

VILLAGE of LINCOLNWOOD, ILLINOIS

OPERATING BUDGET



**FOR THE FISCAL YEAR
MAY 1, 2015 THROUGH APRIL 30, 2016**



Village of Lincolnwood

2015-2016 Budget

Village Board of Trustees

Gerald C. Turry, President

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**Village of Lincolnwood
Illinois**

For the Fiscal Year Beginning

May 1, 2014

Executive Director

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CAPITAL IMPROVEMENT PROGRAM

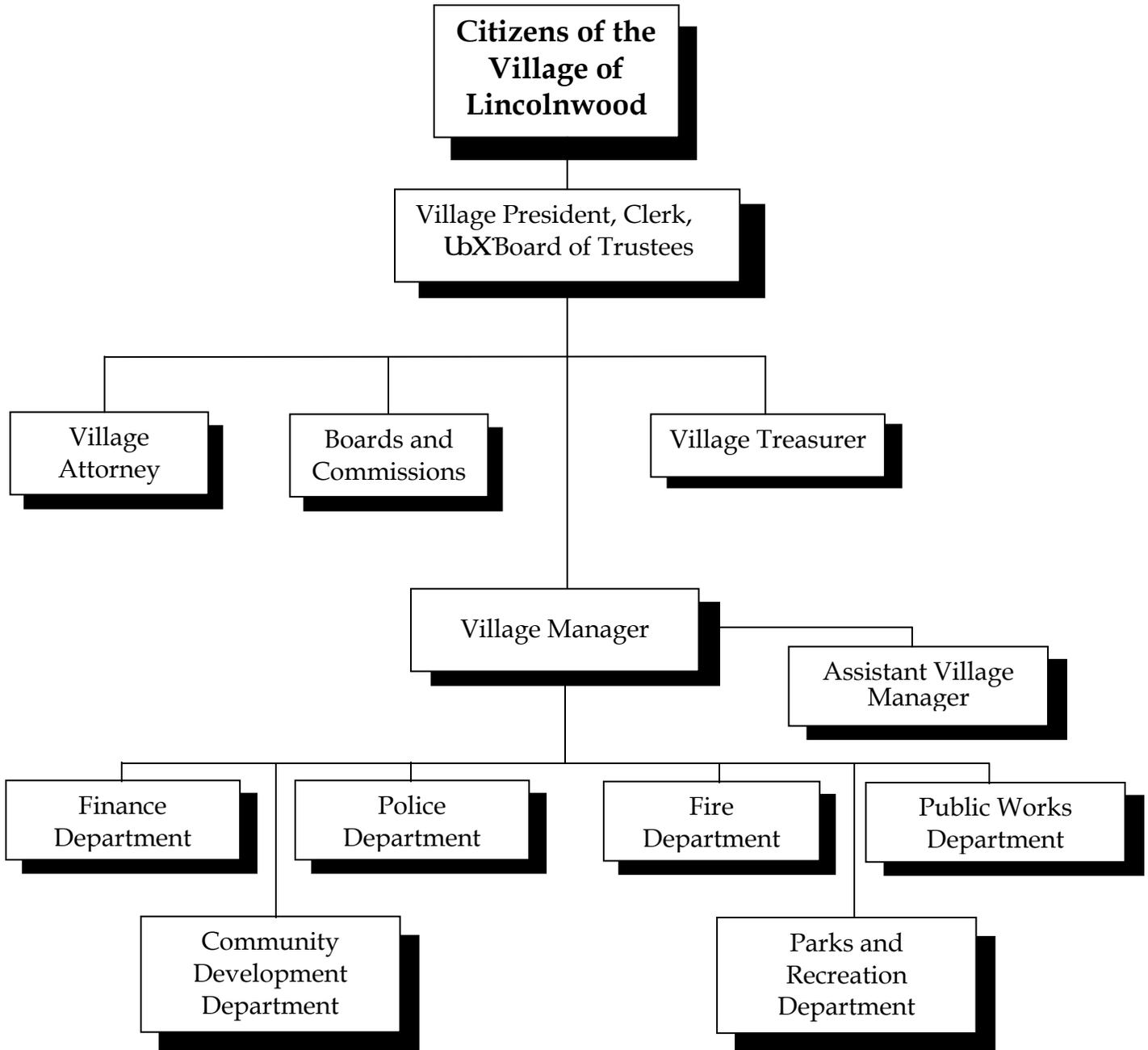
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VILLAGE OF LINCOLNWOOD
Fiscal Year 2015/16
Organizational Chart
Elected and Appointed Officers



**VILLAGE OF LINCOLNWOOD
FY2015-16 BUDGET**

BUDGET OVERVIEW

The Fiscal 2016 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 2016 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 2016 budget message which provides an overview of Fiscal 2015 year-end results and an overview of the proposed Fiscal 2016 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 proposed Fiscal 2016 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

VILLAGE PRESIDENT

Gerald C. Turry

VILLAGE CLERK

Beryl Herman

VILLAGE MANAGER

Timothy C. Wiberg



TRUSTEES

Barry Bass

Ronald S. Cope

Lawrence A. Elster

Craig L. Klatzco

Jesal B. Patel, Sr.

Jennifer G. Spino

May 1, 2015

TO: President Turry and Members of the Village Board

SUBJECT: **Adopted Budget for Fiscal Year 2015/16 (Fiscal 2016)**

On behalf of the entire staff, I am pleased to present the adopted Village of Lincolnwood Fiscal 2016 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 9, 2015 Budget Workshop and furthers the initiatives in the 2014 – 2016 Strategic Planning Report which was adopted by the Village Board on May 6, 2014. The Village Board's Finance Committee met on February 25, 2015 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 17, 2015.

The total budget adopted for Fiscal 2016 is \$39,390,828. This represents an increase of 18.1% from last year's budget. A significant reason for this increase is the anticipated purchase of the Union Pacific right-of-way during the upcoming Fiscal Year from the Northeast Industrial Tax Increment Financing (TIF) District Fund, which will be converted into a recreational path and passive open space. The General Fund operating budget is \$20,404,689, which amounts to an increase of 4.4% over last year's adopted budget. The financial condition of the Village remains strong despite the continued uneven economic recovery the United States and local economies are experiencing, and the General Fund budget, as presented, is balanced with 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 as planned.

Fiscal 2015 Review

Last year's Budget Message suggested that Fiscal 2015 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 seven years ago, other revenues continue to increase. Economic development has shown some improvement as evidenced by a continued increase in building permits and business licenses, and most significantly, development plans have been submitted for the major redevelopment of the former Purple Hotel site into an ambitious mixed-use development. The Village continued to carefully monitor revenues and held expenditures at or below budgeted amounts.



TREE CITY USA



Other Items of Note in Fiscal 2015

- The Village again received the distinguished budget presentation and excellence in financial reporting awards from the Government Finance Officers Association.
- The Village adjusted its staffing levels of full-time employees by hiring one Police Officer to enhance traffic enforcement. The Village had previously frozen one Police Officer position in 2009 in response to the recession of 2008-10.
- The Village replaced the playground equipment at Charles L. O'Brien Park as part of our Playground Replacement Program.
- The Village replaced street lights on Pratt Avenue outside of the Northeast Industrial TIF District with new Light-Emitting Diode (LED) lighting which requires less street light poles and utilizes less electricity. This is part of a multi-year street-light replacement program focusing on all major thoroughfares in the Village.
- The Village completed a multi-jurisdictional project consisting of a new dedicated left-turn lane and new traffic signals at the Pratt Avenue and Central Avenue intersection, involving the City of Chicago and the Village of Skokie that reduced congestion and improved pedestrian access in that area.
- The Village installed a fiber optic line that connects the Public Works Facility to the Municipal Center and consolidated three wireless connections, significantly enhancing network speeds, improved the stability of security camera feeds, and improved the sound quality of telephone calls to customers.
- The Village completed a four-year Sewer System repair program that was the result of the sewer system televising that was performed in Fiscal 2011.
- The Village upgraded its financial enterprise software system to its latest ".NET" version providing additional service enhancements and increasing staff productivity.
- Village staff worked with Cook County in reconstructing Crawford Avenue. The Village took advantage of the County's project to complete critical infrastructure upgrades including the replacement of a 90 year-old water main, replaced streetlights and fire hydrants and installed new sidewalks. This project will continue and be completed in Fiscal 2016.

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

Fiscal 2016 Key Issues

The Fiscal 2016 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.

On February 21, 2012 the Strategic Planning Report for 2012 – 2014 was adopted by the Village Board. On May 6, 2014 the Village Board adopted a new Strategic Plan thus creating new goals and objectives. 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 2016 budget will help achieve these goals:

- 1) Continue development of Shoppes at Lincoln Pointe – creating a positive community impression and implications

On March 4, 2014 North Capital Group, LLC presented its updated development plans to the Village Board for a mixed-use, high-end hotel operation at 4500 Touhy Avenue. The proposed name for the development is the “Shoppes at Lincoln Pointe.” The Plan Commission, Economic Development Commission, and Village Board will oversee the final stages of this legislative review in Fiscal 2016. If approved it is estimated that this project will be complete within two years.

- 2) Continue development and implementation of the Capital Improvement Plan

The Village’s Capital Improvement Plan is included in the adopted budget and it contains the capital priorities identified by the Village Board.

- 3) Maintain the Village’s relatively low real-estate property tax rate

The Village continues its practice of optimizing non-General Fund revenues to support ongoing operations. The adopted budget includes funds in the Tax Increment Financing District budgets to improve the Business Districts with the goal of creating a more conducive environment to attract private investment. In addition, grant funding will be utilized to develop two new recreation trails, construct a new overpass for Touhy Avenue, and to pursue streetscape enhancements for Devon Avenue. Finally, the Village continues to operate a Parks and Recreation Department (while most area communities burden taxpayers with a separate Park District) that derives more than half of its operating revenue from program fees.

- 4) Continue the Village’s realistic fiscal policy

Staff estimates revenues conservatively and expenses for each year based on local, regional and global economic trends. Through continued careful financial planning the Village carries a very low debt load which will result in the Village’s General Fund being completely debt free by Fiscal Year 2018.

- 5) Reexamine and create a new Comprehensive Plan

In Fiscal 2015 the Village engaged Houseal Lavigne Associates and appointed an Ad-hoc Committee to develop a new Comprehensive Plan. The budget for this project is \$50,000 with the first half being budgeted in Fiscal 2015 and the second half being budgeted in Fiscal 2016. This project will be complete in Fiscal 2016.

- 6) Study and establish a comprehensive transportation plan – (incorporate Devon Avenue transportation to Edgebrook and Jefferson Park)

In Fiscal 2015, staff and the Village Board met with CTA and PACE representatives to discuss public transportation options to connect the Village to other inter-modal transportation hubs. Staff conducted a citizen survey to gauge the level of interest in establishing new bus routes in the Village and the Board has directed staff to research options for establishing a fixed bus route in the Village.

- 7) Finalize the Village’s Stormwater Management Plan

The Fiscal 2016 budget includes \$410,000 to engineer and construct berms and underground restrictors in the southeast area of the Village (“pilot” area), to gauge the impact of utilizing the public streets as temporary water storage during heavy rainfalls. Once this pilot program is implemented additional analysis will be undertaken to determine the next appropriate sewer system improvements.

- 8) Consider the creation of a new Tax Increment Financing District in the Devon/Lincoln area

The Devon/Lincoln TIF District was created in Fiscal 2015. Funds are available in the Fiscal 2016 Devon/Lincoln TIF District Fund for replacing street lights in the new TIF, creating a new streetscape along the Devon corridor between Lincoln Avenue and McCormick Boulevard, and offering Property Enhancement Program and Green Initiatives for Tomorrow Grant programs for existing businesses.

- 9) Develop a new potable water source

The Village continues to discuss the prospect of a new source of potable water with neighboring municipalities. The Fiscal 2016 budget includes \$125,000 for engineering costs to develop plans for any possible alternate water supplier.

- 10) Review the Lincoln Avenue taskforce plan and identify Implementation Priorities

This goal will be pursued as a component of the Comprehensive Plan update as referenced above.

- 11) Work to Redevelop the former Dominick’s site

In Fiscal 2014 Safeway closed all Dominick’s locations in the Chicago market. The Lincolnwood Dominick’s closed in December of 2013. Early in calendar year 2014 Cermak Fresh Market purchased the site and may request a subsidy from the Village to assist with its redevelopment plans. Village staff continues to meet with interested parties to discuss the redevelopment of this site.

- 12) Develop the Bell and Howell Site

The Village continues to meet with Centerpoint, the owners of the site, to discuss possible uses for the vacant property.

Fiscal 2016 Adopted Budget Overview

At the February 9, 2015 Budget Workshop staff presented a preliminary balanced budget that will require the use of General Fund excess reserves. This 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 the renovation of the Proesel Park Shelter, the replacement of public property trees which were removed due to the Emerald Ash Borer infestation, replacement of the E-911 Police dispatching system (as a transfer to the E-911 Fund which is operating at a deficit) and the first payment of a two-year process to replace Fire Engine 15.

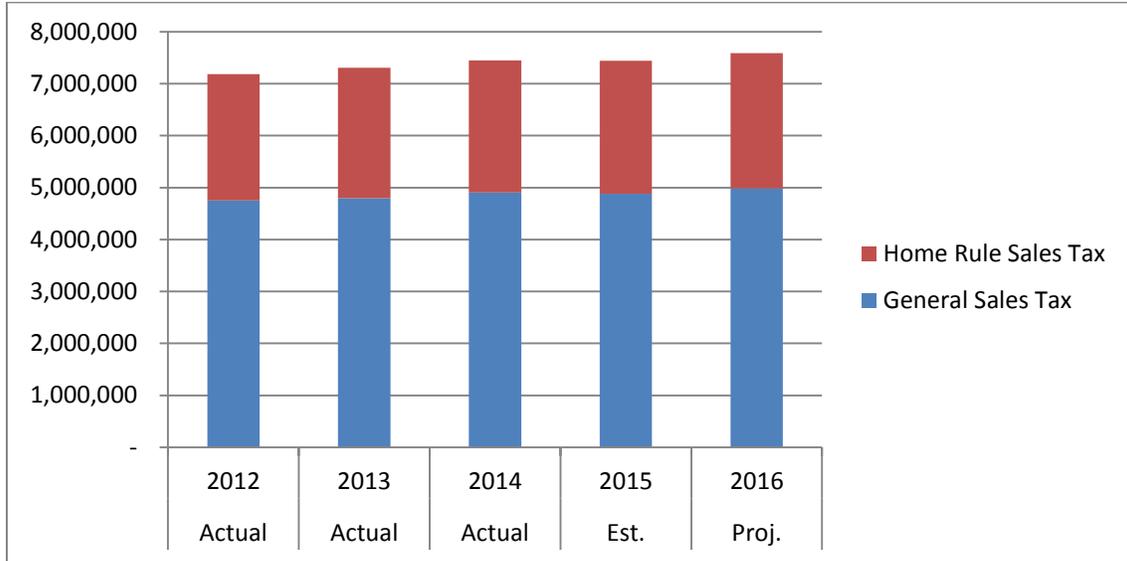
Per accepted governmental financial standards, the Village's finances are divided into several funds. Each fund must be accounted for separately, meaning each has its own budgeted expenditures which are offset by corresponding revenues. In general, resources in one fund cannot be allocated to cover shortfalls 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. The adopted total budget is summarized below:

	FY15/16	FY14/15	% Change
All Funds	\$39,390,828	\$33,351,676	18.1%
General Fund	\$20,404,689	\$19,540,242	4.4%

The total budget increase is primarily the result of the anticipated purchase of the Union Pacific railroad property in one of the Village's TIF districts which should be completed by the end of Fiscal 2016, and the Devon Avenue streetscape project budgeted in one of the Village's TIF districts. The budget for the General Fund increased 4.4% from the previous year and is largely due to the purchase of a new fire engine. Fiscal 2016 budgeted highlights are as follows:

- Sales Tax – Total sales tax revenue, including State and Home Rule sales taxes is budgeted for \$7,584,500. This is an increase of \$126,435 from the Fiscal 2015 budget and an increase of \$142,435 (1.9%) from the Fiscal 2014 year-end estimate. Sales tax receipts have remained generally flat. The chart on the next page traces the trend in total sales tax revenue over the past five years:

Total Sales Tax Revenue



	Actual 4/30/2012	Actual 4/30/2013	Actual 4/30/2014	Estimated 4/30/2015	Projected 4/30/2016
Home Rule Sales Tax	2,430,540	2,510,404	2,537,703	2,563,758	2,599,293
General Sales Tax	4,749,741	4,791,850	4,905,594	4,878,307	4,985,207
Total	7,180,281	7,302,254	7,443,297	7,442,065	7,584,500

- **Water and Sewer Fund** – The Fiscal 2016 budget includes \$410,000 to implement recommendations from the Stormwater Management Plan to install berms and hanging traps in a “pilot” area of the Village and \$375,000 to replace a 17 year old piece of equipment that is known as the “Vac-con” that is used daily to keep sewers clean and assist in water main breaks. The Fiscal 2016 budget also includes a water rate increase of 15% to adjust for the increase for the purchase of potable water from the City of Chicago which went into effect on January 1, 2015. 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, \$125,000 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 \$1,097,775. The funding for refuse collection is property taxes. Of the total amount, \$820,775 is paid to Groot Industries, Inc. for refuse collection and \$277,000 is paid to the Solid Waste Agency of Northern Cook County for landfill deposits.
- **Personnel Costs** – Personnel costs in Fiscal 2016 are budgeted to be \$12,345,168. There is a 2% cost of living wage increase for non-union employees and contractually-obligated wage increases of 2% for the Communications Operators and 2.25% for the Fraternal Order of Police Patrol Union contract. The Public Works Teamsters contract is set to expire on April 30, 2015. The wage increase will be determined by contract negotiations that are expected to be complete in Fiscal 2016.

- Police Pension Funding – Fiscal 2016 includes a \$0.02 per gallon increase in the Gasoline Tax. This estimated additional revenue of \$280,000 will be allocated to the Police Pension Fund in addition to the Village’s annual required pension obligation from the General Fund. This is being done to help the Village reach its required 90% funding levels in the Police Pension Fund by 2040. The Police Pension Fund is currently 49% funded.

Capital Improvements

The Fiscal 2016 budget includes the following capital improvements projects:

- \$202,403 is budgeted in the Transportation Improvement Fund for the second payment of the replacement of Village street lighting on Crawford Avenue. Through an intergovernmental agreement, Cook County will be reconstructing the entire length of Crawford Avenue in Lincolnwood from Devon Avenue north to Jarvis Avenue. This project will be complete in Fiscal 2016. An additional \$899,313 is budgeted for the replacement of street lights on Lincoln Avenue in Fiscal 2016.
- \$134,000 is budgeted in the E-911 Fund to replacement the telephone and voice logging system located in the Police Dispatch Center. This equipment is beyond its useful life and is essential to Police dispatching operations.
- \$255,000 is budgeted to purchase the Chassis for the replacement of Fire Engine 15 that was purchased in 1999. The remainder of the vehicle will be received and purchased in Fiscal 2017 which is estimated to be \$285,000.
- \$100,000 is budgeted to for a “facelift” and repairs to the Proesel Park Shelter. This project is being funded by a grant from the Friends of the Community Center whose by-laws permit the funding of improvements in Lincolnwood parks.
- \$410,000 is budgeted to implement recommendations from the Stormwater Management Plan to install berms and hanging traps in a “pilot” area of the Village. These efforts will be the first steps to achieving protection against a 10-year rain-event.
- \$650,000 has been budgeted for street light replacement along Devon Avenue and \$1,600,000 has been budgeted for streetscape improvements along Devon Avenue in the Devon-Lincoln TIF District. These improvements are intended to provide a more attractive corridor that will attract business and development to a corridor with retail vacancies and declining property values.

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 1.5% property tax levy increase included in the Fiscal 2016 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 Fiscal 2016 GF budget is balanced with the use of excess fund reserves in accordance with Village Financial Policies.
- 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. In fact, the Village's General Fund will be debt free by Fiscal 2018. As part of a bond refunding process in Fiscal 2012 the Village upgraded its bond rating from Aa3 to Aa1 as provided by Moody's. 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.

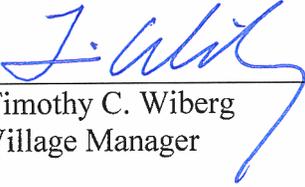
Conclusion

As the Village moves into the new Fiscal Year, staff will again be closely monitoring revenue estimates due to the uneven economic conditions and implement expenditure adjustments as necessary.

The preparation of the Fiscal 2016 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,



Timothy C. Wiberg
Village Manager

**Strategic Planning Report
2014 - 2016**



STRATEGIC PLAN REPORT 2014 – 2016

MAY 2014



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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 improve the effectiveness of its services and the efficiency of the process to deliver them.

VILLAGE OF LINCOLNWOOD CORE VALUES



- Education
- Diversity
- Business development
- Integration of neighborhoods
- Parks and open space
- Sound/professional government
- Customer service

SWOT ANALYSIS – WHERE WE ARE TODAY

(Strengths, Weaknesses, Opportunities, Threats)



STRENGTHS	WEAKNESSES
<ul style="list-style-type: none"> • Schools • Improved maintenance and replacement of infrastructure cycle • Fiscally sound • Location • Major development opportunities • Solid employee management structure/veteran staff • Educated constituents • Diverse population • Village Board working relationship • Home rule community • Essential public services • Staff and Board relationship • \$ value for parks programs • Agile - government 	<ul style="list-style-type: none"> • Need more planning • Managing Lincolnwood's borders • Reliance on car dealerships' sales tax revenue • Traffic as a result of border communities • State of IL – fiscal condition • Aging population • Fully developed community • Aging housing stock • Parking issues with development • Discord between taxing bodies • Overall size of community • Increasing cost of water supply (Chicago) • Unknown storm water costs and needs • Public apathy • Lack of public transportation • Attracting new businesses • Aging business property stock
OPPORTUNITIES	THREATS
<ul style="list-style-type: none"> • Polling the public • Property value increases • Purple Hotel site • Coordination with other government bodies – shared services • Bell & Howell site • Making friends in Springfield • Promotion of green space • New and expanded TIFs • Alternative water sources • Comprehensive plan • Touhy retail overlay • Coordinated effort with planning • Vacant sites • Devon Avenue • Continuation of grant funding • Bonds maturation • Dominick's location redevelopment • Commission openings and new talent 	<ul style="list-style-type: none"> • Springfield/Chicago/Cook County • Bonds maturity • Possible decline in Lowe's • Possible downturn in economy • If Washington stops municipal bonding • If something happens to fire department and/or unionization • Pension obligations • State of IL insolvency • Disproportionate decrease in property values • Wal-Mart/Mariano's outside Lincolnwood • Devon stagnation without a TIF • Minimum wage • Unionization of FD • Lack of availability of part-time staff • Internet sales – loss of tax revenue

DESIRED VISIONARY OUTCOMES BY ELEMENT – 3 TO 5 YEARS



What we want to look like five years from now

DEVELOPMENT

- Shoppes at Lincoln Pointe
- Lincoln Avenue at Devon renewed
- Bell & Howell site redeveloped
- Dominick's site reused
- Retail in Touhy Avenue overlay district considered
- Outlot at Lowe's developed
- Jaffa Bakery open
- Town Center warehouse building redeveloped
- Devon Avenue Center (Smart Jewelers) reoccupied
- A plan in place for infrastructure renewal

RESIDENTIAL

- Foreclosure stock diminished
- Reinvestment and rehab of residential properties happening

ECONOMICS

- Tax base diversified
- Auto/sales tax/property tax improved
- Not reliant on Chicago water
- Storm water management plan in place
- Waste management program in place (recycling opportunity)
- Municipal share of state income tax maintained
- State income tax rollback ?

LEADERSHIP/GOVERNANCE

- Shared services with other taxing bodies
- Lincolnwood with a voice in Springfield
- Strengthening of overall municipal power with State
- Involvement with NW Municipal Conference continues

COMMUNITY PLANNING

- Improved public transportation
- Comprehensive planning reviewed
- Commissions and Boards realigned
- Relations with other taxing bodies improved
- Lincolnwood is a destination
- Traffic planning with new development in/out of Lincolnwood
- Storm water plan in place

COMMUNICATION/COMMUNITY IMAGE

- Communicate information about Lincolnwood to those seeking housing in the community
- Collaboration with the Chamber of Commerce
- Parks programs are effectively promoted
- Sending clear, positive messages to the business community

VILLAGE SERVICES

- Improved perception and communication of Village services
- React quickly to business opportunities
- More open to various business opportunities
- Focused on solutions, not obstruction of business opportunities

GOALS - 2014 - 2016



1. Continue development of Shoppes at Lincoln Pointe – creating a positive community impression and implications
2. Continue development and implementation of a Capital Plan
3. Maintain low residential property tax
4. Continue the Village's realistic fiscal policy
5. Reexamine and update the Comprehensive Plan
6. Study and establish a Comprehensive Transportation Plan – (incorporate Devon Avenue transportation to Edgebrook and Jefferson Park)
7. Finalize Storm Water Plan
8. Review and determine opportunities to support Devon/Lincoln district
9. Develop a new competitively priced source of water
10. Review the Lincoln Avenue Taskforce Plan and determine actions
11. Reuse of Dominick's site
12. Redevelop Bell & Howell site

GOALS/OBJECTIVES - 2014 – 2016



GOALS	OBJECTIVES	RESPONSIBLE DEPARTMENTS
Continue development of Shoppes at Lincoln Pointe – creating a positive community impression and implications	<ul style="list-style-type: none"> • Facilitate review process • Negotiate tax incentive package • Bring project forward to plan commission, EDC, Village Board • Maintain Village’s interests throughout the process 	Community development Finance Office of Village Manager
Continue development and implementation of a Capital Plan	<ul style="list-style-type: none"> • Hire new Village Engineer • Prioritize infrastructure needs: street, water, storm sewers, trees, parks, municipal building, sidewalks, lighting, equipment • Evaluate current infrastructure • Look for alternate funding sources • Lay out Capital Business Plan for Board direction 	Finance Public works Parks Other departments as appropriate
Maintain low residential property tax	<ul style="list-style-type: none"> • Work on filling at least 25% of the challenged properties • Identify ways to diversity revenue (less reliance on property tax) • Create resource sharing with other government entities 	Community development Finance Office of Village Manager
Continue the Village’s realistic fiscal policy	<ul style="list-style-type: none"> • Continue to develop a conservative/balanced budget • Department head – develop balanced budget, manage to balanced budget, continue high-quality customer service 	Finance Office of Village Manager All departments
Reexamine and update the Comprehensive Plan	<ul style="list-style-type: none"> • Identify recommended body to review Comprehensive Plan • Secure consultant to assist in preparation of Comprehensive Plan • Develop future population projections and factor into planning process • Obtain community input 	Community development Office of Village Manager

GOALS/OBJECTIVES - 2014 – 2016 (continued)



GOALS	OBJECTIVES	RESPONSIBLE DEPARTMENTS
Study and establish a Comprehensive Transportation Plan – (incorporate Devon Avenue transportation to Edgebrook and Jefferson Park)	<ul style="list-style-type: none"> • Begin conversations with CTA/Pace Bus line regarding Edgebrook/Jefferson Park connection • Promote non-vehicular transportation opportunities • Assess and review opportunities for senior transportation • Review traffic studies with new Village Engineer 	Police department Public works Parks
Finalize Storm Water Plan	<ul style="list-style-type: none"> • Review and approve storm water engineering with Board • Engage community in understanding the engineering • Implement pilot design site • Develop alternative revenue sources • Make recommendation to Village Board on plan and implementation process 	Public works Office of Village Manager Finance
Review and determine opportunities to support Devon/Lincoln district	<ul style="list-style-type: none"> • Create business case and implementation plan • Identify development priorities • Develop a street scape plan • Establish TIF or seek additional funding sources • Collaborate with other taxing bodies • Begin execution process 	Community development Office of Village Manager
Develop a new competitively priced source of water	<ul style="list-style-type: none"> • Follow up with Skokie/Evanston options • Evaluate options and develop business case • Meet with fire and water committees • Make recommendation to the Village Board 	Public works Office of Village Manager Finance
Review the Lincoln Avenue Taskforce Plan and determine actions	<ul style="list-style-type: none"> • Review as a part of comprehensive plan update • Initiate review by Plan Commission • Make recommendation to Village Board incorporating taskforce changes 	Community development Office of Village Manager

GOALS/OBJECTIVES - 2014 – 2016 (continued)



GOALS	OBJECTIVES	RESPONSIBLE DEPARTMENTS
Reuse of Dominick's site	<ul style="list-style-type: none"> • Work with potential purchase user • Negotiate incentive requests to Village • Facilitate alternate use, if appropriate 	Community development Office of Village Manager
Redevelop Bell & Howell site	<ul style="list-style-type: none"> • Determine the priority level of this site • As a part of the comprehensive plan, identify vision and options for this property • Present options to the Village Board 	Community development Office of Village Manager

Financial Policies

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 polices.** 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

Village of Lincolnwood

Investment Policy

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.

Adopted January, 2006

Budget Structure and Process

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 two major funds of this type: the Northeast Industrial District TIF Fund and the Motor Fuel Tax 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:

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

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 has three 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			Private Sewer Line	
Police	Lincoln/Touhy TIF			Assistance	
Fire	Devon/Lincoln TIF				
Public Works	Touhy/Lawndale TIF				
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 2014, 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 2016 budget workshop, the 2016-2020 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 2014	Evaluate fiscal year financial forecasts and develop FY 2015/16 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 2014 Property Tax Levy.
January 2015	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.
February	Village Board Finance Committee meets to review draft budget. FY 2015/16 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 2015/16 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	FY2016 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, 2014. 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 2016 budget conforms to program requirements and we are submitting it to the GFOA to determine its eligibility for another award.

Total Budget Comparison

Financial Summary - All Funds

The following is a summary of revenues and expenses for the Village from FY2012/13 through FY2015/16 by Fund type.

	2012/13 Actual	2013/14 Actual	2014/15 Projected	2015/16 Adopted
Revenues by Fund				
General	18,601,602	19,320,837	19,161,881	20,793,735
Motor Fuel	361,596	410,327	470,998	301,100
Transportation Improvement E911	367,775	319,978	303,000	301,000
NEID TIF	191,200	176,909	175,100	174,050
Touhy/Lawndale TIF	1,096,725	995,341	1,031,020	4,231,000
Devon/Lincoln TIF	485,679	495,044	520,000	-
Lincoln/Touhy TIF	-	-	-	-
Debt Service	43,010	-	-	-
Capital Projects	1,216,044	1,186,803	1,187,055	480,800
Water and Sewer-Enterprise	438,071	59,198	192,000	264,000
Police Pension	4,039,565	4,182,422	4,322,843	4,642,000
	2,480,212	3,004,470	2,432,228	2,740,000
Total	29,321,479	30,151,329	29,796,125	33,927,685
Expenses by Fund				
General	18,316,135	18,610,318	19,454,044	20,404,689
Motor Fuel	23,037	91,565	195,000	130,500
Transportation Improvement E911	188,738	529,996	1,231,796	954,313
NEID TIF	227,942	236,135	258,432	382,671
Touhy/Lawndale TIF	357,837	808,848	514,400	4,932,375
Devon/Lincoln TIF	502,056	503,289	520,000	10,000
Lincoln/Touhy TIF	-	-	-	302,000
Debt Service	(760)	3,030	2,000	2,905,000
Capital Projects	1,273,823	1,311,125	1,507,368	1,142,428
Water and Sewer-Enterprise	799,786	118,268	262,000	587,000
Police Pension	3,719,065	4,012,613	4,216,950	5,181,532
	1,803,304	1,878,765	2,309,092	2,458,320
Total	27,210,963	28,103,952	30,471,082	39,390,828
Excess (Deficit) of Revenues over Expenses	2,110,516	2,047,377	(674,957)	(5,463,143)
Other financing - loan proceeds	-	-	936,796	-
Pay out of surplus	-	-	-	(237,006)
Use of fund balance reserves	-	-	-	5,700,149
Excess(Deficiency) of Revenues over Expenses after Other Financing	2,110,516	2,047,377	261,839	-

**FY2015/2016 Budget Summary
Total Village Budget**

The following is a summary of revenues and expenses for the Village from FY2012/13 through FY2015/16.

	2012/13 Actual	2013/14 Actual	2014/15 Projected	2015/16 Adopted
Revenues				
Local Taxes	15,722,916	16,326,590	16,338,055	16,253,100
Intergovernmental Taxes	2,691,936	2,690,273	2,691,998	2,632,000
Licenses and Permits	1,074,728	1,109,864	1,069,328	1,314,126
Charges for Services	5,975,409	6,082,684	6,220,459	6,762,672
Fines and Forfeitures	358,848	347,394	308,400	338,400
Rent	114,043	105,410	101,500	101,500
Grants	446,796	230,637	347,000	3,504,000
Investment Income	156,711	178,720	170,120	158,150
Reimbursements	97,711	43,015	85,000	85,000
Police Pension	2,480,212	3,004,470	2,432,228	2,740,000
Other	202,169	32,272	32,037	38,737
Total	29,321,479	30,151,329	29,796,125	33,927,685
Expenses				
Personnel	11,311,103	11,553,804	11,843,842	12,345,168
Contractual	5,648,049	5,341,035	5,227,588	5,663,265
Commodities	3,105,447	4,167,711	4,741,114	5,228,671
Economic Development	1,031,611	1,040,788	1,089,000	925,000
Debt Service	1,965,698	2,002,494	2,502,543	2,647,576
Capital Outlay	2,345,751	2,119,355	2,757,903	10,122,828
Police Pension Expenses	1,803,304	1,878,765	2,309,092	2,458,320
Total	27,210,963	28,103,952	30,471,082	39,390,828
Excess (Deficit) of Revenues over Expenses	2,110,516	2,047,377	(674,957)	(5,463,143)
Other financing - loan proceeds		-	936,796	-
Pay out of Surplus				(237,006)
Excess (Deficit) of Revenues over Expenses after Other Financing	2,110,516	2,047,377	261,839	(5,700,149)
Fund Balances				
Start of Budget Year	45,639,783	47,750,299	49,797,676	50,059,515
End of Budget Year	47,750,299	49,797,676	50,059,515	44,359,366
Less: Pension Fund Balance (a)	(17,093,985)	(18,219,690)	(18,193,598)	(18,475,278)
Available Fund Balances	30,656,314	31,577,986	31,865,917	25,884,088

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

Budget Notes:

FY2012/13 - Revenues and other financing sources exceeded expenses by \$2,110,516. The General Fund finished the year with an increase of \$219,998. This amount was less than the budgeted deficit of \$572,595 and was mainly due to a decrease in expenses. The Transportation Improvement Fund experienced an increase of \$179,037. This fund was budgeted to have a decrease of \$907,083. Year 2 of the streetlight program was deferred until Fiscal 2014. Also, the construction of Centennial Park and various Village Campus projects were completed in Fiscal 2013. The costs to complete these projects totaled \$766,862.

FY2013/14 - Revenues and other financing sources exceeded expenses by \$2,047,377. The General Fund finished the year with an increase of \$862,127. This amount was more than the budgeted increase of \$51,585. Revenues were approximately \$222,000 then budgeted and expenses were approximately \$548,000 less than budgeted. The Transportation Improvement Fund experienced a decrease of \$210,018. This was significantly smaller than the budgeted decrease of \$1,366,000. The replacement of the streetlights on Crawford ave. was started in FY2015. Finally, the Village budgeted \$1,200,000 for the possible demolition of a property in one of its TIF districts. The demolition of the property was performed by the owner.

FY2014/15 - Revenues and other financing sources are projected to exceed expenses by \$261,839. The General Fund is estimated to have a decrease of \$292,163 as revenues will be less than budget. The NEID TIF is projecting an increase of \$386,620 as two construction projects were deferred to Fiscal 2016. The projects are contingent on the Village purchasing land in the TIF district. Which has not yet occurred.

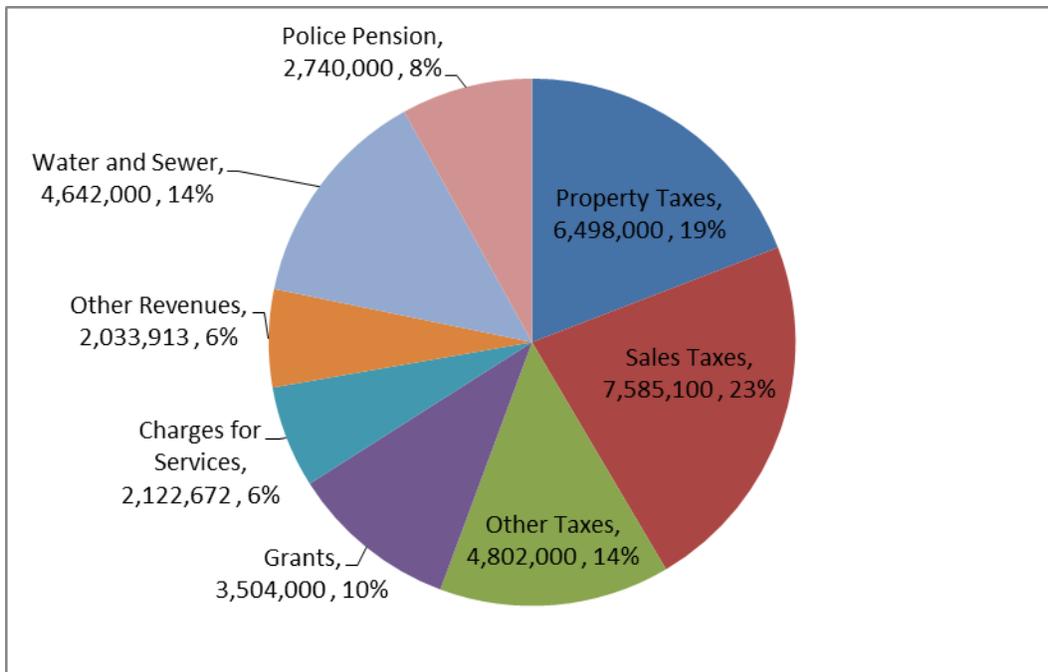
FY2015/16 - Expenses are budgeted to exceed revenues by \$5,463,143. The General Fund is budgeted to have a decrease of \$273,179. This is due to an increase expenses for the purchase of a new fire engine. The Transportation Improvement Fund is projecting a deficit of \$653,313 as year four of the streetlight replacement program continues. The NEID TIF is projecting a deficit of \$701,375 as the purchase of land and the construction of the bike path are scheduled for Fiscal 2016. The newly formed Devon/Lincoln TIF is budgeting \$2,905,000 for streetscaping on Devon Ave. and streetlight installation on Lincoln Ave. The Water and Sewer Fund is projecting a deficit of \$739,532. This is due to an increase in expenses for the replacement of the Vac-Con, which is used to clean the sewer system and a water management pilot program that will be tested this year.

Fund Type Summary

Fiscal 2016 Revenues

The total revenue budget for the Village of Lincolnwood for the year beginning May 1, 2015 and ending April 30, 2016 is \$33,927,685. Total revenues have increased \$3,535,981 (11.6%) from the prior year's budget. This is due mainly to a grant the Village will receive to purchase land for a bike path.

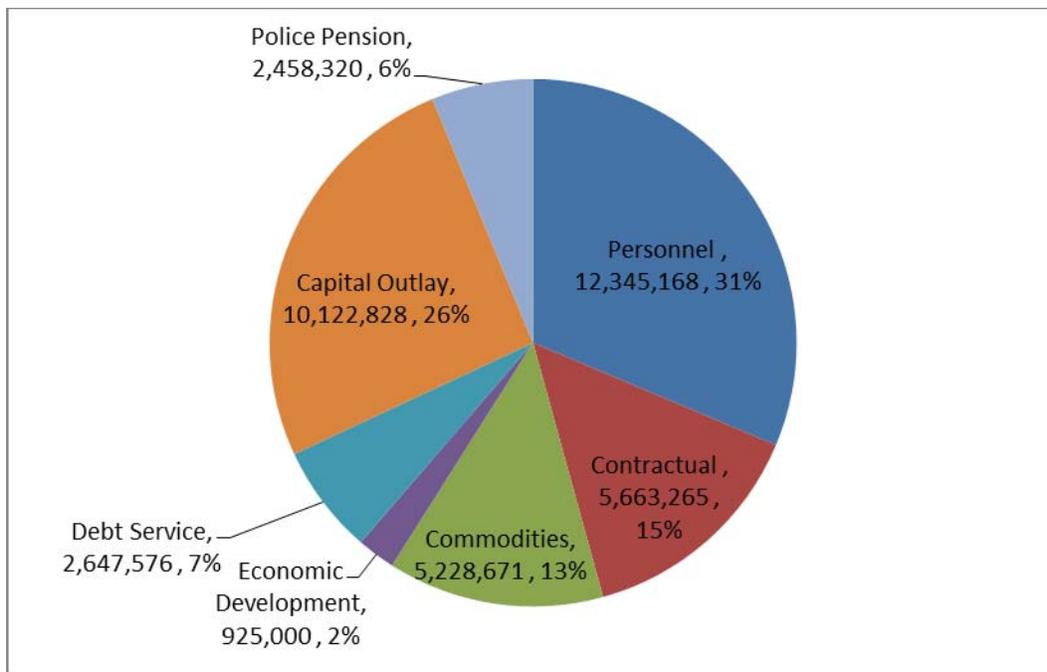
FY2015/16 Budgeted Revenues - All Funds - \$33,927,685



Fiscal 2016 Budgeted Expenditures

The total expenditure budget for the Village of Lincolnwood for the year beginning May 1, 2015 and ending April 30, 2016 is \$39,390,828. This is an increase of \$6,039,152 (18%) from the previous year’s budget. The budget consists of \$27,514,697 of operating expenses, \$1,753,303 of debt service and \$10,122,828 of capital improvements and equipment purchases. Operating expenses are budgeted to increase 7.6% over prior year’s levels while capital improvements will increase 130% from the prior year’s budget due mainly to the planned purchase of land in one of the Village’s TIF districts.

FY2015/16 Budgeted Expenditures – All Funds - \$39,390,828



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 2016 budget.



Village of Lincolnwood, Illinois
Operating Budget
Fiscal Year May 1, 2015 to April 30, 2016

	General Fund	Motor Fuel Tax Fund	Transportation Improvement Fund	E-911 Fund	Northeast Industrial Dist TIF Fund	Touhy Lawndale TIF Fund	Devon Lincoln TIF Fund	Lincoln Touhy TIF Fund	Total - Special Revenue Funds	Debt Service Fund	Property Enhancement Program Fund	Com.Ed. ROW Bike Path Fund	Private Sewer Line Assistance fund	Total-Capital Projects Fund	Total-Governmental Funds	Water and Sewer Fund	Police Pension Fund	Budget Total - All Funds 2015-2016	Budget Total - All Funds 2014-2015	Increase (Decrease)
Revenue																				
Local Taxes	\$ 14,472,300	0	300,000	0	1,000,000	0	0	0	1,300,000	480,800	0	0	0	0	16,253,100	0	0	\$ 16,253,100	16,496,065	(242,965)
Intergovernmental Taxes	2,158,000	300,000	0	174,000	0	0	0	0	474,000	0	0	0	0	0	2,632,000	0	0	2,632,000	2,631,000	1,000
Licenses and Permits	1,314,126	0	0	0	0	0	0	0	0	0	0	0	0	0	1,314,126	0	0	1,314,126	1,308,200	5,926
Charges for Services	484,802	0	0	0	0	0	0	0	0	0	0	0	0	484,802	4,600,000	0	0	5,084,802	5,046,125	38,677
Charges for Services-Culture and Recreation	1,637,870	0	0	0	0	0	0	0	0	0	0	0	0	1,637,870	0	0	1,637,870	1,461,687	176,183	
Fines and Forfeitures	338,400	0	0	0	0	0	0	0	0	0	0	0	0	338,400	40,000	0	378,400	398,000	(19,600)	
Rent	101,500	0	0	0	0	0	0	0	0	0	0	0	0	101,500	0	0	101,500	101,500	0	
Grants	20,000	0	0	0	3,220,000	0	0	0	3,220,000	0	264,000	0	264,000	3,504,000	0	0	3,504,000	303,265	3,200,735	
Investment Income	143,000	1,100	1,000	50	11,000	0	0	0	13,150	0	0	0	0	156,150	2,000	780,000	938,150	703,150	235,000	
Reimbursements	85,000	0	0	0	0	0	0	0	0	0	0	0	0	85,000	0	0	85,000	116,000	(31,000)	
Pension Contributions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,960,000	1,960,000	1,683,000	277,000	
Other Revenue	38,737	0	0	0	0	0	0	0	0	0	0	0	0	38,737	0	0	38,737	143,712	(104,975)	
Total Revenues	20,793,735	301,100	301,000	174,050	4,231,000	0	0	0	5,007,150	480,800	0	264,000	0	264,000	26,545,685	4,642,000	2,740,000	33,927,685	30,391,704	3,535,981
Expenditures																				
Current Operating Expenditures																				
General Government	4,468,039	0	0	0	28,500	10,000	5,000	2,000	45,500	0	0	0	0	0	4,513,539	0	0	4,513,539	4,718,191	(204,652)
Public Safety	10,395,535	0	0	248,671	0	0	0	0	248,671	0	0	0	0	0	10,644,206	0	0	10,644,206	10,086,343	557,863
Highway and Streets	1,389,510	130,500	55,000	0	0	0	0	0	185,500	0	0	0	0	0	1,575,010	0	0	1,575,010	1,576,383	(1,373)
Sanitation	1,097,775	0	0	0	0	0	0	0	0	0	0	0	0	1,097,775	0	0	1,097,775	1,071,000	26,775	
Culture and Recreation	2,553,830	0	0	0	0	0	0	0	0	0	0	0	0	2,553,830	0	0	2,553,830	2,435,734	118,096	
Economic Development and Assistance	500,000	0	0	0	150,000	0	200,000	0	350,000	0	50,000	0	25,000	75,000	925,000	3,714,259	0	4,639,259	1,079,000	3,560,259
Water and Sewer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	785,000	0	0	785,000	3,511,190	(2,726,190)
Capital Outlay Expenditures	0	0	899,313	134,000	4,443,000	0	2,700,000	0	8,176,313	0	512,000	0	512,000	8,688,313	682,273	0	9,370,586	4,067,796	5,302,790	
Debt Service Expenditures	0	0	0	0	310,875	0	0	300,000	610,875	1,142,428	0	0	0	1,753,303	0	0	1,753,303	2,510,014	(756,711)	
Police Pensions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,458,320	2,458,320	2,296,025	162,295	
Total Expenditures	20,404,689	130,500	954,313	382,671	4,932,375	10,000	2,905,000	302,000	9,616,859	1,142,428	50,000	512,000	25,000	587,000	31,750,976	5,181,532	2,458,320	39,390,828	33,351,676	6,039,152
Excess revenues over expenditures	389,046	170,600	(653,313)	(208,621)	(701,375)	(10,000)	(2,905,000)	(302,000)	(4,609,709)	(661,628)	(50,000)	(248,000)	(25,000)	(323,000)	(5,205,291)	(539,532)	281,680	(5,463,143)	(2,959,972)	(2,503,171)
Other Financing Sources and Uses																				
Transfers in																				
	330,000	0	0	210,000	0	0	2,905,000	0	3,115,000	661,628	50,000	248,000	25,000	323,000	4,429,628	0	0	4,429,628	1,053,606	3,376,022
Transfers Out																				
	(992,225)	0	(202,403)	0	(3,035,000)	0	0	0	(3,237,403)	0	0	0	0	0	(4,229,628)	(200,000)	0	(4,429,628)	(1,053,606)	(3,376,022)
Pay out of surplus																				
	0	0	0	0	0	(237,006)	0	0	(237,006)	0	0	0	0	0	(237,006)	0	0	(237,006)	(2,000,000)	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	936,796	(936,796)
Total Other Financing Sources and Uses	(662,225)	0	(202,403)	210,000	(3,035,000)	(237,006)	2,905,000	0	(359,409)	661,628	50,000	248,000	25,000	323,000	(37,006)	(200,000)	0	(237,006)	(1,063,204)	826,198
0																				
Net change to fund equity	(273,179)	170,600	(855,716)	1,379	(3,736,375)	(247,006)	0	(302,000)	(4,969,118)	0	0	0	0	0	(5,242,297)	(739,532)	281,680	\$ (5,700,149)	(4,023,176)	(1,676,973)
Estimated Fund Balances May 1	10,440,954	3,625,400	1,496,328	0	7,364,500	247,006	0	(59,987)	12,673,247	9,762	0	0	0	0	23,123,963	8,741,954	18,193,598	50,059,515	54,082,691	(4,023,176)
Projected Fund Balances April 30	10,167,775	3,796,000	640,612	1,379	3,628,125	0	0	(361,987)	7,704,129	9,762	0	0	0	0	17,881,666	8,002,422	18,475,278	44,359,366	50,059,515	(5,700,149)

Summary of Transfers



Village of Lincolnwood
Schedule of Operating Transfers
Fiscal Year May 1, 2015 to April 30, 2016

Adopted Fiscal Year 2015-2016:

Transfer From	General Fund	Property Enhancement Fund	E-911 Fund	ROW Com Bike Path Fund	Private Sewer Line Replacement Fund	Debt Service Fund	Devon/Lincoln TIF Fund	Total
NEID TIF Fund	\$ 130,000						2,905,000	3,035,000
Water & Sewer Fund	200,000							200,000
Transportation Improvement Fund						202,403		202,403
General Fund		50,000	210,000	248,000	25,000	459,225		992,225
Total	\$ 330,000	50,000	210,000	248,000	25,000	661,628	2,905,000	\$ 4,429,628

Summary of Personnel Services Cost - All Funds

Staffing Schedule



**Village of Lincolnwood, Illinois
Personnel Services Worksheet
Fiscal Year May 1, 2015-April 30, 2016
Expected Payroll**

Number	Fund / Department	2015-2016 Total Personnel Services	2014-2015 Total Personnel Services	Increase/ Decrease
101	<u>General Fund Departments</u>			
100	Village President and Board of Trustees	\$ 65,654	64,904	\$ 750
110	Village Clerk	8,852	8,852	\$ -
200	Village Manager	652,899	628,040	\$ 24,859
210	Finance Department	488,618	455,824	\$ 32,794
240	Community Development Department	475,673	425,444	\$ 50,229
250	Information Technology	0	8,852	\$ (8,852)
300	Police Department	4,783,185	4,695,058	\$ 88,127
350	Fire Department	81,689	78,989	\$ 2,700
400	Public Works Department	313,854	331,445	\$ (17,591)
410	Vehicle Maintenance Division	257,896	248,571	\$ 9,325
420	Building Maintenance Division	125,531	116,554	\$ 8,977
440	Street Maintenance Division	778,560	755,197	\$ 23,363
	Total General Fund Departments	\$ 8,032,411	7,817,730	214,681
205	<u>Parks and Recreation Department</u>			
430	Park Maintenance Division	\$ 403,815	404,330	(515)
500	Parks and Recreation Department	329,722	341,661	(11,939)
502	Youth/Tot	8,023	8,023	0
503	Adult Fitness	1,127	1,799	(672)
504	Special Events	1,327	2,213	(886)
505	Athletic	2,074	2,766	(692)
506	Birthday Parties	1,107	1,107	0
507	Outdoor Recreation	327	218	109
508	Park Patrol	59,751	61,051	(1,300)
509	Turkey Trot	16,776	11,736	5,040
520	Club Kid Program	39,552	36,515	3,037
530	Day Camp Program	260,258	248,483	11,775
560	Pool Program	326,970	311,630	15,340
561	Swim Lessons	22,630	23,130	(500)
562	Swim Team	6,499	13,831	(7,332)
563	Concessions	22,130	33,195	(11,065)
570	Seniors Program	7,192	7,192	0
571	Community Center	15,491	11,065	4,426
	Total Parks and Recreation Department	\$ 1,524,771	1,519,945	4,826
215	<u>E911 Fund</u>	\$ 171,352	170,840	512
660	<u>Water and Sewer Fund</u>	\$ 842,024	814,313	27,711
801	<u>Police Pension Fund</u>	\$ 2,362,770	2,180,400	182,370
	Total - All Funds	\$ 12,933,328	12,503,228	430,100

Staffing Schedule
Full Time Equivalents - Departmental Breakdown

Village Manager's Office	FY10/11	FY11/12	FY12/13	FY 13/14	FY 14/15	Budget FY 15/16
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
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	1.00	1.00
Executive Secretary*	1.00	1.00	1.00	1.00	1.00	1.00
Total - Village Manager's Office	5.00	5.00	5.00	5.00	5.00	5.00

***Shares with Village President and Board**

Finance Dept

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	1.00	1.00	1.00	2.00	2.00	2.00
Clerk/Receptionist	1.00	1.00	1.00	-	-	-
Total - Finance Department	5.00	5.00	5.00	5.00	5.00	5.00

Community Development Department

Director	1.00	1.00	1.00	1.00	1.00	1.00
Development Manager	1.00	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	1.00	1.00	1.00	1.00	1.00	1.00
Intern	-	0.50	0.50	0.50	0.50	0.50
Code Enforcement Officer				0.50	0.00	0.50
Total - Community Development Department	4.00	4.50	4.50	5.00	4.50	5.00

Police Department	FY10/11	FY11/12	FY12/13	FY 13/14	FY 14/15	Budget FY 15/16
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	23.00	23.00	23.00	23.00	24.00	24.00
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	7.00	7.00	7.00	7.00
Records Clerk	1.00	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
Total - Police Department	44.50	44.50	44.00	44.00	45.00	45.00

Fire Department						
Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Total - Fire Department	1.00	1.00	1.00	1.00	1.00	1.00

Public Works Department	FY10/11	FY11/12	FY12/13	FY 13/14	FY 14/15	Budget FY 15/16
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	1.00	1.00
Management Analyst	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	-	-	-	-	-
Laborer	1.00	1.25	1.25	1.25	1.75	1.75
<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	0.50	0.50
Laborer	1.25	1.00	1.00	1.00	1.50	1.50
<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	0.50	0.50
Equipment Operator	5.25	3.00	3.00	3.00	3.00	3.00
Laborer	1.50	1.75	1.75	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	2.00	2.00	2.00	2.00	2.00
Laborer	2.50	3.00	3.00	3.00	3.00	3.00
Total - Public Works Department	22.50	22.25	22.25	22.25	23.25	23.25

Parks And Recreation Department	FY10/11	FY11/12	FY12/13	FY 13/14	FY 14/15	Budget FY 15/16
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	2.00
Communications Manager	1.00	-	-	-	-	-
Community Center Program Supervisor	-	1.00	1.00	1.00	1.00	1.00
Youth Program Coordinator	-	0.50	0.50	0.50	0.50	0.50
Community Outreach Coordinator	-	0.50	0.50	0.50	0.50	0.50
Clerk/Receptionist	1.50	1.00	1.00	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	0.50	0.50
Laborer	4.25	3.00	3.00	3.00	3.00	3.00
Total - Parks and Recreation Department	10.50	10.25	10.25	10.25	10.25	10.25
Total - All Departments	92.50	92.75	92.00	92.50	94.00	94.50

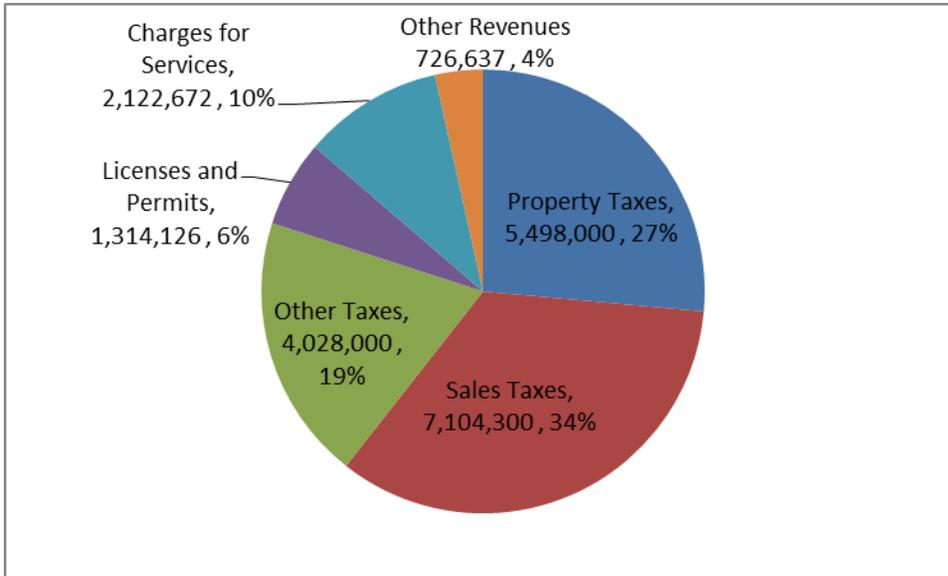
For Fiscal Year 2015/2016 the Village will hire a part-time code enforcement officer.

Major Revenue Descriptions - All Funds

Fiscal 2016 Budget- Revenues

General Fund Revenues

FY2015/16 Budgeted General Fund Revenues - \$20,793,735



Revenue Overview

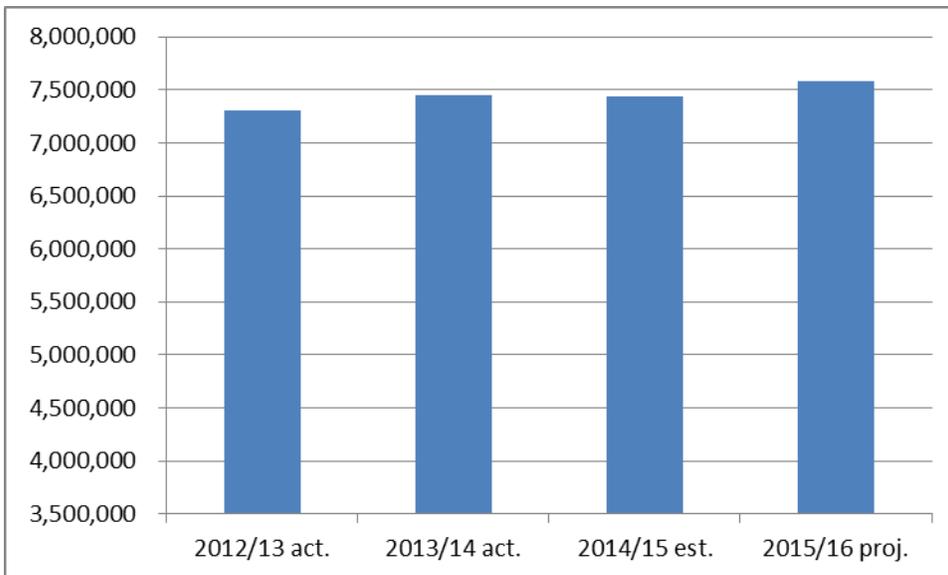
	FY2012/13 Actual	FY2013/14 Actual	FY2014/15 Projected	FY2015/16 Adopted
Property Taxes	4,983,221	5,462,054	5,460,000	5,498,000
Sales Taxes	6,086,210	6,256,494	6,255,000	7,104,300
Charges for Services	1,940,107	1,902,915	1,899,916	2,122,672
Licenses and Permits	1,074,728	1,109,864	1,069,328	1,314,126
Intergovernmental and other Taxes	3,725,930	3,796,259	3,768,000	4,028,000
Grants	3,7518	119,702	40,000	20,000
Other Revenues	753,888	673,549	669,637	706,637
Total	18,601,602	19,320,837	19,161,881	20,793,735

Revenue Comments

The total General Fund revenue increased from \$19,737,319 to \$20,793,735, an increase of \$1,056,416 or 5.3% from last year’s budget. This increase is mainly due to the increase in building permit fees as a new development will be started in one of the Village’s TIF districts and the additional sales tax retained in the General Fund as a result of a final bond payment made in the prior budget year.

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 increase by approximately two percent over last year’s budget.

The Village largest source of sales tax revenue is still derived from the various auto dealerships located in the Village boundaries. Sales tax from these dealerships is expected to show a modest growth from last year’s estimates.

Revenue Comments

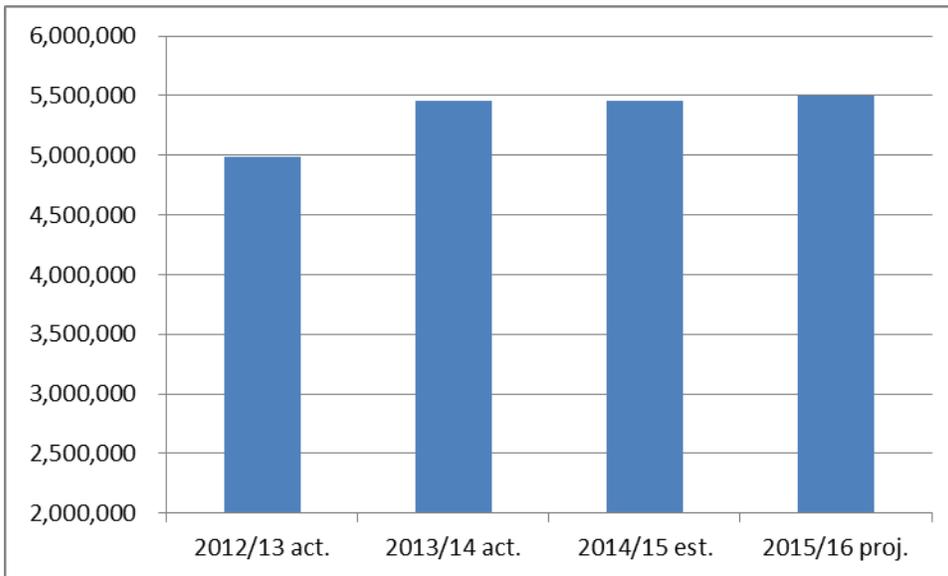
Sales tax is the largest revenue source in the General Fund. The Village receives 1% of all retail sales within its boundaries as provided by State Law. In addition, the home rule sales tax of 1% provides additional revenue on all retail sales, except food to be consumed off premise (grocery stores), 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 experience modest growth as compared to the Fiscal 2015 budget. The Fiscal 2016 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 unemployment rates declines. The amount of sales tax allocated will the General Fund will increase significantly over FY2015 amounts as a bond issue was paid in full and less sales tax revenue will be needed to fund current bond debt service payments.

1% regular share of retail sales	\$ 4,985,207	
1% home rule sales tax	<u>2,599,293</u>	
Total budgeted		\$ 7,584,500
Total transferred to debt service fund		<u>(480,200)</u>
Net sales taxes available to the General Fund		\$ 7,104,300

Revenue Comments

Property Taxes

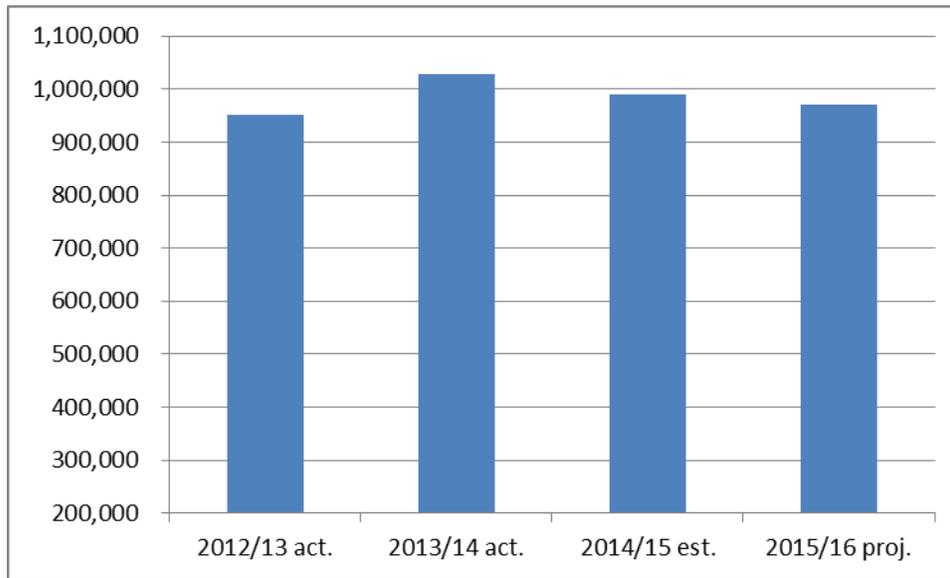


Property taxes are the next largest revenue source in the General Fund. Lincolnwood is a home rule municipality, and as such, has no limit on the amount it could levy for property taxes. The Village’s collection rate on its property tax levy has averaged 98.6% over the last five years. The Village Board 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 9.2% of a property owner’s total property tax bill. The levy that corresponds to the Fiscal 2016 budget was levied prior to December 31, 2015 and contained a 1.5% increase.

Total budgeted \$5,498,000

Revenue Comments

Utility Taxes

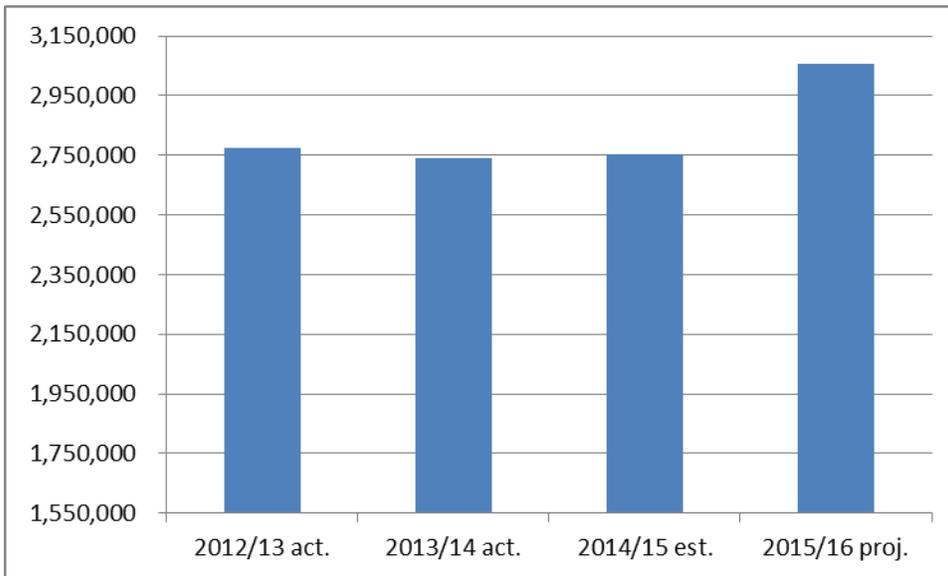


The Village collects a 5% tax on all electric and gas consumed by both commercial and residential users within the corporate limits. This revenue is weather dependent with the bulk of the income received during the winter months. Weather conditions may also be changing where both winters and summers 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 2016 budget reflects a 1% decrease over the prior year’s budget.

Electric Use	\$560,000	
Gas Utility Tax	<u>410,000</u>	
Total budgeted		\$970,000

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 but is projected to have a minimal increase in Fiscal 2016 due to the slow growth the economy is experiencing.

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 15% decrease for Fiscal 2016.

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. This revenue source had increased in the last few years but is projected to have a minimal increase in Fiscal 2016 due to the slow growth the economy is experiencing.

Revenue Comments

Many years ago, there was a personal property tax in Illinois. This tax was abolished for individuals by the 1970 Illinois Constitution and phased out for corporations in 1979. The personal property replacement tax “replaced” the original tax. This tax has fluctuated over the last few years. The budgeted amounts for Fiscal 2016 remains unchanged from the prior budget.

Below is a break-down of revenue from the State on a per capita basis:

State income tax	\$1,300,000	
Telecommunication tax	460,000	
Local use tax	220,000	
Personal property replacement tax	140,000	
Other	<u>38,000</u>	
Total budgeted		<u>\$2,158,000</u>

The Village enacted a food and beverage tax for the Fiscal 2009. This tax of 1% is assessed on all businesses which prepare food and alcohol on their premise. This amount has been budgeted to increase in Fiscal 2016 as new businesses have opened in the Village. The Village adjusted the Motor Fuel Tax by two cents (\$0.02) effective May 1, 2015. These additional funds estimated to generate \$280,000 will be used to fund pension costs in the General Fund.

Food and beverage tax	\$480,000	
Motor Fuel tax	<u>420,000</u>	
Total budgeted		<u>\$900,000</u>

Total budgeted utility and intergovernmental taxes \$4,028,000

Licenses and Permits

The Village collects various fees for the following:

The Village collects a fee for registration of all motor vehicles within its boundaries and the charge for most vehicles is \$40.

The Village collects licensing fees from any establishment selling alcoholic beverages within the Village limits. This is based on the issuance of approximately 23 liquor licenses and revenue has remained the same amount for the prior two years.

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 substantial amount for the Fiscal 2016 budget as a new business development will break ground in one of the Village’s TIF districts.

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	\$339,870	
Liquor Licenses	34,350	
Business Licenses	125,178	
Permits	629,728	
Franchise fees-cable services	<u>185,000</u>	
Total budgeted		\$1,314,126

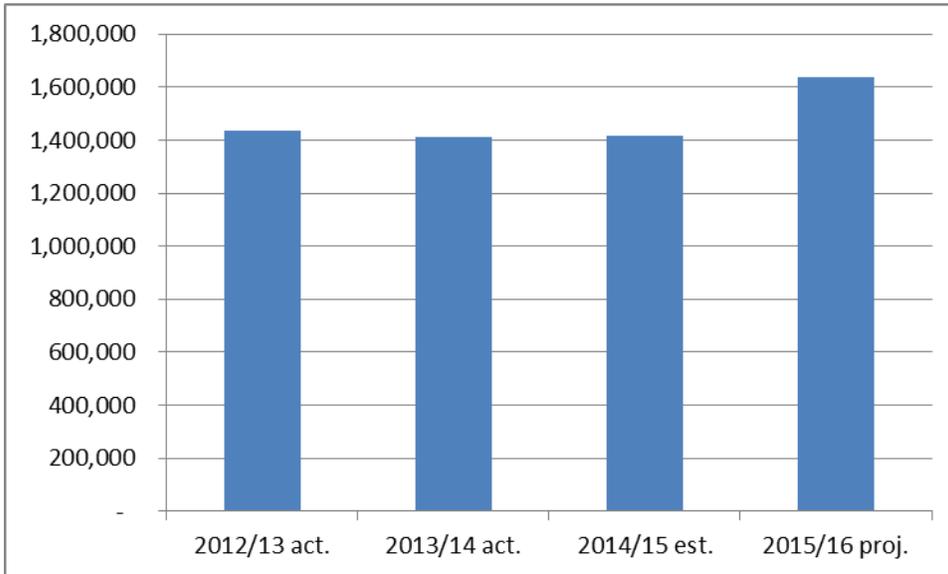
Charges for Services

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	\$350,000	
Alarm service fees	72,515	
Filing and variance	5,000	
Other	<u>57,287</u>	
Total budgeted		\$484,802

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 are also budgeted with no increase from the prior year. Revenues for Fiscal 2016 are budgeted to reflect normal summer weather conditions. Below is a breakdown by category of these charges:

Camps	\$387,400	
Pool and concessions	721,695	
Community Center Rental	39,500	
Seniors	31,600	
Other	<u>457,675</u>	
Total budgeted		\$ 1,637,870

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	\$139,000	
Circuit court fines	65,000	
Parking and other fines	95,000	
False alarm fines	20,000	
Other	<u>19,400</u>	
Total budgeted		\$338,400

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	143,000	
Reimbursements	85,000	
Miscellaneous	<u>38,737</u>	
Total budgeted		\$368,237

Total revenues from General Fund for Fiscal 2016 budget - \$20,793,735

Special Revenue Funds

Revenue Comments

	FY2012/13 Actual	FY2013/14 Actual	FY2014/15 Projected	FY2015/16 Adopted
Local Taxes	1,854,356	1,729,872	1,820,000	1,300,000
Intergovernmental Taxes	549,091	585,381	539,998	474,000
Grant	22,617	51,737	115,000	3,220,000
Interest/Other	119,921	30,609	25,120	13,150
Total	2,545,985	2,397,599	2,500,118	5,007,150

The following are the major revenue sources budgeted for Fiscal 2016 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 Illinois Municipal League projections. For Fiscal 2016, the Village estimates a per-capita amount of \$24 for a total of \$300,000. This revenue source has been very consistent over the prior years. The Village also estimates \$1,100 will be earned for Fiscal 2016.

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. Two cents of the gas tax is allocated to the Transportation Improvement Fund. For Fiscal 2016, the Village estimates revenues will remain stable as the current price of oil has decreased which has a direct impact on the transportation habits of auto drivers. The Village estimates \$300,000 will be received from the gas tax and \$1,000 will be earned on the fund’s investments for Fiscal 2016.

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 2016, the Village estimates revenue of \$174,000. This revenue has been remained stable over the past few years as less households are using landlines as their primary phone line. The Village also estimates \$50 will be earned on the investments of the fund for Fiscal 2016.

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 2014 and 2015 fiscal years. For Fiscal 2016, the Village estimates \$1,000,000 of property tax revenue for the NEID TIF Fund. The NEID is also budgeting \$3,220,000 in grant income as the fund is purchasing property from the Union Pacific railroad to construct a bike path. The Village is closing the Touhy/Lawndale TIF Fund in Fiscal 2016 and any surplus funds will be paid back to the Cook County Treasurer to be distributed back to the respective taxing districts. The Lincoln/Touhy and Devon/Lincoln TIF Funds have not budgeted any property tax revenue for Fiscal 2016 as there is not any expected increase of the EAV of the property in these TIF’s. The Village also estimates \$11,000 will be earned on the NEID TIF Fund investments for Fiscal 2016.

Total revenue from all Special Revenue Funds for Fiscal 2016 budget - \$5,007,150

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 2016 budget - \$480,800

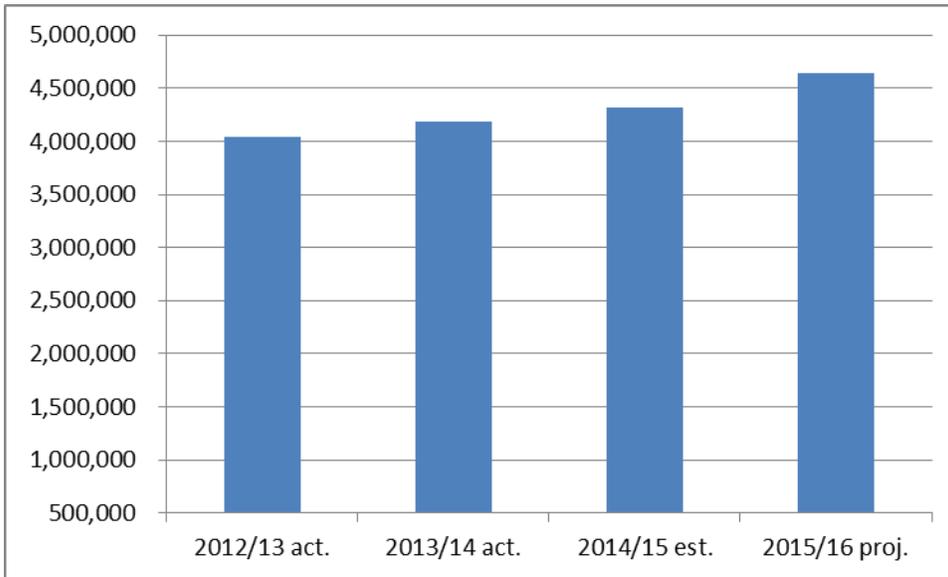
Capital Project Funds Revenues

The Village Budgeted \$264,000 for Fiscal 2016 for grant revenue for the engineering and construction of the Comm.Ed. bike path.

Total revenue from all Capital Project Funds for Fiscal 2016 budget - \$264,000

Revenue Comments

Water and Sewer Fund Revenues (Enterprise Fund)



The following are the major revenue sources budgeted for Fiscal 2016 for the Water and Sewer Fund.

	FY2012/13 Actual	FY2013/14 Actual	FY2014/15 Projected	FY2015/16 Adopted
Water/Sewer Charges	4,035,302	4,179,769	4,320,843	4,640,000
Interest	4,263	2,653	2,000	2,000
Total	4,039,565	4,182,422	4,322,843	4,642,000

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 decrease 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 \$2,000 will be earned on the investments of the fund for Fiscal 2016.

Total revenue for the Water and Sewer Fund for Fiscal 2016 budget - \$4,642,000

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 \$1,960,000 for the Fiscal 2016 budget year. The fund also budgeted \$780,000 in investment income from the police pension investment portfolio.

Total revenue for the Police Pension Fund for Fiscal 2016 budget - \$2,740,000

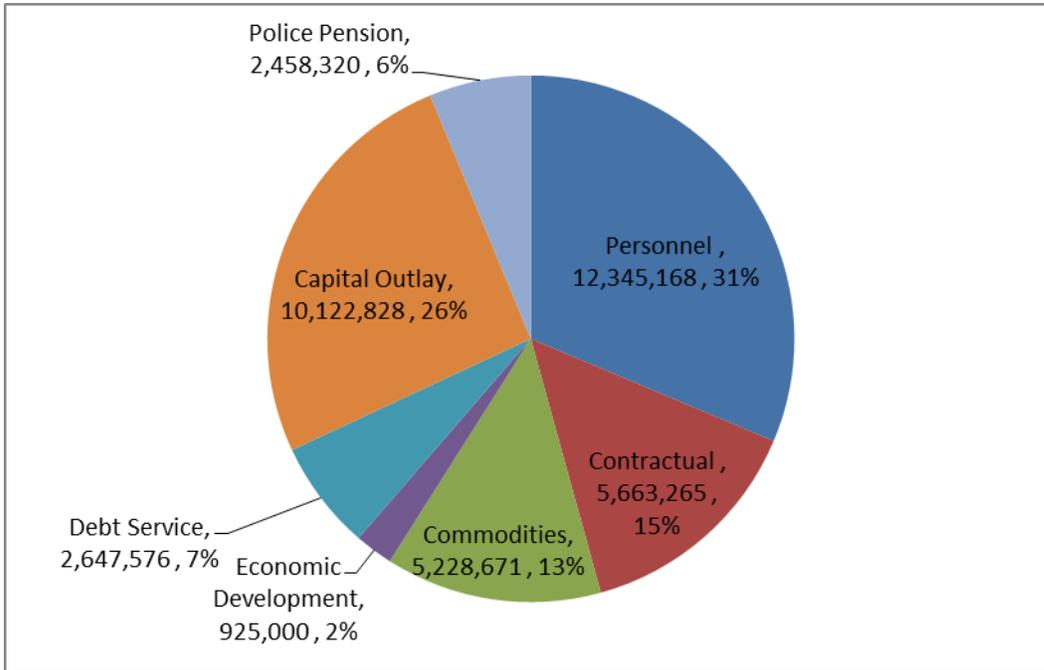
Total Revenue - All Funds Fiscal 2016 budget - \$33,927,685

Expenditure Analysis and Overview

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.

FY2015/2016 Total Budgeted Expenditures



Expenditures by Type

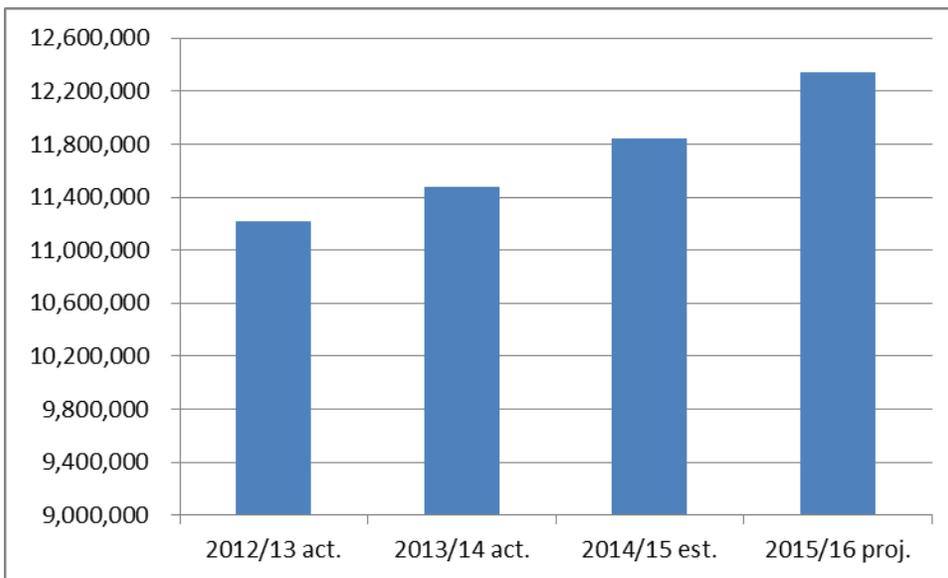
Figures are shown at the budgeted amounts.

Expenditures by Classification

	FY2012/13 Actual	FY2013/14 Actual	FY2014/15 Projected	FY2015/16 Adopted
Personnel	11,216,217	11,478,788	11,843,842	12,345,168
Contractual	5,069,367	5,173,689	5,227,588	5,663,265
Commodities	4,059,959	4,385,887	4,741,114	5,228,671
Economic Development	1,031,611	1,050,788	1,089,000	925,000
Debt Service	1,965,698	2,002,484	2,502,543	2,647,576
Capital outlay	2,064,807	2,133,551	2,757,903	10,122,828
Pension Expenses	1,803,304	1,910,970	2,309,092	2,458,320
Total	27,210,963	28,136,157	30,471,082	39,390,828

The total expenditure budget for the Village of Lincolnwood for the fiscal year beginning May 1, 2015 and ending April, 30, 2016 is \$39,390,828. Total expenditures have increased \$6,039,152 (18%) from the prior's year budget. The majority of the increase is due to the planned purchase of the UP railroad property in one of the Village's TIF districts and new projects in the Village's newest TIF district. 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 4% increase in personnel costs for Fiscal 2016. The majority of the increase is due to increased amounts for pension costs and contract adjustments for wages.

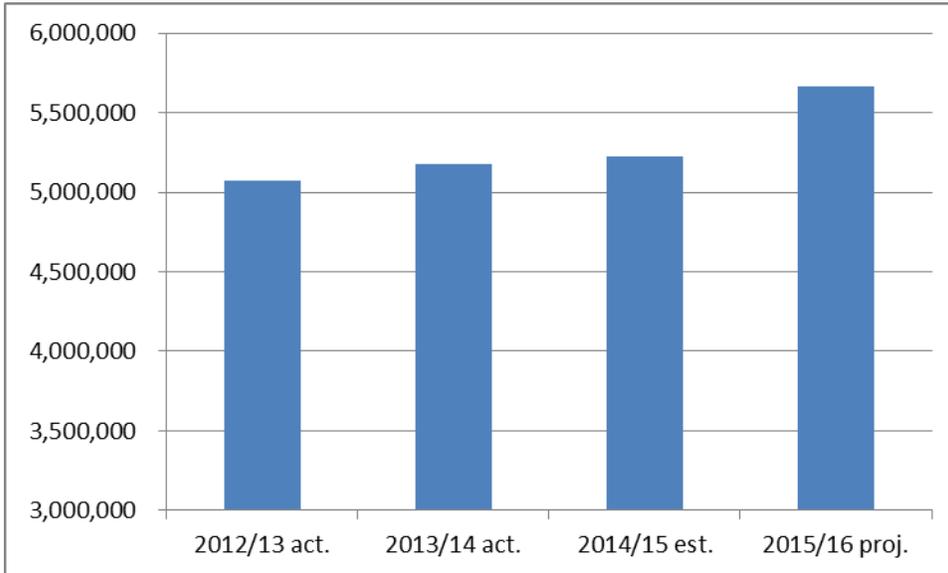
Non-union employees are on a merit based pay plan. There was a 2% cost of living increase budgeted in Fiscal 2016 for non-union employees. The Village has contracts with three collective bargaining groups. The contract with the Fraternal Order of Police (FOP) is in effect from May 1, 2014 through April 30, 2017. The contract with the communication workers with the FOP is in effect from May 1, 2013 through April 30, 2016. The contract with the International Brotherhood Teamsters Local 714 is expired on April 30, 2015 and is currently in negotiations.

The Village contributes to two pension plans for Village employees. The employer contribution rate to the Illinois Municipal Retirement Fund (IMRF) decreased from 10.91% to 10.77%. This rate is determined on a calendar basis and IMRF contributions amount to \$458,819 for the Fiscal 2016 budget. This amount is allocated to each department based on employee eligibility. The police pension contribution rate has a 19% increase from the previous year. The pension fund is approximately 49% funded and the State of Illinois has mandated that all public safety pension funds to be 90% funded by the year 2040. The contribution to the police pension fund is actuarially determined and the Village funds 100% of the required contribution. This amount totals \$1,680,000 for Fiscal 2016 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 remained the same from the prior year and HMO costs are expected to increase 4%. 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 \$1,056,181 for Fiscal 2016 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 \$235,257 for Fiscal 2016 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 projected an increase of 7% as additional costs for the engineering and construction of a major development is expected to start in Fiscal 2016.

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 2016 is \$2,724,894 which represents a 2.25% 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 \$210,000 for liability and property insurance for Fiscal 2016. This amount has decreased from prior years as the Village has experienced a decrease in claim costs.

The Village contracts for inspection and planning services for our Community Development Department. The cost of \$330,520 is included in their budget for these services for Fiscal 2016.

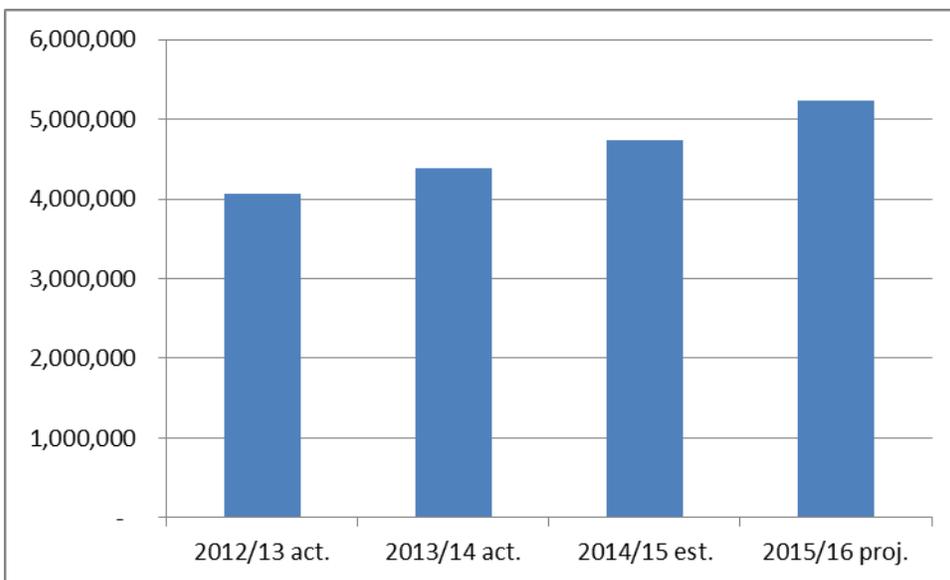
The Village also contracts for legal, engineering, and information technology services. These contracts are renewed annually and total \$381,500 in the Fiscal 2016 budget. The Village is a member of a consortium where members share costs for Geographic Information Services (GIS) consulting. The Village plans to spend \$45,140 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 2016 is \$1,097,775 which represents a minimal increase over the prior year. This amount is included in the Public Works Streets and Maintenance Department.

Public Works has also budgeted \$110,000 for Village tree replacement. This amount has increased over the prior year as the Village is replacing more trees due to the devastation caused by the emerald ash bore. This budget also includes \$38,800 for repairing Village streetlights.

The Water and Sewer Fund has budgeted \$50,00 for engineering fees associated with a pilot area for stormwater management. The Village has also budgeted \$75,000 for a water distribution system analysis study as the cost of water from the Village’s water supplier has increased dramatically over the last four years.

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 2016 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, 2015.

The Police Department has budgeted \$30,305 for various dues and memberships in organizations which will help them to improve public safety. \$24,775 will be spent on training our officers. Also, \$50,645 has been budgeted for program supplies that include taser replacement, 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 systems is \$87,300.

The Fire Department will spend \$150,000 for the dispatching of Fire and EMS related calls. Also, \$10,430 will be budgeted for dues and training for firefighting.

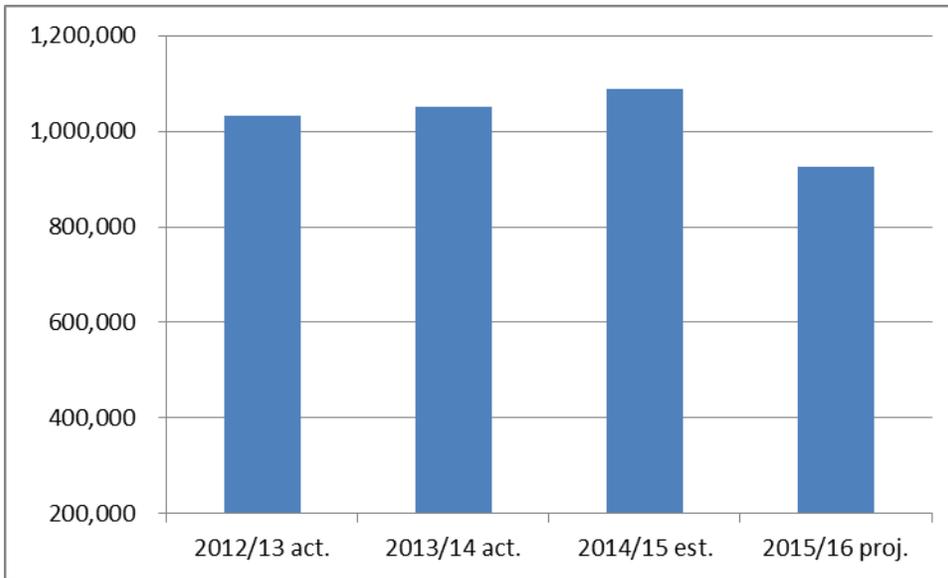
Public Works will spend \$117,710 for upkeep of our Village buildings. This amount includes overhead door maintenance for our fire houses doors and upkeep of the heating and cooling systems. Also included are roof repairs to various Village buildings and the installation of back-up power sources for Village computer rooms. The Village spends at least \$128,000 per year for electricity for streetlights. The Village expects electric rates to remain stable for Fiscal 2016. 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 has budgeted \$40,000 on replacement parts to extend the useful lives of Village vehicles and machinery.

The Information and Technology Division will spend \$50,576 as part of the ongoing computer replacement program and \$64,600 to upgrade the Village police record keeping system servers.

The Parks and Recreation department will spend \$132,000 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 \$2,100,000 for water purchases from the City of Chicago. This amount is difficult to estimate based on changing weather patterns that we 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 2016.

Economic Development and Assistance

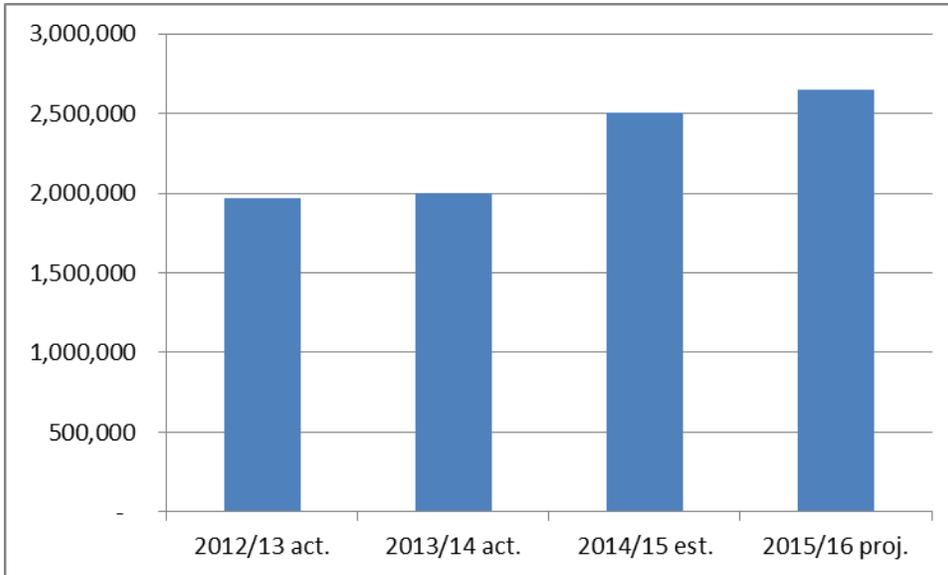


The Village has revenue sharing agreements in place with various businesses in our community. Most of the agreements are to assist with the building or expansion of the businesses’ facilities in the Village. These amounts total \$500,000 in the Fiscal 2016 budget and are included in the Community Development 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 the General Fund (\$50,000), the NEID TIF (\$150,000) and the Devon/Lincoln TIF (200,000).

The Village has instituted a new program to assist homeowners in replacing their private sewer lines due to damage caused by Village trees located in the homeowner’s parkways. The maximum amount reimbursable to the homeowner will be \$2,000. The Village has budgeted \$25,000 for this program in FY2016.

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. Total amount budgeted for Fiscal 2016 principal and interest payments are \$480,200.

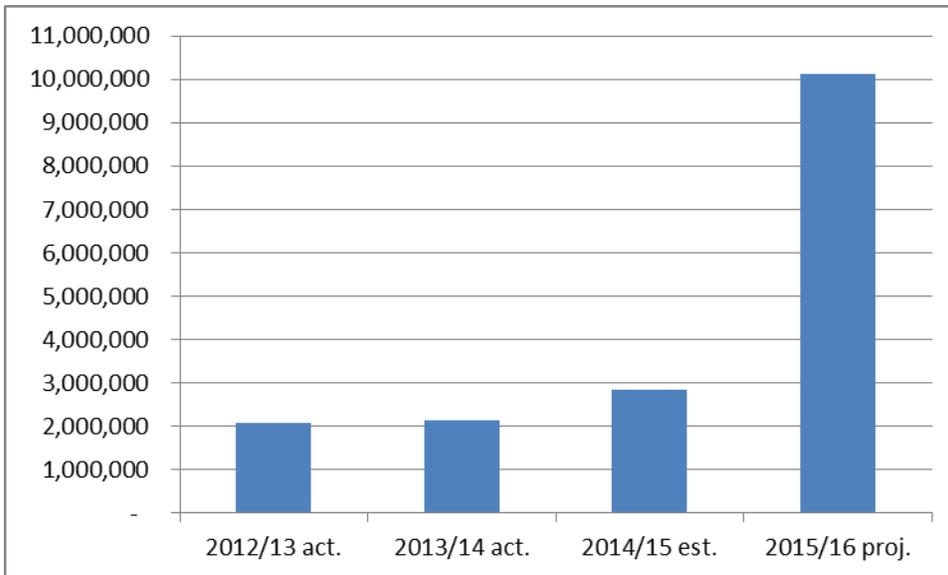
The Village also received loans from the Illinois Finance Authority and Oshkosh Capital to finance the purchase of a fire truck. The Village has budgeted \$412,293 to pre-pay this loan in Fiscal 2016.

The Village financed the installation of field lighting for Proesel Park. The loan is payable over a three year period and \$34,432 has been budgeted for the final installment payment in Fiscal 2016.

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 2016.

The Village has also received a five year interest free loan from Cook County for watermain and streetlight replacements on Crawford Avenue. \$202,043 has been budgeted in the Debt Service Fund and \$302,119 in the Water and Sewer Fund for the second year of repayment for the loans.

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 2016 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. \$899,313 is budgeted in the Transportation Improvement Fund to replace the street lights on Lincoln Ave. Both the Lincoln/Touhy and Devon/Lincoln TIF districts have also budgeted \$300,000 and \$650,000, respectively, for streetlight replacement. 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 \$512,000 for Fiscal 2016 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 land and construct a bike path in the Village’s major TIF district. The cost of both the purchase and construction of the bike path is estimated at \$4,200,000 of which 80% will be funded by grants.

The Village has budgeted \$1,650,000 for streetscaping on Devon Ave. in the recently created Devon/Lincoln TIF district.

The Village has also budgeted \$410,000 in the Water and Sewer Fund for a stormwater management pilot test program.

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

Project	FY2016	FY2017	FY2018
Street Lighting	\$10,000	\$10,000	\$10,000
Bike Paths	(7,000)	(7,000)	(7,000)
Total Net Budget Savings/(Costs)	\$3,000	\$3,000	\$3,000

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 \$2,362,770 for the Fiscal 2016 budget. The fund has also budgeted \$95,550 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.

2015-2016 Operating Budget

Budget Analysis

President and Village Board

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2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Adopted
42,242	41,492	42,000	42,000	Salary - Elected/Appointed	42,000
12,386	12,864	13,320	13,320	Wages - Full Time Hourly	14,016
3,339	3,455	3,430	3,430	Employer FICA	3,473
781	808	802	802	Employer Medicare	812
3,510	3,763	3,638	3,638	Employer IMRF	3,693
-	-	42	42	Insurance - Group Life and AD&D	45
989	1,048	1,104	1,104	Insurance - Group Medical	1,087
101	104	108	108	Insurance - Group Dental	108
366	386	400	400	Insurance - Workers Compensation	420
63,714	63,920	64,844	64,844	Personnel Services	65,654
1,740	6,660	5,500	5,500	Purchased Program Services	5,500
-	8,649	1,500	1,000	Consulting	8,500
4,500	5,000	4,500	4,500	Other Professional Services	4,500
6,240	20,309	11,500	11,000	Contractual Services	18,500
8,187	10,713	10,000	10,000	Intergovernmental Fees and Dues	10,000
1,073	1,020	1,000	1,000	Printing and Copying Services	1,000
14,770	14,804	15,000	13,000	Village Newsletter	12,000
-	-	3,000	1,500	Other Contractual	3,000
30	60	30	30	Books and Publications	30
86	500	500	500	Office Supplies	500
7,219	2,764	5,500	6,500	Other Materials and Supplies	2,500
31,364	29,861	35,030	32,530	Commodities	29,030
610	850	600	600	Conference and Meeting Registration	600
83	142	400	400	Local Mileage, Parking, and Tolls	400
202	262	500	500	Lodging	500
5,191	6,243	7,000	7,000	Meals	7,000
213	502	200	200	Purchased Transportation	200
6,299	8,000	8,700	8,700	Meetings and Travel	8,700
107,617	122,090	120,074	117,074	Totals	121,884

Budget Highlights

Personnel Services

No increase in personnel

**Village of Lincolnwood
2015/2016 Budget
President and Board of Trustees**

Performance Measures

	Actual 2012/2013	Actual 2013/2014	Estimated 2014/2015	Projected 2015/2016
Meetings Held				
Committee of the Whole	21	23	22	22
Regular Business	22	22	22	22
Executive Session	22	15	20	19
Total Meetings Held	<u>65</u>	<u>60</u>	<u>64</u>	<u>63</u>
Village Board Actions				
Resolutions	64	65	58	60
Ordinances	57	47	68	60
Total Board Actions	<u>121</u>	<u>112</u>	<u>126</u>	<u>120</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.

2015-2016 Operating Budget

Budget Analysis

Village Clerk

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2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Adopted
8,031	8,031	8,000	8,000	Salary - Elected/Appointed	8,000
496	515	496	496	Employer FICA	496
116	120	116	116	Employer Medicare	116
240	240	240	240	Insurance - Workers Compensation	240
8,883	8,906	8,852	8,852	Personnel Services	8,852
10,642	8,169	10,000	10,000	Ordinance Codification	10,000
-	-	50	50	Professional Associations	50
200	-	-	-	Other Materials and Supplies	-
10,842	8,169	10,050	10,050	Commodities	10,050
-	-	150	100	Conference and Meeting Registration	150
-	-	50	-	Local Mileage, Parking and Tolls	50
171	-	100	100	Meals	100
171	-	300	200	Meetings and Travel	300
19,896	17,075	19,202	19,102	Totals	19,202

Budget Highlights

Personnel Services

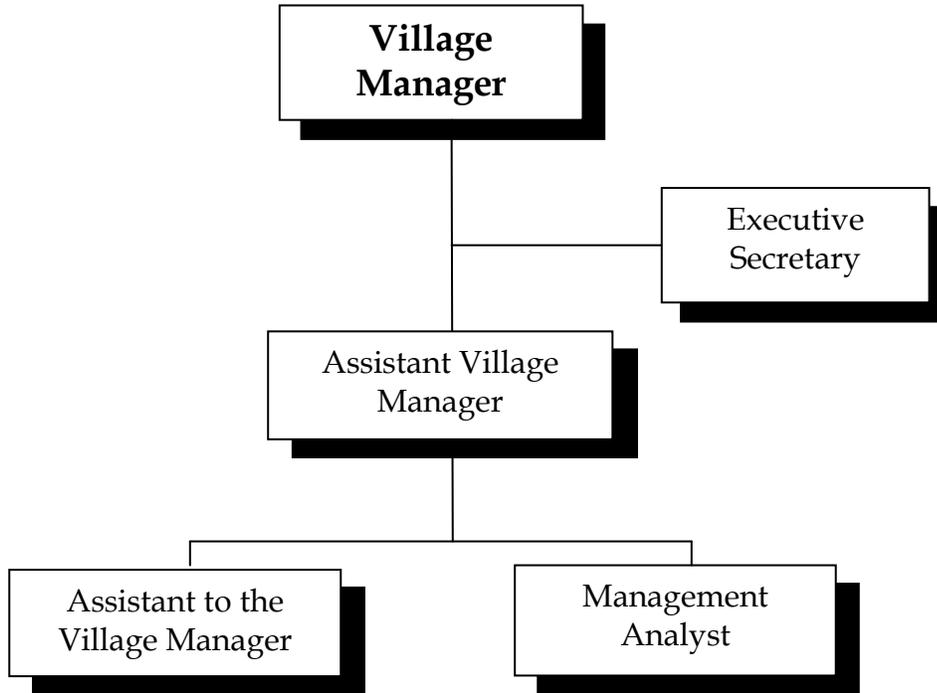
No increase in personnel

**Village of Lincolnwood
2015/2016 Budget
Village Clerk**

Performance Measures

	Actual 2012/2013	Actual 2013/2014	Estimated 2014/2015	Projected 2015/2016
Village Board Minutes Recorded				
Total Minutes Recorded	21	22	22	22
Board Actions				
Resolutions	64	65	58	60
Ordinances	57	47	68	60
Total Board Actions	<u>121</u>	<u>112</u>	<u>126</u>	<u>120</u>

VILLAGE OF LINCOLNWOOD
Fiscal Year 2015/16
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 Manager's Office will enhance transparency and improve broadcast quality by replacing the Village's audio system and adding additional microphones which will allow the Village to broadcast Committee of the Whole meetings.

The Village completed the installation of wireless microphones in the Village Council Chambers allowing for the televising of Committee of the Whole meetings.

- 2) The Village Manager's Office will enhance communication with residents and encourage communication among neighbors by implementing the community-based social media site known as Nextdoor.com. This social media site is unique from other social media sites because it restricts membership to Village residents. Current municipalities using Nextdoor.com report positive results and high participation rates. The Village will publicize the availability of the site and its unique features and capabilities. In addition, the Village Manager's Office will partner with the Police Department to establish effective uses for public safety.

At the December 16, 2014 Committee of the Whole meeting the Village Board authorized staff to proceed with creating a Nextdoor.com account and working with Nextdoor.com to define the Village's boundaries in their system. Staff is in the initial phases of creating a Lincolnwood Nextdoor.com account and working with Nextdoor.com to establish neighborhood boundaries using GIS.

- 3) The Village Manager's Office will improve resident relations by creating a New Resident Packet consisting of informational materials from the Chamber of Commerce, Lincolnwood taxing bodies, and other community organizations. This goal was developed at the November 1, 2013 Lincolnwood taxing bodies meeting.

The Village launched the New Resident Packet program in December of 2014 as a partnership with the Lincolnwood taxing bodies and the Chamber of Commerce and has provided materials to five new residents to date. Further, staff created a New Resident

Guide for information that is of interest to new residents and has distributed it to 12 new residents. This guide is included in the New Resident Packet and available on the Village website.

- 4) The Village Manager's Office will continue to implement the Patient Protection and Affordable Care Act (PPACA) to ensure that the Village is compliance with all aspects of the Law that are required for 2014-2015.

The Village Manager's Office worked with the Village's broker, GCG Financial, to implement changes related to PPACA for 2014 and 2015. The Village Manager's Office will continue to implement changes as proscribed by PPACA and will notify the Village Board of any necessary changes to benefits that may be required as a result of the law.

- 5) The Village Manager's Office will increase its Facebook subscribers by 20% through a campaign that includes promotional events and activities.

The Village Manager's Office has increased the number of subscribers to the Village's Facebook page by 25%. This goal has been achieved by increasing advertising of the Village's Facebook page through other media outlets including the Village newsletter and cable channel. The Social Media Manager has also expanded interest in the Village's page and increased page views by collaborating with other organizations and sharing material on the Village's page and posting videos and photos more frequently.

- 6) The Village Manager's Office will promote available retail opportunities in the Village by marketing vacant properties. Staff will develop a retail trade area, which is defined as the largest distance consumers are willing to travel to purchase goods and services, and distribute this information to potential retail site selectors along with other economic data available through the Village's GIS Consortium membership.

This year the Village joined the Location One Information System (LOIS) which is a national, searchable, online economic development database. Membership in LOIS is complimentary for Illinois Municipalities through the State of Illinois. LOIS is the oldest and largest economic development building, site, and community database system in the country. Staff has direct access to LOIS and has updated LOIS with all of the Village's vacant sites including photos, rental rates, zoning information, size of vacant commercial properties and buildings. LOIS can be found at www.locationone.com.

Proposed Goals

- 1) The Human Resources Division will reduce the use of paper, expand electronic and online access for applicants, and increase efficiency by implementing the Springbrook Applicant Tracking Module.
- 2) The Village Manager's Office will increase the total number of residents signed up for the Village's public information subscription list by 10% through a media campaign.

- 3) The Information Technology Division will enhance disaster recovery preparedness by creating a Business Continuity Plan which is a plan to continue Village operations in case of floods, power outages, and other unexpected occurrences.
- 4) The Human Resources Division will enhance its New Employee Orientation program by implementing new resources to include in the New Employee Orientation Packet including Village maps and a software training guide. The Division will expand its orientation program through an introductory one-on-one software training session.
- 5) The Village Manager's Office will create a database to aid in the analysis of worker's compensation, general liability, and damage to Village property claims. Staff will work with the GIS Specialist to create an online mapping system that can be shared by multiple departments. The system will allow staff to better identify trends in accidents and assist departments in determining and implementing effective risk management strategies in an effort to reduce future claims.
- 6) The Village Manager's Office will partner with other local government organizations, such as School District 74 and the Lincolnwood Library, to provide coordinated services to Village residents. The Office will also identify services that could be shared with other agencies to reduce costs.
- 7) The Village Manager's Office will identify options to expand mass transit opportunities available to Lincolnwood residents.

2015-2016 Operating Budget

Budget Analysis

Village Manager's Office

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2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Adopted
374,962	395,178	412,735	414,088	Wages - Full Time Salaried	431,455
49,545	51,454	53,280	53,160	Wages - Full Time Hourly	56,062
5,818	1,078	2,000	2,000	Wages - Part Time Hourly	2,000
11,122	11,452	11,781	11,838	Deferred Compensation	12,355
3,742	3,969	4,127	4,127	Educational Stipend	4,279
879	807	720	720	Phone Stipend	720
22,160	24,485	24,991	24,991	Employer FICA	25,781
6,510	7,060	7,017	7,017	Employer Medicare	7,201
45,026	50,278	52,626	52,000	Employer IMRF	54,297
1,589	1,785	1,303	1,303	Insurance - Group Life and AD&D	1,332
37,408	38,627	41,125	41,125	Insurance - Group Medical	40,518
3,910	3,937	4,555	4,555	Insurance - Group Dental	4,125
12,032	12,307	12,500	12,500	Insurance - Workers Compensation	12,774
574,703	602,416	628,760	629,424	Personnel Services	652,899
3,075	1,514	3,000	3,000	Consulting	3,000
9,320	9,300	9,500	9,000	Other Professional Services	15,000
12,395	10,814	12,500	12,000	Contractual Services	18,000
3,484	5,126	3,500	2,000	Advertising	3,500
571	438	1,500	1,500	Printing and Copying Services	1,500
3,184	3,279	3,085	3,085	Professional Associations	3,085
2,635	714	1,500	2,825	Training	2,500
33,897	42,181	28,875	32,700	Other Contractual	28,875
282	650	300	705	Books and Publications	300
1,684	2,020	1,200	2,863	Office Supplies	1,200
8,573	9,935	8,660	5,927	Other Materials and Supplies	5,310
54,309	64,343	48,620	51,605	Commodities	46,270
2,375	2,139	2,995	2,995	Conference and Meeting Registration	2,995
9,870	9,426	9,500	9,500	Local Mileage, Parking, and Tolls	9,500
2,556	2,536	4,430	2,140	Lodging	4,430
2,010	1,033	2,445	2,445	Meals	2,445
316	257	1,000	500	Purchased Transportation	1,000
17,126	15,391	20,370	17,580	Meetings and Travel	20,370
658,533	692,964	710,250	710,609	Totals	737,539

Budget Highlights

Personnel Services

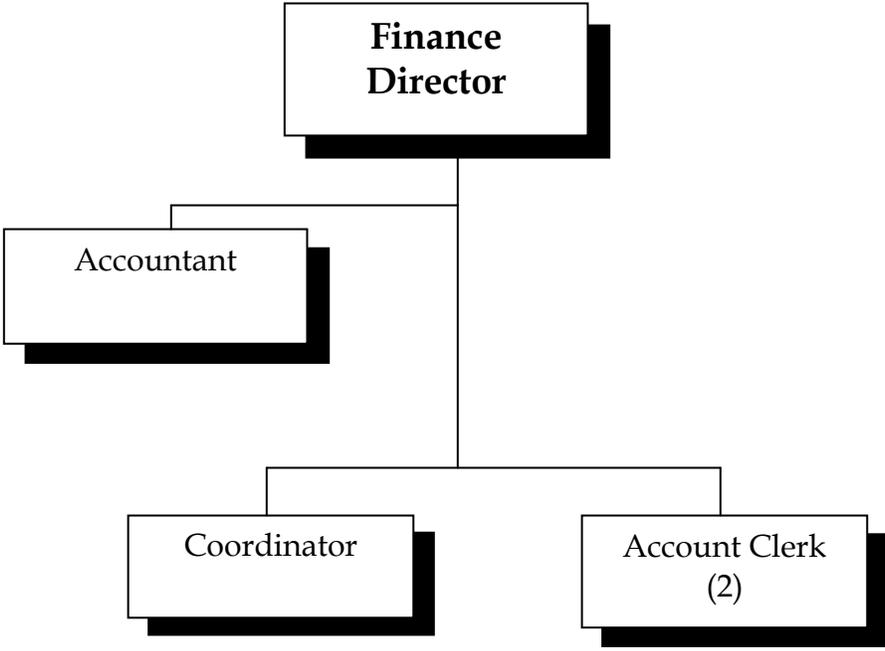
No increase in personnel

**Village of Lincolnwood
2015/2016 Budget
Village Manager's Office**

Performance Measures

	Actual 2012/2013	Actual 2013/2014	Estimated 2014/2015	Projected 2015/2016
Newsletters				
Village Connections	6	6	6	6
Employee Quarterly	4	4	4	4
Total Newsletters	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>
Freedom of Information Act Requests				
Total Requests	<u>260</u>	<u>350</u>	<u>300</u>	<u>305</u>
Broadcasting				
Village Board	22	22	22	22
Plan Commission	13	14	15	15
Zoning Board of Appeals	10	6	11	10
Total Meetings Broadcast	<u>45</u>	<u>42</u>	<u>48</u>	<u>47</u>
Personnel				
Budgeted Full-Time Positions	<u>89</u>	<u>89</u>	<u>90</u>	<u>90</u>
Inspections				
Food Service	<u>144</u>	<u>130</u>	<u>72</u>	<u>90</u>

VILLAGE OF LINCOLNWOOD
Fiscal Year 2015/16
Organizational Chart
Finance Department



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, administration of the adjudication system, capital asset accountability, financial budgeting and forecasting, insurance and risk management, payroll and personnel matters, purchasing, employee benefit and retirement matters, grant 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 assist the Village Manager's Office with the installation and staff training 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 goal was originally scheduled for Fiscal 2014 but was rescheduled to Fiscal 2015 due to the finalization of the agreement with the software company. Some of the new benefits of the upgrade will be improved speed and user interface, enhanced reporting capabilities and enhanced permit and inspection process. Future capabilities will include more online bill payment features, paperless timesheets and purchase orders, and integration with other software systems used in the Village.

The Finance Department assisted with the installation of the new Springbrook software update in July, 2014. The installation was completed in August, 2014 and the implementation has allowed users to work more efficiently in performing their daily tasks.

- 2) Assist the Public Works Department with the installation of a new inventory module. The module will allow for the tracking of the small tools and equipment and material used in the Department.

The inventory module was installed in August, 2014. Staff recorded all current inventories of parts and small tools and equipment. The Village is in the process of purchasing hand held scanning devices that will allow for the easy use of recording inventory transactions.

- 3) The Finance Department will assist in the formulation of possible financing alternatives for the proposed development in the Lincoln/Touhy TIF District. The TIF contains property that formally was the Purple Hotel site and a developer has submitted plans for the redevelopment of this site.

The Finance Department has met with the developer of the old Purple Hotel site, Village legal counsel and staff to draft a development agreement that was approved in FY2015. The agreement provides funding necessary for the developer to proceed with the plans to build a mixed-use development for retail and service providers.

- 4) The Finance Department will assist to increase efficiencies in the set-up of new employees in the new version of the Village's payroll module. These changes will allow for less time to enter new employees into the system and the information for each category of employees will be standardized.

The Finance Department has purchased a software package that interfaces with the upgraded payroll module that allows each department to upload their employees' payroll records electronically. This procedure decreases the time each department has to enter employee dated into each bi-weekly payroll submission.

Proposed Goals

- 1) The Finance Department will assist the Village's Police Pension Board in reviewing and suggesting funding strategies to ensure the Village is compliant with the funding requirements mandated by the State legislature.
- 2) The Finance Department will assist the Village Manager's Office in reviewing alternate solutions for the purchase of potable water for the Village. The Village's current water supplier has continually increased the water rates over the last 10 years. These increases have dramatically affected Village residents' and businesses' financial conditions.
- 3) The Finance Department will start the implementation of enhancing the online bill payment features to include the purchase and payment of Village issued vehicle stickers. Currently, residents can purchase vehicle stickers through the mail or in person at Village Hall.
- 4) The Finance Department will use Crystal software to enhance Springbrook's reporting capabilities. Crystal is a business intelligence report writing software. It allows users to modify existing reports to improve the readability and information content by tailoring the reports to their individual needs. Finance will work with each Village Department to create and enhance reporting capabilities that will increase the productivity of users of Springbrook software.
- 5) The Finance Department will reduce the Village's reliance on paper and increase the productivity of staff by implementing a paperless check requisition and purchase order system.

2015-2016 Operating Budget

Budget Analysis

Finance

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2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Adopted
140,497	166,929	180,580	179,500	Wages - Full Time Salaried	186,500
146,932	143,602	142,400	142,400	Wages - Full Time Hourly	147,412
2,786	3,594	2,500	3,295	Wages - Seasonal Hourly	3,000
-	-	450	450	Wages - Overtime 1.5X	450
730	684	680	680	HSA Savings Account	680
1,921	2,200	1,806	2,344	Educational Stipend	2,444
-	-	-	-	Tuition Reimbursement	8,547
-	450	1,080	405	Opt Out Insurance	-
366	579	780	720	Phone Stipend	720
17,447	19,485	20,320	20,320	Employer FICA	21,068
4,080	4,558	4,752	4,752	Employer Medicare	4,927
28,790	33,821	35,516	35,000	Employer IMRF	36,274
799	1,020	1,045	1,045	Insurance - Group Life and AD&D	1,072
42,305	42,510	50,315	56,260	Insurance - Group Medical	59,710
4,445	4,406	5,152	5,152	Insurance - Group Dental	5,641
9,399	9,664	9,908	9,908	Insurance - Workers Compensation	10,173
105,424	108,624	99,000	90,000	Employee Benefit Expenses	94,630
505,919	542,127	556,284	552,231	Personnel Services	583,248
129,711	128,508	200,000	160,000	Liability Insurance	150,000
25,400	26,100	29,000	29,000	Audit	26,800
1,025	1,300	1,500	1,500	Consulting	1,500
156,136	155,908	230,500	190,500	Contractual Services	178,300
4,600	-	4,000	4,000	Other Professional Services	3,000
24,440	25,109	22,500	22,500	R&M - Office Equipment	22,500
518	519	600	600	Advertising	600
9,162	7,672	11,500	11,500	Printing and Copying Services	11,500
1,180	190	1,100	1,100	Professional Associations	1,100
56,009	53,277	48,000	50,000	Telephone	50,000
1,877	859	1,500	1,500	Training	1,500
14,993	16,882	15,500	17,000	Office Supplies	16,000
10,742	12,857	15,000	15,000	Postage	15,000
5,820	5,848	6,500	6,500	Bank and Credit Card Fees	6,500
2,872	3,584	3,300	3,600	Program Supplies	3,600
132,213	126,797	129,500	133,300	Commodities	131,300

2015-2016 Operating Budget

Budget Analysis

Finance

210

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Adopted
-	-	375	375	Conference and Meeting Registration	375
703	409	700	700	Local Mileage, Parking, and Tolls	700
-	1,220	800	400	Lodging	800
713	854	1,000	300	Meals	900
-	307	400	400	Purchased Transportation	400
1,415	2,790	3,275	2,175	Meetings and Travel	3,175
795,683	827,623	919,559	878,206	Total	896,023

Budget Highlights

Personnel Services

No increase in personnel

**Village of Lincolnwood
2015/2016 Budget
Finance Department**

Performance Measures

	Actual 2012/2013	Actual 2013/2014	Estimated 2014/2015	Projected 2015/2016
Licenses Issued				
Vehicle Licenses Issued	8,700	8,650	8,700	8,750
Business	1,116	1,213	1,240	1,270
Total Licenses Issued	<u>9,816</u>	<u>9,863</u>	<u>9,940</u>	<u>10,020</u>
Billings				
Water and Sewer	19,607	19,712	19,750	19,780
Rent, inspections and others	303	237	175	185
Total Billings	<u>19,910</u>	<u>19,949</u>	<u>19,925</u>	<u>19,965</u>
Vendor Checks Issued	<u>3,373</u>	<u>3,383</u>	<u>3,410</u>	<u>3,425</u>
Payroll Checks Issued	<u>4,315</u>	<u>4,521</u>	<u>4,600</u>	<u>4,700</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.

2015-2016 Operating Budget

Budget Analysis

Legal 230

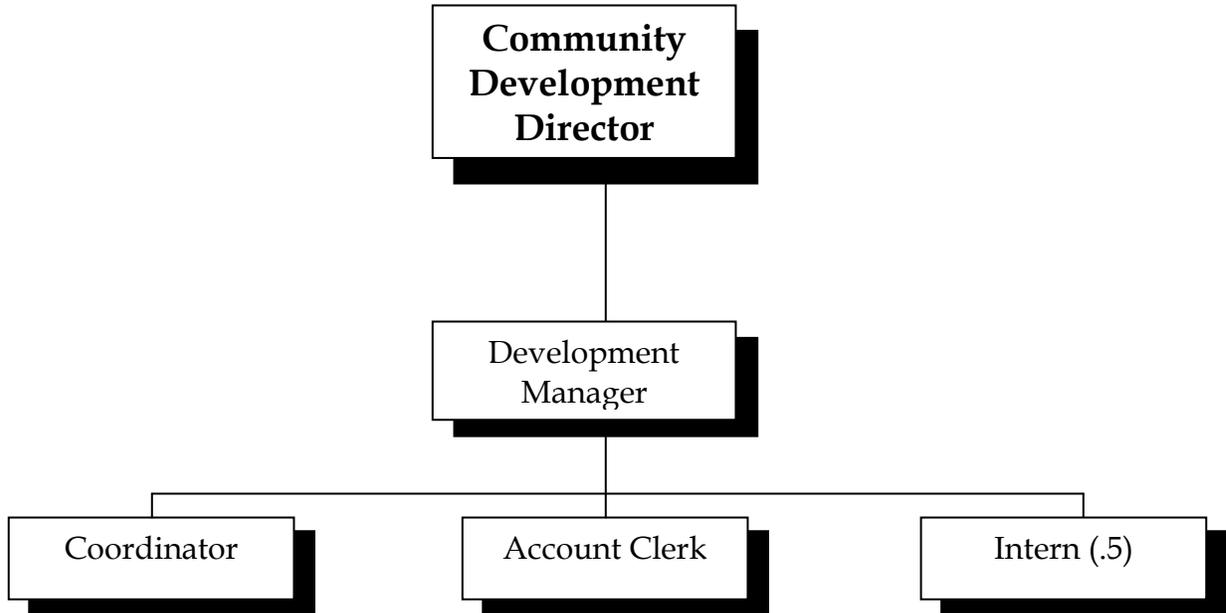
2013	2014	2015	2015	Description	2016
Actual	Actual	Adopted	Projected		Adopted
128,480	134,254	141,000	140,000	Legal - Retainer	148,320
15,376	14,784	30,000	30,000	Legal - Litigation	30,000
58,528	49,911	100,000	75,000	Legal - Review	100,000
59,958	41,763	50,000	40,000	Other Professional Services	45,000
262,342	240,712	321,000	285,000	Contractual/Total	323,320

**Village of Lincolnwood
2015/2016 Budget
Legal Department-Adjudication**

Performance Measures

	Actual 2012/2013	Actual 2013/2014	Estimated 2014/2015	Projected 2015/2016
Number of Hearings per year	12	12	12	12
Number of Cases adjudicated	1,012	866	852	859

VILLAGE OF LINCOLNWOOD
Fiscal Year 2015/16
Organizational Chart
Community Development Department



Community Development Department

Department/Activity Description

The Community Development Department is responsible for administering the Village's building, zoning and development codes. It 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 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) To better assist developers, improve the clarity and quality of individual Village Development Team reviews, by establishing a standardized Review Form that will guide various staff reviewers to comment on specific aspects of a proposed project.

A standardized review form has been and will be implemented with all Team development reviews occurring in calendar year 2015.

- 2) Assist IT/GIS with implementing a building permit layer in the Village's GIS system utilizing Springbrook data. Such a permit layer would allow Village employees in other departments access to the real time status of building permits and related data. It is anticipated that this layer will be especially useful to employees in the field to verify permit status.

This task is awaiting completion of Springbrook upgrades needed in order to create this GIS layer. Currently the address system utilized by Springbrook and other needed work is expected to be completed in February 2015. Once this work is completed this task can proceed.

- 3) Guide the consideration of the proposed Shoppes at Lincoln Pointe through remaining steps in the Village's development approval process and coordinate permit plan review and inspection requirements once development is approved.

Preliminary PUD Plan Approval and business points for an economic incentive have been either completed or agreed and substantial work has been completed on the qualification documents for the proposed Touhy Lincoln Business District. Further work however is now awaiting action by the developer and final plan submittal.

- 4) To improve case management and department efficiency, create a public hearing records management and tracking system for public hearing documents. It is anticipated this system will improve the tracking of cases through the public hearing process and result in improved efficiency in the department.

An improved record-keeping system for public hearings has now been implemented in the department. This new system improves the physical filing and tracking of required documents (applications, legal notices, staff reports, etc.) for each public hearing. The benefit of the new system is that it helps provide easy document retrieval and ensures that hearing requirements are met. One of the related refinements is implementation of a Case numbering system for public hearings which will begin with the New Year.

- 5) Develop steps to implement the key recommendations of the Urban Land Institute 2013 Report on the Devon Avenue Corridor.

Since release of the ULI report in early 2014, the Devon-Lincoln TIF District was established and the Village Engineer has begun work on the preparation of a Streetscape Plan for the Corridor. Further, staff has developed an Implementation Plan to guide additional actions for the Corridor.

- 6) Network with the area development and retail community by attending two events such as the fall ICSC Chicago Deal Making and the Spring Illinois Alliance programs.

The Department Director attended the 2014 ICSC Chicagoland Retail Connection Program held in August in Rosemont. The Director anticipates attending the ICSC Spring Illinois Alliance Program.

Proposed Goals

- 1) To improve customer service and department efficiency, establish an automated telephone answering system in the department that provides a menu of choices to route callers to the appropriate personnel.
- 2) To guide future decision making toward achieving the community vision, provide assistance and staff support to the Ad Hoc citizens committee and consultant in the preparation of a new Comprehensive Plan for the Village.
- 3) Shepherd through the Village's consideration process, the remaining approval steps for the proposed Shoppes at Lincoln Pointe, a key development at the major intersection of Touhy and Lincoln Avenues, that promises to be a catalyst for further community redevelopment.
- 4) To improve customer service and ease in completing application forms, create customer fillable application forms for public hearing requests and building permits and post these to the Village website.
- 5) Review Village Contractor licensing requirements, related best practices and survey area communities to ascertain whether changes or elimination of Contractor licensing should be recommended.
- 6) Establish an improved records and tracking system for building plan reviews which will take advantage of the recent Springbrook upgrades. It is anticipated that establishing this system will improve department efficiency and will improve the tracking of plan reviews through various stages, especially where many reviewers or disciplines are involved.

2015-2016 Operating Budget

Budget Analysis

Community Development

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2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Adopted
202,378	202,988	210,495	210,495	Wages - Full Time Salaried	216,075
98,126	95,132	101,400	100,820	Wages - Full Time Hourly	98,488
11,983	3,867	2,000	-	Wages - Part Time Hourly	40,000
2,510	2,135	2,610	2,200	Educational Stipend	2,141
-	-	-	360	Cell Phone Stipend	360
19,907	19,154	21,359	21,359	Employer FICA	22,116
4,662	4,483	4,561	4,561	Employer Medicare	5,172
34,038	33,344	34,344	34,344	Employer IMRF	36,048
931	1,568	938	938	Insurance - Group Life and AD&D	935
24,360	29,812	25,768	42,465	Insurance - Group Medical	42,432
2,608	3,010	2,714	4,179	Insurance - Group Dental	4,182
6,671	6,861	6,968	6,968	Insurance - Workers Compensation	7,724
408,175	402,354	413,157	428,689	Personnel Services	475,673
231,421	237,593	403,949	289,744	Other Professional Services	385,126
231,421	237,593	403,949	289,744	Contractual Services	385,126
285	-	200	200	R&M - Office Equipment	-
381	748	1,000	1,000	R&M - Vehicles	1,000
2,452	2,858	3,300	5,800	Advertising	4,200
2,312	489	1,500	500	Printing and Copying Services	1,500
3,164	2,115	2,650	2,550	Professional Associations	2,650
206	211	500	500	Training	500
1,600	95	500	500	Books and Publications	500
-	-	350	350	Fuel	300
2,357	1,054	2,500	2,500	Office Supplies	2,500
658	968	650	650	Other Materials and Supplies	650
13,416	8,538	13,150	14,550	Commodities	13,800
2,000	1,745	3,100	3,175	Conference and Meeting Registration	2,000
138	271	250	175	Local Mileage, Parking and Tolls	250
-	2,027	2,400	2,400	Lodging	2,500
255	646	700	700	Meals	700
29	755	1,100	1,100	Purchased Transportation	1,200
2,421	5,444	7,550	7,550	Meetings and Travel	6,650

2015-2016 Operating Budget

Budget Analysis

Community Development

240

2013	2014	2015	2015	Description	2016
Actual	Actual	Adopted	Projected		Adopted
529,555	537,499	159,000	549,000	Sales Tax Sharing Agreements	500,000
529,555	537,499	159,000	549,000	Revenue Sharing	500,000
1,184,988	1,191,428	996,806	1,289,533	Total	1,381,249

Budget Highlights

Personnel Services

Added part-time code enforcement officer

Contractual Services

Increase in costs of inspections and plan reviews for new development

**Village of Lincolnwood
2015/2016 Budget
Community Development Department**

Performance Measures

	Actual 2012/2013	Actual 2013/2014	Estimated 2014/2015	Projected 2015/2016
Grants Issued				
Property Enhancement Programs	1	1	0	2
Green Initiatives for Tomorrow	3	2	1	2
Development Review Cases	<u>1</u>	<u>3</u>	<u>6</u>	<u>3</u>
Meetings Staffed				
EDC	12	10	12	12
ZBA	9	6	9	9
Plan Commission	14	17	15	15
	<u>35</u>	<u>33</u>	<u>36</u>	<u>36</u>
Permits Issued				
Building Permits	801	963	994	1059
Demolition Permits	5	8	8	9
Total Permits Issued	<u>806</u>	<u>971</u>	<u>1002</u>	<u>1068</u>
Building Code Inspections	<u>1330</u>	<u>1886</u>	<u>1928</u>	<u>2075</u>

Information Technology Division

Division/Activity Description

The Information Technology (IT) Division is managed by the Village Manager'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.

2015-2016 Operating Budget

Budget Analysis

Information Technology

250

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Adopted
4,437	8,085	8,000	6,000	Wages - Part Time Hourly	-
284	496	496	370	Employer FICA	-
67	116	116	80	Employer Medicare	-
240	240	240	240	Insurance - Workers Compensation	-
5,028	8,937	8,852	6,690	Personnel Services	-
61,836	66,586	55,000	55,000	Consulting	55,000
47,780	48,025	33,528	30,000	Data Processing	39,700
66,014	65,914	91,766	91,766	Maintenance Agreement Expense	130,072
175,630	180,525	180,294	176,766	Contractual Services	224,772
8,902	12,821	14,260	14,000	Telephone	25,385
1,725	-	12,000	12,000	Training	7,500
24,456	12,504	31,365	20,000	Other Contractual	22,875
914	2,946	2,000	2,000	Computer Supplies	1,000
35,997	28,271	59,625	48,000	Commodities	56,760
50,570	156,969	257,901	257,000	Equipment - Data Processing	94,425
11,322	-	136,000	133,000	Equipment - Data Processing	-
61,892	156,969	393,901	390,000	Equipment	94,425
278,547	374,702	642,672	621,456	Total	375,957

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.

2015-2016 Operating Budget

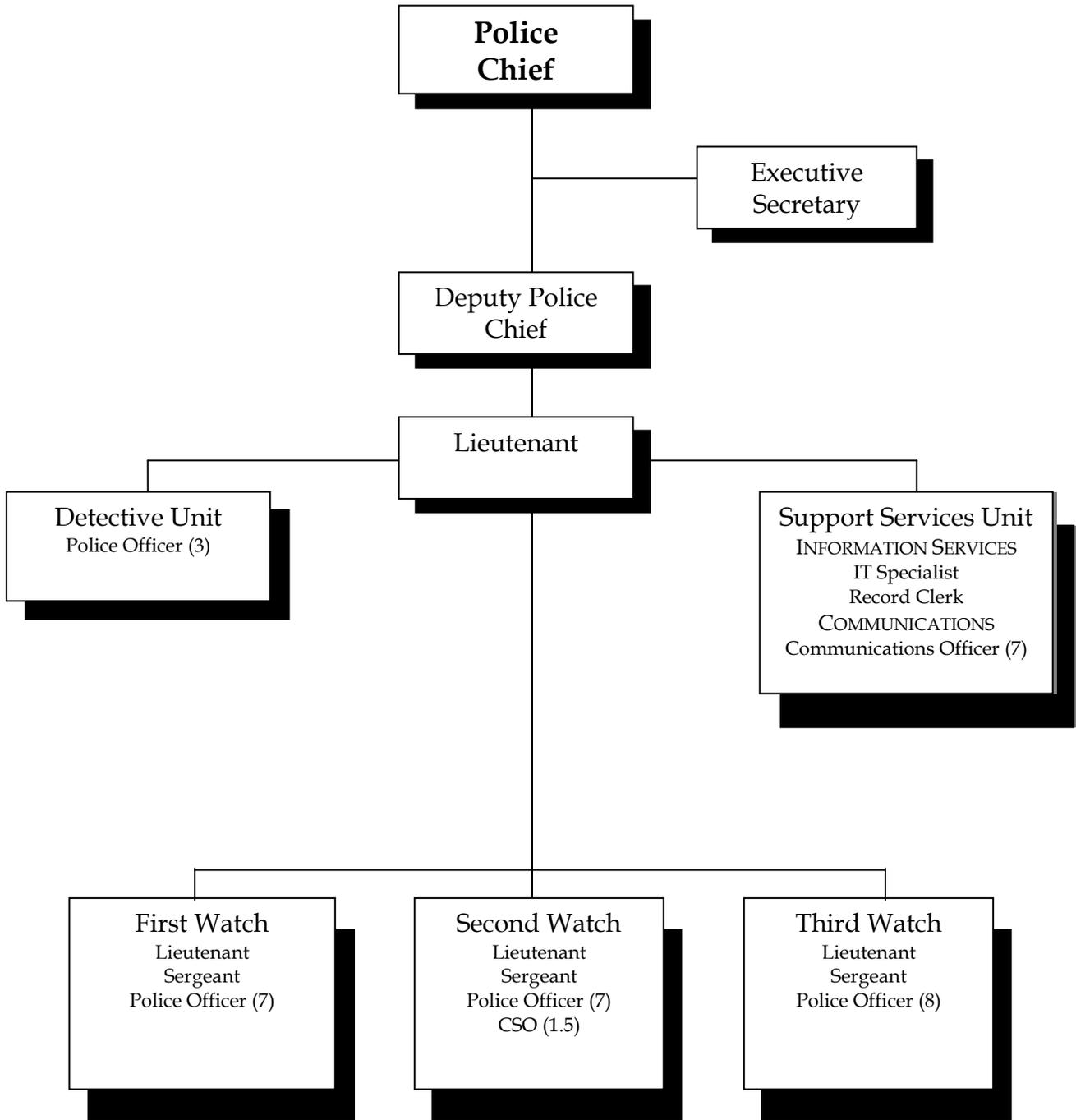
Budget Analysis

Engineering

290

2013	2014	2015	2015	Description	2016
Actual	Actual	Adopted	Projected		Adopted
41,600	22,300	20,500	40,500	Administration Engineer Costs	54,000
3,086	5,836	52,500	20,000	Building Engineering Costs	52,500
15,044	9,628	32,500	30,000	PW Building Engineer Costs	32,500
59,729	37,764	105,500	90,500	Contractual/Total	139,000

VILLAGE OF LINCOLNWOOD
Fiscal Year 2015/16
Organizational Chart
Police Department



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

- 1) The Police Department will expand its Simunitions program to include use of the AR-15 rifle. The Simunitions program is scenario based training using actual firearms without live ammunition. The expanded training will include a minimum of every sworn police officer participating in one full exercise with the AR-15. The equipment to support the 2014 Simunition training will be funded by the Lincolnwood Police Foundation. Training will be completed by December, 2014.

This training was delayed due to the assignment of Lt. Larry Martin, Program Coordinator, to the Northwestern Illinois University School of Police Staff and Command (SPSC). Lt. Martin graduated on January 16, 2015 and will conduct the training in the spring.

- 2) The Police Department will purchase, install, and implement a covert video surveillance system by August. The system will be used to address problem areas or proactively monitor areas likely to be targeted by pattern crimes, such as burglaries to motor vehicles during the Fest or Turkey Trot. The system will provide live video streaming that may be accessed from any Village computer or personal electronic device.

This goal is complete. The system has been installed, implemented, and is fully operational.

- 3) The Police Department will replace its Emergency 9-1-1 telephone system. The current system was purchased in 1999 and determined by the vendor to be at its End of Life (EOL). The EOL designation means the vendor will no longer guarantee parts or repairs. The replacement system will be an IP based environment compatible with current Emergency 9-1-1 technology. The new system will be fully functional by January, 2015.

This goal was delayed while the Village reviewed proposals for combining communication dispatching with other communities. To date, no cost effective proposal has been received. Therefore, staff is proposing to include funding for a replacement 9-1-1 System in the Fiscal Year 2015/16 budget for this purpose.

- 4) The Police Department will replace its voice logging system. The voice logging system stores emergency telephone calls and police radio traffic. The system provides immediate playback capability for communications operators, training for new employees, honoring court subpoenas, and staff review of major incidents. The current system was purchased in 2008 and is not capable of integrating with current technology. The new system will be fully functional by February, 2015.

Funding is being proposed in the Fiscal Year 2015/16 budget for this purpose.

- 5) The Police Department will implement squad car video streaming. The system will allow communications operators, supervisors and any authorized personnel to view squad videos in real time. The benefit of this program includes providing communication operators with the capability to determine if police officers need assistance or additional resources, it will enable supervisors to make command decisions from remote locations, and command staff may observe and monitor incidents from the police facility. This function would be especially valuable in a major incident, an act of violence at one of the schools or the mall, and/or the activation of the Emergency Operations Center. The system will be fully functional by December, 2014.

This item was not approved in the FY2014-15 Budget. It was requested in the FY2015-16 Budget.

- 6) The Police Department will install and implement the Law Enforcement Data System (LEADS) parsing feature for the records management system. The system will allow police officers preparing reports in the squad cars to import National Crime Information Center (NCIC) data directly into police reports. This will reduce redundancy and the opportunity for human error. The benefit of this system is enhanced by the fact that police officers also prepare electronic motor vehicle traffic crash reports in the squad cars and will be preparing electronic traffic citations in 2014. The system will be fully functional by September, 2014.

This goal is complete. The LEADS parsing feature has been installed, implemented, and is fully operational.

- 7) The Police Department will install and implement an electronic court packet. The electronic packets will replace paper court packets. Every police officer is required to attend court for criminal cases, and many police officers attend court several times per month. Preparing electronic court packets will be easier for records staff to prepare, more efficient and organized for the police officer testifying in court, present a professional appearance, and make it easier to dispose of upon completion. The system will be fully functional by October, 2014.

This goal was interrupted when it was determined that the cost of the software necessary to support the program is \$3,500. Staff is conducting further research to determine the project's feasibility.

Proposed Goals

- 1) The current E9-1-1 telephone system was originally purchased in 1999. In 2012, the system was designated to be at its End of Life (EOL). When a system is declared to be EOL, the vendor will no longer provide upgrades or guarantee the availability of replacement parts. The current system is based on outdated technology and is not capable of supporting an internet protocol based environment or remaining current with emerging next generation E9-1-1 technologies. In addition, since the equipment is obsolete, the vendor's service maintenance and agreement specifies that repairs will only be performed on a best effort basis. Staff will prepare and publish a request for proposal, identify the lowest qualified vendor, and install and implement a new system by December.
- 2) Lexipol is a widely acclaimed law enforcement policy and training manual. It offers a consistent, integrated program of risk management designed by law enforcement professionals and researched by attorneys specializing in law enforcement litigation. The service is constantly updated to reflect the changing and unique needs of the Police Department. Currently, there are approximately 155 agencies in Illinois, and 47 in Cook County that subscribe to the service. The Intergovernmental Risk Management Association (IRMA) has financially sponsored the program by offering a grant of up to \$1,500 for the first year. Staff will contract with the vendor, train staff and implement the system by February, 2016.
- 3) Effective January 1, 2015, state statute requires that all in person and photographic line-ups be audio and video recorded. The full integration with the L-3 Video Camera System will allow the Police Department to store all audio and video data in one central location and allow the creation of audio and digital copies for the courts. This is a very specialized recording system which can effectively record audio and video with very poor acoustics. The strength of this system is critical to the collection of evidence necessary for the successful prosecution of criminal cases. Staff will negotiate with the vendor for a turn-key system, develop internal policies and procedures, and install and implement the system by July.
- 4) The current Northern Illinois Police Alarm System (NIPAS) Mobile Field Force (MFF) officer has served for 20 years. The average assignment is less than 10 years. The NIPAS MFF officer was promoted in 2013. His assignment creates scheduling and overtime demands for the supervisory staff and limits opportunities to develop other personnel, thereby limiting organizational growth. The cost of the transition is associated with equipment and may vary depending on the new officer's assignment. Some equipment is transferable to the new officer. Staff will conduct an internal selection process and send a minimum of two qualified candidates for review and selection by NIPAS staff. A new officer will be selected and trained by December.

- 5) The CourtSmart Officer Training Program is oriented towards search and seizure for police officers. It includes an updated hard copy and electronic version of the "Illinois Officers Legal Source Book/The Peace Officers Bible," access to the author regarding legal questions, legal opinions regarding recent court decisions, access to the CourtSmart website for articles, advice, a monthly newsletter, and a one-day training session per-year at the Police Department. Staff will incorporate the CourtSmart Officer Training Program by October.
- 6) Police Legal Science (PLS) provides a comprehensive, cost-effective reality-based on-line training program for communication operators (CO). Each month, CO's experience the stress associated with two actual and relevant emergency 9-1-1 calls. Each lesson focuses on developing key call management and interpersonal skills. The analysis of the call is divided into four segments: Visualizing the Scene, Professionalism, Customer Service, and Outcome of the Call and Outside the Call. A unique feature of PLS Dispatch Pro is the Outside the Call segment. This segment of the lesson includes background material, facts, and statics regarding the emergencies reviewed. Staff will incorporate PLS into monthly CO training by November, and 100% of the CO's will participate in the training each month.
- 7) The Police Department will develop and implement a New Supervisor Mentoring Program to supplement the two week basic supervision and 10 week School of Police Staff and Command training. The program will also be used to provide training and an evaluation for police officers assigned as acting watch commander. The program will include daily responsibilities, roll-call preparation, patrol scheduling, media relations, performance review, building security and maintenance, adherence to lock-up facility standards, citizen compliments and complaints, mutual aid requests, and the investigation of safety related incidents. Staff will complete the program by October, and every officer promoted after November 1st will participate.

2015-2016 Operating Budget

Budget Analysis

Police

300

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Adopted
240,207	212,355	252,000	248,000	Wages - Full Time Salaried	255,538
2,952,094	3,112,664	3,282,202	3,175,000	Wages - Full Time Hourly	3,210,304
68,873	69,842	82,425	75,000	Wages - Part Time Hourly	87,256
8,287	13,124	10,400	16,000	Wages - Seasonal Hourly	20,800
348,363	333,780	310,000	316,000	Wages - Overtime 1.5X	316,000
10,566	10,813	20,000	4,508	Holiday Mobil Grant	-
2,911	2,852	-	1,570	Wages - Overtime 2X	-
20,289	2,154	2,000	5,000	Wages - Special Detail	5,000
16,788	17,980	20,559	20,559	Educational Stipend	21,284
2,169	3,934	2,400	2,400	Opt Out Insurance	2,400
704	690	680	680	Phone Stipend	680
392	-	16,561	16,561	Tuition Reimbursement	26,868
25,372	29,386	21,338	21,338	Uniform Allowance	21,338
22,714	30,947	31,615	31,615	Pension - Regular	32,000
35,472	37,863	39,968	39,968	Employer FICA	41,638
42,688	48,982	44,852	48,672	Employer Medicare	46,523
61,222	65,685	69,259	68,000	Employer IMRF	68,416
1,453,031	1,454,645	1,402,000	1,430,000	Employer Police Pension	1,680,000
7,210	6,573	5,607	6,700	Insurance - Group Life and AD&D	5,631
425,049	429,386	475,637	474,000	Insurance - Group Medical	458,890
43,881	42,941	44,121	46,000	Insurance - Group Dental	45,867
110,060	107,914	116,944	116,944	Insurance - Workers Compensation	116,752
5,898,342	6,034,509	6,250,568	6,164,515	Personnel Services	6,463,185
378	700	750	450	Animal Control	750
16,312	6,540	-	-	Consulting	-
9,217	25,238	8,828	8,828	Other Professional Services	17,228
25,907	32,479	9,578	9,278	Contractual Services	17,978
750	1,315	1,500	1,500	R&M - Buildings	1,920
15,167	19,584	22,878	24,000	R&M - Communications Equipment	26,842
5,366	1,601	2,700	2,700	R&M - Data Processing Equipment	2,726
1,012	-	700	550	R&M - Police Equipment	1,050
200	200	200	200	R&M - Office Equipment	200
25,650	32,437	25,500	25,500	R&M - Vehicles	25,500
40,513	28,513	34,817	35,400	Intergovernmental Fees and Dues	30,305
1,521	1,857	1,900	1,900	Printing and Copying Services	2,977
1,262	827	1,895	1,650	Professional Associations	1,325
3,182	2,228	2,126	2,250	Telephone	2,126
19,718	23,124	25,930	25,930	Training	24,775
51,622	60,404	89,725	60,000	Other Contractual	89,725
12,573	11,796	13,470	13,470	Ammunition and Range Supplies	13,470

2015-2016 Operating Budget

Budget Analysis

Police

300

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Adopted
1,062	1,158	1,354	1,354	Books and Publications	1,354
4,251	3,467	1,675	2,500	Computer Supplies	1,675
73,404	67,338	69,000	64,000	Fuel	64,000
2,567	2,720	300	1,900	Office Supplies	1,500
70,670	42,360	39,395	39,395	Program Supplies	50,645
330,488	300,929	335,065	304,199	Commodities	342,115
2,260	1,995	2,970	2,970	Conference and Meeting Registration	3,470
1,566	3,907	4,000	3,500	Local Mileage, Parking, and Tolls	2,500
478	-	2,200	1,100	Lodging	800
2,474	5,085	6,200	6,200	Meals	5,150
31	767	250	150	Purchased Transportation	250
6,808	11,754	15,620	13,920	Meetings and Travel	12,170
84,731	94,338	96,200	110,000	Equipment - Vehicles	110,370
84,731	94,338	96,200	110,000	Capital Outlay	110,370
6,346,275	6,474,008	6,707,031	6,601,912	Total	6,945,818

Budget Highlights

Personnel Services

No increase in personnel

Commodities

\$29,725 budgeted for additional red camera lease

Capital Outlay

\$110,370 budgeted for replacement of three squad cars

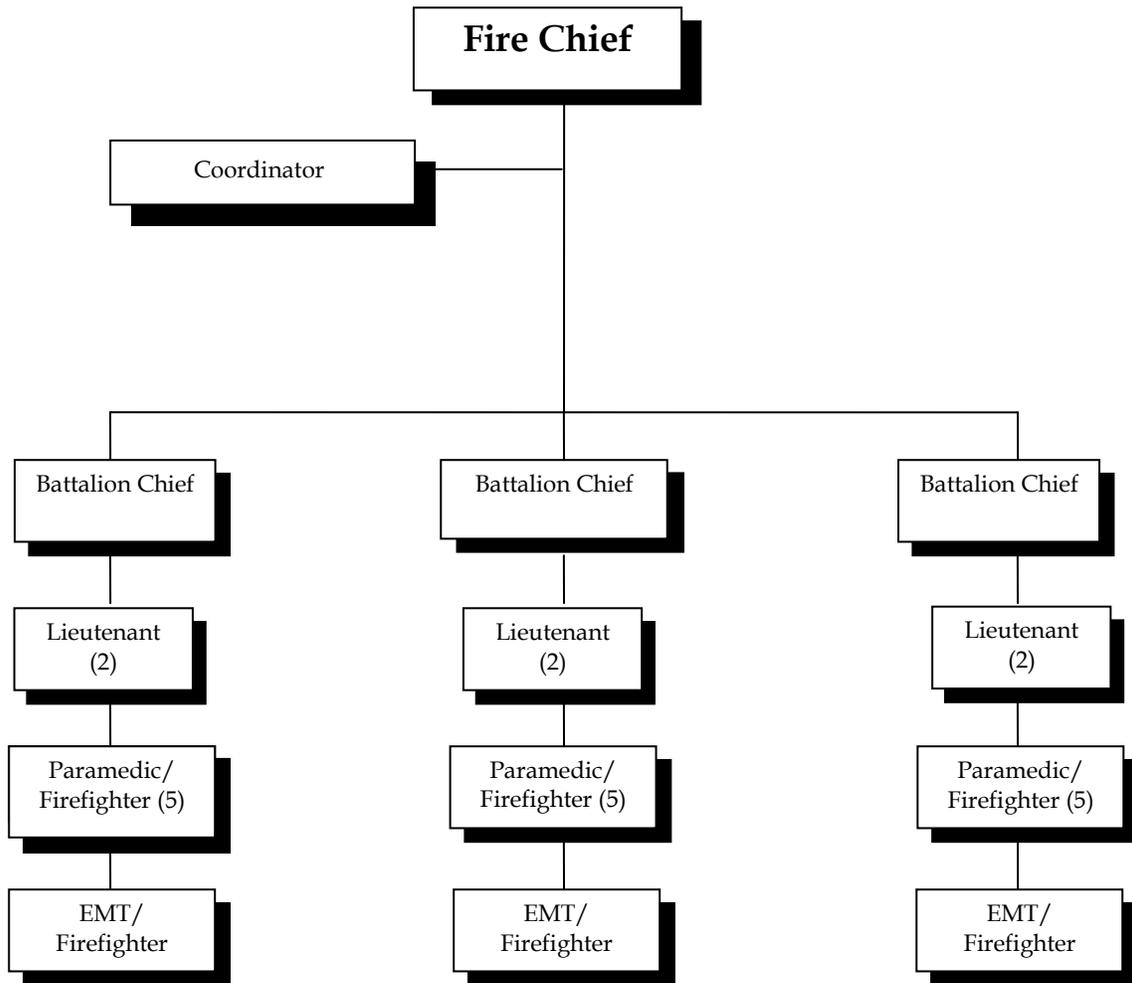
**Village of Lincolnwood
2015/2016 Budget
Police Department**

Performance Measures

	Actual 2012/2013	Actual 2013/2014	Estimated 2014/2015	Projected 2015/2016
Part I Crimes				
Part I Crimes	<u>553</u>	<u>444</u>	<u>444</u>	<u>444</u>
Enforcement				
Traffic Stops	<u>3,993</u>	<u>5,067</u>	<u>5,067</u>	<u>5,067</u>
Traffic Citations	<u>2,047</u>	<u>2,504</u>	<u>2,504</u>	<u>2,504</u>
Parking Citations	<u>1,822</u>	<u>1,352</u>	<u>1,352</u>	<u>1,352</u>
Arrests				
Arrests	<u>501</u>	<u>835</u>	<u>835</u>	<u>835</u>
Calls For Service	<u>24,500</u>	<u>27,787</u>	<u>27,787</u>	<u>28,000</u>

VILLAGE OF LINCOLNWOOD

Fiscal Year 2015/16 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) Staff will apply for an Assistance to Firefighters Grant to purchase 2 new cardiac monitor/defibrillators for the 2 primary ambulances.

The Department applied for this grant, made it to the second round but was eliminated from competition with a grant rejection letter.

- 2) Driven by the new Affordable Care Act, EMS may be entering a new phase of providing service to our residents called Mobile Integrated Healthcare. This concept is designed to work with the broad healthcare industry to reduce hospital readmissions, provide a level of illness prevention and ultimately reduce the cost of health care services. Staff will examine the community needs, determine what resources are necessary and evaluate the outcomes of these services. The reimbursement, whether it comes from the hospital or insurance companies, will also need to be explored.

Staff has met with St. Francis CEO and is in the process of a second meeting to discuss patient discharge information for Lincolnwood residents. Illinois Department of Public Health is reviewing Mobile Integrated Healthcare proposals from the State Sub-Committee. We anticipate developing a "Pilot" Program with Illinois Department of Public Health and St. Francis Hospital dealing with patient readmission rates and how we can help reduce them and develop a possible funding stream through the hospital or their affiliate Accountable Care Organization (ACO).

- 3) With the new concealed carry law in Illinois, staff will develop a new policy that protects rights of the gun owner being transported in our ambulance as well as the safety of our department personnel.

This project was completed and a new policy was developed.

- 4) The Emergency Operations Plan (EOP) needs recertification with Cook County as well as a development of a newly formed Mitigation Annex. Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. This annex or chapter is a joint effort between the Village of Lincolnwood and Cook County and is a new requirement for recertification.

This was a year-long project with completion of the Village Mitigation Annex as well as the County Plan being approved by FEMA. The Board will approve these in January 2015.

- 5) The department will develop policies that address our role in an active shooter incident. We need to coordinate EMS responsibilities with police activities that preserve lives of the victims and the safety of the responders. A new protocol will be developed that addresses this type of incident and the Fire Department's response.

Drills were held jointly between Police & Fire Departments and a new protocol will be completed in 2nd Quarter 2015.

Proposed Goals

- 1) Part of the IT budget for this fiscal year is the purchase of a new software program called Command Scope that will enhance our capabilities with real-time Pre-plan information that is tied to the Computerized Aided Dispatch System (CAD) with RED Center. Pre-plans are drawings that have been completed that show the building layout, location of the utilities and any known hazardous materials or firefighter hazards. Niles FD and Lincolnwood Place have purchased this program and we will be able to see their pre-plans as we go mutual aid to Niles and respond to Lincolnwood Place. Mutual aid fire response agencies would receive our pre-plan information in-route.
- 2) This is a continuation of last year's goal with Mobile Integrated HealthCare (MIH). Staff will be working with St. Francis Hospital in exploring collaboration with MIH Pilot Programs. Illinois Department of Public Health (IDPH) is reviewing the final draft submitted for approval to allow these types of Pilot Study Programs.
- 3) Update our Emergency Medical System Data set with Illinois Department of Public Health (IDPH). This data set is used by the paramedics when they complete their Patients Care Report (PCR) whenever we care for or come in contact with a patient. The dataset we currently utilize is Version 2 and as IDPH and our St. Francis Hospital EMS System transition over to National Emergency Medical Services Information System (NEMSIS) Version 3, staff will be working with IDPH to make this transition a successful one.
- 4) Staff will develop specifications and oversee the construction for a new fire engine that will be built in 2015 and be delivered in May of 2016. Staff will also formulate plans to rebuild our original 1989 Engine body and refurbish the fire pump on the engine. When completed this vehicle will become our first out engine until the delivery of the new engine in 2016. The body repairs will be completed in-house while the rebuilding of the pump will be outsourced.
- 5) Participate in a research project with St. Francis Hospital and Zoll Medical in evaluating newer technologies that will enhance the effect on Cardio-Pulmonary Resuscitation (CPR) with our cardiac arrest patients. Zoll has developed new pads that can be put on a patient's chest that are in cardiac arrest. These pads would give immediate feedback to the paramedics as to the correct rate and depth of compression while the paramedic is performing CPR. Data of these events will be stored for future research use and verification of accurate CPR efforts.

2015-2016 Operating Budget

Budget Analysis

Fire 350

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Adopted
57,860	58,966	59,614	59,614	Wages - Full Time Hourly	62,125
3,480	3,687	3,696	3,696	Employer FICA	3,852
814	862	864	864	Employer Medicare	901
6,207	6,664	4,978	6,000	Employer IMRF	6,691
177	194	189	189	Insurance - Group Life and AD&D	197
4,944	5,239	5,518	5,518	Insurance - Group Medical	5,518
506	520	541	541	Insurance - Group Dental	541
1,701	1,788	1,788	1,788	Insurance - Workers Compensation	1,864
75,690	77,921	77,188	78,210	Personnel Services	81,689
2,555,393	2,610,737	2,657,307	2,657,000	Fire Protection	2,727,894
5,178	6,105	-	2,035	Data Processing	-
2,560,572	2,616,842	2,657,307	2,657,000	Contractual Services	2,727,894
10,654	5,930	-	1,300	R&M - Buildings	
564	733	1,500	1,500	R&M - Communications Equipment	1,500
5,190	8,455	7,000	12,000	R&M- Wireless Alarm Equipment	11,100
19,500	11,972	12,750	13,000	R&M - Fire and EMS Equipment	11,250
16,104	35,252	9,000	18,000	R&M - Vehicles	24,000
1,808	2,518	1,000	1,800	R&M - Other	1,000
10,083	10,088	10,480	10,480	Intergovernmental Fees and Dues	10,430
1,177	268	2,000	1,800	Printing and Copying Services	1,750
1,739	2,224	1,260	1,300	Professional Associations	1,634
126,717	154,660	142,000	142,000	Other Contractual	150,000
1,671	2,031	1,750	1,800	Books and Publications	1,750
7,329	8,673	8,500	8,500	EMS Supplies	11,500
12,663	11,337	7,211	8,400	Firefighting Supplies	10,000
28,419	27,049	24,000	22,000	Fuel	20,000
750	580	500	100	Lubricants and Fluids	500
2,901	3,550	2,500	3,000	Office Supplies	2,500
25,742	19,744	15,300	14,000	Program Supplies	12,300
15,105	6,816	9,000	13,500	Repair Parts	9,000
-	163	1,000	1,290	Small Tools	1,500
5,067	1,665	5,100	5,100	Training Supplies	5,100
9,812	7,014	8,000	8,000	Other Materials and Supplies	8,000
302,996	320,722	269,851	288,870	Commodities	294,814

2015-2016 Operating Budget

Budget Analysis

Fire
350

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Adopted
-	-	560	555	Conference and Meeting Registration	-
-	-	675	946	Lodging	-
-	25	250	149	Meals	-
-	25	1,485	1,650	Meeting and Travel	-
213	4,079	3,000	3,000	Equipment - Communications	3,000
15,480	111,093	79,752	10,000	Equipment - Public Safety	76,000
46,440	10,320	11,320	11,320	Equipment Wireless Radio System	11,320
62,133	125,492	94,072	24,320	Equipment	90,320
163,249	-	33,000	33,000	Equipment - Public Safety	255,000
163,249	-	33,000	33,000	Capital Outlay	255,000
3,164,640	3,141,003	3,132,903	3,083,050	Total	3,449,717

Budget Highlights

Personnel Services

No increase in personnel

Equipment

\$66,000 budgeted for replacement of two cardiac monitors

Capital Outlay

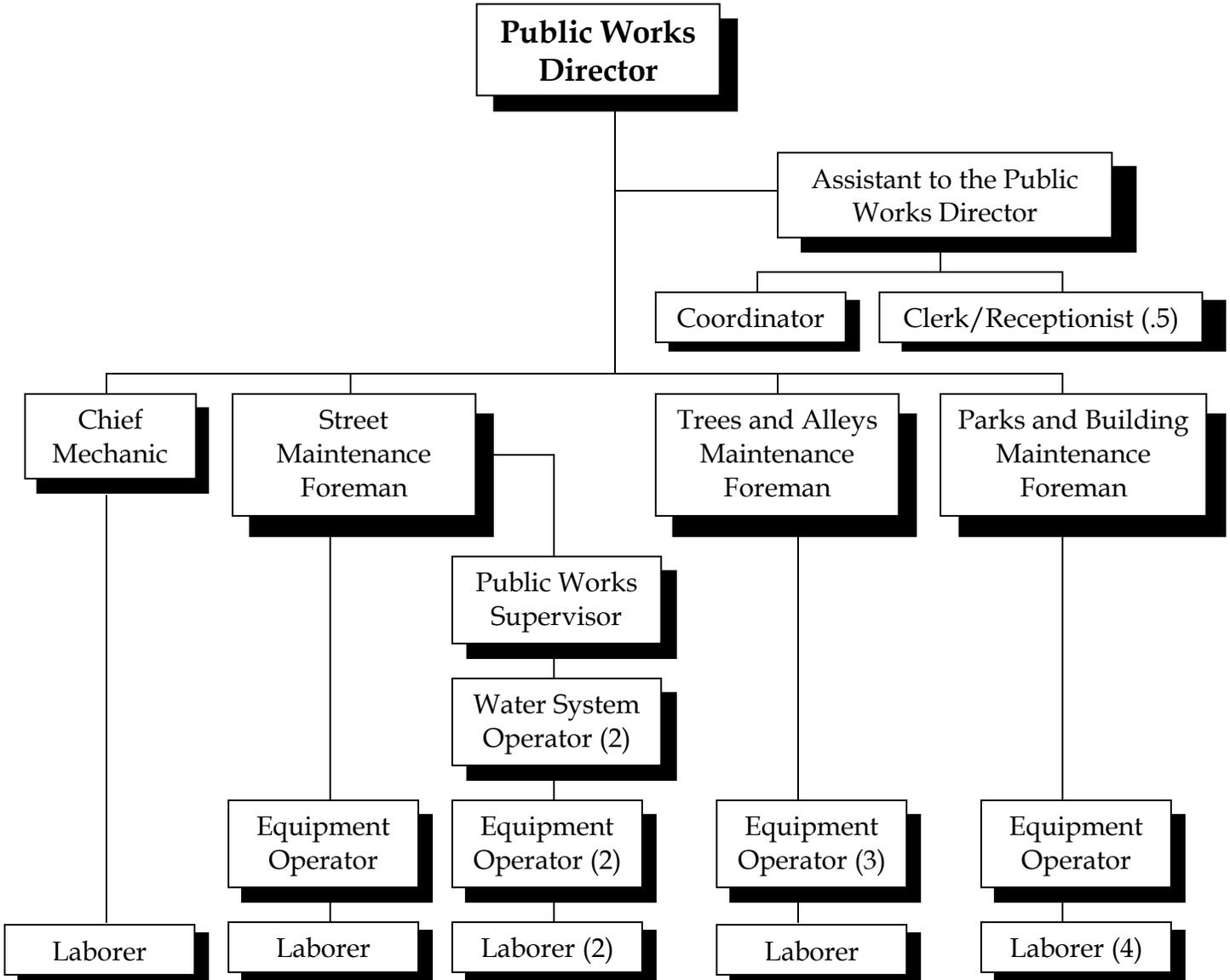
\$255,000 budgeted for replacement of fire engine chassis

**Village of Lincolnwood
2015/2016 Budget
Fire Department**

Performance Measures

	Actual 2012/2013	Actual 2013/2014	Estimated 2014/2015	Projected 2015/2016
Emergency Calls				
<i>EMS Calls</i>				
Advanced Life Support	675	690	680	690
Basic Life Support	748	880	850	860
No Service Rendered	55	15	20	15
Total EMS Calls	<u>1,478</u>	<u>1,585</u>	<u>1,550</u>	<u>1,565</u>
<i>Fire Calls</i>				
Total Emergency Calls	<u>2,093</u>	<u>2,184</u>	<u>2,130</u>	<u>2,175</u>
Mutual Aid Calls				
Given	30	39	35	35
Received	23	25	25	25
Total Mutual Aid Calls	<u>53</u>	<u>64</u>	<u>60</u>	<u>60</u>
Response Time (Minutes)				
Response Time	3.37	3.41	3.42	3.44
Training				
Hours Per Person	21.9	22.6	22.7	22.8
Fire Prevention				
Inspections	926	973	970	975
Re-Inspections	32	32	30	35
Business License	69	41	40	45
Plan Reviews	41	43	40	45
Total Fire Prevention	<u>1,068</u>	<u>1,089</u>	<u>1,080</u>	<u>1,100</u>
Ambulance Billing				
<i>Resident:</i>				
Basic Life Support	155	207	190	200
Advanced Life Support 1	502	504	500	510
Advanced Life Support 2	9	10	10	10
Total Resident	<u>666</u>	<u>721</u>	<u>700</u>	<u>720</u>
<i>Non-Resident:</i>				
Basic Life Support	75	82	80	85
Advanced Life Support 1	125	122	119	120
Advanced Life Support 2	1	1	1	1
Total Non-Resident	<u>201</u>	<u>205</u>	<u>200</u>	<u>206</u>

VILLAGE OF LINCOLNWOOD
Fiscal Year 2015/16
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, and 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 Status

- 1) Implement an online inventory system within Springbrook and develop a quarterly auditing policy to maintain equipment and tools to have a better accountability, having a bar code equipment to facilitate this project as well to help us plan better managing the age of the equipment so we can plan the replacement.

All inventory within department guidelines has been added into the Springbrook system. Training and implementation of the handheld scanner which will be used to scan equipment on a daily basis was held on January 27 and 28. Once the system is up and running quarterly audits will be conducted.

- 2) Purchase a GPS handheld device and begin locating water meter pit covers and b-boxes (service water line valve box) to develop a layer within the Village's GIS system. This will assist Public Works staff when they are in the field trying to locate meter pits and b-boxes for inspections and repairs.

The Department found that it would be more cost effective to purchase an iPad and utilize a collector application to obtain utility information. A \$5,000 savings was realized by purchasing the iPad instead of a GPS unit. An iPad was purchased and staff began using it in October to collect utility information. To date, 15% of the Village's water meter pit covers and b-boxes have been placed into GIS. Staff will continue to utilize the collector application to inventory utilities and store maintenance records.

- 3) Complete a water system analysis study to evaluate the existing condition of the Village's water mains and develop a capital plan for replacements based on the outcome of the study. This is done every ten to fifteen years and in order to accomplish this we would have to hire a consultant.

The Village's engineering firm Christopher Burke Engineering was awarded a contract in September of 2014 to begin updating the Village's potable water system model and to analyze it for future capital improvements. A recommended capital improvement plan

will be provided to the Village along with a report at the completion of the analysis which will occur by April 30, 2015.

- 4) Conduct an evaluation of the Village alleys and develop a capital plan to improve them. The plan will include examining whether some existing paved alleys should be resurfaced or reconstructed and what level of re-grading the gravel alleys need to be done to provide proper drainage. This will be accomplished by hiring a consultant.

The Village hired a new Village Engineer in June of 2014. An alley assessment will be completed by the Village Engineer during FY 2015/2016. Based on discussions with the Village Engineer he recommends that staff requests \$10,000 in funds to complete an evaluation and develop a recommendation plan.

- 5) Develop an infrastructure master plan that details street light, water main, sewer and fire hydrant improvements. This plan will allow us to coordinate underground utility replacement. In addition, after resurfacing or reconstruction of the roads this information will be incorporated into GIS system to help us have the documentation as to when the improvements were done.

Staff is working with the Village Engineer to develop an infrastructure master plan. Due to the fact that the water distribution system analysis is not yet complete and the alley evaluation will be completed in FY 2015/2016 the infrastructure master plan will continue to be a work in progress as more information is obtained from these analyses so that it may be integrated into the plan.

- 6) Research and prepare a cost estimate for Public Works to make in-house super mix which is used for anti-icing during snow events. Many municipalities make their own and have found a significant cost savings in doing so.

Staff is in the process of researching all of the items necessary to make super mix in-house. Research includes obtaining information from neighboring communities as well as the company that originally set-up the Village's anti-icing program. If it is found that cost savings may be achieved staff will request funds for the Fiscal Year 2015/2016 budget to purchase the infrastructure necessary to begin making super mix in-house.

- 7) Sewer repair cost sharing. Some residential properties confront an unexpected sewer line collapse caused by the tree roots system making this a financial impact to the resident. The Village may allocate funds to reimburse residents for construction costs.

During FY 2014/2015 funds were budgeted to provide residents with a reimbursement of up to \$2,000 for repairs to sewer laterals within the Village right-of-way. The program requires that the repair occur within the Village right-of-way and that the problem is a direct result of a tree root system from a Village tree. The Public Works Department has received two completed applications which are currently under review; one additional application has been requested by property owners but has not been submitted at this time.

Proposed Goals

- 1) Develop individual training plans for each employee which provide a detailed schedule of trainings that need to be completed each year as well as goals for specific trainings that may be necessary based on each employees skillset.
- 2) Evaluate the existing radio communications methods within the Department and determine if an alternative communication method can be employed. Currently, the Department spends approximately \$1,600 a year on radios that are not used regularly by employees. However, radio or another type of communication for various jobs that are completed by the Department is necessary. Such as confined space entry and the use of the bucket truck for tree trimming. The system will be evaluated to determine if there is a better, more cost effective approach.
- 3) Most of the Village's public buildings are over 20 years old. As a result, many of them will be in need of replacement or improvements to items such as the floors, carpeting, bathroom stalls and sinks, roofs, etc. Staff will conduct an evaluation of the infrastructure and put together a capital plan to improve and/or replace any necessary items.
- 4) Work with the Village Engineer to determine the cost and potential energy savings to retrofit the existing street lighting on Cicero and McCormick Avenues that was replaced three years ago to LED lighting. As part of this review staff will also investigate grant opportunities through the Department of Commerce and Economic Opportunity to retrofit existing lighting.
- 5) Evaluate local roads within the Village to determine if any can be reclassified as Federal Aid Routes (FAU) so that the Village may be eligible for federal grants to pay for improvements such as road resurfacing and streetscape. Currently, staff is in the process of discussing a possible application for East Prairie Road and is working with the Village Engineer to determine its eligibility.

2015-2016 Operating Budget

Budget Analysis

Public Works Administration

400

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Adopted
160,432	164,822	209,094	195,000	Wages - Full Time Salaried	146,000
49,515	51,008	52,600	52,600	Wages - Full Time Hourly	54,600
22,268	25,326	26,000	26,000	Wages - Part Time Hourly	26,000
-	-	500	-	Wages - Overtime 1.5X	500
347	362	378	378	Educational Stipend	360
-	685	2,400	920	Opt Out Insurance	-
181	173	180	180	Phone Stipend	180
13,055	14,288	14,336	14,336	Employer FICA	14,351
3,211	4,020	4,184	4,184	Employer Medicare	3,298
24,500	27,157	31,508	31,508	Employer IMRF	24,443
756	1,133	659	659	Insurance - Group Life and AD&D	597
30,706	28,746	24,364	26,391	Insurance - Group Medical	33,739
3,194	3,256	3,371	3,371	Insurance - Group Dental	3,371
6,825	6,862	6,995	6,995	Insurance - Workers Compensation	6,415
314,989	327,836	376,569	362,522	Personnel Services	313,854
26,868	26,177	27,000	27,000	Other Contract Labor	27,000
10,920	5,788	10,000	10,000	Animal Control	10,000
37,788	31,965	37,000	37,000	Contractual Services	37,000
491	344	300	300	R&M - Communications Equipment	300
430	827	500	350	R&M - Office Equipment	650
236	198	275	200	Advertising	275
1,500	1,500	1,500	1,500	Intergovernmental Fees and Due	1,500
78	-	100	100	Printing and Copying Services	100
728	665	600	600	Professional Associations	600
604	490	1,000	600	Training	1,000
55	32	75	50	Books and Publications	75
3,313	2,345	2,700	2,700	Fuel	1,500
1,464	1,811	1,134	1,134	Office Supplies	1,134
7,367	7,615	6,440	6,440	Program Supplies	6,440
1,004	-	150	50	Repair Parts	150
430	488	600	500	Green Initiatives	500
17,699	16,314	15,374	14,524	Commodities	14,224

2015-2016 Operating Budget

Budget Analysis

Public Works Administration

400

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Adopted
-	1,576	650	350	Conference and Meeting Registration	400
60	215	75	75	Local Mileage, Parking and Tolls	75
-	-	600	400	Lodging	-
-	102	175	175	Meals	175
-	53	200	-	Purchased Transportation	-
60	1,947	1,700	1,000	Meetings and Travel	650
370,535	378,061	430,643	415,046	Total	365,728

Budget Highlights
Personnel Services
No increase in personnel

**Village of Lincolnwood
2015/2016 Budget
Public Works-Administration Division**

Performance Measures

	Actual 2012/2013	Actual 2013/2014	Estimated 2014/2015	Projected 2015/2016
Service Requests				
Animal Control Requests	64	68	50	50
Refuse Service Requests	60	75	70	70
Other Service Requests	2,511	3,300	3,750	3,800
Total Service Requests	<u>2,635</u>	<u>3,443</u>	<u>3,870</u>	<u>3,920</u>
Staff Trainings (Total Training Sessions)	<u>55</u>	<u>50</u>	<u>57</u>	<u>60</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.

2015-2016 Operating Budget

Budget Analysis

Public Works Vehicle Maintenance

410

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Adopted
127,282	131,806	152,119	141,900	Wages - Full Time Hourly	162,167
-	-	21,000	19,000	Part Time Employee	19,500
11,684	6,814	-	-	Wages - Seasonal Hourly	-
2,081	3,119	4,073	4,073	Wages - Overtime 1.5X	4,073
-	3,265	1,136	1,136	Wages - Overtime 2X	1,136
1,458	878	1,350	1,350	Uniform Allowance	1,350
8,235	8,845	11,140	9,743	Employer FICA	11,763
1,926	2,069	2,605	2,400	Employer Medicare	2,751
13,409	15,252	19,621	15,600	Employer IMRF	20,433
365	335	436	436	Insurance - Group Life and AD&D	464
20,990	21,689	27,259	23,000	Insurance - Group Medical	26,555
1,560	1,557	2,441	1,700	Insurance - Group Dental	2,012
4,736	4,916	5,390	5,390	Insurance - Workers Compensation	5,692
193,727	200,545	248,570	225,728	Personnel Services	257,896
298	271	300	300	R&M - Communications Equipment	300
1,699	252	1,400	1,400	R&M - Public Works Equipment	1,500
-	101	970	1,207	R&M - Vehicles	900
-	-	100	75	Professional Associations	100
300	-	150	320	Training	300
-	-	400	400	Books and Publications	300
1,584	2,560	1,200	1,200	Fuel	1,200
978	586	1,000	1,000	Lubricants and Fluids	1,200
18,915	22,408	15,700	15,700	Program Supplies	15,300
23,774	26,178	21,220	21,602	Commodities	21,100
217,501	226,724	269,790	247,330	Total	278,996

Budget Highlights

Personnel Services

No increase in personnel

**Village of Lincolnwood
2015/2016 Budget
Public Works Department-Vehicle Maintenance Division**

Performance Measures

	Actual 2012/2013	Actual 2013/2014	Estimated 2014/2015	Projected 2015/2016
Fleet Maintenance				
P.M.*-Pieces of Equipment	815	815	817	817
P.M.*-Hours	2,050	2,050	2,050	2,050
Work Orders-Completed	320			
	<u>3,185</u>	<u>2,865</u>	<u>2,867</u>	<u>2,867</u>
Repairs				
Small Engine Repairs	100	110	110	105
Body Repairs	22	18	18	18
Total Repairs	<u>122</u>	<u>128</u>	<u>128</u>	<u>123</u>
Equipment Rebuilding				
Street Sweeper	0	2	1	1
Tractors	0	1	1	0
Lawn Mowers	2	1	1	2
Total Equipment Rebuilds	<u>2</u>	<u>4</u>	<u>3</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.

2015-2016 Operating Budget

Budget Analysis

Public Works Building Maintenance

420

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Adopted
48,731	53,351	53,500	62,000	Wages - Full Time Hourly	64,000
-	188	21,000	18,000	Part Time Employee	19,000
3,208	7,412	4,500	4,500	Wages - Overtime 1.5X	4,500
1,312	689	1,450	1,450	Wages - Overtime 2X	1,450
-	-	738	738	Uniform Allowance	738
3,024	3,756	5,034	5,200	Employer FICA	5,052
707	878	1,177	1,200	Employer Medicare	1,182
5,371	6,741	8,866	9,200	Employer IMRF	8,736
37	33	161	161	Insurance - Group Life and AD&D	167
10,782	14,162	16,350	18,400	Insurance - Group Medical	16,833
1,026	1,298	1,520	1,650	Insurance - Group Dental	1,520
2,320	2,344	2,359	2,359	Insurance - Workers Compensation	2,353
76,517	90,852	116,655	124,858	Personnel Services	125,531
33,760	36,603	34,400	34,400	Janitorial	34,400
85,817	144,851	114,640	114,640	R&M - Buildings	117,710
414	-	1,000	700	R&M - Vehicles	1,000
168	31	300	200	Equipment Rental	300
-	190	500	350	Training	500
5,038	2,363	2,700	2,700	Fuel	2,000
10,492	3,948	4,000	5,250	Landscaping Supplies	5,000
17,819	13,548	21,000	21,000	Program Supplies	21,000
1,480	1,227	1,500	1,500	Small Tools	1,700
20,204	30,368	25,000	20,000	Utilities - Government Building	20,000
175,192	233,129	205,040	200,740	Commodities	203,610
251,709	323,980	321,695	325,598	Total	329,141

Budget Highlights

Personnel Services

No increase in personnel

Village of Lincolnwood
2015/2016 Budget
Public Works Department-Buildings Division

Performance Measures

	Actual 2012/2013	Actual 2013/2014	Estimated 2014/2015	Projected 2015/2016
Service Requests	<u>1036</u>	<u>1045</u>	<u>1740</u>	<u>1900</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.

2015-2016 Operating Budget

Budget Analysis

Public Works Street Maintenance

440

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Adopted
409,883	409,349	464,144	464,144	Wages - Full Time Hourly	490,479
31,768	22,221	24,000	36,000	Wages - Seasonal Hourly	34,500
22,931	48,797	28,220	28,220	Wages - Overtime 1.5X	28,874
3,143	38,022	9,200	9,200	Wages - Overtime 2X	9,200
334	1,017	960	960	HSA Savings Account	960
735	300	2,400	2,400	Opt Out Insurance	2,400
3,884	5,109	4,325	5,100	Uniform Allowance	4,325
-	-	275	275	Longevity Stipend	275
27,849	31,764	32,870	30,000	Employer FICA	35,194
6,513	7,429	7,687	6,900	Employer Medicare	8,231
45,990	54,670	55,273	53,000	Employer IMRF	61,136
1,062	1,082	818	818	Insurance - Group Life and AD&D	876
78,746	74,500	92,705	71,000	Insurance - Group Medical	78,004
6,812	6,567	10,801	9,000	Insurance - Group Dental	7,076
14,471	14,387	15,905	15,905	Insurance - Workers Compensation	17,030
654,122	715,214	749,583	732,922	Personnel Services	778,560
42,255	6,760	110,000	110,000	Landscaping Services	110,000
50,438	54,006	38,800	15,000	Street Lights and Traffic Signal	38,800
92,693	60,766	148,800	125,000	Contractual Services	148,800
1,003,569	977,975	1,071,000	1,071,000	Garbage and Recycling	1,097,775
1,003,569	977,975	1,071,000	1,071,000	Refuse Services	1,097,775
551	551	500	500	R&M - Communications Equipment	500
-	869	1,500	1,000	R&M - Public Works Equipment	1,500
60,173	64,400	40,000	40,000	R&M - Vehicles	40,000
75	484	1,500	1,500	Training	2,250
1,542	5,000	10,000	8,000	Other Contractual	18,000
34,606	39,761	35,000	35,000	Fuel	33,000
2,549	1,079	2,500	2,500	Lubricants and Fluids	2,500
7,327	12,614	10,000	10,000	Landscaping Supplies	15,500
16,059	21,387	14,400	19,747	Program Supplies	17,800
15,154	18,813	15,700	15,700	Small Tools	17,200
11,298	-	15,000	10,000	Street Materials - Aggregate	15,000
11,300	60,484	66,000	66,000	Street Materials - Salt and Sand	66,000
9,309	11,232	10,000	7,500	Street Materials - Signs and Bar	12,000
4,478	1,989	2,900	2,900	Street Materials - Other	2,900
124,305	131,962	128,000	128,000	Utilities - Public Way	128,000
298,727	370,625	353,000	348,347	Commodities	372,150

2015-2016 Operating Budget

Budget Analysis

Public Works Street Maintenance

440

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Adopted
74,804	79,824	85,000	85,000	Street System Construction/Improvement	90,000
48,895	100,130	-	-	Equipment - Other	-
123,699	179,954	85,000	85,000	Capital Outlay	90,000
2,172,810	2,304,533	2,407,383	2,362,269	Total	2,487,285

Budget Highlights

Personnel Services

No increase in personnel

Capital Outlay

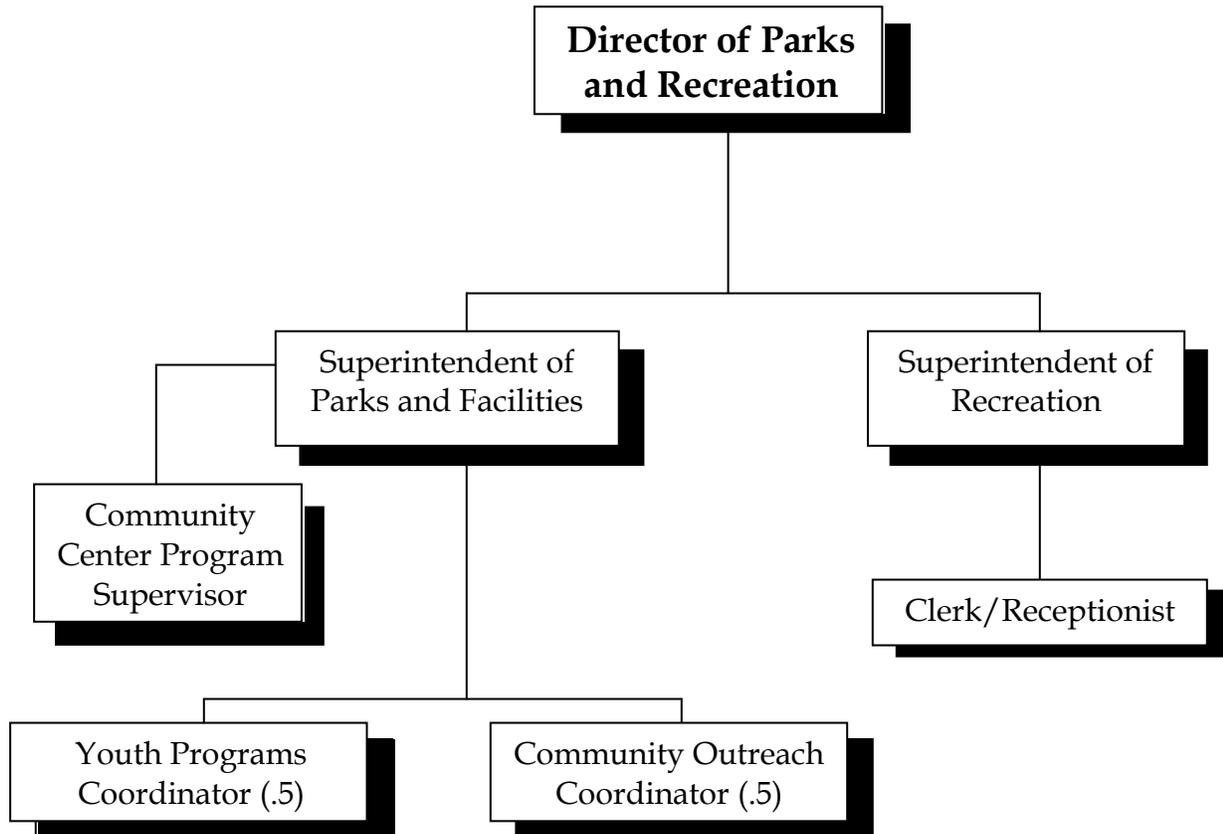
\$90,000 budgeted for sidewalk replacement

**Village of Lincolnwood
2015/2016 Budget
Public Works Department-Streets, Trees, and Alleys Division**

Performance Measures

	Actual 2012/2013	Actual 2013/2014	Estimated 2014/2015	Projected 2015/2016
Street Maintenance				
Signs Replaced	160	150	150	125
Pavement Markings (Lineal Feet)	25,000	25,000	30,000	30,000
Asphalt Patching (tons)	200	225	230	250
Sidewalks Repaired (Square Feet)	<u>18,000</u>	<u>18,000</u>	<u>18,000</u>	<u>18,000</u>
Alleys				
Miles Maintained	<u>11</u>	<u>11</u>	<u>11</u>	<u>11</u>
New Construction Inspections				
Sidewalks	45	45	40	40
Street Openings	35	35	35	35
Street Patching	32	32		
Total Inspections	<u>112</u>	<u>112</u>	<u>75</u>	<u>75</u>
Forestry Maintenance				
Trees Trimmed	<u>1,900</u>	<u>1,800</u>	<u>1,850</u>	<u>1,850</u>
Plantings				
Trees	<u>130</u>	<u>125</u>	<u>225</u>	<u>225</u>
Removals				
Trees	350	360	360	275
Stumps	350	360	360	275
Total Removals	<u>700</u>	<u>720</u>	<u>720</u>	<u>550</u>

VILLAGE OF LINCOLNWOOD
Fiscal Year 2015/16
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 Status

- 1) Starting in 2014 students at School District #219 will return to school on August 12 and will get out of school the third week of May. This presents a challenge because a large part of the pool's workforce will be unavailable after the start date in August. To be prepared for the change and to maintain excellent customer service, staff will create a new summer schedule, a staff Recruitment and Retention Plan and a Public Relations Plan for the Proesel Park Family Aquatic Center by May 15, 2014.

Staff assessed school district affiliation when hiring. It was essential to have a mix of students from areas outside of School District 219 to accommodate the schedule change. Early in the season, a staff survey was conducted to assess availability for the end of the summer. As a trade-off to customers, not knowing what the impact of the schedule change would be, the pool remained open during the final week of August which has never happened in the history of the "new" pool. Staff worked with Northeastern

University to ensure early morning swimming for pass holders when portions of the pool had to be closed. Additional staff recruitment and a certification class were conducted prior to August to add additional staff to the roster.

- 2) The first Holiday Tree Lighting was held on December 5, 2013. It is the goal of the department to expand the event, scheduled for Monday, December 1 in 2014, adding two more features to the event and increasing marketing efforts.

Lincolnwood Lights, the second annual holiday tree lighting was held with approximately 75 people in attendance, about double the attendance of 2013. Three additional costumed characters were added this year and all the characters arrived to The Promenade via Lincolnwood Fire truck. The Richard Ruderman family of Lincolnwood sang and played holiday music on the guitar. A sponsor was secured this year to cover the cost of cookies and brownies. The sponsor also served the food and gave out complimentary lip balm.

- 3) A Playground Replacement Program was developed and approved by the Village Board in 2005. So far, half of the playgrounds have been replaced. The plan for 2015 is renovate the O'Brien Park Playground, taking into consideration the Americans with Disabilities Act and the Playground Safety Institute standards, while utilizing input from the users for the design.

The renovation of O'Brien Park will take place in the spring season as soon as the ground thaws. Once again, staff will work with Kids Around the World, a non-profit organization, will disassemble and refurbish the playground to be able to assemble it in a city or country in need. A public input process will be conducted at the Parks and Recreation Board meetings and through the after-school program to choose a design from a number of submittals. The neighborhood will be notified through U.S. Mail to participate in the process.

- 4) The Village Bikeway Plan, approved in 2005, identified on-street and off-street paths that would improve bike transportation within the Village. The two off-street paths were planned for the ComEd right-of-way and the Union Pacific railway. The plan is to lease the ComEd land and to purchase the Union Pacific land because the railroad was abandoned and the tracks were removed. The Village received federal money to cover 80% of the cost of the land acquisition and the construction of the two paths, through the Congestion Mitigation Air Quality (CMAQ) grant program. The Village has been through an extensive process and is planning to bid out both bike path construction projects by August 1, 2014 through the Illinois Department of Transportation, the administrator of the grant.

The Village Board approved the ComEd lease in August. However, further negotiation was necessary with the property owners at Lincoln and Jarvis regarding the Village assuming a portion of their lease. The goal is to put the project construction out to bid through IDOT in January and build when weather permits in the spring.

Negotiations continue with the Union Pacific railway. The goal is to purchase the land, bid the project in April and complete construction during the summer months.

Proposed Goals

- 1) Enhance pass holder benefits by adding three special events at the Proesel Park Family Aquatic Center including a movie night, the return of a modified family night utilizing "noodles", Theme Nights including a Hawaiian Luau and a Salute to Veterans over the Fourth of July during the 2015 season.
- 2) Complete the construction of the Union Pacific and ComEd bike paths by November 1, 2015.
- 3) Partnering with a Lincolnwood family, coordinate the installation of 6-8 pieces of outdoor fitness equipment and signage in Proesel Park adjacent to the sidewalk that goes around the park by October 1, 2015. The cost of the equipment and signage will be covered by a donation and will serve as a memorial to their daughter.

- 4) Facilitate aquatic center improvements including the replacement of the shade structures and some of the deck chairs, and the installation of safety fencing adjacent to the mechanical room and chemical storage area.

- 4) Complete a master plan by April 30, 2016 for the Proesel Park Family Aquatic Center to inventory the current facility amenities and mechanics, and to plan for future maintenance, facility updates and repairs. This document will assist in the procurement of grants and donations for the facility.

2015-2016 Operating Budget

Budget Analysis

Parks and Recreation General

500

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Adopted
174,699	166,643	174,545	174,545	Wages - Full Time Salaried	181,862
33,288	35,071	35,800	23,000	Wages - Full Time Hourly	21,494
54,267	33,693	51,700	65,000	Wages - Part Time Hourly	42,000
360	401	-	680	HSA Savings Account	680
1,891	1,773	1,763	1,763	Educational stipend	1,819
1,540	2,810	2,400	200	Opt Out Insurance	-
1,431	1,049	1,440	880	Phone Stipend	1,440
				Tuition Reimbursement	9,512
17,183	15,152	16,366	16,366	Employer FICA	15,325
4,040	3,590	3,545	3,545	Employer Medicare	3,581
28,032	27,132	28,372	28,372	Employer IMRF	26,192
1,004	982	758	758	Insurance - Group Life and AD&D	672
17,029	11,030	16,590	16,590	Insurance - Group Medical	15,828
2,429	1,402	1,935	1,935	Insurance - Group Dental	1,902
7,517	7,470	7,837	7,837	Insurance - Workers Compensation	7,415
344,710	308,197	343,051	341,471	Personnel Services	329,722
10,473	10,343	7,000	7,000	R&M - Office Equipment	7,500
7	55	1,000	1,000	Advertising	1,000
11,888	4,479	12,000	8,000	Printing and Copying Services	8,000
3,025	2,623	1,800	2,200	Professional Associations	1,800
20	458	250	250	Training	250
3,944	8,893	7,500	7,500	Other Contractual	7,500
5,012	3,097	6,000	6,000	Office Supplies	6,000
6,235	13,960	8,000	8,000	Postage	6,000
9,031	9,419	9,500	7,000	Credit Card Charges	8,000
245	-	6,880	6,880	Program Supplies	-
49,880	53,327	59,930	53,830	Commodities	46,050
3,742	4,625	4,700	4,700	Conference and Meeting Registration	5,600
517	791	1,000	1,000	Local Mileage, Parking, and Tolls	1,250
1,944	516	2,000	2,000	Lodging	1,050
1,372	1,828	1,580	1,580	Meals	2,440
7,575	7,759	9,280	9,280	Meeting and Travel	10,340
402,165	369,282	412,261	404,581	Total	386,112

Budget Highlights

Personnel Services

No increase in personnel

**Village of Lincolnwood
2015/2016 Budget
Parks and Recreation Department**

Performance Measures

	Actual 2012/2013	Actual 2013/2014	Estimated 2014/2015	Projected 2015/2016
Toddler/Youth Programs				
Number of Programs	34	36	40	47
Adult/Family Programs				
Number of Programs	26	25	30	36
Special Events				
Number of Programs	15	14	14	14
Athletics				
Number of Participants	150	150	150	150
Park Patrol				
Number of public contacts	1600	1,600	1,630	1700
Turkey Trot				
Number of Participants	1,988	1,840	1,735	1,750
Club Kid				
Number of Participants	40	38	40	35
Camp				
Total Number of Programs	18	16	16	14
Total Number of Participants	1,019	1,130	1,186	1,100
Softball				
Total Number of Teams	23	15	10	20
Pool Memberships				
Daily Admissions	10,462	9,571	9,653	9,700
Memberships	3,894	3,732	2,894	3,200
Swim Lessons				
Number of Classes	10	10	10	10
Number of Participants	489	549	432	450
Swim Team				
Number of Participants	163	170	178	180
Teen Programs				
Number of Programs	0	0	1	4
Senior				
Club Memberships	125	85	90	100
Programs/Classes	50	40	45	45
Trips/Events	24	24	26	20
Subsidized Taxi Membership	20	15	15	20
Community Center Rentals				
Number of Rentals	135	133	130	120
Total Number of Programs				
Number of Programs	177	160	177	185

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.

2015-2016 Operating Budget

Budget Analysis

PW Park Maintenance

430

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Adopted
261,103	214,307	233,400	233,400	Wages - Full Time Hourly	227,936
42,129	51,580	36,000	36,000	Wages - Seasonal Hourly	36,000
5,840	6,330	6,145	8,000	Wages - Overtime 1.5X	6,145
7,518	3,596	5,750	5,750	Wages - Overtime 2X	5,750
2,179	1,989	2,400	2,400	Opt Out Insurance	2,400
1,875	3,056	2,550	2,550	Uniform Allowance	2,550
19,196	16,936	17,623	17,623	Employer FICA	17,402
4,489	3,961	4,122	4,122	Employer Medicare	4,070
29,351	24,712	27,108	27,108	Employer IMRF	26,352
638	554	533	533	Insurance - Group Life and AD&D	491
55,775	48,363	53,581	58,000	Insurance - Group Medical	59,600
6,654	5,651	6,621	6,621	Insurance - Group Dental	6,729
9,326	9,909	8,497	8,497	Insurance - Workers Compensation	8,390
446,075	390,945	404,330	410,604	Personnel Services	403,815
19,898	22,897	22,000	22,000	Contract Maintenance	22,000
244	47	4,000	4,000	R&M - Buildings	4,000
415	380	388	388	R&M - Communications Equipment	388
700	5,759	8,000	8,000	R&M - Recreation Equipment	8,000
6,130	13,609	7,275	12,000	R&M - Vehicles	10,000
364	-	1,000	750	R&M - Other Equipment	1,000
1,005	520	500	300	Equipment Rental	500
280	535	1,000	600	Training	1,000
20,412	22,415	14,000	17,000	Fuel	14,000
1,851	1,079	1,000	1,000	Lubricants and Fluids	1,000
7,860	19,401	15,500	15,500	Landscaping Supplies	10,500
45,266	32,603	46,010	46,010	Program Supplies	46,010
16,113	8,916	14,290	14,290	Small Tools	11,190
12,933	-	-	-	Street Materials - Signs and Bar	-
2,714	4,886	3,000	3,000	Utilities - Government Building	3,000
-	-	291	291	Utilities - Public Way	291
136,185	133,048	138,254	145,129	Commodities	132,879
120,141	88,875	109,000	109,000	Park Construction and Improvement	180,000
41,388	9,506	35,000	35,450	Equipment - Other	-
161,529	98,382	144,000	144,450	Capital Outlay	180,000
743,789	622,374	686,584	700,183	Total	716,694

Budget Highlights

Personnel Services

No increase in personnel

Capital Outlay

\$55,000 budgeted for tennis court replacement

\$1,000 budgeted for Proesel Park shelter facelift

**Village of Lincolnwood
2015/2016 Budget
Public Works Department-Parks Maintenance Division**

Performance Measures

	Actual 2012/2013	Actual 2013/2014	Estimated 2014/2015	Projected 2015/2016
Parks				
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	160	200	175
Playground Equipment Replaced	25	30	25	25
Plantings				
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.

2015-2016 Operating Budget

Budget Analysis

PR Youth/Tot

502

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Adopted
7,884	5,562	7,250	5,500	Wages - Part Time Hourly	7,250
233	316	450	340	Employer FICA	450
54	74	105	80	Employer Medicare	105
191	218	218	218	Insurance - Workers Compensation	218
8,362	6,171	8,023	6,138	Personnel Services	8,023
5,729	4,757	6,250	7,500	Purchased Program Services	7,450
263	296	500	500	Program Supplies	500
5,991	5,053	6,750	8,000	Commodities	7,950
14,354	11,224	14,773	14,138	Total	15,973

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.

2015-2016 Operating Budget

Budget Analysis

PR Fitness

503

2013	2014	2015	2015	Description	2016
Actual	Actual	Adopted	Projected		Adopted
6,013	7,432	1,625	840	Wages - Seasonal Hourly	1,000
355	480	101	52	Employer FICA	62
83	112	24	14	Employer Medicare	15
49	49	49	49	Insurance - Workers Compensation	30
6,500	8,074	1,799	955	Personnel Services	1,107
17,428	21,524	21,700	20,899	Purchased Program Services	22,200
-	-	150	150	Advertising	150
-	20	150	150	Program Supplies	850
17,428	21,544	22,000	21,199	Commodities	23,200
23,928	29,618	23,799	22,154	Total	24,307

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.

2015-2016 Operating Budget

Budget Analysis

PR Special Events

504

2013	2014	2015	2015	Description	2016
Actual	Actual	Adopted	Projected		Adopted
3,691	68	2,000	1,000	Wages - Seasonal Hourly	1,200
217	4	124	62	Employer FICA	74
51	1	29	15	Employer Medicare	17
60	60	60	30	Insurance - Workers Compensation	36
4,018	133	2,213	1,107	Personnel Services	1,327
13,630	29,606	26,000	38,400	Purchased Program Services	41,200
3,081	5,484	5,075	3,000	Advertising	5,075
108	250	500	290	Printing and Copying Services	1,000
4,568	635	4,450	3,000	Concessions and Food	4,450
1,676	2,038	2,550	4,000	Program Supplies	3,750
421	151	500	274	Other Materials and Supplies	500
2,426	-	-		Equipment Other	-
25,911	38,165	39,075	48,964	Commodities	55,975
29,930	38,298	41,288	50,071	Total	57,302

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.

2015-2016 Operating Budget

Budget Analysis

PR Athletic

505

2013	2014	2015	2015	Description	2016
Actual	Actual	Adopted	Projected		Adopted
(337)	1,395	2,500	1,300	Wages - Seasonal Hourly	1,875
73	86	155	80	Employer FICA	116
17	20	36	30	Employer Medicare	27
75	75	75	75	Insurance - Workers Compensation	56
(173)	1,576	2,766	1,485	Personnel Services	2,074
2,442	-	3,000	4,756	Purchased Program Services	17,100
-	-	100	-	Program Supplies	100
2,442	-	3,100	4,756	Commodities	17,200
2,269	1,576	5,866	6,241	Total	19,274

506 – 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.

2015-2016 Operating Budget

Budget Analysis

PR Birthday Parties

506

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Adopted
-	1,379	1,000	3,000	Wages - Seasonal Hourly	1,000
2	85	62	180	Employer FICA	62
0	20	15	52	Employer Medicare	15
3	9	30	30	Insurance - Workers Compensation	30
5	1,493	1,107	3,262	Personnel Services	1,107
-	-	350	-	Purchased Program Services	-
-	317	500	400	Program Supplies	500
-	317	850	400	Commodities	500
5	1,810	1,957	3,662	Total	1,607

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.

2015-2016 Operating Budget

Budget Analysis

PR Outdoor Recreation

507

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Adopted
-	-	200	-	Wages - Seasonal Hourly	300
-	-	12	-	Employer FICA	19
-	-	3	-	Employer Medicare	4
-	-	3	-	Insurance - Group Life and AD&D	4
-	-	218	-	Personnel Services	327
-	-	750	-	Purchased Program Services	2,800
-	35	-	-	Credit Card Charges	-
-	275	1,000	-	Program Supplies	1,000
-	310	1,750	-	Commodities	3,800
-	310	1,968	-	Total	4,127

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 the Turkey Trot, Ghostly Get-Together, Lincolnwood Fest, and numerous smaller events throughout the park system.

2015-2016 Operating Budget

Budget Analysis

PR Park Patrol

508

2013	2014	2015	2015	Description	2016
Actual	Actual	Adopted	Projected		Adopted
52,670	54,366	55,300	52,500	Wages - Seasonal Hourly	54,000
3,254	3,368	3,348	3,348	Employer FICA	3,348
761	788	783	783	Employer Medicare	783
1,629	1,530	1,620	1,620	Insurance - Workers Compensation	1,620
58,314	60,052	61,051	58,251	Personnel Services	59,751
330	571	450	656	Telephone	600
265	721	750	627	Program Supplies	750
595	1,291	1,200	1,283	Commodities	1,350
58,908	61,343	62,251	59,534	Total	61,101

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.

2015-2016 Operating Budget

Budget Analysis

Turkey Trot

509

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Adopted
6,798	7,050	6,000	6,000	Wages - Full Time Salaried	6,296
2,900	-	2,900	2,900	Wages - Part Time Hourly	6,582
-	-	-	60	Education Stipend	63
604	437	574	574	Employer FICA	802
141	102	417	417	Employer Medicare	188
963	769	947	947	Employer IMRF	1,404
29	-	27	27	Insurance - Group Life/AD&D	36
490	490	551	551	Insurance - Group Medical	932
52	52	52	52	Insurance - Group Dental	106
293	600	268	268	Insurance - Workers Compensation	367
12,270	9,500	11,736	11,796	Personnel Services	16,776
21,502	9,317	9,500	8,635	Purchased Program Services	8,850
875	700	1,000	451	Advertising	1,000
4,844	4,708	5,000	5,543	Equipment Rental	5,200
644	625	400	300	Printing and Copying Services	300
844	798	850	1,254	Awards	850
1,389	1,228	1,750	1,785	Concessions and Food	2,750
-	191	500	900	Postage	900
5,631	23,585	19,500	18,385	Program Supplies	19,600
35,728	41,152	38,500	37,253	Commodities	39,450
47,998	50,653	50,236	49,049	Total	56,226

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 – 5th. 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.

2015-2016 Operating Budget

Budget Analysis

PR Club Kid

520

2013	2014	2015	2015	Description	2016
Actual	Actual	Adopted	Projected		Adopted
24,033	29,948	33,000	27,000	Wages - Seasonal Hourly	33,000
				Wages - Part Time Hourly	2,500
1,459	1,935	2,046	2,046	Employer FICA	2,201
341	453	479	479	Employer Medicare	516
				Employer IMRF	270
600	960	990	990	Insurance - Workers Compensation	1,065
26,433	33,296	36,515	30,515	Personnel Services	39,552
1,989	679	500	500	Purchased Program Services	500
708	474	750	500	Telephone	750
3,398	1,631	3,000	3,000	Concessions and Food	3,000
1,077	270	1,200	840	Program Supplies	1,200
12	50	150	201	Other Materials and Supplies	300
7,183	3,104	5,600	5,041	Commodities	5,750
33,616	36,400	42,115	35,556	Total	45,302

530 – Summer Day Camp

The Lincolnwood Summer Day Camp program is comprised of 16 different offerings for both residents and non-residents. Day camps are available for children ages 2 – 14 years of age with varied schedules, including full and half-day as well as full and partial-week registration options. Morning and evening extended 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 computer instruction, sports camp and baseball and soccer workshops.

The Lincolnwood Day Camp program is divided into two sessions. The first session is five weeks in length; the second is four weeks. Weekly registration (Pick-a-Week) is designed for parents wishing to customize their camp schedule even further. The majority of day camps are based out of Proesel Park. The exceptions include Prairie Dogs, which is held at O'Brien Park and Little Lincolns, which is held at Flowers Park.

2015-2016 Operating Budget

Budget Analysis

PR Day Camp Program

530

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Adopted
60,290	51,062	56,800	60,400	Wages - Full Time Salaried	59,080
				Wages - Full Time Hourly	9,082
135,817	134,153	155,400	151,000	Wages - Seasonal Hourly	155,000
141	397	-	681	HSA Savings Account	-
340	313	568	568	Educational Stipend	590
-	500	-	-	Opt Out Insurance	-
-	8	-	50	Phone Stipend	50
11,080	11,641	13,162	13,162	Employer FICA	13,873
2,591	2,722	3,078	3,078	Employer Medicare	3,246
7,034	5,982	6,883	6,883	Employer IMRF	7,405
-	-	187	187	Insurance - Group Life and AD&D	204
4,410	2,670	5,509	5,509	Insurance - Group Medical	4,420
506	303	520	520	Insurance - Group Dental	595
5,566	6,218	6,376	6,376	Insurance - Workers Compensation	6,713
227,777	215,969	248,483	248,414	Personnel Services	260,258
26,707	22,274	28,000	22,899	Purchased Program Services	29,000
492	1,612	800	1,071	Telephone	1,100
439	352	700	681	Training	700
-	1,676	1,700	1,846	Other Contractual	1,900
4,414	4,942	5,500	5,130	Concessions and Food	5,500
-	-	-	150	Postage	150
18,444	17,561	20,000	20,449	Transportation	23,000
1,500	1,500	1,500	1,500	Credit Card Charges	1,500
7,373	11,527	10,800	10,712	Program Supplies	11,150
2,425	-	-		Equipment - Other	-
61,794	61,444	69,000	64,437	Commodities	74,000
289,571	277,413	317,483	312,851	Total	334,258

540 - Softball

Softball leagues managed through the Parks and Recreation Department are accounted for in this budget. Currently leagues are offered two 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.

2015-2016 Operating Budget

Budget Analysis

PR Softball Program

540

2013	2014	2015	2015	Description	2016
Actual	Actual	Adopted	Projected		Adopted
4,275	4,096	4,500	7,275	Awards	6,250
2,244	1,583	2,000	2,000	Program Supplies	2,000
				Purchased Program Services	3,000
6,519	5,679	6,500	9,275	Commodities	11,250
6,519	5,679	6,500	9,275	Total	11,250

550 - Tennis

This budget provides the necessary funds for the instructional tennis program, held year-round. Indoor tennis is provided at Niles West High School and Todd Hall, with summer lessons held at the tennis courts held in the parks.

2015-2016 Operating Budget

Budget Analysis

PR Tennis Program

550

2013	2014	2015	2015	Description	2016
Actual	Actual	Adopted	Projected		Adopted
14,940	6,083	6,500	6,480	Purchased Program Services	6,500
14,940	6,083	6,500	6,480	Commodities Total	6,500

560 – Aquatic Center

The Proesel Park Family Aquatic 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.

2015-2016 Operating Budget

Budget Analysis

PR Aquatic Center

560

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Adopted
59,233	57,826	63,100	63,100	Wages - Full Time Salaried	62,347
-	-	-	-	Wage - Part Time Hourly	13,164
196,198	178,939	199,800	195,000	Wages - Seasonal Hourly	205,000
559	568	631	631	Educational Stipend	623
-	90	-	360	Phone Stipend	360
15,677	14,636	16,339	16,339	Employer FICA	17,441
3,666	3,423	3,821	3,821	Employer Medicare	4,080
6,274	6,513	6,959	6,959	Employer IMRF	8,130
-	-	201	201	Insurance - Group Life and AD&D	213
8,705	9,200	11,875	6,000	Insurance - Group Medical	6,524
814	824	998	998	Insurance - Group Dental	649
7,114	7,749	7,906	7,906	Insurance - Workers Compensation	8,439
298,240	279,768	311,630	301,315	Personnel Services	326,970
2,129	-	500	764	Purchased Program Services	22,500
13,598	14,532	16,000	16,000	R&M - Buildings	16,200
7,519	6,727	5,000	5,000	R&M - Pool Equipment	1,000
13,233	17,234	16,500	16,500	R&M - Other	13,500
-	-	350	200	Printing and Copying Services	350
905	1,016	500	555	Telephone	500
1,017	2,824	4,000	2,150	Training	3,000
-	-	75	75	Awards	75
35,174	25,386	30,000	31,352	Chemicals - Swimming Pool	31,000
7,852	16,762	9,360	7,356	Computer Supplies	13,960
210	76	275	173	Concessions and Food	300
-	-	100	64	Merchandise for Resale	100
823	901	500	487	Office Supplies	350
6,751	8,017	8,500	8,000	Credit Card Charges	8,500
11,920	8,064	10,000	7,000	Program Supplies	10,000
5,728	15,657	5,000	4,200	Repair Parts	5,000
40	-	750	600	Training Supplies	750
9,597	16,408	12,000	14,000	Utilities - Government Building	12,000
116,495	133,605	119,410	114,476	Commodities	139,085
355	415	500	500	Conference and Meeting Registration	500
314	648	700	200	Lodging	700
141	100	250	250	Meals	250
656	18	700	700	Purchased Transportation	700
1,467	1,181	2,150	1,650	Meetings and Travel	2,150
34,867	24,482	30,000	30,000	Equipment - Pool	30,000
34,867	24,482	30,000	30,000	Equipment	30,000
451,069	439,036	463,190	447,441	Total	498,205

Budget Highlights

Personnel Services

No increase in personnel

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.

2015-2016 Operating Budget

Budget Analysis

PR Swim Lessons

561

2013	2014	2015	2015	Description	2016
Actual	Actual	Adopted	Projected		Adopted
15,290	20,375	21,000	14,514	Wages - Seasonal Hourly	20,500
948	1,263	1,240	900	Employer FICA	1,240
222	295	290	210	Employer Medicare	290
422	504	600	600	Insurance - Workers Compensation	600
16,882	22,438	23,130	16,224	Personnel Services	22,630
15	-	50	-	Office Supplies	50
-	33	250	272	Program Supplies	250
-	-	200	140	Training Supplies	300
15	33	500	412	Commodities	600
16,896	22,471	23,630	16,636	Total	23,230

562 - Swim Team Program

The Lincolnwood swim team, 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 to 100 swimmers.

2015-2016 Operating Budget

Budget Analysis

PR Swim Team

562

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Adopted
12,370	4,796	12,500	3,715	Wages - Seasonal Hourly	5,000
767	297	775	230	Employer FICA	961
179	70	181	54	Employer Medicare	73
482	390	375	375	Insurance - Workers Compensation	465
13,798	5,553	13,831	4,374	Personnel Services	6,499
3,985	5,920	900	4,525	Purchased Program Services	5,000
181	298	300	202	Concessions and Food	350
4,188	5,526	5,500	6,448	Program Supplies	7,250
8,354	11,744	6,700	11,175	Commodities	12,600
22,152	17,297	20,531	15,549	Total	19,099

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.

2015-2016 Operating Budget

Budget Analysis

PR Aquatic Center Concessions

563

2013	2014	2015	2015	Description	2016
Actual	Actual	Adopted	Projected		Adopted
32,262	29,841	30,000	19,000	Wages - Seasonal Hourly	20,000
2,000	1,850	1,860	1,072	Employer FICA	1,240
468	433	435	251	Employer Medicare	290
752	984	900	900	Insurance - Workers Compensation	600
35,482	33,108	33,195	21,223	Personnel Services	22,130
-	204	1,500	14,238	R&M - Building	1,500
30,711	29,122	30,000	30,000	Concession Products	31,250
1,129	-	1,250	-	Beverages	-
1,611	822	500	210	Supplies	500
33,451	30,148	33,250	44,448	Commodities	33,250
68,933	63,256	66,445	65,671	Total	55,380

570 - Seniors

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

2015-2016 Operating Budget

Budget Analysis

PR Seniors Program

570

2013	2014	2015	2015	Description	2016
Actual	Actual	Adopted	Projected		Adopted
4,732	3,970	6,500	6,500	Wages - Part Time	6,500
282	259	403	403	Employer FICA	403
66	60	94	94	Employer Medicare	94
156	195	195	195	Insurance - Workers Compensation	195
5,236	4,484	7,192	7,192	Personnel Services	7,192
16,231	27,954	18,000	16,000	Purchased Program Services	18,000
1,934	2,305	2,000	1,900	Subsidized Taxi Program	2,000
4,651	2,181	2,400	1,800	Concessions and Food	2,400
40	-	-		Transportation	
1,412	1,562	1,500	1,500	Program Supplies	1,500
24,268	34,002	23,900	21,200	Commodities	23,900
29,504	38,486	31,092	28,392	Total	31,092

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, senior programs, camps, rentals and community events. Costs for programs held in the facility are not included in this budget, as they are fee-supported and each program area has their own budget.

2015-2016 Operating Budget

Budget Analysis

PR Community Center

571

2013	2014	2015	2015	Description	2016
Actual	Actual	Adopted	Projected		Adopted
9,236	10,156	10,000	14,327	Wages - Part Time Hourly	14,000
570	645	620	888	Employer FICA	868
133	151	145	208	Employer Medicare	203
210	270	300	300	Insurance - Workers Compensation	420
10,150	11,222	11,065	15,723	Personnel Services	15,491
5,000	5,467	5,900	5,900	Janitorial	5,900
-	-	150	150	Advertising	150
5,727	803	5,500	5,522	Facility Rental	30,600
1,966	3,211	2,650	2,600	Program Supplies	2,650
12,692	9,481	14,200	14,172	Commodities	39,300
22,842	20,703	25,265	29,895	Total	54,791

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.

2015-2016 Operating Budget

Budget Analysis

PR Special Recreation Program

580

2013	2014	2015	2015	Description	2016
Actual	Actual	Adopted	Projected		Adopted
125,212	115,333	132,000	130,000	Purchased Program Services	132,000
125,212	115,333	132,000	130,000	Commodities Total	132,000

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.

2015-2016 Operating Budget

Budget Analysis

Motor Fuel Tax Fund

212

2013	2014	2015	2015	Description	2016
Actual	Actual	Adopted	Projected		Adopted
-	58,595	17,000	10,000	Consulting	27,500
23,037	23,108	35,000	35,000	Street Lights and Traffic Signal	35,000
-	9,862	-	-	Tree Grant Local Match	-
-	-	153,000	150,000	Street System Construction/Improvements	68,000
23,037	91,566	205,000	195,000	Totals	130,500

Funding Sources

Motor Fuel Tax	300,000
Interest	1,000

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 Village Board subsequently has adjusted the gasoline tax to \$.05 per gallon from the preceding years. The additional \$.03 amount is allocated the General Fund to fund operations costs and the Police Pension Fund annual contribution. The remaining \$.02 per gallon continues to be deposited in the Transportation Improvement Fund and this revenue utilized to improve the transportation systems in the Village. This budget accounts for the revenue received from this tax.

2015-2016 Operating Budget

Budget Analysis

Transportation Improvement Fund

213

2013	2014	2015	2015	Description	2016
Actual	Actual	Adopted	Projected		Adopted
59,598	34,817	60,000	60,000	Engineering	20,000
20,342	30,643	35,000	35,000	R&M Road Repairs	35,000
108,798	464,537	1,136,796	1,136,796	Street Light Improvements	899,313
188,737	529,997	1,231,796	1,231,796	Total	954,313

Funding Sources

Gas Tax	300,000
Interest	1,000
Fund Reserves	653,313

Budget Highlights

\$899,313 budgeted for year four of streetlight replacement program

E-911 Program

Department/Activity Description

The E-911 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-911 Board is appointed to govern the Enhanced 911 funds and manage the E-911 emergency telephone systems in accordance with state statutes.

2015-2016 Operating Budget

Budget Analysis

E-911 Program Fund

215

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Adopted
15,283	15,588	15,840	15,840	Wages - Full Time Salaried	16,140
97,187	94,655	104,428	104,000	Wages - Full Time Hourly	105,116
-	135	1,925	1,925	Payroll - Salaries and Wages - OV	1,925
-	316	-	-	Wages - Overtime 2X	-
280	187	634	634	Educational Stipend	423
403	678	-	-	Uniform Allowance	438
6,733	6,892	7,950	7,950	Employer FICA	8,012
1,574	1,627	1,859	1,859	Employer Medicare	1,873
11,644	12,068	14,002	14,002	Employer IMRF	13,360
-	-	256	256	Insurance - Group Life and AD&D	257
15,416	13,870	18,420	18,420	Insurance - Group Medical	18,210
1,377	1,284	1,685	1,685	Insurance - Group Dental	1,727
3,702	3,787	3,841	3,841	Insurance - Workers Compensation	3,871
153,598	151,086	170,840	170,412	Personnel Services	171,352
-	816	1,000	1,000	R & M Buildings	1,000
15,534	29,375	22,869	35,520	R&M - Communications Equipment	22,869
19,555	18,082	25,000	25,000	Telephone	25,000
2,519	1,674	1,200	1,200	Training	1,200
16,360	24,136	19,500	19,500	Other Contractual	21,250
13,655	847	1,400	1,200	Computer Supplies	1,400
-	-	200	200	Office Supplies	200
67,623	74,931	71,169	83,620	Commodities	72,919
6,720	10,117	4,400	4,400	Equipment - Data Processing	138,400
6,720	10,117	4,400	4,400	Equipment	138,400
227,942	236,135	246,409	258,432	Total	382,671

Funding Sources

911 Surcharge	174,000
Interest	50
Fund Transfer	210,000

Budget Highlights

Personnel Services

No increase in personnel

Equipment

\$138,400 budgeted to replace E911 telephone system

Northeast Industrial District (NEID) 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.

2015-2016 Operating Budget

Budget Analysis

NEID TIF

217

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Adopted
1,200	1,230	1,500	1,500	Audit	1,500
4,363	8,599	13,500	5,000	Other Professional Services	12,000
-	-	15,000	15,000	Maintenance of TIF Improvement	15,000
5,563	9,829	30,000	21,500	Contractual	28,500
10,423	24,063	300,000	-	Community Development Grants	150,000
10,423	24,063	300,000	-	Total Sharing	150,000
188	563	375	375	Fiscal Charges	375
273,750	281,250	288,750	288,750	Principal - 2002A G.O. bonds	292,500
37,781	29,400	23,775	23,775	Interest - 2002A G.O. bonds	18,000
311,719	311,213	312,900	312,900	Debt Service	310,875
2,795	69,512	155,000	30,000	Engineering	118,000
27,337	394,231	1,779,000	150,000	Land Acquisition and Improvement	4,325,000
30,132	463,743	1,934,000	180,000	Capital Outlay	4,443,000
357,836	808,847	2,576,900	514,400	Total	4,932,375

Funding Sources

Property Tax Increment	1,000,000
Grants	3,220,000
Interest	11,000
Fund Reserves	701,375

Budget Highlights

\$310,875 budgeted for debt repayment
 \$4,000,000 budgeted for purchase of land
 \$240,000 budgeted for construction of bike path

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.

2015-2016 Operating Budget

Budget Analysis

Touhy/Lawndale TIF Fund

218

2013	2014	2015	2015	Description	2016
Actual	Actual	Adopted	Projected		Adopted
-	-	-	-	Other Professional Services	10,000
502,056	503,289	520,000	520,000	Economic Dev RE Tax Agreement	-
502,056	503,289	520,000	520,000	Total	10,000

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.

2015-2016 Operating Budget

Budget Analysis

Lincoln/Touhy TIF

219

2013	2014	2015	2015	Description	2016
Actual	Actual	Adopted	Projected		Adopted
(760)	-	5,000	2,000	Consulting	2,000
-	3,030	-	-	Street Light Improvements	300,000
(760)	3,030	5,000	2,000	Total	302,000

Funding Sources

Loan from General Fund 302,000

Budget Highlights

\$300,000 budgeted for streetlight replacement

Devon/Lincoln TIF Fund

Department/Activity Description

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

2015-2016 Operating Budget

Budget Analysis

Devon/Lincoln TIF

220

2013 Actual	2014 Actual	2015 Adopted	October 2014 Actual	2015 Projected	Description	2016 Adopted
-	-	-	-	-	Consulting	5,000
-	-	-	-	-	PEP/GIFT Grants	200,000
-	-	-	-	-	Engineering	450,000
-	-	-	-	-	Land Acquisition and Improvements	2,250,000
-	-	-	-	-	Total	2,905,000

Funding Sources

Fund Transfer 2,905,000

Budget Highlights

\$650,000 budgeted for streetlight replacement
 \$1,600,000 budgeted for Devon streetscape

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.

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 2013 values of \$573,306,000 (the most recent available information), this limitation would allow for \$47,162,643 in debt as compared to the \$2,285,000 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 outgoing 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.

2015-2016 Operating Budget

Budget Analysis

Debt Service Fund

330

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Adopted
313	438	600	600	Fiscal charges	600
650,000	670,000	690,000	690,000	Principal - 2004 GO Ref bonds	-
12,500	12,500	12,500	12,500	Principal-Illinois Finance Aut	12,500
50,251	48,050	54,959	54,959	Principal-Fire Truck Loan	394,576
-	36,629	33,334	33,334	Lease payment Park lighting	33,334
91,250	93,750	96,250	96,250	Principal - 2011A GO Ref Bonds	97,500
325,000	335,000	345,000	345,000	Principal - 2011B GO Ref bonds	355,000
-	-	187,359	194,881	Principal- Cook County Loan	202,403
24,943	27,143	20,234	20,234	Interest-Fire Truck Loan	17,717
-	-	2,196	2,203	Interest Field lighting loan	1,098
61,690	42,515	20,882	20,882	Interest - 2004 GO Ref bonds	-
12,594	9,800	7,925	7,925	Interest - 2011A GO Ref bonds	6,000
45,283	35,300	28,600	28,600	Interest - 2011B GO Ref bonds	21,700
1,273,823	1,311,125	1,499,839	1,507,368	Total	1,142,428

Funding Sources

Sales Taxes	480,800
Transfers	661,628

Budget Highlights

Budget for payment of debt service -
Village bonds and loans

Property Enhancement Program and 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.

2015-2016 Operating Budget

Budget Analysis

Property Enhancement Program Fund

452

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Adopted
13,150	10,000	50,000	10,000	PEP Fund	50,000
13,150	10,000	50,000	10,000	Total	50,000

Funding Sources

Fund Transfer 50,000

Budget Highlights

\$50,000 budgeted for PEP grants

Com. Ed. 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.

2015-2016 Operating Budget

Budget Analysis

ComEd ROW

454

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Adopted
19,774	108,268	242,000	242,000	Engineering	312,000
-	-	200,000	-	Land Acquisition and Improvement	200,000
19,774	108,268	442,000	242,000	Total	512,000

Funding Sources

Grants	264,000
Transfers	248,000

Budget Highlights

\$300,000 budgeted for bike path construction and engineering
 \$212,000 budgeted for engineering of bike overpass

Private Sewer Line Assistance Fund

Department/Activity Description

The Village has budgeted \$25,000 to assist the Village residents in replacing their private sewer lines due to damage caused by Village trees located in homeowner's parkways. The maximum amount reimbursed to a homeowner will be \$2,000.

2015-2016 Operating Budget

Budget Analysis

Private Sewer Line Assistance Fund

460

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Adopted
-	-	50,000	10,000	Assistance Fund	25,000
-	-	50,000	10,000	Total	25,000

Funding Sources

Fund Transfer 25,000

Budget Highlights

\$25,000 budgeted for private sewer line replacement

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.

2015-2016 Operating Budget

Budget Analysis

Water and Sewer Fund

660

2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Adopted
480,743	534,348	494,904	495,000	Wages - Full Time Hourly	515,154
21,128	24,130	36,000	36,000	Wages - Seasonal Hourly	36,000
19,068	17,574	24,360	24,360	Wages - Overtime 1.5X	24,770
16,327	12,650	15,250	15,250	Wages - Overtime 2X	15,250
314	959	980	980	HSA Savings Account	-
347	362	3,300	410	Educational Stipend	360
735	685	1,200	550	Opt Out Insurance	-
181	173	180	180	Phone Stipend	180
3,448	4,625	3,300	3,300	Uniform Allowance	3,300
-	-	1,733	300	Longevity Stipend	1,355
31,126	36,418	35,684	35,684	Employer FICA	36,964
7,279	8,517	8,345	8,345	Employer Medicare	8,645
53,017	62,893	58,919	58,919	Employer IMRF	60,332
1,062	1,006	1,252	1,252	Insurance - Group Life and AD&D	1,292
107,320	110,000	105,079	105,079	Insurance - Group Medical	110,800
9,541	9,934	11,021	11,021	Insurance - Group Dental	9,736
15,886	16,427	17,266	17,266	Insurance - Workers Compensation	17,886
767,523	840,700	818,773	813,896	Personnel Services	842,024
60,000	60,000	60,000	60,000	Liability Insurance	60,000
50,613	61,949	50,732	50,732	Data Processing	51,375
14,541	30,017	49,761	49,761	Maintenance Agreement Expense	43,333
195	-	1,000	500	Printing and Copying Services	1,000
279	286	220	220	Professional Associations	220
19,672	19,898	15,800	15,800	Telephone	12,044
45	140	500	500	Training	500
-	40	243	150	Books and Publications	243
-	415	1,000	1,879	Office Supplies	1,000
24,094	23,942	20,000	20,000	Postage	20,000
169,439	196,686	199,256	199,542	Commodities	189,715
53,135	120,722	175,576	225,000	Consulting	216,000
13,473	25,911	26,300	26,300	Other Professional Services	92,300
66,607	146,633	201,876	251,300	Contractual Services	308,300
3,014	3,296	6,000	6,000	R&M - Buildings	8,000
525	435	485	485	R&M - Communications Equipment	485
7,657	22,731	25,000	20,000	R&M - Vehicles	25,000
4,835	12,627	20,000	20,000	R&M - Water System Equipment	16,000
-	-	485	200	Equipment Rental	485
2,240	850	1,200	1,200	Training	1,200

2015-2016 Operating Budget

Water and Sewer Fund

Budget Analysis

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2013	2014	2015	2015	Description	2016
Actual	Actual	Adopted	Projected		Adopted
49,310	41,877	71,915	71,915	Other Contractual	58,050
4,083	3,124	4,500	4,500	Chemicals - Water System	4,500
31,521	28,184	30,000	25,000	Fuel	28,000
2,466	1,079	2,500	2,500	Lubricants and Fluids	2,500
183	641	1,200	1,200	Landscaping Supplies	1,000
13,891	53,162	11,000	11,000	Program Supplies	11,000
41,756	21,360	28,500	28,500	Small Tools	23,500
6,601	12,175	6,000	12,000	Street Materials - Aggregate	15,000
1,075	-	3,000	3,000	Street Materials - Other	3,000
2,388	4,382	2,500	2,500	Utilities - Government Building	2,500
28,768	33,302	35,000	35,000	Utilities - Public Way	35,000
1,712,891	1,771,043	2,001,000	1,900,000	Water Purchases	2,100,000
-	3,351	3,500	3,500	Water System Supplies	3,500
40,901	47,691	35,000	35,000	Water System Repair Parts	35,000
-	-	500	500	Green Initiatives	500
1,954,103	2,061,309	2,289,285	2,184,000	Commodities	2,374,220
253,882	260,269	568,935	568,935	Loan Principal Payments	575,646
126,274	119,887	113,340	113,340	Loan Interest Payments	106,627
380,156	380,156	682,275	682,275	Debt Service	682,273
221,627	-	460,000	50,000	Sewer System Construction/Improvements	410,000
132,151	-	35,000	35,937	Equipment - Vehicles	375,000
353,778	-	495,000	85,937	Capital Outlay	785,000
3,691,607	3,625,485	4,686,465	4,216,950	Total	5,181,532

Funding Sources

Charges for Water and Sewer	4,640,000
Interest	2,000
Fund Reserves	739,532

Budget Highlights

Personnel Services: No increase in personnel
Contractual: \$40,000 budgeted for pilot test construction observation
 \$125,000 budgeted for engineering for alternate water supply
Commodities: \$2,100,000 budgeted for water purchases from City of Chicago
Capital Outlay: \$375,000 budgeted for replacement of Vac-Con
 \$410,000 budgeted for water management pilot test area
Debt Service: \$681,873 budgeted for debt service for loan repayments

**Village of Lincolnwood
2015/2016 Budget
Public Works Department-Water and Sewer Division**

Performance Measures

	Actual 2012/2013	Actual 2013/2014	Estimated 2014/2015	Projected 2015/2016
Combined Sewer Maintenance	75	75	75	75
Streets Cleaned (Miles)	1,332	1,332	1,332	1,332
Sewer Repairs	16	14	14	15
Catch Basin Cleaning	400	400	400	400
Catch Basin Repairs	25	25	25	25
Sewer Jet Rodding (Percentage of System)	50%	50%	50%	50%
Service Requests	102	105	103	107
Televised (Feet)	500	500	500	500
Water Mains				
Valves Repaired	10	11	12	12
Main Breaks Repaired	20	20	20	20
Water Leaks Repaired	29	25	15	15
Water Meters				
Water Meters Installed	15	17	15	15
Fire Hydrants				
Fire Hydrants Replaced	0	0	11	0
Fire Hydrants Repaired	0	0	2	2
Julie Markings				
Calls	1,200	1,250	1,700	1,700
Water Samples				
Water Quality	65	64	65	65
Lead/Copper	0	35	0	0
Water Quality Compliance	100%	100%	100%	100%
Water Pumped				
Water Pumped (Gallons Per Year)	702,000,000	602,000,000	565,000,000	560,000,000
Meter Readings				
Water Meters Read	215	215	300	300

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.

2015-2016 Operating Budget

Budget Analysis

Police Pension Fund

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2013 Actual	2014 Actual	2015 Adopted	2015 Projected	Description	2016 Adopted
-	-	3,000	10,000	Other Compensation	10,000
67,870	32,205	70,000	66,000	Consulting	76,000
131	60	-	150	Printing and Copying Services	150
750	420	1,275	1,250	Professional Associations	1,250
6,141	1,391	7,500	1,500	Training	2,000
12,446	8,083	31,000	5,500	Other Contractual	5,500
-	8,971	2,750	500	Office Supplies	550
6	46	100	100	Postage	100
87,344	51,176	115,625	85,000	Commodities	95,550
1,393,755	1,568,407	1,880,000	1,928,368	Pension - Regular	2,065,000
211,271	241,069	250,000	177,190	Pension - Spouse/Dependent	177,190
110,934	50,318	50,400	50,318	Pension - Disability	50,318
-	-	-	68,216	Pension - Health	70,262
1,715,959	1,859,793	2,180,400	2,224,092	Pension Payments	2,362,770
1,803,303	1,910,969	2,296,025	2,309,092	Total	2,458,320

Funding Sources

Employer Contributions	1,680,000
Employee Contributions	320,000
Investment Income	740,000

Budget Highlights

Budget accounts for pension payments to retired police and beneficiaries

Appendix

About the Village

HISTORY

The Village of Lincolnwood is an ethnically diverse 2.69 square mile suburb of Chicago. The Village has a strong base of residential, commercial and light manufacturing properties with several ongoing development opportunities.

Potawatomi Native Americans originally settled the wooded area now known as Lincolnwood, but then vacated the land after the Indian Boundary Treaty of 1816.

Johann Tess, for whom the village was originally named, and his family came from Germany in 1856. The 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, which made the easily flooded prairie land manageable. More saloons and taverns soon appeared, specifically along Crawford and Lincoln Avenues. Because only organized municipalities could grant liquor licenses, 359 residents incorporated in 1911 and named the Village Tessville.

During Prohibition, Tessville became a haven for speakeasies and gambling facilities. Tessville was long reputed for drinking and gambling until the 1931 election of its longest-serving mayor, Henry A. Proesel, a grandson of George Proesel, one of the original American settlers. Proesel worked with the federal government to hire the community's unemployed workforce to plant trees on the Village streets. Proesel finally changed Tessville's image when he changed the name of the Village to Lincolnwood in 1936.

Lincolnwood was able to keep taxes attractively low by fostering the growth of light industry and by attracting such giants as Bell & Howell. The opening in 1951 of the Edens Expressway had the most profound impact on the growth in the Village's history. It offered easy and fast access to and from Chicago, causing the community's population to grow from 3,072 in 1950 to more than 12,000 in 1970.

The Village is overseen by a President and Board of Trustees who appoint a Village Manager who is charged with overseeing the day-to-day operations of the Village.

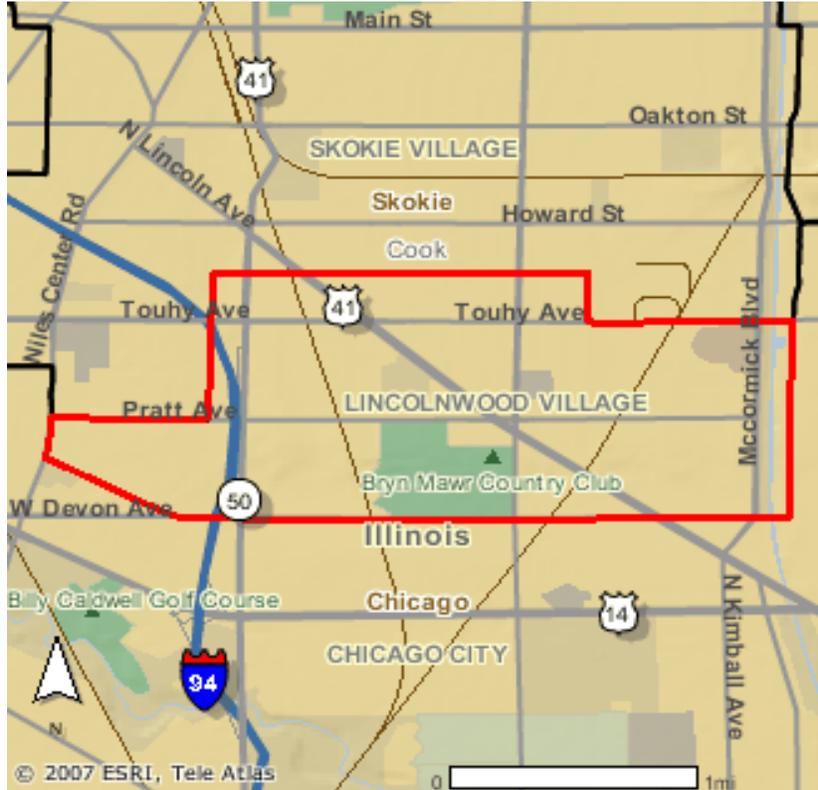
Major Employers

	# of EMPLOYEES
Carson Pirie Scott	193
ATF	180
Publications International	168
Lincolnwood Place	145
Olive Garden	126
Loeber Motors	125
Grossinger Autoplex	117
Kohl's	112
Lowe's	109
Trim Tex	105

Based on business license registration 5-1-2014

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 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 90 full-time employees and 7 part-time employees who work in the seven departments that combine to form the Village government. 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
Chicago, IL	10
Dallas, TX	981
Denver, CO	1,005
Detroit, MI	295
Los Angeles, CA	2,020
Madison, WI	141
Milwaukee, WI	81
Minneapolis, MN	402
New Orleans, LA	940
New York, NY	804
Rockford, IL	81
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

2013 Property Tax Rates (Payable in 2014)

Village of Lincolnwood	0.954
Lincolnwood Public Library	0.421
School District #74	3.383
High School District #219	3.707
Oakton Community College District #535	0.256
Niles Township	0.049
Niles Township General Assistance	0.007
North Shore Mosquito Abatement District	0.007
County of Cook	0.275
Cook County Health Facilities	0.066
Forest Preserve District of Cook County	0.069

Cook County Consolidated Elections	0.031
Cook County Public Safety	0.219
Suburban Cook County T.B. Sanitarium District	0
Metro Water Reclamation District of Greater Chicago	0.417
Total	9.861

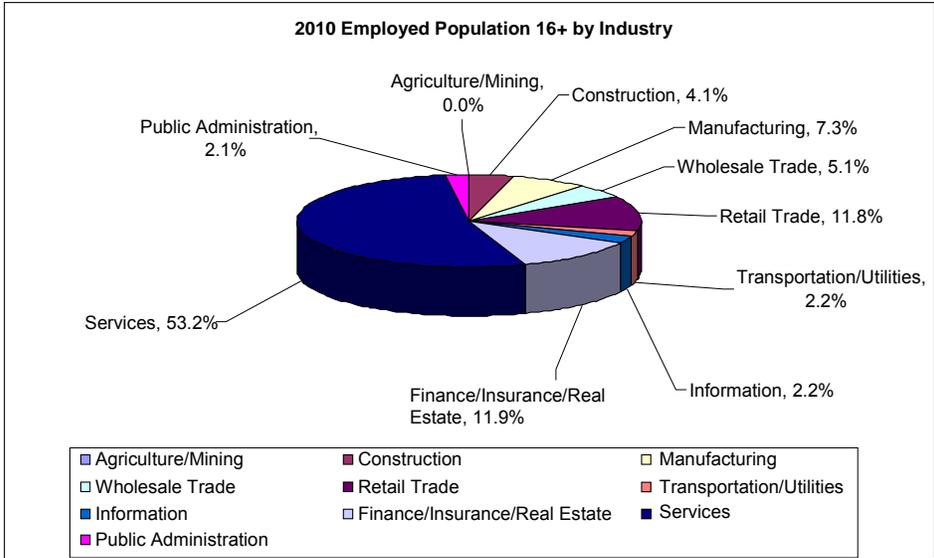
UTILITIES

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

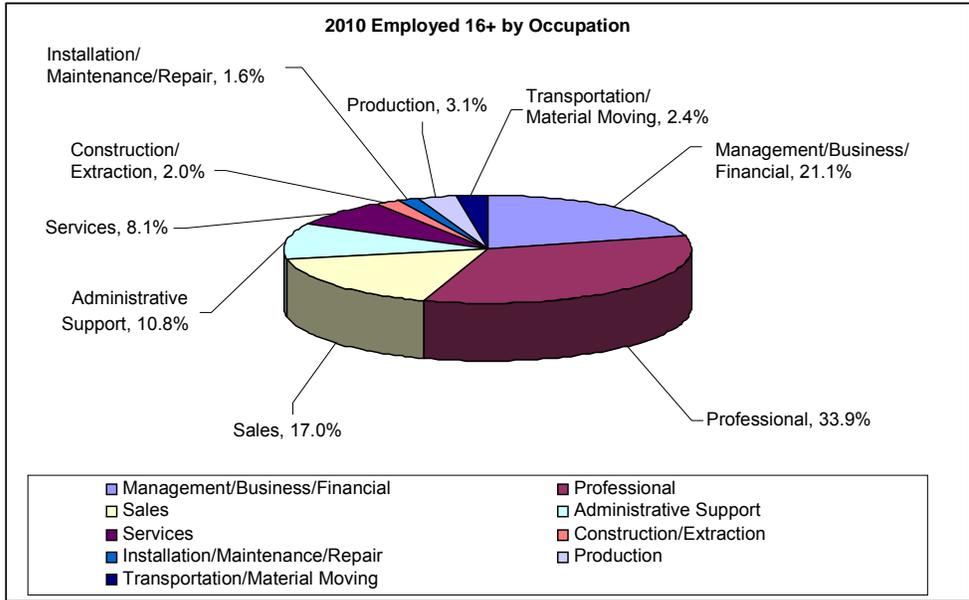
2010 Employed Population ages 16+ by Industry

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

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



DEMOGRAPHIC SNAPSHOT

Population Summary

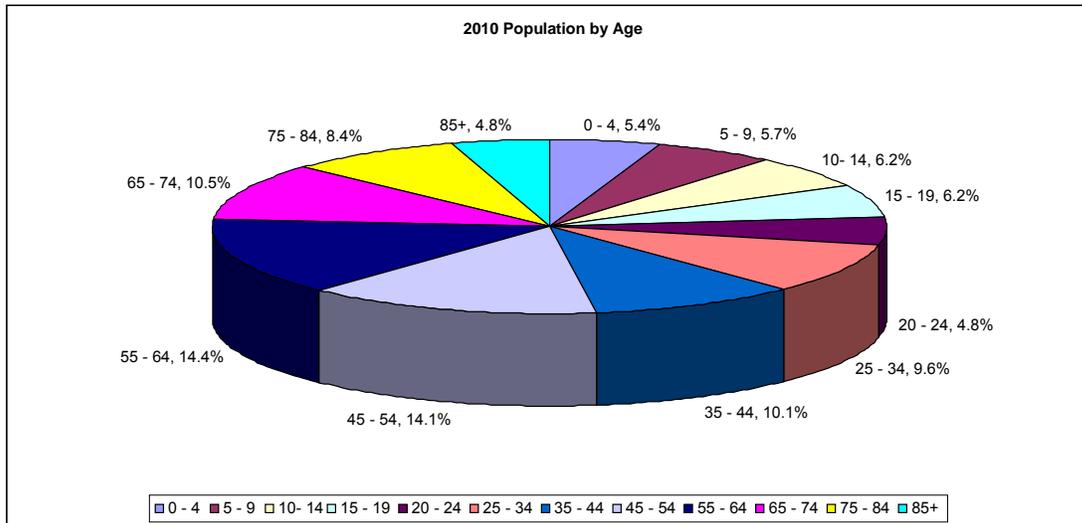
	2000	2010
Population	12,359	12,590
Average HU Size	2.75	2.73
Median Age	45.4	46.6
% Change 1990-2000	8.7%	
% Change 2000-2010	1.8%	

Population by Sex

	2000	2010
Males	47.1%	46.9%
Females	52.9%	53.1%

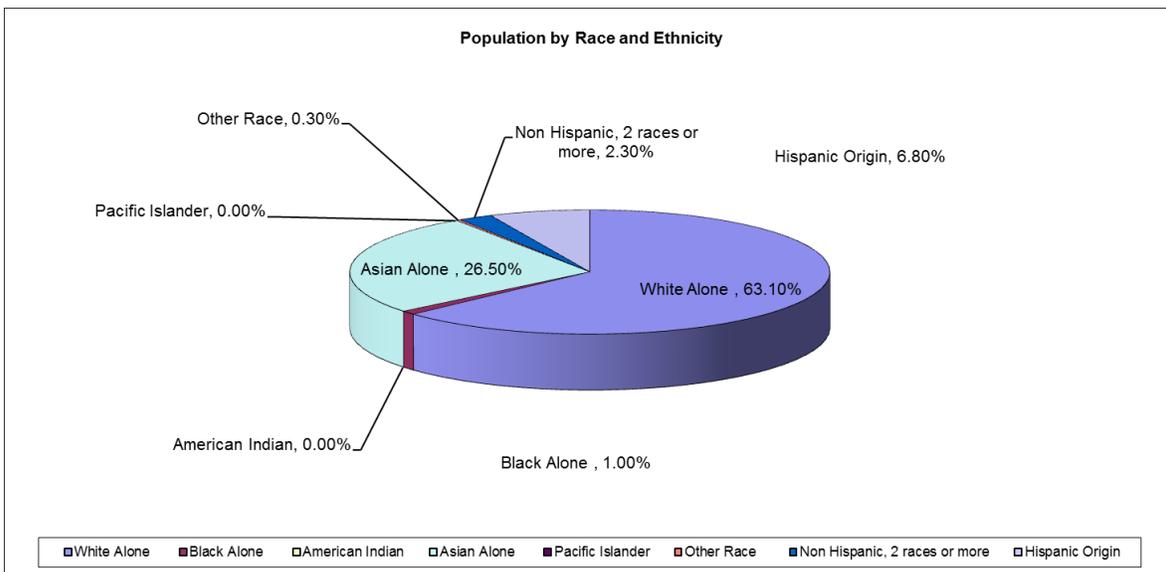
Population by Age

	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%

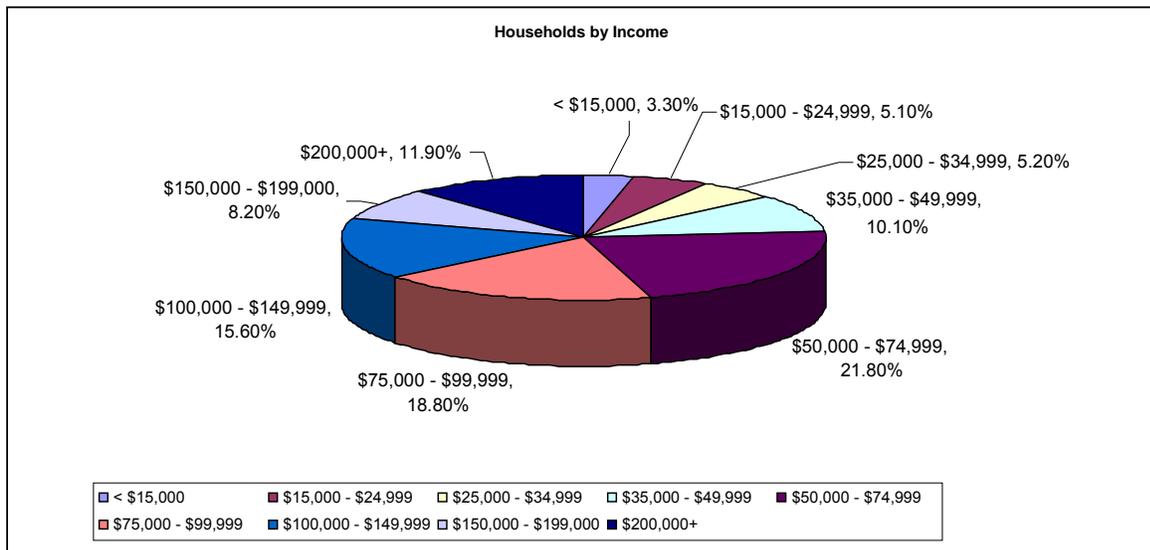


Population by Race and Ethnicity

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%	0.3%
Non Hispanic, 2 races or more	2.7%	2.3%
Hispanic Origin	4.2%	6.8%

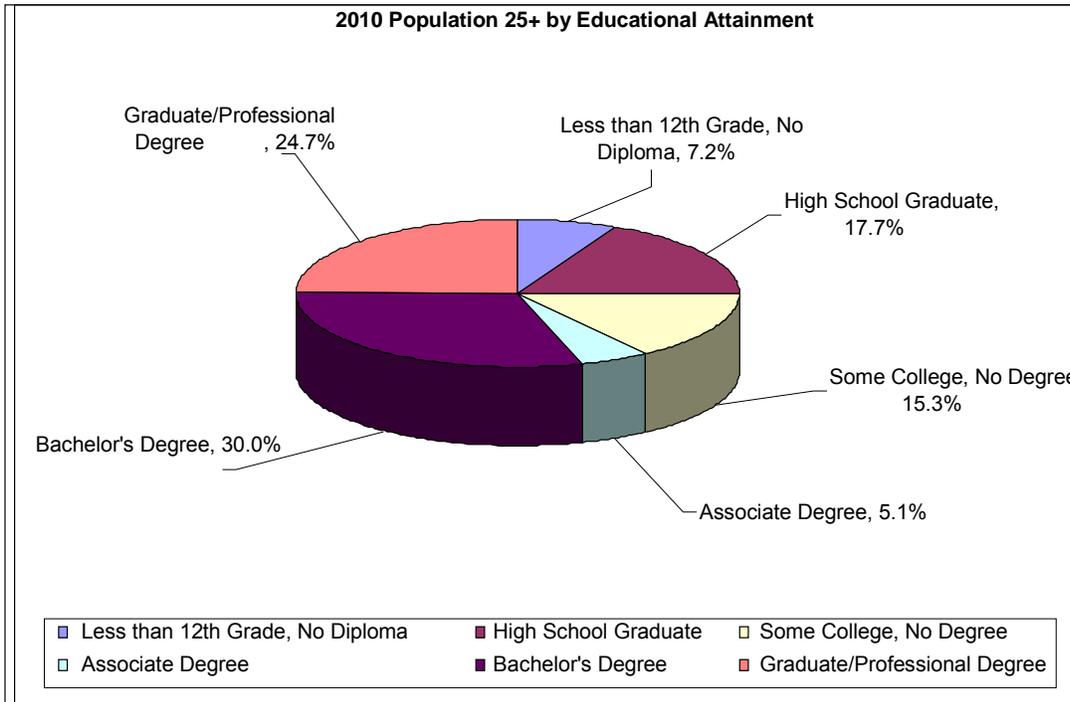


Households by Income	2000		2010	
< \$15,000	245	5.5%	141	3.30%
\$15,000 - \$24,999	316	7.1%	218	5.10%
\$25,000 - \$34,999	295	6.6%	220	5.20%
\$35,000 - \$49,999	521	11.7%	428	10.10%
\$50,000 - \$74,999	924	20.7%	926	21.80%
\$75,000 - \$99,999	678	15.2%	801	18.80%
\$100,000 - \$149,999	679	15.2%	665	15.60%
\$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	



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%



2009-2013 Workers Age 16+ Means of Transportation to Work

<u>Total</u>	<u>5,637</u>
Drove Alone - Car, Truck, or Van	70.50%
Carpooled - Car, Truck, or Van	15.70%
Public Transportation	6.80%
Walked	1.40%
Other Means	.10%
Worked at Home	5.50%

2009-2013 Workers Age 16+ by Travel Time to Work

<u>Total</u>	<u>5,637</u>
Less than 10 minutes	12.50%
10 to 14 minutes	15.10%
15 to 19 minutes	11.50%
20 to 24 minutes	9.90%

25 to 29 minutes	5.30%
30 to 34 minutes	21.60%
35 to 44 minutes	6.70%
45 to 59 minutes	10.60%
60 or more minutes	6.80%

Average Travel Time to Work (in min) 25.4

2009-2013 Households by Vehicles Available

<u>Total</u>	<u>5,637</u>
None	1.10%
1	12.10%
2	49.40%
3+	37.40%

LEGISLATIVE DISTRICTS

Illinois Governor

Bruce Rauner

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

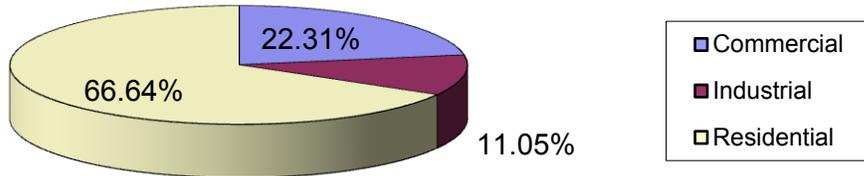
Louis Lang

Cook County Board Commissioner

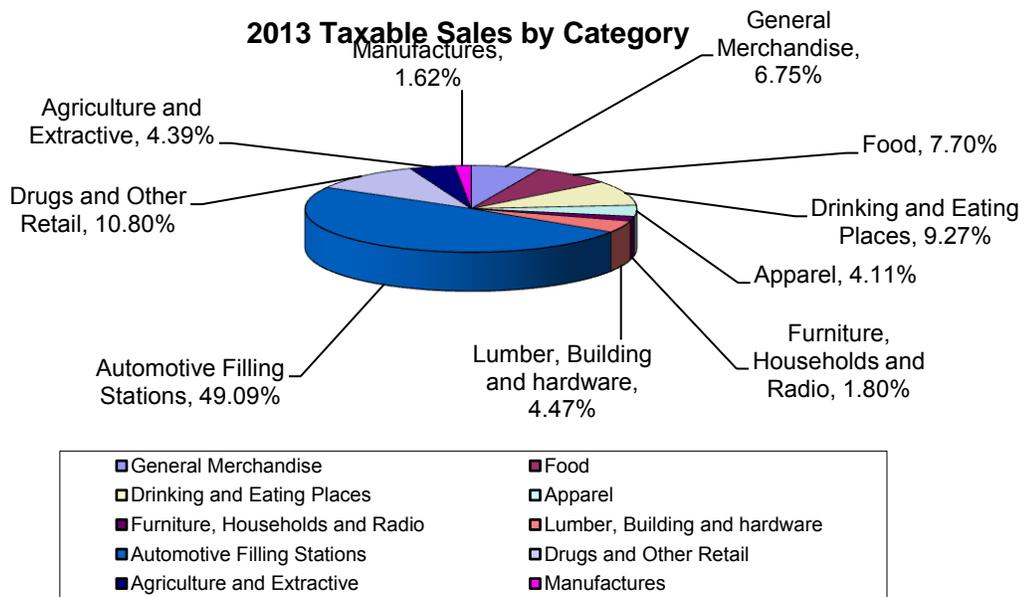
District 13

Larry Suffredin

2012 Assessed and Estimated Actual Value of Taxable Property



2013 Taxable Sales by Category



Debt Administration

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 2013 values of \$573,306,000 (the most recent available information) this limitation would allow for \$47,162,643 in debt as compared to the \$2,285,000 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, 2015.

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.

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 \$187,500 at May 1, 2015 from the Illinois Finance Authority. The second loan totals \$386,840 at May 1, 2015 from Oshkosh Capital and was scheduled to be paid back over a period of ten years. This loan will be paid in full this upcoming budget year.

Field Lighting Loan – The Village has an outstanding loan on the purchase of field lighting for one of the Village's parks. The loan is for three years and totals \$33,333 at May 1, 2015. This loan will be paid in full this upcoming budget year.

Crawford Avenue Street Improvements – The Village has an outstanding loan on the improvements made on Crawford Avenue from Cook County, Illinois. The loan is for five years and is interest free totaling \$802,731 at May 1, 2015.

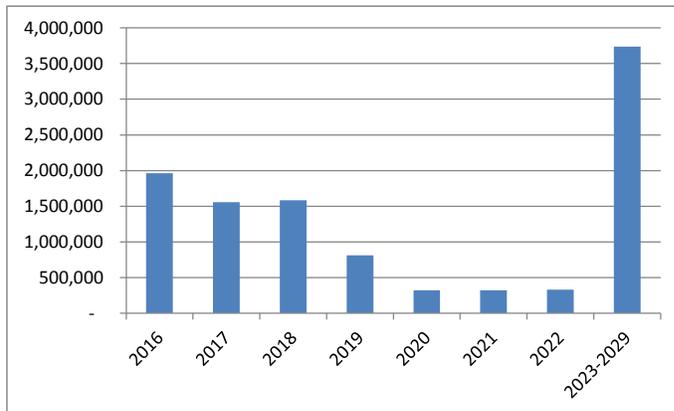
Enterprise Fund Debt

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 \$4,333,077 at May 1, 2015, 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.

Crawford Avenue Street Improvements – The Village has an outstanding loan on the water and sewer improvements made on Crawford Avenue from Cook County, Illinois. The loan is for five years and is interest free totaling \$1,208,476 at May 1, 2015.

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

Fiscal Year	General Governmental Debt						Total Governmental Debt	Enterprise	Fund Debt	Total Enterprise Debt	Total
	2011A 5Mil GOB	2112B 4 Mil GOB	2013 100,000 Loan	2010 250,000 Loan	2011 \$592,652 Loan	2014 \$989,405 Loan		2014 1.51 Mil Loan	2009 5.65 Mil IEPA Loan		
2016	390,000	355,000	33,333	12,500	394,576	200,683	1,386,092	302,119	273,528	575,647	1,961,739
2017	400,000	360,000		12,500		200,683	973,183	302,119	280,408	582,527	1,555,710
2018	410,000	370,000		12,500		200,683	993,183	302,119	287,462	589,581	1,582,764
2019				12,500		200,682	213,182	302,119	294,695	596,814	809,996
2020				12,500			12,500		302,108	302,108	314,608
2021				12,500			12,500		309,708	309,708	322,208
2022				12,500			12,500		317,498	317,498	329,998
2023				12,500			12,500		325,486	325,486	337,986
2024				12,500			12,500		333,674	333,674	346,174
2025				12,500			12,500		342,068	342,068	354,568
2026-2029				62,500			62,500		1,266,446	1,266,446	1,328,946
Total	1,200,000	1,085,000	33,333	187,500	394,576	802,731	3,703,140	1,208,476	4,333,081	5,541,557	9,244,697



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

Fiscal Year	General Governmental Debt						Enterprise	Fund Debt		Total Enterprise Debt	Total
	2011A 5 Mil GOB	2011B 4 Mil GOB	2013 100,000 Loan	2010 250,000 Loan	2011 592,652 Loan	2014 \$989,405 Loan	Total Governmental Debt	2014 1.51 Mil Loan	2009 5.65 Mil IEPA Loan		
2016	414,000	376,700	34,431	12,500	412,293	200,683	1,450,607	302,119	380,155	682,274	2,132,881
2017	416,200	374,600		12,500		200,683	1,003,983	302,119	380,155	682,274	1,686,257
2018	418,200	377,400		12,500		200,683	1,008,783	302,119	380,155	682,274	1,691,057
2019				12,500		200,682	213,182	302,119	380,157	682,276	895,458
2020				12,500			12,500		380,156	380,156	392,656
2021				12,500			12,500		380,156	380,156	392,656
2022				12,500			12,500		380,156	380,156	392,656
2023				12,500			12,500		380,156	380,156	392,656
2024				12,500			12,500		380,156	380,156	392,656
2025				12,500			12,500		380,156	380,156	392,656
2026-2029				62,500			62,500		1,330,558	1,330,558	1,393,058
Total	1,248,400	1,128,700	34,431	187,500	412,293	802,731	3,814,055	1,208,476	5,132,116	6,340,592	10,154,647

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

Fiscal Year	General Government Debt				Enterprise Fund Debt		
	2011A 5 Mil GOB	2011B 4 Mil GOB	2013 100,000 Loan	2011 592,652 Loan	Total Governmental Debt	2009 5.65 Mil IEPA Loan	Total
2016	24,000	21,700	1,098	17,717	64,515	106,627	171,142
2017	16,200	14,600			30,800	99,747	130,547
2018	8,200	7,400			15,600	92,693	108,293
2019						85,462	85,462
2020						78,048	78,048
2021						70,448	70,448
2022						62,658	62,658
2023						54,670	54,670
2024						46,482	46,482
2025						38,088	38,088
2026-2029						64,112	64,112
Total	48,400	43,700	1,098	17,717	110,915	799,035	909,950

Property Tax Information

Property Tax Rates - All Direct and Overlapping Governments

Last Ten Years

	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
Village of Lincolnwood	0.700	0.679	0.704	0.586	0.576	0.585	0.661	0.753	0.836	0.954
Lincolnwood Public Library	0.335	0.323	0.339	0.285	0.280	0.286	0.289	0.330	0.368	0.421
School District No. 74	2.752	2.697	2.807	2.348	2.313	2.363	2.666	3.034	3.366	3.383
Community High School District No. 219	2.013	2.007	2.374	2.114	2.120	2.267	2.538	2.904	3.256	3.707
Oakton Community College District No. 535	0.161	0.158	0.166	0.141	0.140	0.140	0.160	0.196	0.219	0.256
Niles Township	0.030	0.029	0.031	0.027	0.027	0.029	0.032	0.037	0.042	0.049
Niles Township General Assistance	0.003	0.002	0.003	0.003	0.003	0.003	0.004	0.005	0.006	0.007
North Shore Mosquito Abatement District	0.008	0.008	0.009	0.008	0.008	0.008	0.000	0.010	0.010	0.007
County of Cook	0.471	0.421	0.500	0.186	0.224	0.203	0.009	0.223	0.287	0.275
Cook County Health Facilities	0.122	0.112	0.000	0.093	0.086	0.086	0.228	0.078	0.063	0.066
Forest Preserve District of Cook County	0.060	0.060	0.057	0.053	0.051	0.049	0.082	0.058	0.063	0.069
Cook County Consolidated Elections	0.000	0.014	0.000	0.012	0.000	0.021	0.051	0.025		0.031
Cook County Public Safety				0.167	0.105	0.105	0.113	0.161	0.181	0.219
Suburban Cook County T.B. Sanitarium District	0.001	0.005	0.005							
Metro Water Reclamation District of Greater Chicago	0.347	0.315	0.284	0.263	0.252	0.261	0.274	0.320	0.370	0.417
Total Rate per \$100 of EAV	7.003	6.830	7.279	6.286	6.185	6.406	7.107	8.134	9.067	9.861

**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	
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
2013	2012	643,080	2,009,625	0.32
2014	2013	573,306	1,791,581	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
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
2012	12	693,817	6,425,000		1,743,750	4,681,250	0.67%	390
2013	12	573,306	5,085,000		1,470,000	3,615,000	0.63%	301

Village of Lincolnwood

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

Fiscal Year	Total Tax Levy	Current Tax Collections	Percent of Current Taxes Collected
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%
2012	5,380,245	5,296,545	98.4% *
2013	5,468,259	5,350,997	97.9% *

*Tax levy still in collection

Glossary of Terms

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 2016 – 2020

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 2016 column appear as capital expenditures throughout the proposed Fiscal 2016 budget.

VILLAGE OF LINCOLNWOOD
CAPITAL IMPROVEMENT PROGRAM
FY 2016- FY 2020

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VILLAGE OF LINCOLNWOOD
CAPITAL IMPROVEMENT PROGRAM
FY 2016- FY 2020

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 2016-FY 2020 Capital Improvement Program Summary by Department.”

Summary Tables

The tables entitled “FY2016-FY2020”

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 2015-2016. The total Capital Improvement Program proposed for Fiscal Year 2015-2016 is \$10,515,735 with projected grants, donations and other funding totaling \$5,801,116 leaving the Village of Lincolnwood with a total projected cost of \$4,714,619.

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:

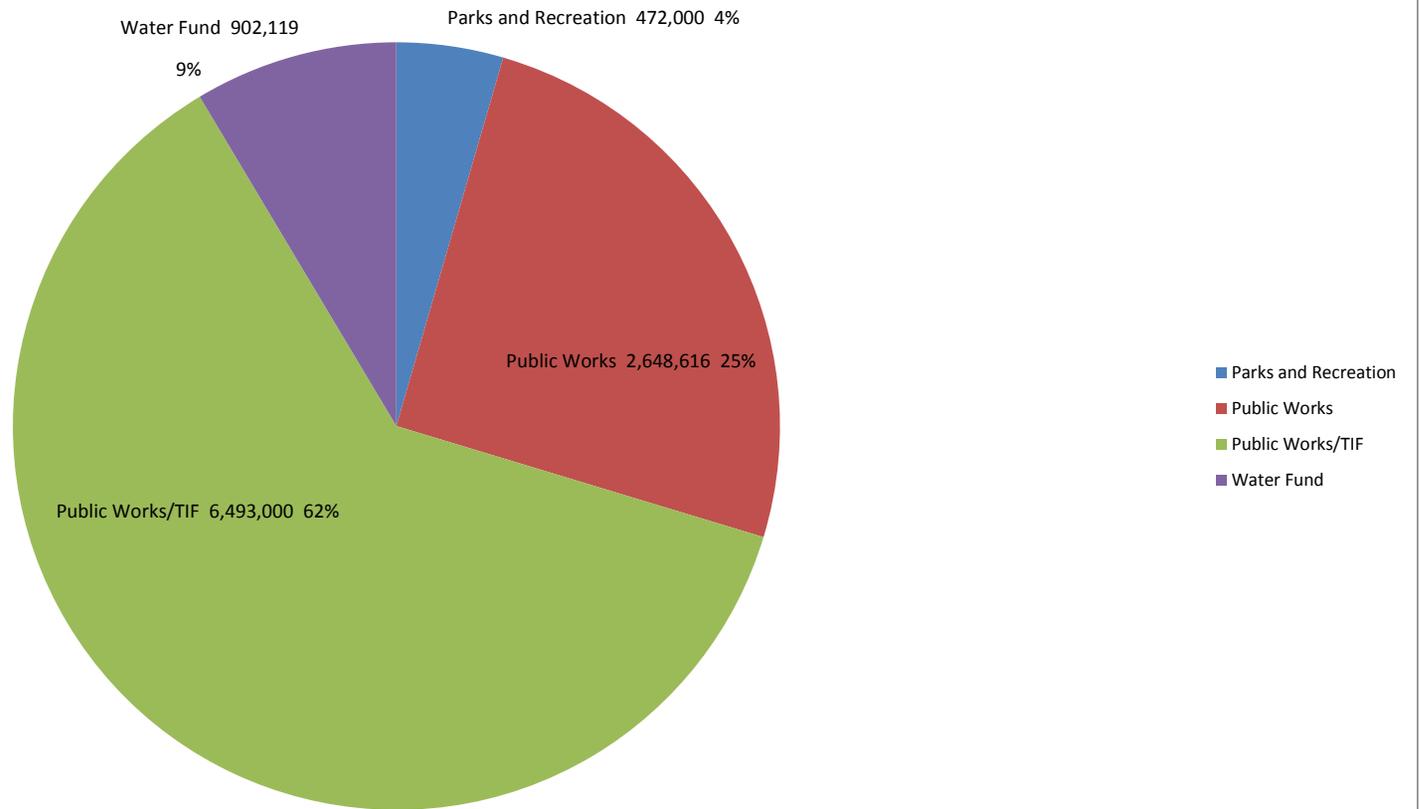
1. **New or Substantially Expanded Facility-** Construction or acquisition of a new facility (including land), acquisition of new equipment, or major expansion of an existing facility that provides a new service or a level of service not now available.
2. **Rehabilitate Deteriorated Facility-** Reconstruction 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

- 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 2016-FY 2020 Capital Improvement Program Summary by Department.” Projects, which are proposed for funding in FY 2015-2016, are followed in order by projects proposed for each of the remaining fiscal years.

FY 2015-2016 Capital Improvement Expenditures \$ 10,515,735



Capital Improvement Detail

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

<u>PROJECT</u>	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	Total
Administration						
Total Projects			846,978		-	846,978
Community Development						
Total Projects	-	2,150,170	2,069,100	2,127,180	500,000	6,846,450
Public Works						
Total Projects	2,648,616	6,958,013	2,504,798	347,403	150,000	12,608,830
Funded by: Other Funds and Grants	(2,326,116)	(5,645,613)	(2,352,679)	(197,882)	-	(10,522,290)
Parks & Recreation						
Total Projects	472,000	35,000	650,000	2,600,000	2,600,000	6,357,000
Funded by: Grants	(195,000)		(185,000)	(250,000)	(2,500,000)	(3,130,000)
Water Fund						
Total Projects	902,119	3,072,119	6,397,119	2,597,119		12,968,476
	(302,119)	(302,119)	(302,119)	(302,119)		(1,208,476)
TIF						
Total Projects	6,493,000	1,035,000	30,000	30,000	30,000	7,618,000
	(3,280,000)					(3,280,000)
Total Capital Improvement Projects						
Funded by: Grants, Reimbursements, Donations and Other Funds	10,515,735	13,250,302	12,497,995	7,701,702	3,280,000	47,245,734
	(5,801,116)	(5,645,613)	(2,537,679)	(447,882)	(2,500,000)	(16,932,290)
Projected Department Costs						
	4,714,619	7,604,689	9,960,316	7,253,820	780,000	30,313,444

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

<u>Department</u>	<u>Administration</u>				
<u>Project</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>
Replacement of Municipal Center Generator	-	-	846,978	-	-
Totals	-	-	846,978	-	-

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 12/2/2014 Department: Village Manager's Office

Project Name and Location: Replacement of Municipal Center Generator

Name of Contractor: Syska Hennessy Engineering

Type of Project: Facility Construction [x]

Site Acquisition [] Facility Repair []

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

Description of Project

Replacement of generator at Municipal Center which is more than 24 years old and original to the facilities. \$10,000 was spent in Fiscal Year 2012-13 for a power preparedness study for this site and the Public Works Facility and Standpipe sites. Generators were installed at the Public Works Facility and Standpipe in Fiscal Year 2013-14. The results of the study recommended the replacement of the Municipal Center Generator and provided a detailed cost estimate.

Project Benefits

Replaces generator with new generator with greater capacity and which supports police, fire, emergency dispatch, Village Hall, Parks and Recreation services, Finance services, water billing, Community Development services, and Administration.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>5/1/2015</u>	<u>Design Specifications and Invitation to Bid</u>
<u>7/1/2015</u>	<u>Issue Invitation to Bid</u>
<u>10/1/2015</u>	<u>Bid Award</u>
<u>11/1/2015</u>	<u>Construction Begins</u>
<u>4/1/2016</u>	<u>Project Completion</u>

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 12/2/2014

Department: Village Manager's Office

Project Name and Location Replacement of Municipal Center Generator

Cost Elements	Cost to Date	Y/E 2016	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020
Planning/ Design	\$ 10,000					
Site, etc. Acquisition						
Vehicle/ Equipment		\$ -	\$ -	\$ 412,600	\$ -	\$ -
Construction/ Repair		\$ -	\$ -	\$ 434,378	\$ -	\$ -
Other Costs Consulting						
Total Project Cost	\$ 10,000	\$ -	\$ -	\$ 846,978	\$ -	\$ -
Funding						
Cost to Village	\$ 10,000	\$ -	\$ -	\$ 846,978	\$ -	\$ -
Grant/Donation						
Total Funding	\$ 10,000	\$ -	\$ -	\$ 846,978	\$ -	\$ -

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 replacing the generator at the Municipal Center which includes Village Hall, Police, and Fire Departments to prepare for power outages that result in a disruption of providing services to the public including 911 Communications Center. The existing generator is original to the Municipal Center when it was constructed in the year of 1991.

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

General Fund revenue will be utilized.

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>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>
McCormick Blvd Median Landscape and Sidewalk	-	-	-	-	500,000
Lincoln Avenue Streetscape Improvements	-	2,150,170	2,069,100	2,127,180	-
	-	-	-	-	-
Totals	-	2,150,170	2,069,100	2,127,180	500,000

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 12/19/2014 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 2016-2017</u>	<u>Touhy Avenue to Tripp Avenue</u>
<u>FY 2017-2018</u>	<u>Tripp Avenue to Pratt Avenue</u>
<u>FY 2018-2019</u>	<u>Pratt Avenue to Proesel Avenue</u>
<u>FY 2019-2020</u>	<u>Proesel Avenue to Devon Avenue</u>

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 12/19/2014 Department: Community Development

Project Name and Location: McCormick Blvd Median Landscaping and Sidewalk

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 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

<u>Dates</u>	<u>Explanation</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 12/19/2014

Department: Community Development

Project Name and Location McCormick Boulevard Median Landscape and Sidewalk

Cost Elements	Cost to Date	Y/E 2016	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			-		500,000	
Other Costs						
Total Project Cost			-		500,000	
Funding						
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:

Financing Other than Current Revenue Sources and Other Information:

General Fund - Revenue Transfer

Impact on Operating Costs:

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>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>
Sidewalk Replacement Program	90,000	95,000	100,000	105,000	110,000
Parkway Tree Planting Program	110,000	110,000	40,000	40,000	40,000
	-	-	-	-	-
Touhy Overpass for Skokie Valley Bike Trail	300,000 (240,000)	3,700,000 (2,960,000)	-	-	-
Bike Lane Lining and Signing	16,000 (12,800)	165,000 (132,000)			
Pratt and Central Traffic Signal	30,900 (21,600)	861,200 (586,800)	-	-	-
Universal Crosswalk Striping/Signage Program	50,000	50,000	-	-	-
Village Hall Parking Lot	-	10,000	210,000	-	-
Street Lighting	1,849,313 (1,849,313)	1,764,410 (1,764,410)	1,952,395 (1,952,395)		
Totals	322,500	1,312,400	350,000	145,000	150,000

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 11/24/2014 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>2015-2020</u>	<u>Sidewalks are replaced within budget availability each year.</u>

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 11/24/2014

Department: Public Works Department

Project Name and Location Sidewalk Replacement Program

Cost Elements	Cost to Date	Y/E 2016	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		90,000	95,000	100,000	105,000	110,000
Other Costs						
Total Project Cost		90,000	95,000	100,000	105,000	110,000
Funding						
Cost to Village		90,000	95,000	100,000	105,000	110,000
Grant/Donation						
Total Funding		90,000	95,000	100,000	105,000	110,000

Basis of Project Costs:

X Bids Received

Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Replacement of existing concrete sidewalk and curb throughout the Village, which is dependent upon a Public Works condition rating system.

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 11/24/2014 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 []

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 _____

2015-2020 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: 11/24/2014

Department: Public Works Department

Project Name and Location Parkway Tree Planting Program

Cost Elements	Cost to Date	Y/E 2016	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair						
Other Costs		110,000	110,000	40,000	40,000	40,000
Total Project Cost		110,000	110,000	40,000	40,000	40,000
Funding						
Cost to Village		110,000	110,000	40,000	40,000	40,000
Grant/Donation						
Total Funding		110,000	110,000	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:

Financing Other than Current Revenue Sources and Other Information:

The Village will fund the replacement cost of trees removed from the parkway that are dead or hazardous.

Impact on Operating Costs:

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 11/24/2014 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

Dates _____ Explanation _____

2015 Phase II Engineering

2016-2017 Construction

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 11/24/2014

Department: Public Works Department

Project Name and Location Touhy Overpass for Skokie Valley Bike Trail

Cost Elements	Cost to Date	Y/E 2016	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020
Planning/ Design		300,000				
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			3,700,000			
Other Costs						
Total Project Cost		300,000	3,700,000			
Funding						
Cost to Village		60,000	740,000			
Grant/Donation		240,000	2,960,000			
Total Funding		300,000	3,700,000			

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 construction cost will be funded by CMAQ funds.

Impact on Operating Costs:

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 11/24/2014 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

<u>Dates</u>	<u>Explanation</u>
<u>2015-2016</u>	<u>Phase II Design</u>
<u>2016-2017</u>	<u>Construction</u>

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 11/24/2014

Department: Public Works Department

Project Name and Location Bike Lane Lining and Signing

Cost Elements	Cost to Date	Y/E 2016	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020
Planning/ Design		16,000				
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			165,000			
Other Costs						
Total Project Cost		16,000	165,000			
Funding						
Cost to Village		3,200	33,000			
Grant/Donation		12,800	132,000			
Total Funding		16,000	165,000			

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: 11/24/2014 Department: Public Works Department

Project Name and Location: Pratt Avenue Resurfacing

Name of Contractor: Unknown

Type of Project: _____ Facility Construction

Site Acquisition [] Facility Repair []

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

Description of Project

Resurface Pratt Avenue from Lincoln Avenue west to Longmeadow Avenue.

The Village was awarded a surface transportation grant in 2014 for this project.

The grant is 70% funded by Federal funds and 30% funded by the Village.

Project Benefits

Provide newly resurfaced road for motorists to travel. Will reduce the need to fill potholes within the road.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
<u>2015-2016</u>	<u>Phase II Engineering</u>
<u>2016-2017</u>	<u>Construction</u>

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 11/24/2014

Department: Public Works Department

Project Name and Location Pratt Avenue Resurfacing

Cost Elements	Cost to Date	Y/E 2016	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			251,500			
Other Costs			18,900			
Total Project Cost						
Funding						
Cost to Village		9,300	274,400			
Grant/Donation		21,600	586,800			
Total Funding		30,900	861,200			

Basis of Project Costs:

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

It has been fifteen years since the road was last resurfaced.

Financing Other than Current Revenue Sources and Other Information:

Surface Transportation Program grant funding.

Impact on Operating Costs:

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 11/24/2014 Department: Public Works Department

Project Name and Location: Village Street Lighting

Name of Contractor: Undetermined- project will be bid.

Type of Project: _____ Facility Construction []

Site Acquisition [] Facility Repair []

Vehicle/Equipment Purchase [] Planning/Design []

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

Dates _____ Explanation _____

FY 2015-2016 Lincoln Avenue and McCormick from Devon to Pratt

FY 2016-2017 Devon Avenue

FY 2017-2018 Touhy Avenue (TIF and Non-TIF)

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 11/24/14 _____

Department: _____ Public Works Department

Project Name and Location _____ Street Lighting

Cost Elements	Cost to Date	Y/E 2016	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020
Planning/ Design		217,154	206,080	203,992		
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		1,447,696	1,373,867	1,563,940		
Other Costs		184,463	184,463	184,463		
Total Project Cost		1,849,313	1,764,410	1,952,395		
Funding						
Cost to Village		1,849,313	1,764,410	1,952,395		
Grant/Donation						
Total Funding		1,849,313	1,764,410	1,952,395		

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: 11/24/2014 Department: Public Works Department

Project Name and Location: Crosswalk Uniformity Program

Name of Contractor: Unknown

Type of Project: _____ Facility Construction [X]

Site Acquisition [] Facility Repair []

Vehicle/Equipment Purchase [] Planning/Design

Description of Project

The purpose of this project is to begin implementing uniform standards for crosswalks throughout the Village. This will include thermoplastic striping and new signage. The project will also include the installation of depressed sidewalks with ADA panels in crosswalk locations.

Project Benefits

To provide standard recognition of crosswalks throughout the Village as well as improved safety through identification.

Implementation Schedule

Dates _____ Explanation _____

2014 _____ Construction

2015 _____ Construction

2016 _____ Construction

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 11/24/2014

Department: Public Works Department

Project Name and Location Crosswalk Uniformity Program

Cost Elements	Cost to Date	Y/E 2016	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2019
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		50,000	50,000			
Costs (Engineering Observations)						
Total Project Cost		50,000	50,000			
Funding						
Cost to Village		50,000	50,000			
Grant/Donation						
Total Funding		50,000	50,000			

Basis of Project Costs:

Bids Received

X Engineer, Architect, Etc.

Comparable Costs

Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

The purpose of this project is to begin implementing uniform standards for crosswalks throughout the Village. This will include thermoplastic striping and new signage. The project will also include the installation of depressed sidewalks with ADA panels in crosswalk locations.

Financing Other than Current Revenue Sources and Other Information:

\$50,000 in Motor Fuel Tax Funds (Over three years)

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 11/24/2014 Department: Public Works Department

Project Name and Location: Village Hall Parking Lot and Service Road Improvements

Name of Contractor: Unknown

Type of Project: Facility Construction []

Site Acquisition [] Facility Repair []

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

Description of Project

Resurface of the Village Hall parking lot and service road off of Lincoln Avenue. Will involve 2 inch milling of surface, resurface and thermoplastic.

Project Benefits

The parking lot and road are over twenty years old, there are several areas that have been patched. In addition, engineering guidelines for resurfacing are every 15-20 years.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
FY 16-17	Engineering
FY 17-18	Resurfacing

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 11/24/2014

Department: Public Works Department

Project Name and Location Village Hall Parking Lot and Service Road Improvements

Cost Elements	Cost to Date	Y/E 2016	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020
Planning/ Design			10,000			
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair				200,000		
Other Costs				10,000		
Total Project Cost						
Funding						
Cost to Village			10,000	210,000		
Grant/Donation						
Total Funding			10,000	210,000		

Basis of Project Costs:

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Resurface the 20 year old parking lot and service road at the Village Hall.

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

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

Department Parks & Recreation

<u>Project</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>
ComEd Bike Path Development					
Bike Path/Overpass Design and Construct.	300,000	-	-	-	-
IDOT pays for project and bills Village 20%	(80,000)	-	-	-	-
Community Center					
Possible Acquisition/Renovation	-	-	-	2,500,000	2,500,000
Possible Grant Funding - 50%	-	-	-	-	(2,500,000)
Playground Replacement Program/Parks Constructi					
Friends Contribution or Grant	-	-	100,000	100,000	100,000
Channel Runne					
Project Phase III	-	-	300,000	-	-
Grant Funding	-	-	(150,000)	-	-
Proesel Park					
Renovations	172,000	35,000	250,000	-	-
Possible Donations	(115,000)	-	(35,000)	(250,000)	-
Totals	<u>277,000</u>	<u>35,000</u>	<u>465,000</u>	<u>2,350,000</u>	<u>100,000</u>

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 12/17/2014 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, on top of what was the service road. The bike/pedestrian path will be a 10 foot 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.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
2011	Conceptual Plan, Phase I engineering
2013-14	Phase II engineering/Environmental Test/Development of Bid Documents
2015	Award Bid, Start Construction

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 12/17/2014

Parks and Recreation

Project Name and Location

Commonwealth Edison Bike Path and Overpass

Cost Elements	Cost to Date	Y/E 2016	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020
Planning/ Design		100,000				
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		200,000				
Other Costs						
Total Project Cost		300,000			-	-
Funding						
Cost to Village		220,000		-		
Grant/Donation		80,000		-		
Total Funding		300,000	-	-		

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.

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 Expressway.

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: 12/17/2014 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

<u>Dates</u>	<u>Explanation</u>
<u>2017</u>	<u>Design, engineer and start construction</u>
<u>2018</u>	<u>Completed construction and furnish building</u>

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: December 17, 2014 Department: Parks and Recreation

Project Name and Location Community Center Renovation or Construction

Cost Elements	Cost to Date	Y/E 2016	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020
Planning/ Design					2,500,000	2,500,000
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair						
Other Costs						
Total Project Cost	-	-	-	-	2,500,000	2,500,000
Funding						
Cost to Village					2,500,000	
Grant/Donation						2,500,000
Total Funding				-	2,500,000	2,500,000

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: 1/31/2014 Department: Recreation

Project Name and Location: Park Replacement Program/Renovation

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. O'Brien Park is the next park that needs to be renovated in the Park Replacement Program.

So far, Columbia, Kildare, Goebelt, Rossi, Springfield, Kenneth and Drake 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>
2014	Drake Park
2015	O'Brien
2016	Proesel
2017	Flowers
2018	GG Rowell

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 1/22/2014 Department: Parks and Recreation

Project Name and Location Park Replacement and Renovation Program

Cost Elements	Cost to Date	Y/E 2015	Y/E 2016	Y/E 2017	Y/E 2018	Y/E 2019
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair				100,000	100,000	100,000
Other Costs						
Total Project Cost		-	-	100,000	100,000	100,000
Funding						
Cost to Village				100,000	100,000	100,000
Grant/Donation						
Total Funding		-	-	100,000	100,000	100,000

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 was 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:

In the 2015-2016 year Staff will consider partnering with the Friends of the Com

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: 3/6/2015 Department: Parks and Recreation

Project Name and Location: Proesel Park Improvements

Name of Contractor: TBD

Type of Project:		Facility Construction	[X]
Site Acquisition	[]	Facility Repair	[X]
Vehicle/Equipment Purchase	[]	Planning/Design	[X]

Description of Project

The Proesel Park Shelter is one of the most visible facilities within the Village. It is used for a variety of programs and special events coordinated by the Village. It is starting to show its age and is in need of repair and updating. The shelter is also the site of many picnics coordinated by residents and businesses in the community. An analysis will be done to determine what improvements can be done in-house by Public Works. The rest of the work will be bid out.

The project will be completed in the fall during the off-season.

The fence on the Proesel Park tennis courts will be replaced due to the impact of many cold winters on the poles and fence. Approximately 8-10 pieces of exercise equipment will be added to the park around the one mile walking path heavily used by our constituency.

Project Benefits

One of the updates for the shelter will be lighting, so it will be more efficient. The aesthetics of the area will be improved, hopefully drawing more interest to programs and rentals. The tennis fence is an eye-sore in the park and is a safety hazard. The exercise equipment will add a new feature to the walking path. The exercise equipment will serve as a living memorial to a young lady who was a camp counselor in Proesel Park. It is made possible through a donation from her family. The theme of the exercise path will be that of diversity highlighting the many ethnicities represented in Lincolnwood.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
2015	Exercise Equipment in Proesel (Spring/Summer)
2015	Completion of Tennis Fence (Summer or Fall)
2015	Proesel Park Shelter "Facelift" (Fall)

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: _____ Department: _____ Parks and Recreation _____

Project Name and Location _____ Proesel Park Aquatic Center Capital Plan _____

Cost Elements	Cost to Date	Y/E 2016	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		172,000	35,000	250,000		
Other Costs						
Total Project Cost	-	172,000	35,000	250,000	-	-
Funding						
Cost to Village		57,000	35,000	250,000		
Grant/Donation		115,000		(35,000)	(250,000)	
Total Funding		172,000	35,000	250,000		-

Basis of Project Costs:

Engineer, Architect, Etc.

Comparable Costs

Other Basis

Discuss Basis of Project Costs:

There will be no capital improvements this year.

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:

Impact on Operating Costs:

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

<u>Department</u>	<u>Public Works / TIF</u>				
<u>Project</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>
Trees and Sidewalks	45,000 0	45,000 0	30,000 0	30,000 0	30,000 0
Yard Expansion	18,000 0	750,000 0	0 0	0 0	0 0
Construction	4,380,000 (3,280,000)	0	0	0	0
Devon Avenue Streetscape	2,050,000 0	240,000 0	0	0	0
Totals	3,213,000	1,035,000	30,000	30,000	30,000

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 11/24/2014 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 sidewalk and curb as well as replacement sidewalk.

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

Dates _____ Explanation _____

2015-2020 Trees are planted within budget availability every year.

Sidewalks are installed within budget availability every year.

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 11/24/2014

Department: Public Works / NEID TIF

Project Name and Location Parkway Tree Planting and Sidewalk Installation

Cost Elements	Cost to Date	Y/E 2016	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair						
Other Costs						
Total Project Cost		45,000	45,000	30,000	30,000	30,000
Funding						
Cost to Village		45,000	45,000	30,000	30,000	30,000
Grant/Donation						
Total Funding		45,000	45,000	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, \$30,000 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: 11/24/2014 Department: Public Works Department

Project Name and Location: PW Yard Expansion

Name of Contractor: Unknown

Type of Project:		Facility Construction	[X]
Site Acquisition	[]	Facility Repair	[]
Vehicle/Equipment Purchase	[]	Planning/Design	[]

Description of Project

Construction of improvements to the Public Works Yard to include storage bins, landscaping, screen walls, gates, security fencing, paving and appurtenances.

Project Benefits

Expand the abilities of the Public Works Department, store equipment and materials properly.

Implementation Schedule

<u>Dates</u>	<u>Explanation</u>
--------------	--------------------

<u>2015/2016</u>	<u>Design</u>
------------------	---------------

<u>2016/2017</u>	<u>Construction</u>
------------------	---------------------

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 11/24/2014

Department: Public Works Department

Project Name and Location PW Yard Expansion

Cost Elements	Cost to Date	Y/E 2016	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020
Planning/ Design		18,000				
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			700,000			
Other Costs			50,000			
Total Project Cost		18,000	750,000			
Funding						
Cost to Village		18,000	750,000			
Grant/Donation						
Total Funding		18,000	750,000			

Basis of Project Costs:

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Expand abilities of the Public Works Department to provide services. Store equipment and materials properly.

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 11/24/2014 Department: Public Works Department

Project Name and Location: Devon Avenue Streetscape

Name of Contractor: Unknown

Type of Project: _____ Facility Construction []

Site Acquisition [] Facility Repair []

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

Description of Project

The project will consist of landscaped medians, possible lane reductions, enlarged parkways, ornamental lighting and decorative refuse containers.

Project Benefits

To improve pedestrian and motorist safety, calm traffic, and install streetscape beautification.

Implementation Schedule

Dates _____ Explanation _____

2015/2016 Phase I & II Engineering

2016/2017 Construction

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 11/24/2014

Department: Public Works Department

Project Name and Location Devon Avenue Streetscape

Cost Elements	Cost to Date	Y/E 2016	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020
Planning/ Design		450,000				
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		1,600,000				
Other Costs			240,000			
Total Project Cost		2,050,000	240,000			
Funding						
Cost to Village		2,050,000	240,000			
Grant/Donation						
Total Funding		2,050,000	240,000			

Basis of Project Costs:

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

To improve pedestrian and motorist safety, calm traffic, and install streetscape beautification.

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 12/17/2014 Department: Parks and Recreation

Project Name and Location: Land Acquisition and Bike Path Construction

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>
2013	Conceptual Plan, Phase I engineering
2014	Phase II engineering/Environmental Test/Appraisal and Negotiation
2015	Purchase
2015	Final Design/Development of Bid Documents
2016	Construction of Bike Path

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 12/17/2014

Parks and Recreation

Project Name and Location

Land Acquisition and Bike Path Construction

Cost Elements	Cost to Date	Y/E 2016	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020
Planning/ Design		100,000				
Site, etc. Acquisition*		4,000,000				
Vehicle/ Equipment						
Construction/ Repair		240,000				
Other Cost		40,000				
Total Project Cost	-	4,380,000	-	-	-	-
Funding						
Cost to Village		4,380,000	-	-	-	-
Grant/Donation		3,280,000				
Total Funding		4,380,000	-	-	-	-

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 in 2015. 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.

Financing Other than Current Revenue Sources and Other Information:

The Village received a grant for acquisition of the property and construction of the path from the federal government under Mitigation Air Quality (CMAQ) program which will cover 80% of the cost of acquisition.

There is a requirement to expend 100% of the purchase cost and apply for reimbursement of 80% of the cost. For the construction of the path, IDOT bids out and builds the project and bills the Village for 20% of the cost.

Impact on Operating Costs:

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>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>
Stormwater Improvements		450,000 0	2,000,000 0	2,000,000 0	2,000,000 0	0 0
Water Improvements Main		25,000 0	295,000 0	295,000 0	295,000 0	0 0
Water Transmission Main		125,000 0	475,000 0	3,800,000 0	0 0	0 0
Crawford Avenue Reconstruction		302,119 (302,119)	302,119 (302,119)	302,119 (302,119)	302,119 (302,119)	0
Totals		600,000	2,770,000	6,095,000	2,295,000	0

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 11/24/2014 Department: Public Works Department

Project Name and Location: Stormwater Improvements-Berms and Restrictors

Name of Contractor: Unknown

Type of Project: _____ Facility Construction

Site Acquisition [] Facility Repair

Vehicle/Equipment Purchase [] Planning/Design

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 2015-2016 is to install berms and restrictors in a pilot area within the Village 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

<u>Dates</u>	<u>Explanation</u>
<u>2016/2017</u>	<u>Construction</u>
<u>2017/2018</u>	<u>Design of future areas</u>

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 11/24/2014

Department: Public Works Department

Project Name and Location Stormwater Improvements-Berms and Restrictors

Cost Elements	Cost to Date	Y/E 2016	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		410,000	2,000,000	2,000,000	2,000,000	
Other Costs		40,000				
Total Project Cost		450,000	2,000,000	2,000,000	2,000,000	
Funding						
Cost to Village		450,000	2,000,000	2,000,000	2,000,000	
Grant/Donation						
Total Funding		450,000	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: 11/24/2014 Department: Public Works Department

Project Name and Location: Water Main Repairs and Upgrades- Various Locations

Name of Contractor: Unknown

Type of Project: _____ Facility Construction []

Site Acquisition [] Facility Repair []

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

Description of Project

Water main improvements in various locations. These improvements are a result of the Village's water distribution system analysis which will be completed by April 30, 2015. The analysis will result in capital improvement recommendations for repairs and upgrades to the system. The projects will occur over time and will be part of future capital projects such as street resurfacing.

Project Benefits

Improves the overall quality of life for the Village of Lincolnwood residents by ensuring that aging water mains are upgraded.

Implementation Schedule

Dates _____ Explanation _____

2015/2016 Design

2016/2017 Construction

2017/2018 Construction

2018/2019 Construction

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 11/24/2014

Department: Public Works Department

Project Name and Location Water Main Improvements- Various Locations

Cost Elements	Cost to Date	Y/E 2016	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020
Planning/ Design		25,000	25,000	25,000	25,000	
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair			250,000	250,000	250,000	
Other Costs			20,000	20,000	20,000	
Total Project Cost						
Funding						
Cost to Village		25,000	295,000	295,000	295,000	
Grant/Donation						
Total Funding		25,000	295,000	295,000	295,000	

Basis of Project Costs:

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Design and construction of water main improvements based on the updated system analysis recommendations.

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 11/24/2014 Department: Public Works Department

Project Name and Location: Water Transmission Main Construction

Name of Contractor: Unknown

Type of Project: _____ Facility Construction []

Site Acquisition [] Facility Repair []

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

Description of Project

Design and Construction of a water transmission main to an alternative supplier.

Project Benefits

Construct a water transmission main to obtain potable water from an alternative water provider. To reduce the cost of water for the residents.

Implementation Schedule

Dates _____ Explanation _____

FY 2015-2016 _____ Design

FY 2016-2017 _____ Design

FY 2017-2018 _____ Construction

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 11/24/2014

Department: Public Works Department

Project Name and Location Water Transmission Main

Cost Elements	Cost to Date	Y/E 2016	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020
Planning/ Design		125,000	475,000			
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair				3,500,000		
Other Costs				300,000		
Total Project Cost		125,000	475,000	3,800,000		
Funding						
Cost to Village		125,000	475,000	3,800,000		
Grant/Donation						
Total Funding		125,000	475,000	3,800,000		

Basis of Project Costs:

Bids Received

Engineer, Architect, Etc.

Comparable Costs

X Contractor/Vendor Estimate

Other Basis

Discuss Basis of Project Costs:

Construct a new potable water transmission main to provide potable water at a cost effective rate to residents and bus

Financing Other than Current Revenue Sources and Other Information:

Impact on Operating Costs:

Village of Lincolnwood - Capital Improvement Program (CIP)

PROJECT DESCRIPTION

Date: 11/24/2014 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 2014 and 2015. 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

Dates _____ Explanation _____

2014 Construction

2015 Construction

Village of Lincolnwood - Capital Improvement Program (CIP)

Project Cost Summary

Date: 11/24/2014 Department: Public Works Department

Project Name and Location Crawford Avenue Reconstruction

Cost Elements	Cost to Date	Y/E 2016	Y/E 2017	Y/E 2018	Y/E 2019	Y/E 2020
Planning/ Design						
Site, etc. Acquisition						
Vehicle/ Equipment						
Construction/ Repair		302,119	302,119	302,119	302,119	
Costs (Engineering Observations)						
Total Project Cost		302,119	302,119	302,119	302,119	
Funding						
Cost to Village		302,119	302,119	302,119	302,119	
Grant/Donation		(302,119)	(302,119)	(302,119)	(302,119)	
Total Funding		302,119	302,119	302,119	302,119	

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) reconstructed the east side of the road from Devon Avenue to Jarvis Avenue during 2014. The west side will be completed during 2015. 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:

\$1,510,590 from Water & Sewer Fund

\$922,314 from Transportation Improvement Fund

\$14,482 from Motor Fuel Tax

Impact on Operating Costs:

**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	Total
Fire Department	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	Total
Replacement Pumper	255,000	285,000				540,000
Air Pack compressor, Fill Station 4 bottles			65,000			65,000
Replacement Ambulance		249,179				249,179
Ford F250 Pickup 4X4		35,000				35,000
Cardiac Monitors (2)	66,000					66,000
Police Department						
Replacement of Police Vehicles	110,000	110,000	112,000	112,000	114,000	558,000
E-911 Phone System	134,000					134,000
Public Works Department						
Small Chipper (Streets)		28,500				28,500
Sewer Televising Equipment (Water)		100,000				100,000
Vac-Con (sewer cleaning truck)	375,000					375,000
Truck 18 (Water and Sewer Fund)			125,000			125,000
Street Sweeper #2 (Streets)				400,000		400,000
Tractor 2 (Parks)					75,000	75,000
Totals	940,000	807,679	302,000	512,000	189,000	2,750,679