450
3,034	2,455	2,200	2,200	Program supplies	3,050
20	375	1,000	1,000	Other materials & supplies	500
<b>16,205</b>	<b>17,649</b>	<b>25,400</b>	<b>25,370</b>	<b>Commodities</b>	<b>34,875</b>
<b>37,926</b>	<b>18,330</b>	<b>27,613</b>	<b>27,583</b>	<b>Total</b>	<b>37,088</b>

## **505 - Athletic**

Many different athletic programs are offered such as Friday night and Saturday morning sports including basketball and floor hockey, and the new Central Suburban Flag Football and Basketball Leagues. These programs are planned by the department staff and the expenses allocated in this budget.

*2013-2014 Operating Budget*  
 Budget Analysis

PR Athletic  
505

<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2013</b>	<b>Description</b>	<b>2014</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>
1,075	1,985	2,500	1,000	Wages - seasonal hourly	2,500
67	40	155	65	Employer FICA	155
16	9	36	15	Employer Medicare	36
75	75	75	75	Insurance - workers compensati	75
<b>1,232</b>	<b>2,108</b>	<b>2,766</b>	<b>1,155</b>	<b>Personnel Services</b>	<b>2,766</b>
4,845	-	5,500	3,000	Purchased program services	1,000
-	-	25	25	Advertising	25
-	-	50	50	Awards	50
-	-	25	25	Program supplies	25
<b>4,845</b>	<b>-</b>	<b>5,600</b>	<b>3,100</b>	<b>Commodities</b>	<b>1,100</b>
<b>6,077</b>	<b>2,108</b>	<b>8,366</b>	<b>4,255</b>	<b>Total</b>	<b>3,866</b>

## **506 – Children’s Birthday Parties**

This budget accounts for the expenditures associated with contractual and in-house children’s themed birthday party packages. Fees include room rental, party attendant, supervised games/activities and access to kitchen for food preparation. In-house themes include Wii Dance Party, Little Athletes Party, Indoor Playground Party and Mad Scientist Party. Contractual party themes include magic, pottery and music.

*2013-2014 Operating Budget*  
 Budget Analysis

PR Birthday Parties  
506

2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Adopted
-	-	100	100	Wages - seasonal hourly	300
-	-	6	6	Employer FICA	18
-	-	1	1	Employer Medicare	3
24	3	3	3	Insurance - workers compensation	9
<b>24</b>	<b>3</b>	<b>110</b>	<b>110</b>	<b>Personnel Services</b>	<b>330</b>
-	-	250	-	Purchased program services	760
-	-	25	-	Concessions & food Program Supplies	- 250
-	-	<b>275</b>	-	<b>Commodites</b>	<b>1,010</b>
<b>24</b>	<b>3</b>	<b>385</b>	<b>110</b>	<b>Total</b>	<b>1,340</b>

## **507 – Outdoor Recreation**

This budget accounts for the expenditures associated with outdoor recreation programs. Contractual outdoor recreation classes include cross country skiing, snowshoeing, landscape photography, yoga and bicycle maintenance. Archery is an in-house offering. This is a new budget area for the Department and will be expanded as new programs become available.

*2013-2014 Operating Budget*

Budget Analysis

Outdoor Recreation

507

2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Adopted
-	-	-	-	Wages - seasonal hourly	200
-	-	-	-	Employer FICA	12
-	-	-	-	Employer Medicare	3
-	-	-	-	Insurance - group life & AD&D	3
				<b>Personnel Services</b>	<b>218</b>
-	-	-	-	Purchased program services	965
-	-	-	-	Program supplies	200
-	-	-	-	<b>Commodities</b>	<b>1,165</b>
-	-	-	-	<b>Totals</b>	<b>1,383</b>

## **508 - Park Patrol**

Park Patrol is a park security program staffed with seasonal staff that operates from May 1 through October 31. This program provides park security, assisting the police department in enforcing park rules. Park Patrol also inspects parks for safety, regulates permit use and assists with special events. This year, Park Patrol assisted with Turkey Trot, Ghostly Get-Together, Lincolnwood Fes, and numerous smaller events throughout the park system.

*2013-2014 Operating Budget*  
**Budget Analysis**

**PR Park Patrol**  
**508**

<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2013</b>	<b>Description</b>	<b>2014</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>
53,870	46,422	54,303	52,750	Wages - seasonal hourly	51,000
3,351	2,873	3,367	3,367	Employer FICA	3,162
784	672	787	787	Employer Medicare	740
1,650	1,700	1,629	1,629	Insurance - workers compensati	1,530
<b>59,654</b>	<b>51,667</b>	<b>60,086</b>	<b>58,533</b>	<b>Personnel Services</b>	<b>56,432</b>
-	-	900	500	Telephone	500
624	823	1,000	900	Program supplies	750
<b>624</b>	<b>823</b>	<b>1,900</b>	<b>1,400</b>	<b>Commodities</b>	<b>1,250</b>
<b>60,278</b>	<b>52,490</b>	<b>61,986</b>	<b>59,933</b>	<b>Total</b>	<b>57,682</b>

## **509 – Turkey Trot**

The Turkey Trot is an annual Chicago Area Runners' Association sanctioned event organized by the Parks and Recreation Department. A 5K and 10K run, 5K fitness walk and the children's run, The Drumstick Dash are offered to participants of all ages. This event is always held the Sunday before Thanksgiving. In 2011 the Race will celebrate its 35<sup>th</sup> Anniversary.

*2013-2014 Operating Budget*

Budget Analysis

PR Turkey Trot

509

2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Adopted
-	-	6,798	6,798	Wages Full Time Salaried	7,050
-	-	2,900	2,900	Wages - seasonal hourly	2,900
-	-	604	604	Employer FICA	620
-	-	141	141	Employer Medicare	161
-	-	963	963	Employer IMRF	988
-	-	29	29	Insurance - group life/ad&d	33
-	-	490	490	Insurance - group medical	490
-	-	52	52	Insurance - group dental	52
-	-	293	293	Insurance - workers compensati	300
-	-	<b>12,270</b>	<b>12,270</b>	<b>Personnel Services</b>	<b>12,594</b>
10,903	8,010	13,175	8,000	Purchased program services	9,350
-	27	1,000	1,000	Advertising	2,000
4,094	4,414	5,200	4,500	Equipment rental	5,500
-	-	500	500	Printing & copying services	600
930	824	1,000	900	Awards	1,000
1,211	1,619	1,500	1,500	Concessions & food	1,950
73	10	-		Postage	600
9,128	14,407	17,650	16,525	Program supplies	17,150
<b>26,339</b>	<b>29,311</b>	<b>40,025</b>	<b>32,925</b>	<b>Commodities</b>	<b>38,150</b>
-	-	2,375	2,425	Equipment Other	-
<b>26,339</b>	<b>29,311</b>	<b>54,670</b>	<b>47,620</b>	<b>Total</b>	<b>50,744</b>

## **520 – Club Kid**

The Club Kid after school program serves Lincolnwood children attending Todd Hall and Rutledge Hall schools. Children enrolled in the program range in grades from K – 5<sup>th</sup>. The program is held at the Rutledge Hall following school hours each day school is in session. Participants receive a daily snack and beverage as well as participate in games, sports, arts and crafts and theme-days.

*2013-2014 Operating Budget*

Budget Analysis

PR Club Kid

520

2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Adopted
17,590	17,972	20,000	32,000	Wages - seasonal hourly	32,000
1,350	1,088	1,240	1,240	Employer FICA	1,984
316	254	290	290	Employer Medicare	464
1,146	967	600	600	Insurance - workers compensati	960
<b>20,402</b>	<b>20,281</b>	<b>22,130</b>	<b>34,130</b>	<b>Personnel Services</b>	<b>35,408</b>
249	1,432	1,000	1,000	Purchased program services	1,000
800	414	750	750	Telephone	750
1,094	10,215	2,000	2,000	Concessions & food	2,000
482	697	1,200	1,200	Program supplies	1,200
-	25	100	100	Other materials & supplies	150
<b>2,624</b>	<b>12,784</b>	<b>5,050</b>	<b>5,050</b>	<b>Commodities</b>	<b>5,100</b>
<b>23,026</b>	<b>33,065</b>	<b>27,180</b>	<b>39,180</b>	<b>Total</b>	<b>40,508</b>

### **530 – Summer Day Camp**

The Lincolnwood Summer Day Camp program is comprised of 15 different offerings for both residents and non-residents. Day camps are available for children ages eighteen months – 15 years of age with varied schedules, including full and half-day as well as full and partial-week registration options. Morning and evening care is also available for those wishing to extend the traditional camp day.

Camps are classified as either general recreation or specialty based on the focus of the daily programming. General recreation camps provide a wide variety of activities including arts and crafts, small and large group games, athletics, field trips and recreational swimming. Specialty camps are more focused and include baseball, soccer and tennis instruction.

The Lincolnwood Day Camp program is divided into two, four-week sessions. Weekly registration (Pick-a-Week) is designed for parents wishing to customize their camp schedule even further. All of our camps are held at Proesel Park, with the exception of Camp 74 which is held on School District 74 campus.

*2013-2014 Operating Budget*

Budget Analysis

PR Day Camp Program

530

2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Adopted
19,355	28,796	60,390	60,390	Wages- full time salaried	66,650
109,869	127,647	124,600	137,000	Wages - seasonal hourly	140,000
10	90	549	549	Educational Stipend	612
7,848	9,630	11,269	11,269	Employer FICA	12,850
1,836	2,360	2,690	2,690	Employer Medicare	2,937
1,844	3,469	6,016	6,016	Employer IMRF	7,033
-	-	192	192	Insurance - group life & AD&D	198
41	1,442	4,901	4,901	Insurance Group medical	5,242
4	-	525	525	Insurance Group Dental	526
4,455	4,728	5,566	5,566	Insurance - workers compensation	6,218
<b>145,262</b>	<b>178,164</b>	<b>216,698</b>	<b>229,098</b>	<b>Personnel Services</b>	<b>242,266</b>
48,818	37,525	38,000	27,000	Purchased program services	28,000
420	420	250	294	Facility rental	300
2,800	1,450	1,250	500	Telephone	500
322	826	1,250	439	Training	1,000
2,834	691	1,700	-	Other contractual	1,700
5,474	6,256	5,500	4,414	Concessions & food	5,500
20,401	23,539	25,000	17,875	Transportation	20,000
-	-	1,500	1,500	Credit Card Charges	1,500
4,954	9,042	8,500	6,575	Program supplies	10,820
<b>86,023</b>	<b>79,750</b>	<b>82,950</b>	<b>58,597</b>	<b>Commodities</b>	<b>69,320</b>
-	-	2,375	2,425	Equipment Other	-
<b>231,284</b>	<b>257,914</b>	<b>302,023</b>	<b>290,120</b>	<b>Total</b>	<b>311,586</b>

## **540 - Softball**

Softball leagues managed through the Parks and Recreation Department are accounted for in this budget. Currently, leagues are offered three days per week in the summer and two days per week in the fall. Award money is given to the top two teams of the leagues and the winners of the end of the season tournaments.

*2013-2014 Operating Budget*

Budget Analysis

PR Softball Program

540

<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2013</b>		<b>2014</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>	<b>Description</b>	<b>Adopted</b>
4,650	4,500	5,250	4,100	Awards	4,500
1,447	3,070	2,300	1,974	Program supplies	2,000
<b>6,097</b>	<b>7,570</b>	<b>7,550</b>	<b>6,074</b>	<b>Commodities Totals</b>	<b>6,500</b>

## **550 - Tennis**

This budget provides the necessary funds for the year-round instructional tennis program for youth through adult. Indoor tennis is offered at Todd Hall and Cheder Lubovitch School (Skokie); outdoor instruction is provided in Proesel Park and Central Park.

*2013-2014 Operating Budget*  
 Budget Analysis

PR Tennis Program  
550

<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2013</b>	<b>Description</b>	<b>2014</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>
28,677	16,487	20,800	18,000	Purchased program services	16,240
<b>28,677</b>	<b>16,487</b>	<b>20,800</b>	<b>18,000</b>	<b>Commodities Totals</b>	<b>16,240</b>

**560 - Pool:**

The Proesel Park Family Aquatics Center opens the first Saturday in June and will remain open through Labor Day, with a week closing in August. All the activities related to operation and staffing of the pool are included in this budget. Larger programs within the facilities such as swim team and swim lessons have their own budgets.

## 2013-2014 Operating Budget

### Budget Analysis

#### PR Aquatic Center

560

2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Adopted
65,054	49,783	60,540	60,540	Wages- full time salaried	61,200
167,019	178,497	176,000	196,000	Wages - seasonal hourly	196,500
-	374	605	605	Educational Stipend	616
10,302	14,037	14,703	14,703	Employer FICA	16,015
2,409	3,283	3,439	3,439	Employer Medicare	3,745
-	5,062	6,035	6,035	Employer IMRF	7,025
-	-	193	193	Insurance - group life & AD&D	195
-	2,906	12,000	6,400	Insurance - Group medical	11,280
-	345	525	525	Insurance - group dental	998
5,280	7,271	7,114	7,114	Insurance - workers compensation	7,749
<b>250,064</b>	<b>261,558</b>	<b>281,154</b>	<b>295,554</b>	<b>Personnel Services</b>	<b>305,323</b>
3,291	2,542	2,000	1,752	Purchased program services	750
5,755	6,777	6,750	13,598	R&M - buildings	16,550
5,626	7,497	7,500	3,130	R&M - pool equipment	5,000
16,698	15,314	19,500	4,642	R&M - other	15,000
-	445	500	-	Printing & copying services	400
2,268	1,714	1,100	382	Telephone	500
-	-	1,000	500	Training	8,000
-	-	50	-	Awards	50
28,213	29,292	28,500	35,175	Chemicals - swimming pool	30,000
13,109	5,254	13,304	12,000	Computer supplies	14,004
174	416	300	210	Concessions & food	300
42	-	100	-	Merchandise for resale	100
240	330	325	823	Office supplies	500
-	-	25	-	Postage	-
9,167	8,321	10,000	8,000	Credit Card Charges	10,000
8,825	7,936	9,425	12,713	Program supplies	10,000
-	2,816	1,750	5,728	Repair parts	5,000
858	370	750	40	Training supplies	750
10,895	15,694	23,000	12,000	Utilities - government building	12,000
<b>105,160</b>	<b>104,718</b>	<b>125,879</b>	<b>110,693</b>	<b>Commodities</b>	<b>128,904</b>
350	500	550	500	Conference & meeting registration	900
-	-	1,200	400	Lodging	750
200	-	350	125	Meals	350
1,095	49	700	656	Purchased transportation	700
<b>1,645</b>	<b>549</b>	<b>2,800</b>	<b>1,681</b>	<b>Meetings and Travel</b>	<b>2,700</b>
-	-	30,000	34,866	Equipment- Pool	30,000
-	-	<b>30,000</b>	<b>34,866</b>	<b>Equipment</b>	<b>30,000</b>
<b>356,868</b>	<b>366,825</b>	<b>439,833</b>	<b>442,794</b>	<b>Total</b>	<b>466,927</b>

**561 - Swim Lessons Program:**

Swim Lessons, held at the Aquatic Center and managed through the Parks and Recreation Department, are included in this budget. Lessons to children from the ages of three through 17, as well as adults and seniors are offered in a group or private setting.

*2013-2014 Operating Budget*  
**Budget Analysis**

PR Swim Lessons  
561

<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2013</b>	<b>Description</b>	<b>2014</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>
13,805	12,097	14,050	15,290	Wages - seasonal hourly	16,800
856	750	871	948	Employer FICA	1,042
200	175	204	222	Employer Medicare	244
468	468	422	422	Insurance - Workers Compensati	504
<b>15,329</b>	<b>13,490</b>	<b>15,547</b>	<b>16,882</b>	<b>Personnel Services</b>	<b>18,590</b>
-	-	150	15	Office supplies	150
749	280	550	350	Program supplies	400
-	-	150	150	Training supplies	150
<b>749</b>	<b>280</b>	<b>850</b>	<b>515</b>	<b>Commodities</b>	<b>700</b>
<b>16,078</b>	<b>13,770</b>	<b>16,397</b>	<b>17,397</b>	<b>Total</b>	<b>19,290</b>

**562 - Swim Team Program:**

The Lincolnwood Swim Team, called the Lincolnwood Lightning, is managed through the Parks and Recreation Department. The team participates in the Northeast Illinois Swim Conference. Practices and some meets are held at the Aquatic Center. This program runs from June to August. The Swim Team has a summer enrollment of approximately 80 - 100 swimmers.

*2013-2014 Operating Budget*

Budget Analysis

PR Swim Team

562

2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Adopted
11,857	15,814	16,050	12,370	Wages - seasonal hourly	13,000
735	980	995	767	Employer FICA	806
172	229	233	179	Employer Medicare	189
418	418	482	482	Insurance - Workers comp.	390
<b>13,182</b>	<b>17,441</b>	<b>17,760</b>	<b>13,798</b>	<b>Personnel Services</b>	<b>14,385</b>
3,771	2,152	3,500	3,985	Purchased program services	4,000
74	-	75	181	Concessions & food	225
5,907	5,759	3,000	4,188	Program supplies	4,750
<b>9,753</b>	<b>7,911</b>	<b>6,575</b>	<b>8,354</b>	<b>Commodities</b>	<b>8,975</b>
<b>22,934</b>	<b>25,353</b>	<b>24,335</b>	<b>22,152</b>	<b>Total</b>	<b>23,360</b>

**563 - Concessions:**

Concessions at the pool, managed through the Parks and Recreation Department are included in this budget. The concession stand is open during pool hours. There is a full kitchen in the concession stand, offering a variety of grilled meals, sandwiches, appetizers, snacks and beverages. The Concession also provides food for pool rentals.

*2013-2014 Operating Budget*

Budget Analysis

PR Aquatic Center Concessions

563

2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Adopted
22,193	26,290	25,075	32,262	Wages - seasonal hourly	32,800
1,375	1,631	1,555	2,000	Employer FICA	2,034
321	382	364	468	Employer Medicare	476
483	-	-		Employer IMRF	-
643	643	752	752	Insurance - Workmens Comp	984
			-		
<b>25,015</b>	<b>28,946</b>	<b>27,746</b>	<b>35,482</b>	<b>Personnel Services</b>	<b>36,294</b>
-	624	1,200	1,129	Beverages	1,500
3,773	2,236	1,500	1,611	Supplies	800
27,547	28,135	25,000	30,711	Concessions & food	30,000
-	-	-	-	R & M Buildings	1,500
<b>31,320</b>	<b>30,995</b>	<b>27,700</b>	<b>33,451</b>	<b>Commodities</b>	<b>33,800</b>
<b>56,335</b>	<b>59,941</b>	<b>55,446</b>	<b>68,933</b>	<b>Total</b>	<b>70,094</b>

### **570-Seniors**

The Lincolnwood Social Club provides in-house programming, social services, trips and various related services for those 55 or better.

*2013-2014 Operating Budget*  
 Budget Analysis

**PR Seniors Program**  
**570**

<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2013</b>	<b>Description</b>	<b>2014</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>
8,544	8,081	5,200	5,200	Wages- Part time	6,500
2,929	-	-	-	Wages - seasonal hourly	-
706	500	322	322	Employer FICA	403
165	117	75	75	Employer Medicare	94
138	156	156	156	Insurance - workers compensati	195
<b>12,482</b>	<b>8,854</b>	<b>5,753</b>	<b>5,753</b>	<b>Personnel Services</b>	<b>7,192</b>
25,894	17,996	18,000	18,000	Purchased program services	18,000
3,161	2,910	2,000	2,000	Subsidized taxi program	1,000
2,561	2,388	2,400	2,400	Concessions & food	2,400
1,468	483	1,000	1,000	Program supplies	1,000
<b>33,084</b>	<b>23,777</b>	<b>23,400</b>	<b>23,400</b>	<b>Commodities</b>	<b>22,400</b>
<b>45,566</b>	<b>32,632</b>	<b>29,153</b>	<b>29,153</b>	<b>Total</b>	<b>29,592</b>

### **571 - Community Center**

This budget accounts for the maintenance and staffing of the Community Center, located at the corner of Lincoln and Morse Avenues. The Community Center is utilized for general recreation programs for all ages including senior programs, day camps, rentals, birthday parties and community events. Costs for programs held in the facility are not included in this budget as they are fee-supported.

*2013-2014 Operating Budget*

Budget Analysis

PR Community Center

571

2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Adopted
5,817	6,593	7,000	8,500	Wages - part time hourly	9,000
361	400	434	544	Employer FICA	558
84	94	102	130	Employer Medicare	135
210	-	210	210	Insurance - workers compensation	270
<b>6,472</b>	<b>7,087</b>	<b>7,746</b>	<b>9,384</b>	<b>Personnel Services</b>	<b>9,963</b>
5,000	5,000	5,000	5,000	Janitorial	5,000
				R & M Buildings	20,000
200	37	250	250	Advertising	150
2,200	3,966	5,500	5,500	Facility rental	3,500
1,664	790	200	200	Telephone	200
325	-	-		Other contractual	-
(395)	1,301	2,950	2,950	Program supplies	3,000
<b>8,994</b>	<b>11,094</b>	<b>13,900</b>	<b>13,900</b>	<b>Commodities</b>	<b>31,850</b>
<b>15,466</b>	<b>18,180</b>	<b>21,646</b>	<b>23,284</b>	<b>Total</b>	<b>41,813</b>

## **580 – Special Recreation**

This budget provides the necessary funding to allow people with special needs to access and enjoy the many recreational opportunities offered through the Parks and Recreation Department. This assistance can range from part-time staff providing extra assistance in a program to any other reasonable accommodation as defined by the Americans with Disabilities Act, enacted in 1990.

This is accomplished through participation in the Maine Niles Association of Special Recreation (MNASR). MNASR is a consortium made up of six park districts and the Parks and Recreation Department. This budget includes our member agency contribution, which is based on the assessed valuation of the Village and also includes the cost of Inclusion. Inclusion expenses are incurred as we provide individuals with special needs assistance so they can participate in activities offered through our Department.

*2013-2014 Operating Budget*

Budget Analysis

PR Special Recreation Program

580

<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2013</b>	<b>Description</b>	<b>2014</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>
120,102	111,499	128,000	128,000	Purchased program services	128,000
-	488	-	-	Program supplies	-
<b>120,102</b>	<b>111,987</b>	<b>128,000</b>	<b>128,000</b>	<b>Commodities Total</b>	<b>128,000</b>

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## **Other Funds**

## **Motor Fuel Tax Fund**

### **Department/Activity Description**

The Motor Fuel Tax Fund receives its revenue from monthly allotments from the Illinois Motor Fuel Tax Disbursement Fund. Revenue is received by the state from taxes on the sale of gasoline and is distributed to Illinois municipalities on a per-capita basis. This budget accounts for the maintenance of the traffic signal lighting in the Village and for services performed by the Village for upkeep of IDOT streets within the Village limits.

*2013-2014 Operating Budget*

**Budget Analysis**

**Motor Fuel Tax Fund**

**212**

<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2013</b>	<b>Description</b>	<b>2014</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>
26,588	23,920	35,000	35,000	Traffic Signals	35,000
-	18,155	-	-	Tree grant local match	-
22,832	-	4,000	-	Striping of Lincoln Avenue	-
-	-	-	-	Engineering ITEP Grant	10,000
-	-	-	-	Pratt & Central Ave Traffic Signal	40,000
<b>49,420</b>	<b>42,075</b>	<b>39,000</b>	<b>35,000</b>	<b>Total</b>	<b>85,000</b>
<b>Funding Sources</b>					
Motor Fuel Tax					305,000
Interest					2,500

## Transportation Improvement Fund

### Department/Activity Description

In Fiscal Year 2005/06 the Village Board adopted a gasoline retail sales tax of \$.02 per gallon for gasoline sold in the Village of Lincolnwood. The Fiscal Year 2012/13 budget reflects a \$.01 per gallon adjustment to the gasoline tax. The Village Board directed that the additional \$.01 per gallon be allocated to the General Fund to fund operating costs and the remaining \$.02 per gallon continue to be deposited in the Transportation Improvement Fund and that this revenue be utilized to improve the transportation systems in the Village. This budget accounts for the revenue received from this tax.

*2013-2014 Operating Budget*

**Budget Analysis**

**Transportation Improvement Fund**

**213**

<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2013</b>	<b>Description</b>	<b>2014</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>
33,009	59,064	50,000	50,000	Engineering	80,000
713,982	-	1,178,083	108,798	Street lights improvements	1,578,083
-	-	25,000	25,000	R&M Road Repairs	30,000
<b>746,991</b>	<b>59,064</b>	<b>1,253,083</b>	<b>183,798</b>	<b>Total</b>	<b>1,688,083</b>

**Funding Sources**

Gas Tax	320,000
Interest	2,000
Fund Reserves	1,366,083

**Budget Highlights**

\* \$1,578,803 budgeted for replacement of streetlights Pratt and Crawford Ave.

## **E 9-1-1 Program**

### **Department/Activity Description**

The E 9-1-1 Communications Center service is an emergency communications operation that receives calls from the public for emergency service requests for the Police and Fire Departments. The six member E 9-1-1 Board is appointed to govern the Enhanced 9-1-1 funds and manage the 9-1-1 emergency telephone systems in accordance with state statutes.

*2013-2014 Operating Budget*

Budget Analysis

E-911 Program Fund

215

2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Adopted
14,634	14,985	15,073	15,900	Wages - Full time salaried	15,525
95,027	100,082	105,743	96,000	Wages - full time hourly	108,124
117	40	1,925	1,925	Payroll-Salaries & Wages- Overtime	1,925
369	380	391	391	Educational stipend	400
6,589	6,941	7,661	7,661	Employer FICA	7,838
1,541	1,623	1,792	1,792	Employer Medicare	1,833
9,769	11,193	12,197	12,157	Employer IMRF	14,374
-	-	246	246	Insurance-group life & AD & D	252
12,556	14,281	16,814	16,814	Insurance - group medical	20,251
1,174	1,244	1,685	1,685	Insurance - group dental	1,914
3,525	3,679	3,702	3,702	Insurance - workers comp.	3,787
<b>145,301</b>	<b>154,449</b>	<b>167,229</b>	<b>158,273</b>	<b>Personnel Services</b>	<b>176,223</b>
976	947	16,000	1,000	R & M Buildings	1,000
22,861	20,203	22,400	20,900	R&M - communications equipment	26,747
24,891	26,942	32,000	32,000	Telephone	25,000
-	795	2,000	1,070	Training	1,200
16,000	15,920	17,760	16,360	Other contractual	19,500
1,152	342	13,900	13,900	Computer supplies	1,400
376	1,666	1,000	1,000	Office supplies	1,000
<b>66,255</b>	<b>66,816</b>	<b>105,060</b>	<b>86,230</b>	<b>Commodities</b>	<b>75,847</b>
11,679	1,245	7,900	7,900	Equipment - data processing	12,400
<b>11,679</b>	<b>1,245</b>	<b>7,900</b>	<b>7,900</b>	<b>Equipment</b>	<b>12,400</b>
<b>223,235</b>	<b>222,510</b>	<b>280,189</b>	<b>252,403</b>	<b>Total</b>	<b>264,470</b>

**Funding Sources**

Wireless surcharge	180,000
Interest	500
Fund reserves	83,970

**Budget Highlights**

\* Allocation of salaries and benefits for 911 services

## **Northeast Industrial District TIF Fund**

### **Department/Activity Description**

This budget accounts for tax increment revenues generated from properties within the boundaries of the Northeast Industrial Tax increment Financing District. Dependent on revenue, major anticipated expenditures from this fund during the fiscal year include: funding of the Village's Property Enhancement (PEP) and GIFT programs for this TIF District; preparation of a retail feasibility plan, replacement of streetlights and initial engineering work for the bike trail.

### **Current Year's Goals**

- 1) Continue to make principal and interest payments on the 2011 General Obligation Bond Refunding issue.

*2013-2014 Operating Budget*

Budget Analysis

NEID TIF Fund

217

2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Adopted
1,500	1,500	1,500	1,500	Audit	1,500
41,265	25,831	3,500	1,211	Other professional services	10,000
-	-	15,000	15,000	Maintenance of TIF Improvement	55,000
<b>42,765</b>	<b>27,331</b>	<b>20,000</b>	<b>17,711</b>	<b>Contractual Services</b>	<b>66,500</b>
-	-	300,000	10,423	Community Development Grants	300,000
-	-	<b>300,000</b>	<b>10,423</b>	<b>Total Sharing</b>	<b>300,000</b>
475	450	450	450	Fiscal Charges	450
243,750	251,250	273,750	273,750	Principal - 2011A G.O. bonds	281,250
84,986	76,760	37,781	37,781	Interest - 2011A G.O. bonds	29,400
<b>329,211</b>	<b>328,460</b>	<b>311,981</b>	<b>311,981</b>	<b>Debt Service</b>	<b>311,100</b>
101,084	47,763	12,000	72,000	Engineering	101,000
1,885,436	193,594	330,000	65,000	Land acquisition & improvement	5,393,000
<b>1,986,520</b>	<b>241,356</b>	<b>342,000</b>	<b>137,000</b>	<b>Capital Outlay</b>	<b>5,494,000</b>
<b>2,358,496</b>	<b>597,147</b>	<b>973,981</b>	<b>477,115</b>	<b>Total</b>	<b>6,171,600</b>

**Funding Sources**

Property Tax Increment	1,770,000
Grant	4,000,000
Interest	22,000
Fund Reserves	379,600

**Budget Highlights**

**Capital Outlay**

\*\$5,000,000 budgeted for  
UP right-of-way purchase

## **Touhy-Lawndale TIF Fund**

### **Department/Activity Description**

This budget accounts for tax increment revenues generated from property within the boundaries of the Touhy-Lawndale Tax Increment Financing District (Lowe's Property). Pursuant to the development agreement executed with Lowe's, the revenue received in this fund is rebated to Lowe's.

### **Current Year's Goals**

1) Payment of real estate property tax increments to Lowe's pursuant to agreement.

*2013-2014 Operating Budget*

**Budget Analysis**

**Touhy Lawndale TIF Fund**

**218**

<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2013</b>	<b>Description</b>	<b>2014</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>
-	-	2,000	-	Consulting	-
427,207	464,933	490,000	514,000	Economic Dev RE Tax Agreement	520,000
<b>427,207</b>	<b>464,933</b>	<b>492,000</b>	<b>514,000</b>	<b>Total</b>	<b>520,000</b>

**Funding Sources**

Property Tax Increment 520,000

**Budget Highlights**

\*\$520,000 budgeted for rebate to Lowe's for property taxes

**Lincoln/Touhy TIF Fund**

**Department/Activity Description**

This budget accounts for tax increment revenues generated from properties within the boundaries of the Lincoln/Touhy Tax Increment District.

*2013-2014 Operating Budget*

Budget Analysis

Lincoln/ Touhy TIF Fund

219

2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Adopted
38,829	64,880	81,000	23,805	Consulting	25,000
-	48	1,200,000	-	Other Professional Services	1,200,000
<b>38,829</b>	<b>64,928</b>	<b>1,281,000</b>	<b>23,805</b>	<b>Contractual</b>	<b>1,225,000</b>
-	-	40,000	-	Interest - Lincoln/Touhy TIF	40,000
-	-	<b>40,000</b>	-	<b>Debt Service</b>	<b>40,000</b>
<b>38,829</b>	<b>64,928</b>	<b>1,321,000</b>	<b>23,805</b>	<b>Total</b>	<b>1,265,000</b>
				<b>Funding Sources</b>	
				Loans	1,265,000

**Budget Highlights**

\*\$1,200,000 budgeted for possible demolition costs

## Debt Service Fund

### Department/Activity Description

This budget services all general long-term debt for the Village and any associated costs. The current outstanding debt of the Village includes two refunding bonds issued in the year 2011 and a refunding issue in 2004.

### **Debt Administration**

Since Lincolnwood has a population of less than 50,000, the village is limited to issuing debt in the aggregate of 8.625% of equalized assessed valuation. Using 2010 values of \$778,893,000 (the most recent available information) this limitation would allow for \$67,179,521 in debt as compared to the \$6,425,000 now outstanding. Maintaining significantly lower debt levels provides for greater flexibility in issuing additional bonds if the need arises.

The Village of Lincolnwood has not used long-term debt to fund operating programs, but has used the proceeds of all bond issues for capital outlay purposes only. In addition to bond proceeds, the Village's ongoing capital improvement program is funded on a pay-as-you-go-basis by certain operating revenues including gas tax and sales tax.

The Village bond rating by Moody's on general obligation bonds has recently been affirmed to be Aa1.

*2013-2014 Operating Budget*

**Budget Analysis**

**Debt Service Fund**

**330**

<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2013</b>	<b>Description</b>	<b>2014</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>
750	750	700	700	Fiscal charges	700
-	50,000	-	-	2004 Adv. Ref. Bd Escrow Acc	-
290,000	300,000	-	-	Principal - 2002B G.O. bonds	-
81,250	83,750	-	-	Principal - 2002A GO bonds	-
615,000	635,000	650,000	650,000	Principal - 2004 GO Ref bonds	670,000
12,500	12,500	12,500	12,500	Principal-Illinois Finance Aut	12,500
-	48,050	50,251	50,251	Principal-Fire Truck Loan	52,552
-	-	32,100	-	Lease payment Park lighting	35,554
-	-	91,250	91,250	Principal - 2011A GO Ref Bonds	93,750
-	-	325,000	325,000	Principal - 2011B GO Ref bonds	335,000
-	27,143	24,943	24,943	Interest-Fire Truck Loan	22,641
102,048	91,535	-	-	Interest - 2002B G.O. bonds	-
28,329	25,587	-	-	Interest - 2002A GO Bonds	-
95,614	79,470	61,690	61,690	Interest - 2004 GO Ref bonds	42,515
-	-	12,594	12,594	Interest - 2011A GO Ref bonds	9,800
-	-	45,283	45,283	Interest - 2011B GO Ref bonds	35,300
<b>1,225,490</b>	<b>1,353,785</b>	<b>1,306,311</b>	<b>1,274,211</b>	<b>Total</b>	<b>1,310,312</b>

**Funding Sources**

Sales taxes	1,187,065
Transfers	123,247

**Budget Highlights**

\*Budget for payment of debt service-  
Village bonds and loans

## **Property Enhancement Program & Green Improvements for Tomorrow**

### **Department/Activity Description**

The Village budgets \$50,000 annually to fund the Property Enhancement Program (PEP) and the Green Improvements for Tomorrow (GIFT). The Property Enhancement Program is designed to provide an incentive to business owners to make improvements to their building's exterior or other property enhancement that will improve the appearance of a business district. The PEP provided by the Village will pay for up to half the improvements up to a maximum limit. The Economic Development Commission administers this program and provides recommendations to the Village Board for PEP recipients.

Green Improvements for Tomorrow is designed to help business owners implement green initiatives that will benefit the environment. Through GIFT, the Village will pay for up to half the improvements for environmentally sustainable design up to a maximum amount. Eligible improvements include energy efficient lighting, green roofs, rain barrels, rain gardens and native plantings, dual flush toilets, aerated faucets, alternate parking and pedestrian surfaces, passive solar for heating and cooling and energy efficient windows, doors and furnaces.

*2013-2014 Operating Budget*

**Budget Analysis**

<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Adopted</b>	<b>2013 Projected</b>	<b>Description</b>	<b>2014 Adopted</b>
-	-	50,000	10,000	PEP Fund	50,000
-	-	<b>50,000</b>	<b>10,000</b>		<b>50,000</b>

**Funding Sources**

General Fund Transfer 50,000

**Budget Highlights**

\*\$50,000 budgeted for PEP grants

## ROW Bike Path Fund

### Department/Activity Description

The ROW Bike Path Fund was created to develop a bike and pedestrian path on land leased from Com. Ed. There will be amenities such as Benches and waste receptacles and a dog park with access from Flowers and Goebelt Parks.

*2013-2014 Operating Budget*

**Budget Analysis**

**Comm. Ed ROW**

**454**

<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Adopted</b>	<b>2013 Projected</b>	<b>Description</b>	<b>2014 Adopted</b>
-	-	-	-	Land Acquisition & Improvement	176,000
25,156	44,546	126,000	60,000	Engineering	74,000
			-		
<b>25,156</b>	<b>44,546</b>	<b>126,000</b>	<b>60,000</b>	<b>Total</b>	<b>250,000</b>

**Funding Sources**

General Fund Transfer	50,000
Grants	200,000

**Budget Highlights**

\*\$250,000 budgeted for bike path construction and overpass engineering

## Water and Sewer Fund

### Department/Activity Description

Work required for the water distribution system includes: perform service and maintenance of service lines, valves, hydrants, and meters. Services include routine and emergency leak repairs, system maintenance, surveys, flushing, exercising valves, and meter pit maintenance. Water Pumping Station work includes: daily operation and monitoring of equipment, daily maintenance, maintain records, perform water sampling and chlorinization. Combined sewer system work includes: perform service and maintenance of main lines, catch basins, and manholes, perform routine and emergency repairs, rod and flush, mains and curb inlets. The Water & Sewer Division is staffed by 12 full-time employees.

### Prior Year's Goals

1. Continue to move forward with the Village's stormwater management plan by implementing Phase II of the stormwater study. Phase II will provide the Village with recommendations regarding potential improvements to bring the system to a 10 year capacity as well as funding sources to offset the cost to improve the sewer system.

*On January 6, 2011 the Village Board approved an Amendment to the Village's stormwater study Agreement with AB&H, A Donohue Group to conduct Phase II of the Village's stormwater study. Phase II will be completed in 2011. Upon completion the Village will have a plan to move forward with improvements that will achieve a 10 year level of protection for the Village during flooding events.*

2. Upgrade the Village's supervisory control and data acquisition (SCADA) software (which is used to monitor alarms regarding the Village water system) to provide for remote access from the field and home. The upgrade will make the system more efficient and allow for the re-allocation of manpower because the system will be able to be run remotely.

*On January 6, 2011 the Village Board approved an Agreement with Tri-R Systems to complete the planned improvements. The recommended SCADA improvements will include upgraded software, introduction of a graphical user interface, additional alarms and network connectivity. The most noteworthy improvement will provide the Village with the ability to remotely operate the system from a laptop computer by logging into a virtual pump house.*

### Current Year's Goals

1. Develop a remote monitoring system policy to use with the Village's upgraded supervisory control and data acquisition (SCADA) upgrades. During the Spring/Summer of 2011 the Village completed several upgrades to the SCADA system which allowed for the creation of a virtual pump house that can be run from a Village owned laptop. Staff will work with the Village's

Water System Operators to develop a policy to reduce overtime hours by managing the pump house remotely during the weekend.

2. Complete Phase II of the Village's stormwater management study. Phase II will provide the Village with recommendations regarding potential improvements to bring the system to a 10 year capacity as well as funding sources to offset the cost to improve the sewer system. In addition to completing Phase II staff will begin to research and apply for grants to complete the necessary improvements.

3. Complete year one of the Village's four year sewer improvement plan. These replacements are recommendations of the Village Engineer which are part of the year one recommendations that came out of the 2009 Sewer Televising Report. The total cost for the year one recommendations is \$490,000. The Village received a grant from the Department of Commerce and Economic Opportunity on August 19, 2011 which will fund approximately 50% of the year one costs. Staff will continue to pursue funds to complete years two through four.

# 2013-2014 Operating Budget

## Budget Analysis

## Water and Sewer Fund

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2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Adopted
450,079	472,472	460,351	460,351	Wages - full time hourly	480,696
33,850	42,884	36,000	29,000	Wages - season hourly	36,000
14,406	14,803	26,110	26,110	Wages - overtime 1.5X	25,710
11,242	10,127	13,925	13,925	Wages - overtime 2X	13,375
305	308	-	290	Educational Stipend	345
400	1,265	1,200	1,200	Opt Out Ins.	-
-	55	-	180	Phone Stipend	180
4,443	5,627	3,600	3,600	Uniform allowance	3,300
-	-	1,700	1,700	Longevity stipend	1,355
29,332	30,802	33,585	33,585	Employer FICA	34,768
6,860	7,204	7,854	7,854	Employer Medicare	8,131
40,505	46,368	55,221	55,221	Employer IMRF	59,668
818	857	1,208	1,208	Insurance - group life & AD&D	1,241
100,515	102,186	99,296	105,000	Insurance - group medical	105,165
8,059	8,904	10,343	9,500	Insurance - group dental	10,065
14,509	15,312	15,886	15,886	Insurance - workers compensation	16,427
<b>715,322</b>	<b>759,172</b>	<b>766,279</b>	<b>764,610</b>	<b>Personnel Services</b>	<b>796,426</b>
-	26,827	60,000	60,000	Liability Insurance	60,000
63,220	39,549	86,829	40,131	Data processing	52,678
-	1,101	32,862	29,862	Maintenance Agreement Expense	49,076
205	1,368	1,000	1,000	Printing & copying services	1,000
182	187	220	200	Professional associations	220
5,232	10,821	7,048	12,000	Telephone	12,240
170	847	500	500	Training	500
250	125	243	243	Books & publications	243
2,496	812	-	-	Office supplies	1,000
21,372	20,117	17,000	17,000	Postage	20,000
<b>93,127</b>	<b>101,755</b>	<b>205,702</b>	<b>160,936</b>	<b>Commodities</b>	<b>196,957</b>
249,805	137,176	256,000	50,000	Consulting	237,750
31,898	8,263	8,300	8,300	Other professional services	26,300
<b>281,703</b>	<b>145,439</b>	<b>264,300</b>	<b>58,300</b>	<b>Contractual Services</b>	<b>264,050</b>
10,363	6,525	8,500	8,500	R&M - buildings	8,500
489	469	485	485	R&M - communications equipment	485
23,301	10,693	25,000	20,000	R&M - vehicles	25,000

2011 Actual	2012 Actual	2013 Adopted	2013 Projected	Description	2014 Adopted
7,309	5,454	14,000	10,000	R&M - water system equipment	25,000
-	-	485	-	Equipment rental	485
1,816	-	1,500	1,500	Training	1,500
27,763	28,667	64,995	64,995	Other contractual	63,018
2,680	3,223	4,500	4,500	Chemicals - water system	4,500
22,706	29,187	25,000	25,000	Fuel	30,000
1,538	1,291	2,000	2,000	Lubricants & fluids	2,500
730	922	2,200	2,200	Landscaping supplies	1,200
6,205	17,691	12,833	17,691	Program supplies	51,167
12,895	21,890	32,500	32,500	Small tools	30,500
2,978	-	4,850	4,850	Street materials - Aggregate	4,850
-	5,767	3,000	3,000	Street materials - Other	3,000
3,004	2,309	3,000	3,000	Utilities - government building	3,000
38,984	31,952	45,000	45,000	Utilities - public way	45,000
1,312,425	1,323,058	1,631,500	1,742,000	Water purchases	1,880,000
-	295	3,000	3,000	Water system supplies	3,000
21,686	51,652	30,000	30,000	Water system repair parts	30,000
858	68	1,500	500	Green Initiatives	500
<b>1,497,728</b>	<b>1,541,111</b>	<b>1,915,848</b>	<b>2,020,721</b>	<b>Commodities</b>	<b>2,213,205</b>
180,854	247,652	253,882	253,882	Loan Principal Payments	260,268
126,300	132,504	126,273	126,273	Loan Interest Payments	119,887
<b>307,154</b>	<b>380,156</b>	<b>380,155</b>	<b>380,155</b>	<b>Debt Services</b>	<b>380,155</b>
20,482	568,984	348,700	348,700	Sewer system const/imprv	346,500
26,588	145,798	137,500	137,500	Equipment - vehicles	100,000
14,900	47,277	15,000	15,000	Equipment - other	15,000
<b>61,970</b>	<b>762,059</b>	<b>501,200</b>	<b>501,200</b>	<b>Capital Outlay</b>	<b>461,500</b>
<b>2,957,005</b>	<b>3,689,693</b>	<b>4,033,484</b>	<b>3,885,922</b>	<b>Total</b>	<b>4,312,293</b>
				<b>Funding Sources</b>	
				Charges for Water and Sewer	4,225,900
				Interest	3,000
				Fund Reserves	83,393

**Budget Highlights**

**Personnel Services:** No increase in Personnel

**Contractual:** \$190,000 budgeted for Phase 3 - stormwater management study

**Commodities:** Water purchases increased 15% due to increase received from City of Chicago, the Village's water provider

**Capital Outlay:** \$346,500 budgeted for year 3 of sewer repairs; \$100,000 budgeted for truck replacements

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**Village of Lincolnwood  
2013/2014 Budget  
Public Works Department-Water and Sewer Division**

**Performance Measures**

	Actual 2010/2011	Actual 2011/2012	Estimated 2012/2013	Projected 2013/2014
<b>Combined Sewer Maintenance</b>				
Streets Cleaned (Miles)	1,332	1,332	1,332	1,332
Sewer Repairs	15	17	16	15
Catch Basin Cleaning	400	400	400	400
Catch Basin Repairs	22	25	25	30
Sewer Jet Rodding (Percentage of System)	50%	50%	50%	50%
Service Requests	70	81	102	115
Televised (Feet)	0	0	0	0
<b>Water Mains</b>				
Valves Repaired	10	11	10	12
Main Breaks Repaired	12	15	20	15
Water Leaks Repaired	30	30	29	30
<b>Water Meters</b>				
Water Meters Installed	17	15	15	15
<b>Fire Hydrants</b>				
Fire Hydrants Replaced	0	0	0	11
Fire Hydrants Repaired	0	0	0	0
<b>Julie Markings</b>				
Calls	800	1,135	1,200	1,250
<b>Water Samples</b>				
Water Quality	64	64	65	65
Lead/Copper	0	1	0	0
Water Quality Compliance	100%	100%	100%	100%
<b>Water Pumped</b>				
Water Pumped (Gallons)	7,020,000	7,020,000	7,020,000	7,020,000
<b>Meter Readings</b>				
Water Meters Read	270	200	215	217

## **Police Pension Fund**

### **Department/Activity Description**

The Police Pension Fund was created and is administered as prescribed by Article 3, the Police Pension Fund of the Illinois Pension Code (Illinois Compiled Statutes, 1992, Chapter 40). The Village annually levies a Real Estate Tax on each property located within the Village. It is the responsibility of the Village of Lincolnwood to fund the required amounts for the purpose of funding future benefits to retired police personnel and their families. All sworn police personnel are required to contribute 9.91% of their base salary to the pension fund.

*2013-2014 Operating Budget*

**Budget Analysis**

**Police Pension**

**801**

<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2013</b>	<b>Description</b>	<b>2014</b>
<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>		<b>Adopted</b>
-	-	1,800	1,800	Other compensation	-
58,308	55,254	50,000	50,000	Consulting	57,000
174	153	150	150	Printing & copying services	150
775	775	250	750	Professional associations	750
-	-	3,000	3,000	Training	5,000
20,970	36,011	15,000	15,000	Other contractual	30,000
-	-	50	22,500	Computer supplies	50
-	49	200	200	Office supplies	11,500
-	-	25	20	Postage	25
<b>80,228</b>	<b>92,242</b>	<b>70,475</b>	<b>93,420</b>	<b>Commodities</b>	<b>104,475</b>
1,253,772	1,296,285	1,347,896	1,350,000	Pension - regular	1,578,705
177,669	223,032	223,033	223,033	Pension - spouse/dependent	186,108
34,644	110,759	74,326	74,326	Pension - disability	85,946
<b>1,466,086</b>	<b>1,630,076</b>	<b>1,645,255</b>	<b>1,647,359</b>	<b>Pension Payments</b>	<b>1,850,759</b>
<b>1,546,313</b>	<b>1,722,318</b>	<b>1,715,730</b>	<b>1,740,779</b>	<b>Total</b>	<b>1,955,234</b>

**Funding Sources**

Property taxes	1,410,184
Employee contributions	270,816
Investment income	400,000

**Budget Highlights**

\* Budget accounts for pension payments to retired police and beneficiaries

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# About the Village

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## **HISTORY**

Lincolnwood is an ethnically diverse, 2.69 square mile suburb of Chicago. Potawatomi originally settled the wooded area but vacated the land after the Indian Boundary Treaty of 1816. Rural development proceeded slowly on plank roads along present day Milwaukee and Lincoln Avenues. Johann Tess, for whom the Village was originally named, and his family migrated from Germany in 1856. Johann Tess purchased 30 acres of barren land in the area. Population slowly increased, and the first commercial establishment, the Halfway House Saloon, was established in 1873.

The agrarian population grew after the establishment of a Chicago & North Western Railway station in nearby Skokie in 1891 and the completion of the North Shore Channel in 1909. In 1911, 359 residents incorporated and named the community "Village of Tessville." Tessville annexed land throughout the 1920s, finally stretching to Central Avenue on the west and Kedzie Avenue on the east.

In 1931, Tessville elected its longest-serving mayor, Henry A. Proesel, a grandson of George Proesel, one of the original American settlers. In 1932, Lincoln Avenue, formerly a plank toll road, became a state highway. Mayor Proesel then worked with the federal government's Public Works Administration to hire the community's unemployed workforce to plant 10,000 elm trees on the Village streets. The community passed a liquor license law 1934 that limited the number of licenses allowable within the Village limits and became a model ordinance for other communities. Mayor Proesel changed Tessville's image when he renamed it to the "Village of Lincolnwood" in 1936.

Lincolnwood's institutions and industries continued to grow. The Bryn Mawr Country Club (est. 1919), the East Prairie Welfare Club, later to become the Lincolnwood Woman's Club (est. 1927), the Lincolnwood Afternoon Club (est. 1953), American Legion Post #1226 (est. 1952), and the Lincolnwood Jewish Congregation (est. 1958) helped create a sense of community in the Village. Lincolnwood School District #74 formed in 1938, and the Lincolnwood Public Library (est. 1978) provided residents with quality education and offered much needed services. Bell & Howell's relocation to east Lincolnwood (est. 1942) spurred growth and increased other industry relocation to the Village.

The Village has now become a diversified and balanced community. The Village is predominantly residential but has a strong retail base. Very little vacant land remains for commercial and office development or light manufacturing. The following are the main employers in the Village.

## Major Employers

Publications International	351
ATF	200
Carson Pirie Scott	187
Lincolnwood Place	150
Lowe's	125
Loeber	125
Olive Garden	123
Grossinger Autoplex	117
Kohl's	112
Village Of Lincolnwood	103
Rolf's	100
Lou Malnati's	100
Microway Systems	91
Dominick's	89
Old Navy	70
Food For Thought	69
Millard Group	60
Deibel Laboratories	40

Based on business license registration 5-1-2012

The Village of Lincolnwood is governed as a home rule community under Illinois law and operates under the Village Board form of government with a full-time Manager. Under home rule powers, the Village is permitted to carry out its own governing procedures except where it is specifically prohibited by the State legislature. The Village President and the six member Board of Trustees are elected at large for four-year terms. The President, with concurrence from the Board, appoints the Village Manager. The Village Manager is the chief administrative officer who oversees the day-to-day operations of the Village. The Village currently has 87 full-time employees and 6 part-time employees who work at the seven departments (Police, Fire, Finance, Community Development, Public Works, Parks and Recreation) or in the Manager's office. Each of these departments is coordinated by a Department Director who reports directly to the Village Manager. The Village contracts for its fire protection services through Paramedic Services of Illinois.

**STATISTICS AND DEMOGRAPHICS**



**LAND AREA**

2000 2.69 square miles  
 2011 2.69 square miles  
 Region: Northeast Illinois  
 County: Cook  
 Elevation: 604 feet (mean)

**CLIMATE**

Avg. Winter Temp 23.40 F -4.78 C  
 Avg. Summer Temp 75.70 F 24.27 C  
 Avg. Annual Rainfall 33.18 In 84.27 Cm  
 Avg. Annual Snowfall 37.10 In 94.23 Cm

**TRANSPORTATION**

Major Highways/Routes  
 I-90, I-94, I-90-94, I-290, I-294, US 50, US 14 and US 41

**Airports**

Name	Location	Distance
O'Hare	Chicago, IL	9 miles
Midway	Chicago, IL	23 miles
Mitchell Field	Milwaukee, WI	74 miles
Gary/Chicago	Gary, IN	39 Miles

**Distance to Major Cities (miles)**

Atlanta, GA	728
<b>Chicago, IL</b>	<b>10</b>
Dallas, TX	981
Denver, CO	1,005
Detroit, MI	295
Los Angeles, CA	2,020
<b>Madison, WI</b>	<b>141</b>
<b>Milwaukee, WI</b>	<b>81</b>
Minneapolis, MN	402
New Orleans, LA	940
New York, NY	804
<b>Rockford, IL</b>	<b>81</b>
St. Louis, MO	309

**Bold** Denotes Regional Market Destinations

**GOVERNMENT**

Type of Government: Council/Manager  
 Mayor and 6 Council Members elected at-large  
 Latest Comprehensive Plan: 2008  
 Municipal Zoning in Effect: Yes  
 Planning Commission: Yes  
 Home Rule: Yes

Special Financing Techniques Available:  
 Tax Increment Financing

Emergency E911: Yes  
 Police: 32 full-time sworn  
 Fire/Rescue: 29 full-time  
 12 vehicles  
 Fire Insurance Class: 4

**TAXES****2011 Property Tax Rates (Payable in 2012)**


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School District #74:	3.034
Community College District #219:	2.904
<b>Village of Lincolnwood:</b>	<b>0.753</b>
Lincolnwood Public Library:	0.330
Metro Water Reclamation District of Greater Chicago:	0.320
County of Cook:	0.223
Oakton Community College District #535:	0.196
Suburban Cook County T.B. Sanitarium District:	0.000

Cook County Health Facilities:	0.078
Forest Preserve District of Cook County:	0.058
Niles Township:	0.037
Cook County Consolidated Elections:	0.025
North Shore Mosquito Abatement District:	0.010
Niles Township General Assistance:	0.005
Cook County Public Safety:	<u>0.161</u>
Total	8.134

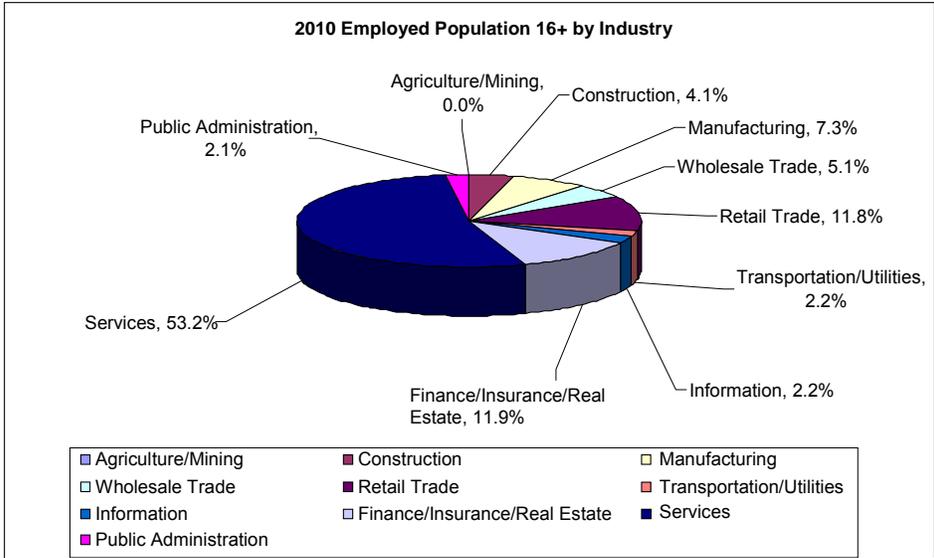
**UTILITIES**

Water Supplier: City of Chicago  
Source: Lake Michigan  
Storage Capacity: 5,250,000 gallons  
Treatment Capacity: 0 mil gpd  
Avg Daily Demand: 1.856 mil gpd  
Peak Daily Demand: 3.730 mil gpd  
Plant Capacity: 11,520,000 mil gpd  
Waste Water Waste Water Treatment:  
not applicable  
Supplier: not applicable  
Design Avg Flow: not applicable  
Design Max Avg: not applicable  
Current Avg Daily: not applicable  
Natural Gas Supplier: NICOR  
Electric Supplier: ComEd

**LABOR**

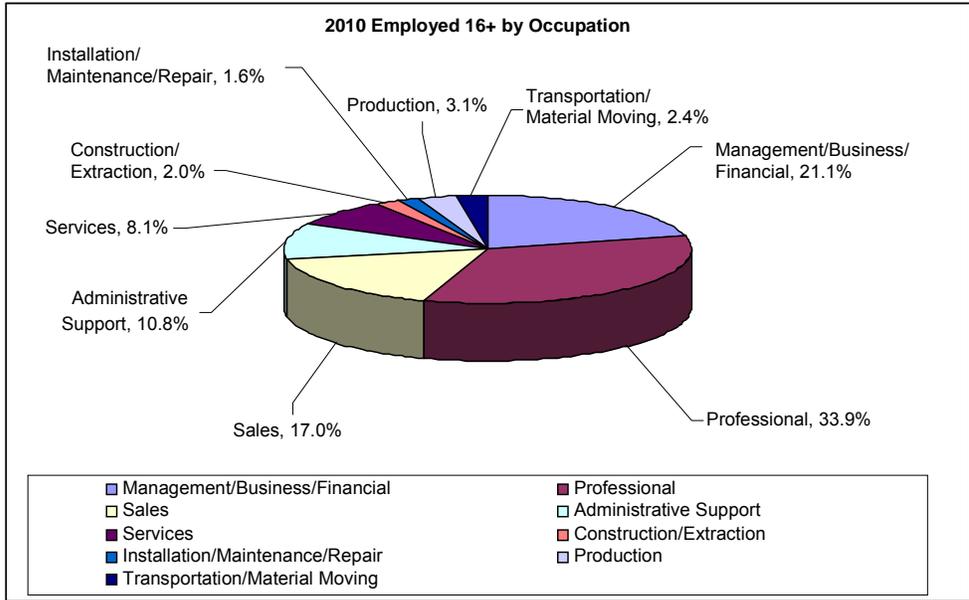
**2010 Employed Population ages 16+ by Industry**

Agriculture/Mining	0.0%
Construction	4.1%
Manufacturing	7.3%
Wholesale Trade	5.1%
Retail Trade	11.8%
Transportation/Utilities	2.2%
Information	2.2%
Finance/Insurance/Real Estate	11.9%
Services	53.2%
Public Administration	2.1%



**2010 Employed Population 16+ by Occupation**

<b>White Collar</b>	<b>82.8%</b>
Management/Business/Financial	21.1%
Professional	33.9%
Sales	17.0%
Administrative Support	10.8%
Services	8.1%
<b>Blue Collar</b>	<b>9.1%</b>
Construction/Extraction	2.0%
Installation/Maintenance/Repair	1.6%
Production	3.1%
Transportation/Material Moving	2.4%



**DEMOGRAPHIC SNAPSHOT**

**Population Summary**

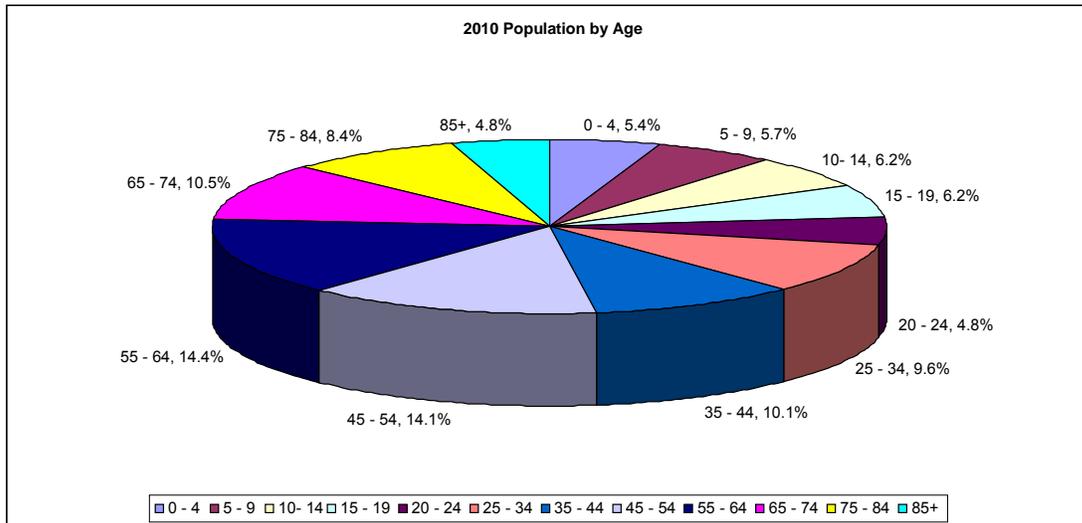
	<b>2000</b>	<b>2010</b>
Population	12,359	12,590
Average HU Size	2.75	2.73
Median Age	45.4	46.6
% Change 1990-2000	8.7%	
% Change 2000-2010	1.8%	

**Population by Sex**

	<b>2000</b>	<b>2010</b>
Males	47.1%	46.9%
Females	52.9%	53.1%

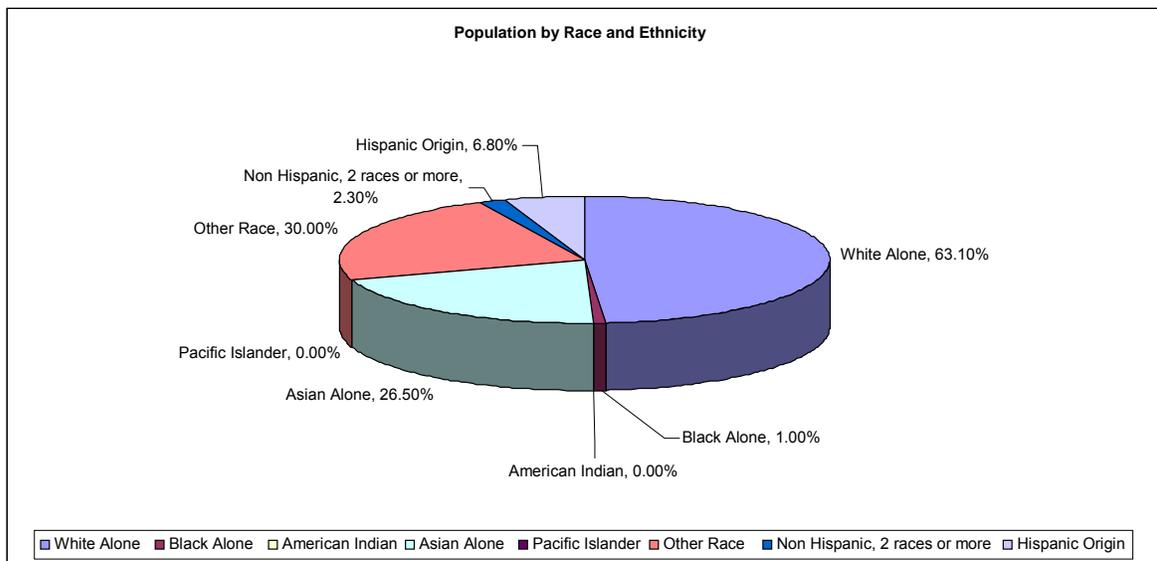
### Population by Age

	2000	2010
Age	12,359	12,590
0 - 4	5.20%	5.4%
5 - 9	6.20%	5.7%
10- 14	7.30%	6.2%
15 - 19	6.40%	6.2%
20 - 24	4.40%	4.8%
25 - 34	7.40%	9.6%
35 - 44	12.40%	10.1%
45 - 54	14.90%	14.1%
55 - 64	11.90%	14.4%
65 - 74	11.20%	10.5%
75 - 84	8.60%	8.4%
85+	4.00%	4.8%
18+	77.10%	79.1%

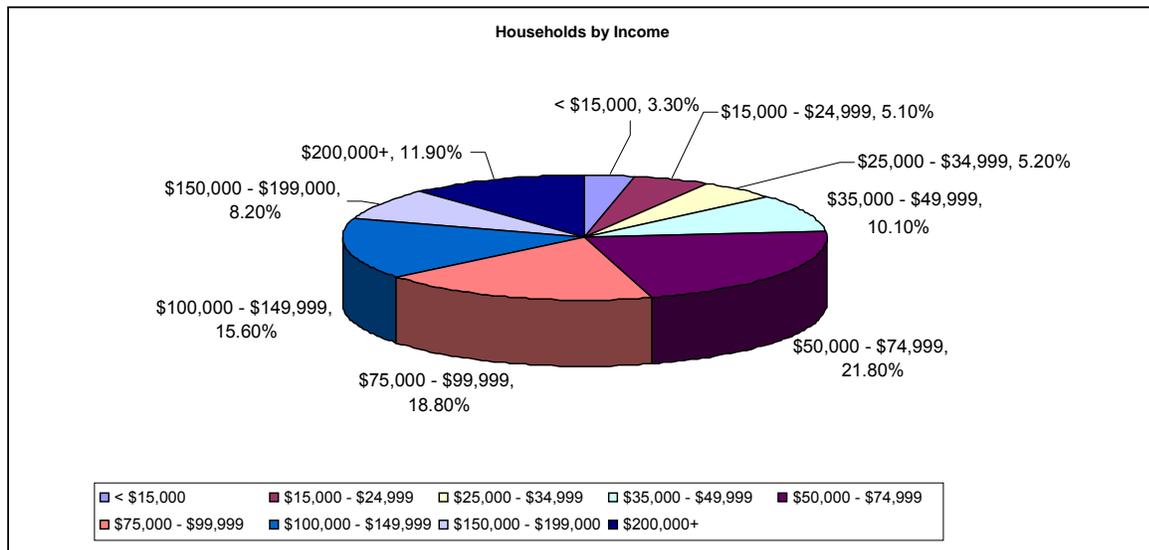


## Population by Race and Ethnicity

Race and Ethnicity	2000	2010
	Percent	Percent
White Alone	74.5%	63.1%
Black Alone	0.4%	1.0%
American Indian	0.0%	0.0%
Asian Alone	21.1%	26.5%
Pacific Islander	0.0%	0.0%
Other Race	1.2%	30.0%
Non Hispanic, 2 races or more	2.7%	2.3%
Hispanic Origin	4.2%	6.8%



<b>Households by Income</b>	<b>2000</b>		<b>2010</b>	
< \$15,000	245	5.5%	141	3.30%
\$15,000 - \$24,999	316	7.1%	218	5.10%
\$25,000 - \$34,999	295	6.6%	220	5.20%
\$35,000 - \$49,999	521	11.7%	428	10.10%
\$50,000 - \$74,999	924	20.7%	926	21.80%
\$75,000 - \$99,999	678	15.2%	801	18.80%
\$100,000 - \$149,999	679	15.2%	665	15.60%
\$150,000 - \$199,000	371	8.3%	347	8.20%
\$200,000+	443	9.9%	508	11.90%
Median Household Income	\$72,803		\$79,142	
Average Household Income	\$98,717		\$114,090	
Per Capita Income	\$35,911		\$41,674	

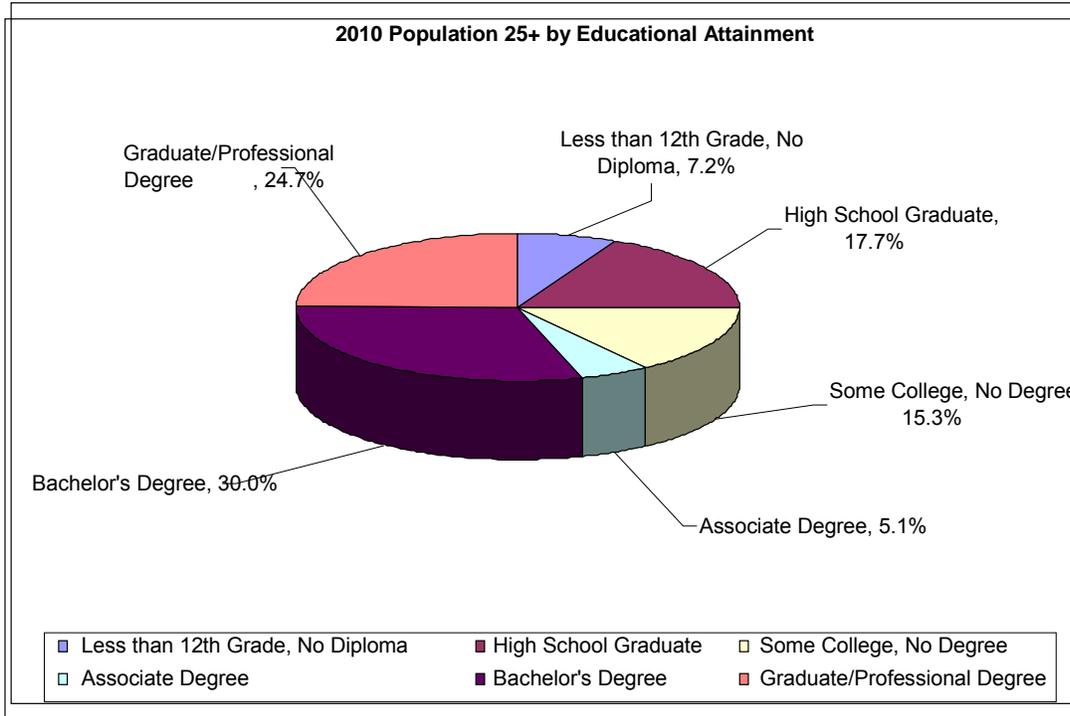


### 2000 Population 3+ by School Enrollment

<b>Total</b>	<b>12,025</b>
Enrolled in Nursery/Preschool	2.1%
Enrolled in Kindergarten	1.5%
Enrolled in Grade 1-8	10.7%
Enrolled in Grade 9-12	5.8%
Enrolled in College	4.8%
Enrolled in Grad/Prof School	2.0%
Not Enrolled in School	73.1

**2010 Pop. Age 25+ by Educational Attainment**

Less than 12th Grade, No Diploma	7.2%
High School Graduate	17.7%
Some College, No Degree	15.3%
Associate Degree	5.1%
Bachelor's Degree	30.0%
Graduate/Professional Degree	24.7%



**2000 Workers Age 16+ Means of Transportation to Work**

<b>Total</b>	<b>5,440</b>
Drove Alone - Car, Truck, or Van	78.6%
Carpooled - Car, Truck, or Van	10.4%
Public Transportation	5.1%
Walked	1.1%
Other Means	0.2%
Worked at Home	4.6%

### **2000 Workers 16+ by Travel Time to Work**

<u>Total</u>	5,440
Did Not Work at Home	95.4%
Less than 5 minutes	0.8%
5 to 9 minutes	8.3%
10 to 19 minutes	25.5%
20 to 24 minutes	12.9%
25 to 34 minutes	20.5%
35 to 44 minutes	10.2%
45 to 59 minutes	9.2%
60 to 89 minutes	6.4%
90 or more minutes	1.5%
Worked at Home	4.6%

Average Travel Time to Work (in min) 27.1

### **2000 Households by Vehicles Available**

<u>Total</u>	4,482
None	8.2%
1	29.0%
2	44.1%
3	13.7%
4	4.2%
5+	0.7%

Average Number of Vehicles Available 1.8

### **LEGISLATIVE DISTRICTS**

#### **Illinois Governor**

Pat Quinn

#### **United States Senators**

Richard Durbin

Mark Kirk

#### **United States Representative**

9th Congressional District

Jan Schakowsky

#### **Illinois Senator**

8th Senate District

Ira Silverstein

#### **Illinois Representatives**

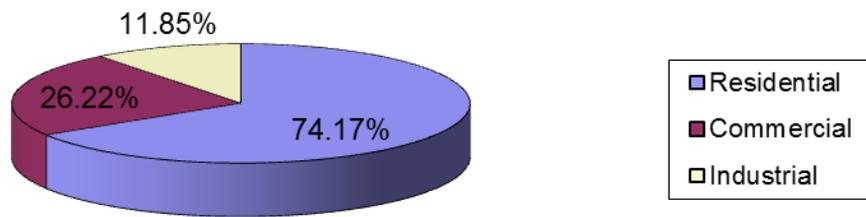
15th Representative District

John D'Amico

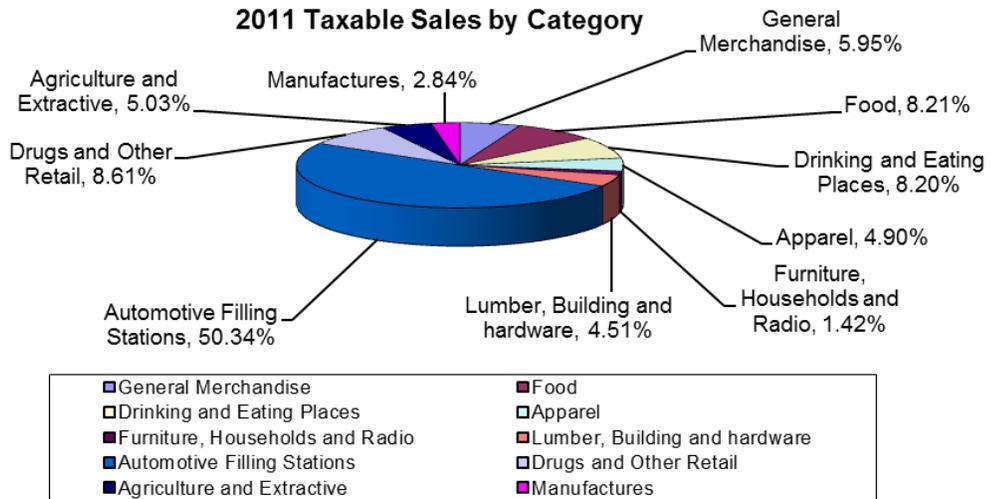
16th Representative District  
 Louis Lang

**Cook County Board Commissioner**  
 District 13  
 Larry Suffredin

### 2011 Assessed and Estimated Actual Value of Taxable Property



### 2011 Taxable Sales by Category



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# **Debt Administration**

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## **Village of Lincolnwood**

### **Debt Administration**

Since Lincolnwood has a population of less than 50,000, the village is limited to issuing debt in the aggregate of 8.625% of equalized assessed valuation. Using 2010 values of \$693,817,000 (the most recent available information) this limitation would allow for \$57,239,902 in debt as compared to the \$5,085,000 now outstanding. Maintaining significantly lower debt levels provides for greater flexibility in issuing additional bonds if the need arises.

The Village of Lincolnwood has not used long-term debt to fund operating programs, but has used the proceeds of all bond issues for capital outlay purposes only. In addition to bond proceeds, the Village's ongoing capital improvement program is funded on a pay-as-you-go-basis by certain operating revenues including gas tax and home rule sales tax. When the Village utilizes long-term debt financing, it ensures that the debt is financed soundly by: conservatively projecting the revenue source that shall be utilized to repay the debt; make every effort to limit the payback period of the debt to 80 percent of the useful life of the capital expenditure; determine the cost benefit of the capital expenditure, including interest, shall benefit future citizen; and the amount of long-term financing for capital expenditures shall not exceed 90 percent of the fair market value of the cost.

The Village bond rating by Moody's on general obligation bonds has recently been affirmed to be Aa1. The following are the outstanding bond issues as of May 1, 2013.

#### **General Government Debt**

**Refunding bond issue** – The Village issued \$4,415,000 of general obligation bonds in October, 2011 and refunded the December, 2002A and 2002B issues.

**Refunding bond issue** – The Village issued \$5,230,000 of general obligation bonds in February, 2004 and refunded the October, 2001 issue.

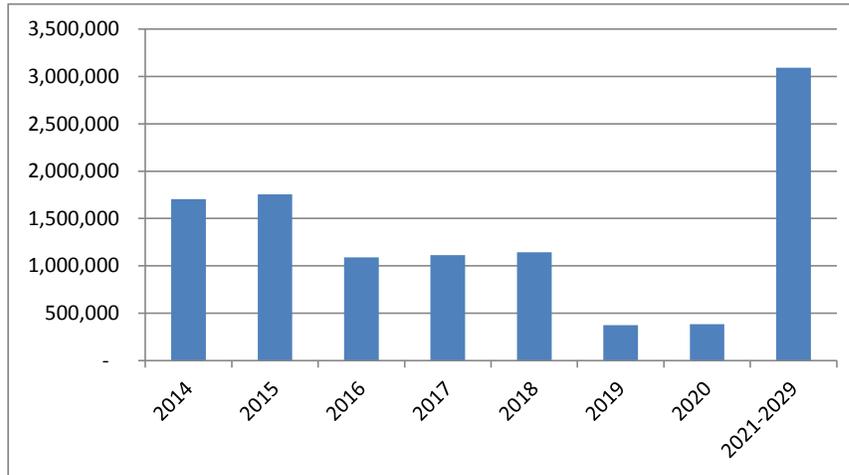
**Fire Truck Loans**– The Village has two outstanding loans on the purchase of a fire truck. The first loan is a twenty year interest free loan totaling \$212,500 at May 1, 2013 from the Illinois Finance Authority. The second loan totals \$494,351 at May 1, 2013 from Oshkosh Capital and will be paid back over a period of ten years.

## **Enterprise Fund Debt**

**IEPA Loan** – The Village obtained a low interest loan from the Illinois Environmental Protection Agency to fund certain watermain replacements, replace all new water meters and install an automated meter reading system, and install safety improvements to the Village water pumping station. The loan, which totals \$4,860,165 at May 1, 2013, will be paid back over a period of twenty years. The debt service for this loan is included in the Water and Sewer Fund budget.

**Village of Lincolnwood  
Schedule of Debt Service Principal Payments**

Fiscal Year	General Governmental Debt					Enterprise Fund Debt		Total
	2011A 5Mil GOB	2112B 4 Mil GOB	2004 5.23 Mil Refunding	2010 250,000 Loan	2011 \$592,652 Loan	Total Governmental Debt	2009 5.65 Mil IEPA Loan	
2014	375,000	335,000	670,000	12,500	52,552	1,445,052	260,268	1,705,320
2015	385,000	345,000	690,000	12,500	54,959	1,487,459	266,816	1,754,275
2016	390,000	355,000		12,500	57,476	814,976	273,528	1,088,504
2017	400,000	360,000		12,500	60,109	832,609	280,408	1,113,017
2018	410,000	370,000		12,500	62,862	855,362	287,462	1,142,824
2019				12,500	65,741	78,241	294,695	372,936
2020				12,500	68,752	81,252	302,108	383,360
2021				12,500	71,900	84,400	309,708	394,108
2022				12,500		12,500	317,498	329,998
2023				12,500		12,500	325,486	337,986
2024-2029				87,500		87,500	1,942,188	2,029,688
<b>Total</b>	<b>1,960,000</b>	<b>1,765,000</b>	<b>1,360,000</b>	<b>212,500</b>	<b>494,351</b>	<b>5,791,851</b>	<b>4,860,165</b>	<b>10,652,016</b>



**Village of Lincolnwood  
Schedule of Debt Service Interest Payments**

**General Government Debt**

**Enterprise  
Fund Debt**

<b>Fiscal Year</b>	<b>2011A 5 Mil GOB</b>	<b>2011B 4 Mil GOB</b>	<b>2004 5.23 Mil Refunding</b>	<b>2011 592,652 Loan</b>	<b>Total Governmental Debt</b>	<b>2009 5.65 Mil IEPA Loan</b>	<b>Total</b>
2014	39,200	35,300	42,515	22,641	139,656	119,887	259,543
2015	31,700	28,600	20,882	20,234	101,416	113,340	214,756
2016	24,000	21,700		17,717	63,417	106,627	170,044
2017	16,200	14,600		15,085	45,885	99,747	145,632
2018	8,200	7,400		12,332	27,932	92,693	120,625
2019				9,453	9,453	85,462	94,915
2020				6,442	6,442	78,048	84,490
2021				3,293	3,293	70,448	73,741
2022						62,658	62,658
2023						54,670	54,670
2024-2029						148,682	148,682
<b>Total</b>	<b>119,300</b>	<b>107,600</b>	<b>63,397</b>	<b>107,197</b>	<b>397,494</b>	<b>1,032,262</b>	<b>1,429,756</b>

**Village of Lincolnwood  
Schedule of Debt Service Principal & Interest Payments**

Fiscal Year	General Governmental Debt				Enterprise Fund Debt			
	2011A 5 Mil GOB	2011B 4 Mil GOB	2004 5.23 Mil Refunding	2010 250,000 Loan	2011 592,652 Loan	Total Governmental Debt	2009 5.65 Mil IEPA Loan	Total
2014	414,200	370,300	712,515	12,500	75,193	1,584,708	380,155	1,964,863
2015	416,700	373,600	710,882	12,500	75,193	1,588,875	380,156	1,969,031
2016	414,000	376,700		12,500	75,193	878,393	380,155	1,258,548
2017	416,200	374,600		12,500	75,193	878,493	380,155	1,258,649
2018	418,200	377,400		12,500	75,193	883,293	380,155	1,263,449
2019				12,500	75,193	87,693	380,157	467,851
2020				12,500	75,193	87,693	380,156	467,850
2021				12,500	75,198	87,698	380,156	467,849
2022				12,500		12,500	380,156	392,656
2023				12,500		12,500	380,156	392,656
2024-2029				87,500		87,500	2,090,870	2,178,370
<b>Total</b>	<b>2,079,300</b>	<b>1,872,600</b>	<b>1,423,397</b>	<b>212,500</b>	<b>601,549</b>	<b>6,189,346</b>	<b>5,892,427</b>	<b>12,081,772</b>

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**Property Tax Information**

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**Property tax Rates- All Direct and Overlapping Governments**

**Last Ten Years**

	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Village of Lincolnwood	0.799	0.820	0.700	0.679	0.704	0.586	0.576	0.585	0.661	0.753
Lincolnwood Public Library	0.332	0.388	0.335	0.323	0.339	0.285	0.280	0.286	0.289	0.330
School District No. 74	2.911	3.109	2.752	2.697	2.807	2.348	2.313	2.363	2.666	3.034
Community High School District No. 219	1.776	2.090	2.013	2.007	2.374	2.114	2.120	2.267	2.538	2.904
Oakton Community College District No. 535	0.179	0.186	0.161	0.158	0.166	0.141	0.140	0.140	0.160	0.196
Niles Township	0.033	0.033	0.030	0.029	0.031	0.027	0.027	0.029	0.032	0.037
Niles Township General Assistance	0.003	0.003	0.003	0.002	0.003	0.003	0.003	0.003	0.004	0.005
North Shore Mosquito Abatement District	0.009	0.009	0.008	0.008	0.009	0.008	0.008	0.008	0.000	0.010
County of Cook	0.534	0.489	0.471	0.421	0.500	0.186	0.224	0.203	0.009	0.223
Cook County Health Facilities	0.156	0.141	0.122	0.112	0.000	0.093	0.086	0.086	0.228	0.078
Forest Preserve District of Cook County	0.061	0.059	0.060	0.060	0.057	0.053	0.051	0.049	0.082	0.058
Cook County Consolidated Elections	0.000	0.029	0.000	0.014	0.000	0.012	0.000	0.021	0.051	0.025
Suburban Cook County T.B. Sanitarium District	0.006	0.004	0.001	0.005	0.005	0.167	0.105	0.105	0.113	0.161
Metro Water Reclamation District of Greater Chicago	0.371	0.361	0.347	0.315	0.284	0.263	0.252	0.261	0.274	0.320
<b>Total Rate per \$100 of EAV</b>	<b>7.170</b>	<b>7.721</b>	<b>7.003</b>	<b>6.830</b>	<b>7.279</b>	<b>6.286</b>	<b>6.185</b>	<b>6.406</b>	<b>7.107</b>	<b>8.134</b>

**Village of Lincolnwood**  
**Assessed and Estimated Actual Value of Taxable Property**  
**Last Ten Levy Years**

Fiscal Year	Tax Year Levy	Real Property (000's)		Ratio of Total Assessed Value to Total Estimated Actual Value
		Equalized Assessed Value	Estimated Actual Value	
2003	2002	527,042	1,660,182	0.32
2004	2003	526,109	1,657,242	0.32
2005	2004	629,177	1,943,604	0.32
2006	2005	669,007	3,066,865	0.32
2007	2006	667,457	2,060,637	0.32
2008	2007	822,179	2,469,000	0.32
2009	2008	886,487	2,615,030	0.32
2010	2009	857,206	2,573,874	0.32
2011	2010	778,894	2,339,018	0.32
2012	2011	693,817	2,168,178	0.32

**Ratio of General Bonded Debt to Equalized Assessed  
Valuation and Net General Obligation Bonded Debt Per Capita**

Fiscal Year	Population (000)	Assessed Value (000)	Gross Bonded Debt	Debt Payable from Enterprise Revenues	Debt Payable from TIF Revenues	Net Bonded Debt	Ratio of Net Bonded Debt to Assessed Value	Net Bonded Debt per Capita
2002	12	527,042	11,700,000			11,700,000	2.22%	975
2003	12	526,109	20,299,495		5,000,000	15,299,495	2.91%	1,275
2004	12	629,177	19,320,605		4,730,000	14,590,605	2.32%	1,216
2005	12	627,900	17,781,933		3,345,000	14,436,933	2.30%	1,203
2006	12	669,007	15,963,233		3,135,000	12,828,233	1.92%	1,069
2007	12	667,457	13,875,000		2,921,250	10,953,750	1.64%	913
2008	12	822,179	12,025,000		2,700,000	9,325,000	1.13%	777
2009	12	886,487	10,120,000		2,475,000	7,645,000	0.86%	637
2010	12	857,206	8,930,000		2,242,500	6,687,500	0.78%	557
2011	12	778,894	7,700,000		1,998,750	5,701,250	0.73%	475

**Village of Lincolnwood**

**Property Tax Levies and Collections  
For the Last Ten Years**

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Fiscal Year	Total Tax Levy	Current Tax Collections	Percent of Current Taxes Collected
2002	4,088,345	4,030,061	98.6%
2003	4,211,065	4,174,467	99.1%
2004	4,314,090	4,286,468	99.4%
2005	4,395,203	4,359,834	99.2%
2006	4,542,380	4,477,807	98.6%
2007	4,670,532	4,586,069	98.2%
2008	5,008,652	4,921,207	98.3%
2009	5,014,344	4,961,786	99.0%
2010	5,148,329	5,104,419	99.1% *
2011	5,224,118	5,121,721	98.0% *

\*Tax levy still in collection

## **Glossary of Terms**

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## GLOSSARY OF TERMS

**ACCOUNT** – A term used to identify an individual asset, liability, expenditure, revenue, or fund balance.

**ACCOUNTING SYSTEM** – The total structure of records and procedures which discover, record, classify, summarize and report information on the financial position and results of operation of a government or any of its funds, fund types, balanced account groups or organization components.

**ACCRUAL BASIS OF ACCOUNTING** - a basis of accounting where revenues are recognized in the accounting period in which they are earned and become measurable; expenses are recognized in the periods incurred, if measurable

**ACTIVITY** – The smallest unit of budgetary accountability and control which encompasses specific and distinguishable lines of work performed by an organizational unit for the purpose of accomplishing a function for which the government is responsible.

**APPROPRIATION** – A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in an amount and as to the time when it may be expended.

**APPROPRIATIONS ORDINANCE** – The official enactment by the governing board to legally authorize the government administration to obligate and expend resources.

**ADOPTED** – Abbreviation for “Approved/Adopted by Board of Trustees” found throughout the Budget book. Column of numbers represent the final funding levels adopted by the Board of Trustees at the conclusion of all budget deliberations. Those amounts filed with the County clerk in the annual appropriation/budget ordinance.

**ASSESSED VALUATION** – A valuation set upon real estate or other property by a government as a basis for levying taxes.

**ASSETS** – Property owned by a government which has a monetary value.

**AVAILABLE FUND BALANCE** – In a governmental fund, the balance of the net financial resources that are proposed or approved for appropriation in the upcoming fiscal year.

**BOND** – A written promise, to pay a specified sum of money, called the face value, at a fixed time in the future, called the date of maturity, and carrying interest at a fixed rate, usually payable semi-annually.

**BONDED DEBT** – That portion of indebtedness represented by outstanding bonds.

**BUDGET** – A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

**BUDGET MESSAGE** – A general discussion on the proposed budget as presented in writing by the Village Administrator to the legislative body.

**BUDGET REVIEW PROCESS** – A description of the review process of the entire budget (including the Expanded Budget and five year capital Improvement Budget) by the Board of Trustees. Through a series of budget workshops, the Board of Trustees reviews the budget with the Village Administrator and appropriate Department Directors. Changes and adjustments made by the Board to line item accounts during the budget review process are entered in the “approved” column.

**BUDGETARY CONTROL** – The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

**CAPITAL ASSETS** – Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

**CAPTIAL IMPROVEMENTS** – Refers to any major project requiring the expenditure of public funds (over and above operating funds) for the construction, reconstruction or replacement of physical assets in the community. For purposes of financial reporting, the Village utilizes a capitalization threshold of \$10,000 for infrastructure and \$5,000 for other assets.

**CIP** – Capital Improvement Program – A plan for capital expenditures to provide long-lasting physical improvements to be incurred over a fixed period of several future years.

**FISCAL PERIOD** – Any period at the end of which a government determines its financial position and the results of its operations.

**FY**- Fiscal Year – A twelve (12) month period to which the annual operating budget applies at the end of which a government determines its financial position and the results of its operations.

**FIXED ASSET** – Assets of a long term nature which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, machinery and equipment.

**FUND** – A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance wit special regulations, restrictions, or limitations (e.g. Motor Fuel Tax Fund, Water/Sewer Fund, etc.).

**FUND BALANCE** – The difference between fund assets and fund liability in a governmental or trust fund.

**FUND EQUITY** – An equity account reflecting the unreserved accumulated earnings of the Enterprise Funds.

**GENERAL FUND** – The fund used to account for all financial resources except those required to be accounted for in another fund.

**GENERAL OBLIGATIONS BONDS** – Bonds for the payment of which the full faith and credit of the issuing government are pledged.

**GENERAL REVENUE** – The revenues of a government other than those derived from the retained earnings in an Enterprise Fund. If a portion of the net income in an Enterprise Fund is contributed to

another non-Enterprise Fund, such as the Corporate Fund, the amounts transferred constitute general revenue of the government.

**GOAL** – A statement of broad direction, purpose, or intent, based on the needs of the community.

**IEPA** - Illinois Environmental Protection Agency - State regulatory agency that provides for the protection of the environment.

**INTERFUND TRANSFERS** – Amounts transferred from one fund to another.

**INTERGOVERNMENTAL REVENUE** – Revenue received for another government, such as the State of Illinois or other political subdivisions, for a specified purpose.

**INVESTMENTS** – Cash held in interest bearing accounts, securities, and real estate held for the production of revenues in the form of interest, dividends, rentals, or lease payments. The term does not include fixed assets used in governmental operations.

**IRMA** – Intergovernmental Risk Management Agency, a consortium of seventy six (76) municipalities and special taxing districts in the Chicago metropolitan area organized pursuant to an intergovernmental agreement to provide risk management services and self-insurance for general liability, workers compensation, property and casualty, theft, etc. to its members.

**LEVY** – (**verb**) To impose taxes, special assessments, or special charges for the support of governmental activities. (**noun**) The total amount of taxes, special assessments, or service charges imposed by a government.

**LONG TERM DEBT** - Debt with a maturity of more than one year after the date of issuance.

**MFT** – Motor Fuel Tax – Revenue allocated by the state to municipalities for funding street improvements.

**MODIFIED BASIS of ACCOUNTING**- A basis of accounting where revenues are recognized in the accounting period they become available and measurable. Expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for unmatured interest on general long-term debt, which is recognized when due.

**NET INCOME** – Proprietary fund excess of operating revenues, non-operating revenues, and operating transfers – in over operating expenses, non-operating expenses, and operating transfers – out.

**OBJECT** – As used in expenditure classification, this term applies to the article purchased or the service obtained (as distinguished from the results obtained from expenditures). Examples are personnel services, contractual services, commodities, capital outlay and other expenditure classifications.

**OBJECTIVE** – Specific tasks to be accomplished in order to meet goals.

**OPERATING BUDGET** - The portion of the budget that pertains to daily operations that provide basic governmental services. The operating budget contains appropriations for such expenditures as personnel, supplies, utilities, materials, services, etc.

**OPERATING EXPENSES** – Proprietary fund expenses which are directly related to the fund’s primary service activities.

**OPERATING INCOME** – The excess of proprietary fund operating revenues over operating expenses.

**PENSION TRUST FUND** – A trust fund used to account for public employee retirement systems. Pension Trust Funds are accounted for in essentially the same manner as proprietary funds, but with an important expanded emphasis on required fund balance reserves.

**PERSONNEL SERVICES** – Items of expenditures in the operating budget for salaries and wages paid for services performed by Village employees.

**RESERVED FUND BALANCE OR EQUITY** – An account used to indicate that a portion of fund balance or equity is legally restricted and not available for appropriation.

**RESOURCES** - Total dollars available for appropriations including estimated revenues, fund transfers and beginning fund balances.

**REVENUES** – Increases in governmental fund type, net current assets and residual equity transfers.

**SOURCE OF REVENUE** – Revenues classified according to their source or point of origin.

**SPECIAL REVENUE FUND** – A fund used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or for major capital projects) that are legally restricted to expenditure for specified purposes.

**TAX LEVY** – The total amount to be raised by general property taxes for operating and debt service purposes specified in the Tax Levy Ordinance.

**TAX LEVY ORDINANCE** – An ordinance by means of which taxes are levied.

**TAX RATE LIMIT** – The maximum rate at which a government may levy a tax. Overall tax rate limits usually restrict levies for all purposes of all governments, state and local having jurisdiction in a given area.

**TAXES** – Compulsory charges levied by a government for the purpose of financing services performed for the common public benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments.

**TIF** – Tax Increment Financing or the act of capturing the amount of property taxes levied by a taxing unit for the year on the appraised value of real estate located within a defined investment zone. The tax increments are paid into the TIF fund and used to pay project costs within the zone, including debt service obligations.

**TRUST FUNDS** – Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments, and/or other funds.

**USER CHARGES OR FEES** – The payment of a fee for direct receipt of a public service by the party benefiting from the service.

## **Capital Improvement Program**

**Fiscal Years 2014 – 2018**

### **Capital Improvement Program Summary**

The Village of Lincolnwood annually prepares a Capital improvement Program (CIP) for the six-year period beginning with the upcoming fiscal year. Since capital projects and equipment have a large impact on the Village's budget, the document provides an overview of potential projects and equipment that may need to be pursued over the ensuing five-year period. By planning several years out, the Village can plan for major improvements and expenditures and develop multi-year financing strategies to accommodate large outlays. The CIP contains all capital expenditures for improvement projects and equipment that are projected to cost in excess of \$10,000 and have an expected lifetime of more than one year.

The CIP is subject to review and modification during and after the final budget process based on available resources and the expenditure requirements of the operating budget. The CIP is a planning document. All expenditures shown in the Fiscal 2014 column appear as capital expenditures throughout the proposed Fiscal 2014 budget.

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VILLAGE OF LINCOLNWOOD  
CAPITAL IMPROVEMENT PROGRAM  
FY 2014- FY 2018

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VILLAGE OF LINCOLNWOOD  
CAPITAL IMPROVEMENT PROGRAM  
FY 2014- FY 2018

Introduction

A Capital Improvement Program (CIP) is a multi-year plan identifying capital projects to be funded during the planning period. It identifies each proposed project to be undertaken, the year in which the project will be initiated, the amount expected to be expended on the project each year, and the proposed amount of financing for these expenditures. The CIP is a tool that can help elected officials ensure that decisions on capital projects are made wisely and are well planned.

Purpose of the Capital Improvement Program

The basic reasons for developing a Capital Improvement Program include providing a financial management tool for elected and appointed officials, linking the comprehensive planning process with the fiscal planning process, providing elected officials with a formal method for decision making, and providing a public relations document for reporting the intentions of the elected officials to community residents and business leaders.

- **Financial Management Tool-** An overriding consideration in developing a Capital Improvement Program is to prioritize current and future needs of the community. Capital Improvement Programs consider not only what the community needs, but, equally important, what it can afford. By explicitly recognizing the jurisdiction's financial outlook and the revenues and financing mechanisms that are anticipated to be available for the Capital Improvement Program, projects can be prioritized to ensure that the most important needs and goals of the community are achieved. Developing a fiscally constrained Capital Improvement Program based on realistic estimates of revenues, enhances the ability of the Capital Improvement Program to serve as a planning and management tool rather than as a wish list of projects that cannot be fully implemented.
- **Link to Comprehensive Plan-** The preparation of the Capital Improvement Program considers not only repair and replacement of existing utilities and other public

improvements, but also identifies facilities expected to be needed in the future. Changing population characteristics and land uses may require additional improvements to the water and sewer systems, public buildings, and other public services and facilities. In developing the Capital Improvement Program, these new demands must be weighed against the need to maintain existing infrastructure with the final financing decision based upon the goals and objectives established through the comprehensive planning process.

- **Formal Mechanism for Decision Making-** The Capital Improvement Program provides Village officials with an orderly process for planning and budgeting for capital needs. During the process of developing and implementing the Capital Improvement Program a wide range of issues must be addressed, including agreeing on policies which will shape the program, estimating and prioritizing the capital needs, identifying funding sources, and implementing and monitoring the project delivery.
- **Public Information Document-** The Capital Improvement Program report presents a description of the projects proposed to be undertaken during the program period. This document can be used to communicate to residents, business owners and operators, and other stakeholders in the community the Village's public improvement priorities and implementation schedule. By using this process the community is given a better understanding of the Village needs and the means for addressing them.

There are significant benefits to be derived by the preparation of a Capital Improvement Program; it is this promise that makes the staff time and effort necessary to participating in the development of the program worthwhile.

#### Capital Improvement Project Definition

A capital improvement project is a major, non-recurring expenditure that meets the criteria identified in one of the categories described below:

1. Site Acquisition- Acquisition of land for a public purpose.
2. Facility Construction or Repair- Construction of a new facility or an addition to or extension of an existing facility; a non-recurring major repair of all or part of the

- building, its grounds, or its equipment. The cost of the project must be at least \$10,000; and the improvement must have an estimated useful life of at least ten (10) years.
3. Equipment Purchase- Purchase of a piece of equipment or a number of pieces of the same equipment whose total cost is at least \$10,000 and whose estimated useful life is at least five (5) years, (three [3] years for computer equipment).
  4. Planning or Design- Planning feasibility, engineering, or design studies related to an individual capital improvement project or to a program that is implemented through an individual capital improvement project.
  5. Software- Purchase of new software or version upgrades needed to maintain the network at optimal levels.

#### Capital Improvement Program Development

Each project included in the Capital Improvement Program is described on the “Project Description” and the “Project Cost Summary” forms. An assessment of project/expenditure priority should be determined in light of anticipated fiscal constraints and Village needs. Each set of Village Department project descriptions is organized by the fiscal year in which the project is expected to begin. This organization becomes evident when scanning the summary table “FY 2014-FY 2018 Capital Improvement Program Summary by Department.”

#### Summary Tables

The tables entitled “FY2014-FY2018

Capital Improvement Program and Capital Vehicles/Equipment Summary by Department” lists all projects/expenditures submitted for funding consideration during the next five (5) fiscal years. It identifies those expenditures for which funding was determined by the Department Head submitting the project to be most critical in Fiscal Year 2013-2014. The total Capital Improvement Program proposed for Fiscal Year 2013-2014 is \$8,137,783 with projected grants, donations and other funding totaling \$5,885,283 leaving the Village of Lincolnwood with a total projected cost of \$2,252,500.

### Evaluation Criteria

As each project description was being developed, the submitting department was asked to identify the benefits derived from the project and to indicate all of the “Evaluation Criteria” which would be satisfied by the project’s implementation. The evaluation criteria were developed to assist both administrative staff and elected officials in judging the importance of the project.

The “Evaluation Criteria” which were to be used in completing the “Project Description” form are listed below:

1. **New or Substantially Expanded Facility-** Construction or acquisition of a new facility (including land), acquisition of new equipment, or major expansion of an existing facility that provides a new service or a level of service not now available.
2. **Rehabilitate Deteriorated Facility-** Reconstruction or extensive rehabilitation to extend a facility’s useful life which will avoid or postpone replacing the facility with one which is new and/or more costly; if rehabilitation or reconstruction is not feasible, replacement of the facility with one which will provide the same level of service.
3. **Systemic Replacement-** Replacement or upgrade of a facility or piece of equipment as part of a scheduled replacement program. This investment assumes the facility or equipment will be replaced to provide approximately the same level of service that is currently being provided.
4. **Protection and Conservation of Resources or Existing Investment-** A project that protects natural resources that are at risk of being reduced in amount or quality, or an investment in existing infrastructure which protect against excessive demand or overload that threatens the capacity or useful life of an existing facility or piece of equipment.
5. **Coordination-** A project which must be undertaken to insure proper sequencing or scheduling with another project (e.g., scheduling a sewer project to coincide with a street reconstruction project so that the newly resurfaced street is not disturbed some year after it is completed); or a project that is necessary to comply with requirements

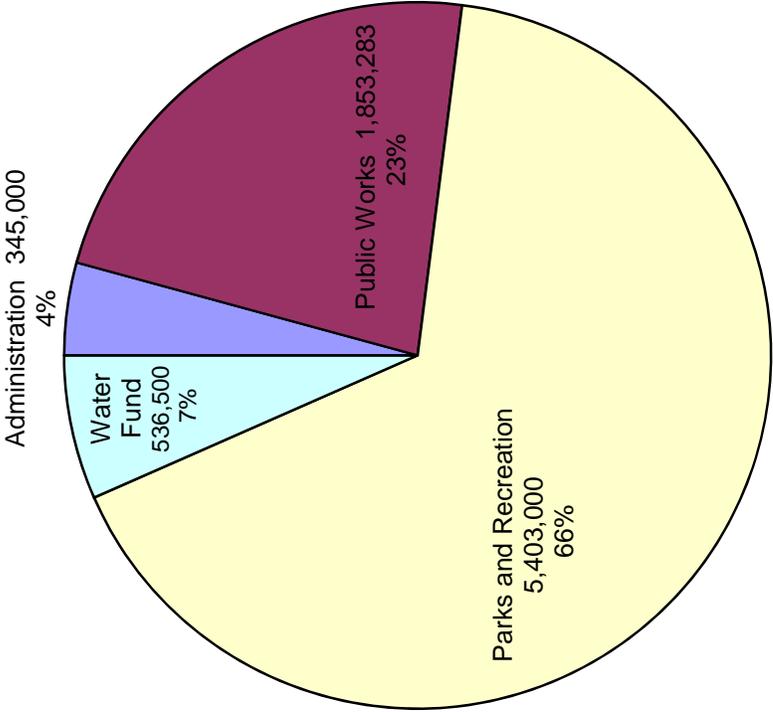
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- imposed by another jurisdiction (e.g., a court order, a change in federal or state law or administrative ruling, an agreement with another village or governmental agency).
6. **Reduce Risk to Public Safety or Health-** A project which protects against a clear and immediate risk to public safety or public health.
  7. **Improvement of Operating Efficiency-** A project that substantially and significantly improves the operating efficiency of a department; or one which has a very favorable return on investment with the promise of reducing existing or future increases in operating expenses.
  8. **Equitable Provision of Services or Facilities-** A project that serves the special needs of a segment of the Village’s population identified by public policy as deserving of special attention (e.g., the handicapped, the elderly, or low- and moderate-income persons); or a project that, considering existing services or facilities, makes equivalent facilities or services available to neighborhoods or population groups that could be considered to be underserved.
  9. **Maintenance or Increase of Property Value-** A project which benefits the adjacent properties to the extent that property values will either stabilize or increase (e.g., street resurfacing or alley paving directly benefit the properties adjacent).

#### Capital Improvement Program Project Detail

A detailed description of each project shown on the preceding tables is included below. The project descriptions are presented in the order in which they appear on the table “FY 2014-FY 2018 Capital Improvement Program Summary by Department.” Projects, which are proposed for funding in FY 2013-2014, are followed in order by projects proposed for each of the remaining fiscal years.

**FY 2013-2014 Capital Improvement Expenditures - \$8,137,783**



VILLAGE OF LINCOLNWOOD  
 FY 2014- FY 2018 CAPITAL IMPROVEMENT PROGRAM  
 (VILLAGE COSTS)

DEPARTMENT	PROJECT NAME	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	TOTAL COST	PROJECT NAME
<i>Administration</i>	Emergency Backup Power Preparedness	345,000			846,978		1,191,978	Emergency Backup Power Preparedness
<i>Community Development</i>	McCormick Blvd Median Landscape & Sidewalk				500,000		500,000	McCormick Blvd Median Landscape & Sidewalk
	Edens Sidewalk & Landscape Project				2,069,100	500,000	6,376,450	Edens Sidewalk & Landscape Project
	Lincoln Avenue Streetscape Improvements		30,000	2,150,170		2,127,180		Lincoln Avenue Streetscape Improvements
<i>Public Works</i>	Sidewalk Replacement Program	80,000	85,000	90,000	95,000	100,000	450,000	Sidewalk Replacement Program
	Parkway Tree Planting Program	40,000	40,000	40,000	40,000	40,000	200,000	Parkway Tree Planting Program
	Street Light Replacement Projects	1,178,083	1,664,850	1,579,947	1,563,940		5,986,820	Street Light Replacement Projects
	Touhy Overpass for Skokie Valley Bike Trail	32,000	110,000	1,570,000			1,712,000	Touhy Overpass for Skokie Valley Bike Trail
	Bike Lane Lining and Signing	13,200	132,000				145,200	Bike Lane Lining and Signing
	Crawford Avenue-Street Lights & Sidewalk	420,000	300,000	300,000	300,000		1,320,000	Crawford Avenue-Street Lights & Sidewalk
	Prairie and Central Traffic Signal	60,000	752,000				812,000	Prairie and Central Traffic Signal
<i>Parks and Recreation</i>	ComEd Bike Path Development	218,000	110,000	785,000	785,000		1,898,000	ComEd Bike Path Development
	Union Pacific Land Acquisition	5,055,000					5,055,000	Union Pacific Land Acquisition
	Union Pacific Bike Path Development		825,000				825,000	Union Pacific Bike Path Development
	Community Center Expansion	100,000	120,000	2,700,000	2,700,000	120,000	5,400,000	Community Center Expansion
	Playground Replacement			200,000	120,000		660,000	Playground Replacement
	Channel Runne Park Project Phase III			300,000			300,000	Channel Runne Park Project Phase III
	Proesel Park Aquatic Center Renovations	30,000	110,000	185,000	550,000	1,500,000	2,375,000	Proesel Park Aquatic Center Renovations
<i>Public Works/NEED TIF Fund</i>	Parkway Tree Planting and Sidewalk Installation	30,000	30,000	30,000	30,000	30,000	150,000	Parkway Tree Planting and Sidewalk Installation
<i>Water Fund</i>	Sewer Televising improvements	346,500	275,000				621,500	Stormwater Improvement Project
	Stormwater Improvement-Berms and Restrictors	190,000	2,000,000	2,000,000	2,000,000		6,190,000	Stormwater Improvement-Berms and Restrictors
	Crawford Avenue- Water Mains, Hydrants and Flow Meter		380,000	380,000	380,000		1,140,000	
<b>Total Capital Improvement Project Costs</b>		<b>8,137,783</b>	<b>6,963,850</b>	<b>12,310,117</b>	<b>11,980,018</b>	<b>4,417,180</b>	<b>43,808,948</b>	
<b>Projected Grants, Donations and Other Funding</b>								
	ComEd Bike Path Development-Grant Funding	174,400	88,000	628,000	628,000		1,518,400	ComEd Bike Path Development-Grant Funding
	Union Pacific Land Acquisition-Grant Funding	4,028,000					4,028,000	Union Pacific Land Acquisition-Grant Funding
	Union Pacific Trail Development-Grant Funding		688,000				688,000	Union Pacific Trail Development-Grant Funding
	Resident Reimbursement from Parkway Tree Program	5,000	5,000	5,000	5,000	5,000	25,000	Resident Reimbursement from Parkway Tree Program
	Street Lights- From Transportation Impv. and MFT Funds	1,598,083	1,964,850	1,879,947	1,863,940		7,306,820	Street Lights- from Transportation Impv. Fund
	Prairie and Central Traffic Signal/Grants-Donations	45,000	727,000				772,000	Grant-Donations and other sources
	Playground Replacement/Grants-Donations			100,000			100,000	Grant-Donations and other sources
	Proesel Park Aquatic Center Renovation Grant Funding- 50% Grant Funding (RTP)				2,700,000	1,500,000	1,500,000	Grant-Donations and other sources
	Community Center Grant Funding			150,000			2,700,000	DCEO Grant Funding/parks
	Bike Lane stripping/Grant-Donations	9,200	99,000				108,200	Grant Funding (RTP)
	Touhy overpass/Grant-Donations	25,600	1,256,000				1,281,600	Grant-Donations
<b>Total Projected Grants, Donations and Other Funding</b>		<b>5,885,283</b>	<b>3,571,850</b>	<b>4,018,947</b>	<b>5,196,940</b>	<b>1,505,000</b>	<b>20,178,020</b>	
<b>Net Costs Incurred by Village After Projected Funding</b>		<b>2,252,500</b>	<b>3,392,000</b>	<b>8,291,170</b>	<b>6,783,078</b>	<b>2,912,180</b>	<b>23,630,928</b>	

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**Village of Lincolnwood**  
**CIP - Capital Improvement Project - Department Summary**  
**For The Periods as Shown**

<u>PROJECT</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>Total</u>
<b>Administration</b>						
Total Projects	345,000	-	-	846,978	-	1,191,978
<b>Community Development</b>						
Total Projects	-	30,000	2,150,170	2,569,100	2,627,180	7,376,450
<b>Public Works</b>						
Total Projects	1,823,283	3,083,850	3,579,947	1,998,940	140,000	10,626,020
Funded by: Other Funds and Grants	(1,682,883)	(2,795,850)	(3,140,947)	(1,868,940)	(5,000)	(9,493,620)
Total Projects	140,400	288,000	439,000	130,000	135,000	1,132,400
<b>Parks &amp; Recreation</b>						
Total Projects	5,403,000	1,165,000	4,170,000	4,155,000	1,620,000	16,513,000
Funded by: Grants	(4,202,400)	(776,000)	(878,000)	(3,328,000)	(1,500,000)	(10,684,400)
Total Projects	1,200,600	389,000	3,292,000	827,000	120,000	5,828,600
<b>Water Fund</b>						
Total Projects	536,500	2,655,000	2,380,000	2,380,000	-	7,951,500
<b>NEID</b>						
Total Projects	30,000	30,000	30,000	30,000	30,000	150,000
<b>Total Capital Improvement Projects</b>	8,137,783	6,963,850	12,310,117	11,980,018	4,417,180	43,808,948
Funded by: Grants, Reimbursements, Donations and Other Funds	(5,885,283)	(3,571,850)	(4,018,947)	(5,196,940)	(1,505,000)	(20,178,020)
<b>Projected Department Costs</b>	2,252,500	3,392,000	8,291,170	6,783,078	2,912,180	23,630,928

## **Capital Improvement Detail**

**Village of Lincolnwood**  
 CIP - Capital Improvement Project - Department Summary  
 For The Periods as Shown

<u>Department</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>
<u>Project</u>					
Administration					
Emergency Backup Power Preparedness	345,000			846,978	
<b>Totals</b>	<b>345,000</b>	<b>-</b>	<b>-</b>	<b>846,978</b>	<b>-</b>

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**Project Cost Summary**

Date: 1/31/2013

Department: Admin and NEID TIF

Project Name and Location: Emergency Backup Power Preparedness

<b>Cost Elements</b>	Cost to Date	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017	Y/E 2018
Planning/ Design	\$ 10,000					
Site, etc. Acquisition						
Vehicle/ Equipment					\$ 412,600	
Construction/ Repair					\$ 434,378	
Other Costs Consulting						
<b>Total Project Cost</b>	<b>\$ 10,000</b>	<b>\$ 345,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 846,978</b>	
<b>Funding</b>						
Cost to Village		\$ 345,000	\$ -	\$ -	\$ 846,978	\$ -
Grant/Donation						
<b>Total Funding</b>	<b>\$ 10,000</b>	<b>\$ 345,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 846,978</b>	<b>\$ -</b>

**Basis of Project Costs:**

Bids Received

**Engineer, Architect, Etc.**

Comparable Costs

**Contractor/Vendor Estimate**

Other Basis

Discuss Basis of Project Costs:

This project consists of installing generators at the Public Works Main Facility and the Water Standpipe and expanding generator capacity at the Municipal Center to prepare for power outages that result in a disruption of providing services to the public.

Financing Other than Current Revenue Sources and Other Information:

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Impact on Operating Costs:

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**Village of Lincolnwood**  
 CIP - Capital Improvement Project - Department Summary  
 For The Periods as Shown

<u>Department</u>	<u>Community Development</u>				
<u>Project</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>
McCormick Blvd Median Ldscape & Sidwk			500,000		
Edens Sidewalk & Landscape Project					500,000
Lincoln Avenue Streetscape Improvements		30,000	2,150,170	2,069,100	2,127,180
<b>Totals</b>	<b>-</b>	<b>30,000</b>	<b>2,150,170</b>	<b>2,569,100</b>	<b>2,627,180</b>

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**Project Cost Summary**

Date: 11/29/2012

Department: Community Development

Project Name and Location McCormick Boulevard Median Landscape and Sidewalk

<b>Cost Elements</b>	Cost to Date	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017	Y/E 2018
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			-		500,000	
Other Costs						
<b>Total Project Cost</b>			-		500,000	
<b>Funding</b>						
Cost to Village			-		500,000	
Grant/Donation						
<b>Total Funding</b>			-		500,000	

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

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Financing Other than Current Revenue Sources and Other Information:

General Fund - Revenue Transfer

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Impact on Operating Costs:

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**Village of Lincolnwood - Capital Improvement Program (CIP)**

**PROJECT DESCRIPTION**

Date: 29-Nov Department: Community Development

Project Name and Location: McCormick Blvd Median Landscaping and Sidewalk

Name of Contractor: \_\_\_\_\_

Type of Project: \_\_\_\_\_ Facility Construction [  ]

Site Acquisition [  ] Facility Repair [  ]

Vehicle/Equipment Purchase [  ] Planning/Design [  ]

Description of Project

Installation of a landscaped median in McCormick Blvd and west sidewalk

Project Benefits

The project is recommended in the Village's Beautification Opportunities Plan to improve the Village's appearance, eliminate an eyesore and increase pedestrian safety.

Implementation Schedule

Dates \_\_\_\_\_ Explanation \_\_\_\_\_

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**Project Cost Summary**

Date: 11/29/2012

Department: Community Development

Project Name and Location Edens Sidewalk and landscaping Project

<b>Cost Elements</b>	Cost to Date	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017	Y/E 2018
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair						500,000
Other Costs						
Total Project Cost						500,000
<b>Funding</b>						
Cost to Village						500,000
Grant/Donation						
Total Funding						500,000

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

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Financing Other than Current Revenue Sources and Other Information:

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Impact on Operating Costs:

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**Village of Lincolnwood - Capital Improvement Program (CIP)**

**PROJECT DESCRIPTION**

Date: 29-Nov Department: Community Development

Project Name and Location: Edens sidewalk and landscaping project

Name of Contractor: \_\_\_\_\_

Type of Project: \_\_\_\_\_ Facility Construction [ x ]

Site Acquisition [ ] Facility Repair [ ]

Vehicle/Equipment Purchase [ ] Planning/Design [ x ]

Description of Project

Installation of a sidewalk or pedestrian path and landscaping along the espressway right-of-way

Project Benefits

To improve pedestrian travel and facilities in the Village, to beautify the area and to improve the Village's image. Project is recommended in the Village's Beautification Opportunities Plan.

Implementation Schedule

Dates \_\_\_\_\_ Explanation \_\_\_\_\_

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**Project Cost Summary**

Date: 12.7.2012

Department: Community Development

Project Name and Location Lincoln Avenue Streetscape Improvements

<b>Cost Elements</b>	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017	Y/E 2018
Planning/ Design			195,470	188,100	193,380
Site, etc. Acquisition					
Vehicle/ Equipment					
Construction/ Repair		30,000	1,777,000	1,710,000.00	1,758,000
Other Costs			177,700	171,000	175,800
<b>Total Project Cost</b>		<b>30,000</b>	<b>2,150,170</b>	<b>2,069,100</b>	<b>2,127,180</b>
<b>Funding</b>					
Cost to Village		30,000	2,150,170	2,069,100	2,127,180
Grant/Donation					
<b>Total Funding</b>		<b>30,000</b>	<b>2,150,170</b>	<b>2,069,100</b>	<b>2,127,180</b>

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Project costs are an estimate provided by the engineering consultant.

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Financing Other than Current Revenue Sources and Other Information:

Financing provided through Motor Fuel Tax Fund.

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Impact on Operating Costs:

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## Village of Lincolnwood - Capital Improvement Program (CIP)

### PROJECT DESCRIPTION

Date: 11/29/2012 Department: Community Development

Project Name and Location: Lincoln Avenue Streetscape Project

Name of Contractor: Gewalt Hamilton

Type of Project: Facility Construction [  ]

Site Acquisition [  ] Facility Repair [  ]

Vehicle/Equipment Purchase [  ] Planning/Design [  ]

#### Description of Project

Carries forward the community vision enunciated by in the 2005 Task Force Report for the corridor. this plan incorporates multi-modal transportation alternatives. In addition to accommodating vehicle traffic and encouraging pedestrian use of the public right-of-way, this streetscape plan also calls for creation of dedicated bike lanes in the corridor, consistent with regional bikeway plans.

#### Project Benefits

Designated parking lanes for much of the corridor, improves pedestrian safety and pedestrian crosswalks, assists in reducing high traffic speeds of vehicles, modifies certain corridor intersections to improve public safety, minimizes parkway curb cuts and envisions completion of median landscaping, parkway restoration and installation of new street lighting and attractive pedestrian-friendly amenities.

#### Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>FY 2013-2014</u>	<u>Touhy Avenue to Tripp Avenue</u>
<u>FY 2014-2015</u>	<u>Tripp Avenue to Pratt Avenue</u>
<u>FY 2015-2016</u>	<u>Pratt Avenue to Proesel Avenue</u>
<u>FY 2016-2017</u>	<u>Proesel Avenue to Devon Avenue</u>

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Village of Lincolnwood  
 CIP - Capital Improvement Project - Department Summary  
 For The Periods as Shown

<u>Department</u>	<u>Public Works</u>				
<u>Project</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>
Sidewalk Replacement Program	80,000	85,000	90,000	95,000	100,000
Parkway Tree Planting Program Funded by: Resident reimbursement	40,000 (5,000)	40,000 (5,000)	40,000 (5,000)	40,000 (5,000)	40,000 (5,000)
Touhy Overpass for Skokie Valley Bike Trail Funded by Grant/Donation	32,000 (25,600)	110,000	1,570,000 (1,256,000)		
Bike Lane Lining and Signing Funded by Grant/Donation	13,200 (9,200)	132,000 (99,000)			
Pratt and Central Traffic Signal Funded by Grant/Donation	60,000 (45,000)	752,000 (727,000)			
Crawford Avenue Reconstruction	420,000	300,000	300,000	300,000	
Street Light Replacement Program Funded by: Transportation Improvement Funds and MFT Funds	1,178,083 (1,598,083)	1,664,850 (1,964,850)	1,579,947 (1,879,947)	1,563,940 (1,863,940)	
<b>Totals</b>	<b>140,400</b>	<b>288,000</b>	<b>439,000</b>	<b>130,000</b>	<b>135,000</b>

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**Project Cost Summary**

Date: 12/11/2012

Department: Public Works Department

Project Name and Location Sidewalk Replacement Program

<b>Cost Elements</b>	Cost to Date	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017	Y/E 2018
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		80,000	85,000	90,000	95,000	100,000
Other Costs						
Total Project Cost		80,000	85,000	90,000	95,000	100,000
<b>Funding</b>						
Cost to Village		80,000	85,000	90,000	95,000	100,000
Grant/Donation						
Total Funding		80,000	85,000	90,000	95,000	100,000

**Basis of Project Costs:**

**X Bids Received**

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

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Financing Other than Current Revenue Sources and Other Information:

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Impact on Operating Costs:

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**Village of Lincolnwood - Capital Improvement Program (CIP)**

**PROJECT DESCRIPTION**

Date: 12/11/2012 Department: Public Works Department

Project Name and Location: Sidewalk Replacement Program. Various locations- depends on staff evaluations.

Name of Contractor: Project will be bid.

Type of Project: \_\_\_\_\_ Facility Construction [  ]

Site Acquisition [  ] Facility Repair [  ]

Vehicle/Equipment Purchase [  ] Planning/Design [  ]

Description of Project

Replacement of existing concrete sidewalk and curb throughout the Village, which is dependent upon a Public Works condition rating system.

Project Benefits

Replacement of deteriorating (cracked and damaged sidewalks) pedestrian areas throughout the Village makes pedestrian walk ways more safe. In addition this reduces the possibility of trips and falls by the public.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>2013-2018</u>	<u>Sidewalks are replaced within budget availability each year.</u>

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**Project Cost Summary**

Date: 12/11/2012

Department: Public Works Department

Project Name and Location Parkway Tree Planting Program

<b>Cost Elements</b>	<b>Cost to Date</b>	<b>Y/E 2014</b>	<b>Y/E 2015</b>	<b>Y/E 2016</b>	<b>Y/E 2017</b>	<b>Y/E 2018</b>
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair						
Other Costs		40,000	40,000	40,000	40,000	40,000
Total Project Cost		40,000	40,000	40,000	40,000	40,000
<b>Funding</b>						
Cost to Village		35,000	35,000	35,000	35,000	35,000
Grant/Donation		5,000	5,000	5,000	5,000	5,000
Total Funding		40,000	40,000	40,000	40,000	40,000

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

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Financing Other than Current Revenue Sources and Other Information:

50% of the cost of new parkway trees and planting will be shared by the property owner. The Village will fund the replacement cost of trees removed from the parkway that are dead or hazardous.

Impact on Operating Costs:

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**Village of Lincolnwood - Capital Improvement Program (CIP)**

**PROJECT DESCRIPTION**

Date: 12/11/2012 Department: Public Works Department

Project Name and Location: Parkway Tree Planting Program- Various, depending upon resident requests and the Village Arborist's recommendations.

Name of Contractor: Tree Consortium

Type of Project: \_\_\_\_\_ Facility Construction [ x ]

Site Acquisition [ ] Facility Repair [ ]

Vehicle/Equipment Purchase [ ] Planning/Design [ ]

Description of Project

Planting of trees at various locations throughout the Village as per the request of residents and when the Village removes dead or hazardous trees, which is determined by the Village Arborist.  
If a resident would like to plant a new parkway tree the Village will subsidize 50% of the cost of a 2.5" caliper tree. The tree comes with a 1 year warranty.

Project Benefits

Improves aesthetics of the Village, reduces water runoff, increases the Village's tree canopy and improves the overall quality of life for the Village of Lincolnwood residents.

Implementation Schedule Dates

Explanation

2013-2018 Trees are planted within budget availability each year. Actual number of trees planted is dependent upon program popularity and number of trees removed.

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**Project Cost Summary**

Date: 12/11/2012

Department: Public Works Department

Project Name and Location Touhy Overpass for Skokie Valley Bike Trail

<b>Cost Elements</b>	Cost to Date	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017	Y/E 2018
Planning/ Design		32,000	110,000			
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair				1,570,000		
Other Costs						
<b>Total Project Cost</b>		32,000	110,000	1,570,000		
<b>Funding</b>						
Cost to Village		6,400		314,000		
Grant/Donation		25,600		1,256,000		
<b>Total Funding</b>		32,000	110,000	1,570,000		

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

The bike overpass will connect the Skokie Valley Bike Trail.

Financing Other than Current Revenue Sources and Other Information:

80% of the project cost will be funded by CMAQ funds.

Impact on Operating Costs:

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**PROJECT DESCRIPTION**

Date: 12/11/2012 Department: Public Works Department

Project Name and Location: Touhy Overpass for Skokie Valley Bike Trail

Name of Contractor: Unknown

Type of Project:		Facility Construction	[ ]
Site Acquisition	[ ]	Facility Repair	[ ]
Vehicle/Equipment Purchase	[ ]	Planning/Design	[ X ]

Description of Project

Installation of a bike overpass on Touhy Avenue from Kilpatrick Avenue to Kilbourn Avenue. The overpass will connect the Skokie Valley Bike Trail. This project was awarded funding through CMAP.

Project Benefits

Improves the ability for bicyclists to cycle on the Skokie Valley Bike Trail.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>2013</u>	<u>Phase I Engineering</u>
<u>2015</u>	<u>Phase II Engineering</u>
<u>2016</u>	<u>Construction</u>

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**Project Cost Summary**

Date: 12/11/2012

Department: Public Works Department

Project Name and Location Bike Lane Lining and Signing

<b>Cost Elements</b>	<b>Cost to Date</b>	<b>Y/E 2014</b>	<b>Y/E 2015</b>	<b>Y/E 2016</b>	<b>Y/E 2017</b>	<b>Y/E 2018</b>
Planning/ Design		13,200				
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			132,000			
Other Costs						
<b>Total Project Cost</b>		13,200	132,000			
<b>Funding</b>						
Cost to Village		4,000	33,000			
Grant/Donation		9,200	99,000			
<b>Total Funding</b>		13,200	132,000			

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Will create striping of bike lanes and associated signage along the routes. As well as storm sewer drainage grates with bicycle friendly drainage grates. Upgrades will also be made to existing traffic signals consisting of pedestrian activated push buttons and countdown signals.

Financing Other than Current Revenue Sources and Other Information:

ITEP grant which requires a 20% match by the Village.

Impact on Operating Costs:

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**PROJECT DESCRIPTION**

Date: 12/11/2012 Department: Public Works Department

Project Name and Location: Bike Lane Lining and Signing

Name of Contractor: To be determined.

Type of Project: \_\_\_\_\_ Facility Construction [ X ]

Site Acquisition [ ] Facility Repair [ ]

Vehicle/Equipment Purchase [ ] Planning/Design [ ]

Description of Project

Thermoplastic striping for bike lanes on Pratt Avenue from Central Avenue to Jarvis Avenue, Lincoln Avenue from Jarvis Avenue to Devon Avenue and East Prairie Rd. from Jarvis Avenue to Arthur Avenue. Work includes replacement of storm sewer drainage grates with bicycle friendly drainage grates. Upgrades will also be made to existing traffic signals consisting of pedestrian activated push buttons and countdown signals.

Project Benefits

Will provide regional continuity to a bikeway system between the City of Chicago and the Village of Skokie.

Implementation Schedule

Dates \_\_\_\_\_ Explanation \_\_\_\_\_

2013 \_\_\_\_\_ Design

2014 \_\_\_\_\_ Construction

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**Project Cost Summary**

Date: 12/20/2012

Department: Public Works Department

Project Name and Location Pratt and Central Traffic Signal

<b>Cost Elements</b>	Cost to Date	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017	Y/E 2018
Planning/ Design		60,000				
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			752,000			
Other Costs						
<b>Total Project Cost</b>		60,000	752,000			
<b>Funding</b>						
Cost to Village		15,000	25,000			
Grant/Donation		45,000	727,000			
<b>Total Funding</b>		60,000	752,000			

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

The traffic signal will allow vehicles to stack safely in a dedicated left hand turn lane while waiting to turn left onto Pratt Avenue to go eastbound. Vehicles will not have to yield at a green light because they will have a dedicated turn lane with an arrow to signal when they can turn safely.

Financing Other than Current Revenue Sources and Other Information:

80% of the project cost will be funded by STF funds.

Impact on Operating Costs:

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**PROJECT DESCRIPTION**

Date: 12/20/2012 Department: Public Works Department

Project Name and Location: Pratt & Central Avenue Traffic Signal

Name of Contractor: Unknown

Type of Project:		Facility Construction	[ ]
Site Acquisition	[ ]	Facility Repair	[ ]
Vehicle/Equipment Purchase	[ ]	Planning/Design	[ X ]

Description of Project

Installation of a dedicated left hand turn signal on Central Avenue going southbound to turn left on Pratt Avenue.

Project Benefits

The traffic signal will allow vehicles to stack safely in a dedicated left hand turn lane while waiting to turn left onto Pratt Avenue to go eastbound. Vehicles will not have to yield at a green light because they will have a dedicated turn lane with an arrow to signal when they can turn safely.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
--------------	--------------------

<u>2014</u>	<u>Phase II Engineering</u>
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<u>2015</u>	<u>Construction</u>
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**Village of Lincolnwood - Capital Improvement Program (CIP)**

**Project Cost Summary**

Date: 12/21/2012

Department: Public Works Department

Project Name and Location Crawford Avenue Reconstruction

<b>Cost Elements</b>	Cost to Date	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017	Y/E 2018
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		400,000	680,000	680,000	680,000	
Other Costs/ (Engineering Observation)		20,000				
<b>Total Project Cost</b>		420,000	680,000	680,000	680,000	
<b>Funding</b>						
Cost to Village		420,000	680,000	680,000	680,000	
Grant/Donation						
<b>Total Funding</b>		420,000	680,000	680,000	680,000	

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

The Cook County Highway Department (CCHD) is anticipated to begin reconstructing Crawford Avenue from Devon Avenue to Jarvis Avenue during 2013. The project will include reconstruction of the road. The Village will also be included several capital projects to be incorporated within their project. The capital projects include: Fire Hydrant replacement of 11 hydrants on Crawford, water main replacements, the addition of a flow meter, replacement of street lights and sidewalks.

Financing Other than Current Revenue Sources and Other Information:

\$1,108,950 from Water & Sewer Fund

\$815,470 from Transportation Improvement Fund

\$75,000 from Motor Fuel Tax

Impact on Operating Costs:

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**PROJECT DESCRIPTION**

Date: 12/21/2012 Department: Public Works Department

Project Name and Location: Crawford Avenue Reconstruction

Name of Contractor: Unknown

Type of Project: \_\_\_\_\_ Facility Construction [ X ]

Site Acquisition [ ] Facility Repair [ ]

Vehicle/Equipment Purchase [ ] Planning/Design

Description of Project

The Cook County Highway Department (CCHD) is anticipated to begin reconstructing Crawford Avenue from Devon Avenue to Jarvis Avenue during 2013. The project will include reconstruction of the road. The Village will also be included several capital projects to be incorporated within their project. The capital projects include: Fire Hydrant replacement of 11 hydrants on Crawford, water main replacements, the addition of a flow meter, replacement of street lights and sidewalks.

Project Benefits

The project will have several benefits which include: new wider roadway, new break away street lights, new fire hydrants and replacement of deteriorating sidewalk.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>2014</u>	<u>Construction</u>
<u>2015</u>	<u>Construction</u>

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**Project Cost Summary**

Date: 12/11/12

Department: Public Works Department

Project Name and Location Street Lighting

Cost Elements	Cost to Date	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017	Y/E 2018
Planning/ Design			217,154	206,080	203,992	-
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		1,178,083	1,447,696	1,373,867	1,359,948	-
Other Costs						
<b>Total Project Cost</b>		1,178,083	1,664,850	1,579,947	1,563,940	-
<b>Funding</b>						
Cost to Village		1,178,083	1,664,850	1,579,947	1,563,940	-
Grant/Donation						
<b>Total Funding</b>		1,178,083	1,664,850	1,579,947	1,563,940	-

**Basis of Project Costs:**

**X Bids Received**

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Financing Other than Current Revenue Sources and Other Information:

Funded by the Village Transportation Improvement Fund, Motor Fuel Tax Funds and Tax Increment Financing Funds.

Impact on Operating Costs:

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**PROJECT DESCRIPTION**

Date: 12/11/2012 Department: Public Works Department

Project Name and Location: Village Street Lighting

Name of Contractor: Undetermined- project will be bid.

Type of Project:		Facility Construction	[ <input type="checkbox"/> ]
Site Acquisition	[ <input type="checkbox"/> ]	Facility Repair	[ <input checked="" type="checkbox"/> ]
Vehicle/Equipment Purchase	[ <input checked="" type="checkbox"/> ]	Planning/Design	[ <input checked="" type="checkbox"/> ]

Description of Project

5 year streetlight replacement program. Replacement of street lights, poles and wiring with new black , cobra head style street light poles on Touhy, Lincoln, Cicero, McCormick, Pratt, Devon and Crawford Avenues.

Project Benefits

Will provide light for pedestrians and motorists along streets that are currently not lit as well as replacement of old concrete street light poles that are cracked at their base and have corroded bolts. The project stems from a need to replace outdated poles with IDOT approved lighting.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
FY 2013-2014	Pratt Avenue (Non-TIF)
FY 2014-2015	Touhy Avenue (TIF and Non-TIF) McCormick (Non-TIF)
FY 2015-2016	Lincoln Avenue
FY 2016-2017	Devon Avenue and Crawford Avenue

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Village of Lincolnwood  
 CIP - Capital Improvement Project - Department Summary  
 For The Periods as Shown

<u>Department</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>
Parks & Recreation					
<b><u>Project</u></b>					
<b>ComEd Bike Path Development</b>					
Bike Path/Overpass Design and Construct.	218,000	110,000	785,000	785,000	
Grant Funding - 80% (CMAQ)	(174,400)	(88,000)	(628,000)	(628,000)	
Union Pacific Land Acquisition	5,055,000				
Grant Funding	(4,028,000)				
Union Pacific Bike Path Development		825,000			
Grant Funding		(688,000)			
<b>Community Center</b>					
Possible Acquisition/Renovation			2,700,000	2,700,000	
Possible Grant Funding - 50%				(2,700,000)	
<b>Playground Replacement Program</b>					
Possible Grant Funding - 50%	100,000	120,000	200,000	120,000	120,000
	(Drake)	(O'Brien)	(Proesel)	(Flowers)	(GG Rowell)
<b>Channel Runne Park</b>					
Project Phase III			300,000		
(Shelter w/ restrooms, lookout over channel, nature path)			(150,000)		
Possible Grant Funding - 50%					
<b>Proesel Park Aquatic Center Renovations</b>					
New Kiddie Pool Slide (2013-2014)	30,000	110,000	185,000	550,000	1,500,000
Possible Grant Funding - 50%					(1,500,000)
<b>Totals</b>	<b>1,200,600</b>	<b>389,000</b>	<b>3,292,000</b>	<b>827,000</b>	<b>120,000</b>

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**Project Cost Summary**

Date: 12/26/2012

Parks and Recreation

Project Name and Location

Commonwealth Edison Bike Path and Overpass

<b>Cost Elements</b>	Cost to Date	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017	Y/E 2018
Planning/ Design		218,000	110,000	60,000	60,000	
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair				725,000	725,000	
Other Costs						
<b>Total Project Cost</b>			110,000	785,000	785,000	
<b>Funding</b>						
Cost to Village	130,000	43,600	22,000	157,000	157,000	
Grant/Donation		174,400	88,000	628,000	628,000	
<b>Total Funding</b>		218,000	110,000	785,000	785,000	

**Basis of Project Costs:**

Engineer, Architect, Etc.

Comparable Costs

Other Basis

Discuss Basis of Project Costs:

This land will be utilized through a lease with ComEd.

A bike and pedestrian path will be developed with site amenities such as benches and waste receptacles. Future plans for the site include a dog park.

An overpass will be constructed over Touhy Avenue for pedestrian and bike usage. The overpass may also serve as a gateway for those entering Lincolnwood off the Edens.

Financing Other than Current Revenue Sources and Other Information:

Both the construction of the bike path and the overpass will be funded through the Congestion Mitigation Air Quality (CMAQ) grant program, covering 80% of the project cost.

Impact on Operating Costs:

The land will be maintained by Public Works staff unless an arrangement can be made with any new developments along or adjacent to the path.

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**PROJECT DESCRIPTION**

Date: 12/26/2012 Department: Parks and Recreation

Project Name and Location: ComEd Bike Path Development and Touhy Overpass

Name of Contractor: TBD

Type of Project:		Facility Construction	<input checked="" type="checkbox"/>
Site Acquisition	<input type="checkbox"/>	Facility Repair	<input type="checkbox"/>
Vehicle/Equipment Purchase	<input type="checkbox"/>	Planning/Design	<input checked="" type="checkbox"/>

Description of Project

As part of the Village Bikeway plan, The Village will negotiate a lease for the ComEd right-a-way that runs from Devon to Jarvis. A bike path will meander down the length of the right-of-way, adjacent to the service road. The bike/pedestrian path will be an asphalt path with a limestone screening shoulder on each side. The path will connect to the already established Sauganash Trail in Chicago that terminates at Devon. In 2011 the Village was notified that a Congestion Mitigation Air Quality (CMAQ) grant was approved to fund 80% of the cost of an overpass over Touhy for use by pedestrians and cyclists using the path.

Project Benefits

The path will allow for non-vehicular passage through Lincolnwood from Chicago. It will allow for connectivity to other on-street and off-street trails, thus decreasing pollution and providing opportunities for exercise and the enjoyment of nature. Skokie is continuing the path through their boundaries and a six mile stretch is planned through the Northbrook/Wilmette area leading to the Lake County line.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
2012	Conceptual Plan, Phase I engineering
2013	Phase II engineering/Environmental Test/Development of Bid Documents
2013	Award Bid, Start Construction

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**Project Cost Summary**

Date: 12/26/2012

Parks and Recreation

Project Name and Location

Union Pacific Bike Path Development

<b>Cost Elements</b>	<b>Cost to Date</b>	<b>Y/E 2014</b>	<b>Y/E 2015</b>	<b>Y/E 2016</b>	<b>Y/E 2017</b>
Planning/ Design		55,000			
Site, etc. Acquisition*		5,000,000			
Vehicle/ Equipment					
Construction/ Repair			825,000		
Other Cost					
<b>Total Project Cost</b>		<b>5,055,000</b>	<b>825,000</b>		
<b>Funding</b>					
Cost to Village		1,027,000	137,000		
Grant/Donation		4,028,000	688,000		
<b>Total Funding</b>		<b>5,055,000</b>	<b>825,000</b>		

**Basis of Project Costs:**

Engineer, Architect, Etc.

Comparable Costs

Other Basis

Discuss Basis of Project Costs:

The Village will acquire the Union Pacific Railway as it runs from Devon to Touhy. A bike path will be constructed in accordance with the Village Bikeway Plan. The proposed bike path will eventually connect to on-street bike routes, as well as the proposed off-street bike path that will be constructed on the Union Pacific Railway within the Chicago boundaries. The total off-street bike path, once it is constructed, will be approximately 2.5 miles within Chicago and Lincolnwood.

\* Actual cost of property will depend on the results of the appraisal.

Financing Other than Current Revenue Sources and Other Information:

The Village received a grant for acquisition of the property from the federal government under the Congestion Mitigation Air Quality (CMAQ) program which will cover 80% of the cost of acquisition.

In 2011 the Village was notified that a Congestion Mitigation Air Quality (CMAQ) grant was awarded to fund 80% of the construction of the trail once the land is acquired.

The Village's portion of the project will be done utilizing TIF funds.

Impact on Operating Costs:

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**PROJECT DESCRIPTION**

Date: 12/20/2012 Department: Parks and Recreation

Project Name and Location: Union Pacific Railway Bike Path Development

Name of Contractor: TBD

Type of Project:		Facility Construction	[ X ]
Site Acquisition	[ X ]	Facility Repair	[ ]
Vehicle/Equipment Purchase	[ ]	Planning/Design	[ X ]

Description of Project

As part of the Village Bikeway plan, The Village will negotiate to purchase the Union Pacific Railway that runs from Devon to Touhy. A petition has been filed with the Surface Transportation Board to stop the abandonment process so the property can potentially be used for a trail. Eventually, a path will meander down the length of the former railroad connecting to on-street bike routes and the off-street paths along the channel. A portion of the Union Pacific land will be used to extend the public works yard. This will be accomplished through a public use petition with the federal government. The UP Bike Path will connect to planned trails on the railroad in Chicago, as well.

Project Benefits

The path will allow for non-vehicular passage through Lincolnwood from area suburbs and Chicago. It will provide connectivity to existing and proposed paths, both on-street and off-street.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
2011	Conceptual Plan, Phase I engineering
2012	Phase II engineering/Environmental Test/Appraisal and Negotiation
2013	Purchase
2015	Final Design/Development of Bid Documents
2015	Construction of Bike Path

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**Project Cost Summary**

Date: 12/26/2012 Department: Parks and Recreation

Project Name and Location Community Center Renovation or Construction

<b>Cost Elements</b>	Cost to Date	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017	Y/E 2018
Planning/ Design				2,700,000	2,700,000	
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair						
Other Costs						
Total Project Cost				2,700,000	2,700,000	
<b>Funding</b>						
Cost to Village				2,700,000	-	
Grant/Donation					2,700,000	
Total Funding				2,700,000	2,700,000	

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Based in the findings of the feasibility study, staff would proceed with one of the options, as determined by the Village Board. Schematic drawings will be looked at to make sure they still meet the needs of the Village. Construction drawings will be created. The project will be completed over two fiscal years.

Financing Other than Current Revenue Sources and Other Information:

In the event the state announces another PARC (Parks and Recreation Construction) grant cycle, staff will investigate submitting an application for assistance with funding. These grants can cover 50-80% of the cost up to \$2.5 million. This grant is administered by the Illinois Department of Natural Resources.

Impact on Operating Costs:

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**PROJECT DESCRIPTION**

Date: 12/26/2012 Department: Parks and Recreation

Project Name and Location: Community Center Renovation or Replacement

Name of Contractor: \_\_\_\_\_

Type of Project: \_\_\_\_\_ Facility Construction [ **X** ]

Site Acquisition [ ] Facility Repair [ ]

Vehicle/Equipment Purchase [ ] Planning/Design [ ]

Description of Project

In 2008 a feasibility study was done of the current Community Center facility located on the Village Hall campus. Focus groups and community input sessions were held to determine whether the current facility was meeting the needs of the community center. Based on the findings of the report three options were presented; two which involved the renovation of the current building, one involving demolishing the current structure and starting over. While the funds budgeted above are relative to the options in the plan, staff continues to pursue other venues and partnerships in the community that might serve the same need.

Project Benefits

Increasing programming space in the Community Center allows for offering additional programs and services to the residents of the region, resulting in additional positive public relations and revenue. Community Centers, in general, provide a central meeting place for the residents and build unity among residents of the Village and area.

Implementation Schedule

Dates \_\_\_\_\_ Explanation \_\_\_\_\_

2016 Design, engineer and start construction

2017 Completed construction and furnish building

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**Project Cost Summary**

Date: 12/20/2012

Department: Parks and Recreation

Project Name and Location Drake Park Renovation

<b>Cost Elements</b>	Cost to Date	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017	Y/E 2018
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		100,000	120,000	200,000	120,000	120,000
Other Costs						
<b>Total Project Cost</b>		100,000	120,000	200,000	120,000	120,000
<b>Funding</b>						
Cost to Village		100,000	120,000	100,000	120,000	120,000
Grant/Donation				100,000		
<b>Total Funding</b>		100,000	120,000	200,000	120,000	120,000

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

This project is part of the effort to update and renovate park structures. Many of the parks were last updated in the same timeframe, so they are desperately in need of renovation to comply with national playground safety standards and the Americans with Disabilities Act.

Drake Park will be renovated in 2014, followed by O'Brien in 2015,  
Proesel in 2015, Flowers in 2016 and GG Rowell in 2017.

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

This is a drop-in facility, so no revenue is generated.

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**PROJECT DESCRIPTION**

Date: 12/20/2012 Department: Recreation

Project Name and Location: Park Replacement Program

Name of Contractor: TBD

Type of Project: Facility Construction [ **X** ]

Site Acquisition [ ] Facility Repair [ ]

Vehicle/Equipment Purchase [ **X** ] Planning/Design [ **X** ]

Description of Project

All of the neighborhood parks were updated around the same time and all are becoming outdated and in some cases, ammenities in the parks such as playgrounds, fences are unsafe and are not in compliance with national playground standards and the Americans with Disabilities Act. Drake Park is the next park that needs to be renovated in the Park Replacement Program.

So far, Columbia, Kildare, Goebelt, Rossi, Springfield and Kenneth have been renovated.

Project Benefits

The parks will be updated with new equipment and will meet national safety and ADA standards.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>2014</u>	<u>Drake Park</u>
<u>2015</u>	<u>O'Brien</u>
<u>2016</u>	<u>Proesel</u>
<u>2017</u>	<u>Flowers</u>
<u>2018</u>	<u>GG Rowell</u>

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**Project Cost Summary**

Date: 3/13/2013

Department: Parks & Recreation

Project Name and Location Centennial Park Development (formerly Channel Runne)

<b>Cost Elements</b>	Cost to Date	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017	Y/E 2018
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair				300,000		
Other Costs						
Total Project Cost				300,000		
<b>Funding</b>						
Cost to Village				200,000		
Grant/Donation				100,000		
Total Funding				300,000		

**Basis of Project Costs:**

Comparable Costs                      Bids Received                      Engineer, Architect, Etc.  
    Contractor/Vendor Estimate                      Other Basis

Discuss Basis of Project Costs:

The phases are outlined in the Channel Runne Master Plan. Phase II included the development of an outdoor amphitheatre with handicapped accessible path, fishing platform that doubles as a stage. A disc golf course is also included on the site, as well as a parking lot. Phase III includes a shelter/restroom facility, nature path and lookout over the channel.

Financing Other than Current Revenue Sources and Other Information:

Illinois Dept. of Natural Resources OSLAD Grant for Phase II  
 Staff will pursue grant funding for Phase III

Impact on Operating Costs:

Staff will be programming the site as soon as phase II is complete. Other than special events, such as concerts, programs will be supported through fees. The shelter will be a fee-based rental facility.

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**PROJECT DESCRIPTION**

Date: 3/13/2013 Department: Parks and Recreation

Project Name and Location: Centennial Park Development (formerly Channel Runne)

Name of Contractor: \_\_\_\_\_

Type of Project: \_\_\_\_\_ Facility Construction [ X ]

Site Acquisition [ ] Facility Repair [ X ]

Vehicle/Equipment Purchase [ ] Planning/Design [ X ]

Description of Project

Complete phase III of development of Channel Runne Park which includes a nature path,  
a shelter/restroom facility and a scenic outlook over the channel. Fifty percent of the cost of  
will be covered through funded acquired by a grant, possibly the OSLAD program through the  
Illinois Department of Natural Resources

Project Benefits

If constructed, the shelter will serve as a rental site for picnics and special activities and will  
provide a revenue source for the department. Staff wil continue to pursue grant opportunities for  
this project.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>2013</u>	<u>Construction of Phase II</u>
<u>2015</u>	<u>Construction of Shelter/Restroom Facility, Nature path and scenic lookout</u>

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**Project Cost Summary**

Date: 12/26/2012 Department: Parks and Recreation

Project Name and Location Proesel Park Aquatic Center Renovations

Cost Elements	Cost to Date	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017	Y/E 2018
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment				150,000	50,000	
Construction/ Repair		30,000	110,000	35,000	500,000	1,500,000
Other Costs						
Total Project Cost		30,000	110,000	185,000	550,000	1,500,000
<b>Funding</b>						
Cost to Village		30,000	110,000	185,000	550,000	-
Grant/Donation						1,500,000
Total Funding		30,000	110,000	185,000	550,000	1,500,000

**Basis of Project Costs:**

Engineer, Architect, Etc.

Comparable Costs

550000

Other Basis

Discuss Basis of Project Costs:

There have been chips and cracks in the fiberglass of the kiddie slide which have been repaired by Public Works for a number of years. It is time to replace the slide to ensure a safe environment for the youngest users of the facility.

The bathhouse will need renovation before too long. The plumbing is in poor shape. Family dressing rooms and toilets will be added as part of the renovation. The bathhouse wasn't renovated in 2004 when the pool was renovated. Slides have to be repaired to replaced to meet safety standards.

Financing Other than Current Revenue Sources and Other Information:

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Impact on Operating Costs:

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## Village of Lincolnwood - Capital Improvement Program (CIP)

### PROJECT DESCRIPTION

Date: 12/20/2012 Department: Parks and Recreation

Project Name and Location: Proesel Park Aquatic Center Renovations

Name of Contractor: TBD

<u>Type of Project:</u>	Facility Construction	[ <b>X</b> ]
Site Acquisition	[ ]	[ <b>X</b> ]
Vehicle/Equipment Purchase	[ <b>X</b> ]	[ ]
	Planning/Design	[ ]

Description of Project

A ten-year capital plan was developed for the pool. While the pool was renovated in 2004, the bathhouse was not, which is why we will be planning a much-needed renovation in future years. Updates, repairs and added features have been planned to keep the pool safe, ADA compliant and appealing to our customers.

In 2013 the Kiddie Slide will be replaced. Cracks and broken fiberglass have been repaired for a number of years, putting off the cost of replacement. We can no longer repair the slide. It is time to replace the item, ensuring a safe environment for the young users of our facility.

Project Benefits

Updates and renovations will keep the pool safe, appealing and up to ADA standards. This is one of our most valuable assets in the Parks and Recreation Department and by planning for the future it will remain a viable facility and will be able to support its operations through fees. The pool was renovated in 2004 and the estimated life of a pool is approximately 30 years, which means the "new" pool is almost 1/3 through its useful life.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
2013	I/T Fiber Connection
2014	Kiddie Slide Replacement
2015	Video Surveillance
2015	Vortex Play Feature
2016	Cooling Zone
2016	Shade Structures
2016	Waterslide Repair/Replacement
2017	Locker Room Renovations
2017	Turn styles at Front Desk
2018	Pool Expansion

Village of Lincolnwood  
 CIP - Capital Improvement Project - Department Summary  
 For The Periods as Shown

<u>Department</u>	<u>Public Works / NEID</u>				
<u>Project</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>
Trees and Sidewalks	30,000	30,000	30,000	30,000	30,000
<b>Totals</b>	<b><u>30,000</u></b>	<b><u>30,000</u></b>	<b><u>30,000</u></b>	<b><u>30,000</u></b>	<b><u>30,000</u></b>

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**Village of Lincolnwood - Capital Improvement Program (CIP)**

**Project Cost Summary**

Date: 12/11/2012

Department: Public Works / NEID TIF

Project Name and Location Parkway Tree Planting and Sidewalk Installation

<b>Cost Elements</b>	<b>Cost to Date</b>	<b>Y/E 2014</b>	<b>Y/E 2015</b>	<b>Y/E 2016</b>	<b>Y/E 2017</b>	<b>Y/E 2018</b>
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair						
Other Costs						
<b>Total Project Cost</b>		30,000	30,000	30,000	30,000	30,000
<b>Funding</b>						
Cost to Village Grant/Donation						
<b>Total Funding</b>		30,000	30,000	30,000	30,000	30,000

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Plant trees and install or replace deteriorating sidewalks at various parkway locations throughout the TIF district (\$15,000 sidewalks, \$15,000 trees).

Financing Other than Current Revenue Sources and Other Information:

NEID TIF Funds

Impact on Operating Costs:

Ongoing PW maintenance and operating costs

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**PROJECT DESCRIPTION**

Date: 12/11/2012 Department: Public Works

Project Name and Location: Parkway Tree Planting Program  
Various Locations dependent upon resident requests  
Name of Contractor: Tree Consortium

Type of Project:		Facility Construction	[ X ]
Site Acquisition	[ ]	Facility Repair	[ ]
Vehicle/Equipment Purchase	[ ]	Planning/Design	[ ]

Description of Project

Planting of trees at various locations throughout TIF areas within the Village.  
Trees come with a 1 year warranty.  
Construction of new concrete sidewalk and curb throughout the TIF areas of the Village  
Construction of a new concrete sidewalk from Touhy (mall entrance) east to McCormick and south to Pratt Avenue.

Project Benefits

Improves aesthetics of Village, reduces water runoff, and improves quality of life.  
Makes pedestrian areas throughout the Village safer by having a safe walkway.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>2013/2018</u>	<u>Trees are planted within budget availability every year.</u> <u>Sidewalks are installed within budget availability every year.</u>

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Village of Lincolnwood  
 CIP - Capital Improvement Project - Department Summary  
 For The Periods as Shown

<u>Department</u>	<u>Water Fund</u>				
<u>Project</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>
Sewer Televising Improvements	346,500	275,000			
Stormwater Improvements- Various Locations	190,000	2,000,000	2,000,000	2,000,000	
Crawford Avenue- Water Mains, Hydrants and Flow Meter		380,000	380,000	380,000	
<b>Totals</b>	<b>536,500</b>	<b>2,655,000</b>	<b>2,380,000</b>	<b>2,380,000</b>	<b>-</b>

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**Project Cost Summary**

Date: 12/11/2012

Department: Public Works Department

Project Name and Location Sewer Televising Improvements

<b>Cost Elements</b>	Cost to Date	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017	Y/E 2018
Planning/ Design		31,500	25,000			
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		315,000	250,000			
Other Costs						
<b>Total Project Cost</b>		346,500	275,000			
<b>Funding</b>						
Cost to Village		346,500	275,000			
Grant/Donation						
<b>Total Funding</b>		346,500	275,000			

**Basis of Project Costs:**

**X Bids Received**

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

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Financing Other than Current Revenue Sources and Other Information:

All costs will be paid for out of water and sewer funds.

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Impact on Operating Costs:

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**Village of Lincolnwood - Capital Improvement Program (CIP)**

**PROJECT DESCRIPTION**

Date: 12/11/2012 Department: Public Works

Project Name and Location: Sewer Televising Improvements

Name of Contractor: To be determined once the project is bid.

Type of Project: \_\_\_\_\_ Facility Construction [  ]

Site Acquisition [  ] Facility Repair [  ]

Vehicle/Equipment Purchase [  ] Planning/Design [  ]

Description of Project

In 2009 the Village conducted televising of its 213,719 linear feet of combined sewer system to determine its condition and whether or not repairs and/or additional cleaning was needed. This process is recommended by the American Public Works Association to be completed every 10-12 years. Upon completion of televising the Village Engineer developed a report which included a four year capital improvement program for repairs and/or replacements of approximately 7,062 linear feet of combined sewer. The project has been spread out over a four year period.

Project Benefits

By repairing and/or replacing poor sewer lines the Village will reduce the likelihood of sewer collapses in the Village sewer as well as sewer clogs that could lead to flooding concerns.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
FY 2013-2014	Cured in place lining of 2,628 linear feet of sewer
FY 2014-2015	Miscellaneous repairs/manholes/other replacements

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**Project Cost Summary**

Date: 12/11/2012

Department: Public Works Department

Project Name and Location Stormwater Improvements-Berms and Restrictors

<b>Cost Elements</b>	Cost to Date	Y/E 2014	Y/E 2015	Y/E 2016	Y/E 2017	Y/E 2018
Planning/ Design		190,000				
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			2,000,000	2,000,000	2,000,000	
Other Costs						
<b>Total Project Cost</b>		190,000	2,000,000	2,000,000	2,000,000	
<b>Funding</b>						
Cost to Village		190,000	2,000,000	2,000,000	2,000,000	
Grant/Donation						
<b>Total Funding</b>		190,000	2,000,000	2,000,000	2,000,000	

**Basis of Project Costs:**

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Design of berms and restrictors for the Village's stormwater management plan to increase the Village's level of stormwater protection to a 10 year event.

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

**Village of Lincolnwood - Capital Improvement Program (CIP)**

**PROJECT DESCRIPTION**

Date: 12/11/2012 Department: Public Works Department

Project Name and Location: Stormwater Improvements-VariouS Locations

Name of Contractor: Unknown

Type of Project: \_\_\_\_\_ Facility Construction [ ]

Site Acquisition [ ] Facility Repair [ ]

Vehicle/Equipment Purchase [ ] Planning/Design [X]

Description of Project

Stormwater improvements in various locations. These improvements are a result of the Village's stormwater modeling program which resulted in recommendations to increase the Village's stormwater level of protection to a 10 year event. Numerous projects are recommended as part of this plan. The projects will occur over time and will be part of future capital projects such as street resurfacing. The project budgeted for FY 2013-2014 is to design berms and restrictors to maximize the use of street storage during rain events.

Project Benefits

Improves the overall quality of life for the Village of Lincolnwood residents by increasing the Village's stormwater protection during a 10 year rain event.

Implementation Schedule

Dates \_\_\_\_\_ Explanation \_\_\_\_\_

2013 \_\_\_\_\_ Design

2015-2017 \_\_\_\_\_ Construction

Village of Lincolnwood  
**CIP - Capital Vehicles/Equipment - Department Summary**  
 For The Periods as Shown

Department	F/Y	F/Y	F/Y	F/Y	F/Y	F/Y	Total
Fire Department	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018		
Replacement Pumper		513,102					513,102
Air Pack compressor, Fill Station 4 bottles		65,000					65,000
Replacement Ambulance				249,179			249,179
Ford F250 Pickup 4X4					58,455		58,455
Air Pack, Masks, Cylinders	140,000						140,000
<b>Police Department</b>							
Replacement of Police Vehicles	66,000	94,500	94,500	94,500	94,500		444,000
<b>Public Works Department</b>							
Small pick-up with bucket (Streets)	37,500						37,500
Small pick-up with bucket (Water)	37,500						37,500
Small Chipper (Streets)			28,500				28,500
Sewer Televising Equipment (Water)			100,000				100,000
Truck 11	125,000						125,000
Vac-Con (sewer cleaning truck)		400,000					400,000
Truck 18				125,000			125,000
Street Sweeper #2 (Streets)					400,000		400,000
<b>Totals</b>	<b>406,000</b>	<b>1,072,602</b>	<b>223,000</b>	<b>468,679</b>	<b>552,955</b>		<b>2,723,236</b>

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