



VILLAGE OF LINCOLNSHIRE

Minutes
SPECIAL COMMITTEE OF THE WHOLE
Community Room
Wednesday, October 19, 2022
6:00 p.m.

Present:

Mayor Brandt	Trustee Grujanac
Trustee Harms Muth	Trustee Mitchell
Trustee Pantelis	Trustee Raizin
Trustee Wright	Village Clerk Mastandrea
Village Attorney Simon	Village Manager Burke
Village Treasurer/Finance Director Rossi	Assistant Village Manager/Community & Economic Development Roesler
Public Works Director Woodbury	Assistant Public Works Director/Village Engineer Dittrich
Commander Watson	Commander Covelli
Utilities Superintendent Geib	Management Analyst Cascone

CALL TO ORDER

1.0 ROLL CALL

Mayor Brandt called the meeting to order at 6:01 p.m., and Village Manager Burke called the roll.

2.0 ITEMS OF GENERAL BUSINESS

2.1 Finance and Administration

2.11 Fiscal Year 2023 Budget Workshop

Village Manager Burke informed the Board of Trustees (Board) of an error in printing Capital Project Request Forms and passed out copies to correct the issue. Village Manager Burke extended his appreciation to Village staff for their work in preparing the draft Fiscal Year (FY) 2023 Budget and workshop presentation. Village Manager Burke provided a high-level summary of pending economic development projects that could manifest in 2023; however, potential projects are not factored into the Budget until approvals are secured.

Village Manager Burke reviewed Village policy to maintain General Fund operating reserves at 75% and at 20% for the Water & Sewer Fund. FY 2023 meets all financial policies set by the Village Board. FY 2023 Budget takes several assumptions into consideration, including: merit-based compensation for non-police staff, changes in operational personnel, one-time merit bonuses available to employees at the top of their pay range, and increases in operating expenses in the Police Department due to the deployment of new technology. Mayor Brandt emphasized the fact that the FY 2023 Budget is balanced.

- **General Fund - Revenues & Expenditures**

FY 2023 General Fund reflects \$13,135,831 in revenue and \$12,029,877 in expenditures (excluding transfers).

Village Treasurer/Finance Director Rossi explained that the General Fund revenues are budgeted at an increase of approximately \$300,000 compared to the budgeted revenue in FY 2022 due to sales, food & beverage, and room & admission taxes returning to near pre-COVID-19 pandemic levels.

Village Treasurer/Finance Director Rossi provided historical context about revenues for taxes, General Fund, and General Capital Fund. Village Manager Burke, Village Treasurer/Finance Director Rossi, Commander Covelli, Assistant Village Manager/Community & Economic Development (CED) Roesler, and Public Works Director Woodbury provided historical context about expenditures and FY 2023 Department-specific goals for Administration, Finance, Community & Economic Development, Public Works, and Police Departments, as well as the budget Insurance & Commons.

Trustee Mitchell inquired about the difference in Administration expenditures from FY 2020 to FY 2023. Village Manager Burke explained the increase in expenditures is due to Management Analyst Cascone being promoted to full-time in 2021, and Assistant Village Manager/CED Director Roesler's salary being split between the Administration and Community & Economic Development Departments. In prior years, Management Analyst Cascone served as a part-time Administrative Intern, and Assistant Village Manager/CED Director Roesler's salary was entirely funded through the Community & Economic Development Department.

Trustee Grujanac asked staff to explain the Village-wide goal to develop new special events in FY 2023. Village Manager Burke explained that the Special Events Committee is exploring additional special events like a farmers market, movie night, and expansion of Summer in the Shire concerts. Trustee Grujanac encouraged staff to continue to partner with community organizations at special events.

Commander Covelli explained personnel changes in the Police Department in FY 2023. The Department is proposing the addition of one full-time Records Clerk to assist the existing Records Clerk, and reintroduction of the Deputy Chief position and reduction of one Commander position to assist in succession planning. Trustee Grujanac asked when body cameras will go live. Commander Covelli said body cameras are already deployed to all officers, which is ahead of the State of Illinois SAFE-T Act requirement of 2025. Trustee Mitchell asked for a staffing analysis comparing Lincolnshire's Police Department to surrounding police departments. Staff will follow up with the analysis. Trustee Wright asked if the Police Department is continuing involvement in the Lake County Crisis Outreach and Support Team (COaST). Commander Covelli responded that the Department believes the program is beneficial and will continue to participate.

Trustee Grujanac asked for more information about the Pedestrian Plan goal in the Public Works Department, and if staff can commit to asking residents directly about their opinion. Assistant Public Works Director/Village Engineer Dittrich explained the Plan is to show existing and proposed pedestrian paths throughout the Village. Staff is planning to ask residents for their opinion during the Pedestrian Plan, Comprehensive Plan, and/or community-wide survey.

Trustee Mitchell asked why the FY 2023 Streets and Storm Water Division budget is lower than in FY 2020. Public Works Director Woodbury informed the Board that storm sewer expenses were previously funded through this Division but are now in a dedicated Storm Sewer Fund.

The Board asked if fees charged to the Lincolnshire Sports Association (LSA) fund all costs related to materials and staffing to maintain the fields at North Park. Public Works Director Woodbury informed the Board that LSA is charged \$35/baseball and soccer player; however, the fees do not recover the entire cost to maintain or staff the fields. He also reminded the Board it is up to their discretion if the per player fee is increased.

- **Water & Sanitary Sewer Fund Revenues & Expenditures**

Revenues will increase to \$5,374,500 in the FY 2023 Budget. Expenditures will increase to \$5,378,479 in the FY 2023 Budget.

Village Manager Burke explained the Village's agreement with the City of Highland Park for the sale of potable water. Lincolnshire has an agreement with Highland Park until 2032, and Highland Park independently sets the rate at which water is charged. Lincolnshire does not have input in the rate increases and cannot terminate the agreement early. Lincolnshire has an agreement with Lake County for sewer treatment. The FY 2023 Budget reflects a 5% increase in water and sewer charges for both in-Village and out-of-Village utility customers. The Board asked staff to communicate these changes with residents.

Trustee Mitchell asked Utilities Superintendent Geib to explain what unaccounted water is. Utilities Superintendent Geib described unaccounted water is the difference between how much water the Village purchases versus how much water is charged by flowing through a meter. This is typically due to water leaking out of the system. As a result of water system improvements and leak detection surveys, Lincolnshire's unaccounted water decreased by approximately 7% and is less than surrounding communities.

- **Storm Sewer Fund Revenues & Expenditures**

FY 2023 reflects \$1,365,000 of revenue. Assistant Public Works Director/Village Engineer Dittrich reviewed annual goals, upcoming projects, and potential grants in FY 2023.

- **Other Funds**

- **Motor Fuel Tax**
 - FY 2023 reflects \$300,450 in revenue. The entirety of the roadway resurfacing expenditures are funded through this tax.
- **Police Pension Fund**
- **Fraud, Alcohol & Drug Enforcement Fund**
 - Due to a case from 2014 being settled, revenue in FY 2022 reflects \$114,486; however, no revenue is expected in FY 2023.
- **Vehicle Maintenance Fund**
 - FY 2023 reflects \$580,784 in revenue and \$556,810 in expenditures.
- **E-911 Fund**
 - This fund is new in FY 2023. Revenue is reflected at \$384,100, and expenditures are reflected at \$378,000. Dispatch services through the Village of Deerfield and STARCOM radio expenditures are funded through this Fund in FY 2023.
- **Park Development Fund**
 - Due to a lack of new residential development expected in 2023, minimal revenue is expected in this Fund.
- **Special Service Area (SSA) Sedgebrook**
 - FY 2023 reflects \$1,178,695 in revenue and \$1,167,425 in expenses.

Village Treasurer/Finance Director Rossi also explained additional revenue options the Village Board could explore. Trustee Mitchell asked what the Village currently charges in hotel taxes. Village Treasurer/Finance Director Rossi said the Village currently charges a 5% hotel tax, which is less than the average of 40 surveyed communities. The average charge is 6%. Other alternative revenue sources discussed were an increase to the food & beverage tax, increase to property tax levy, adding a local fuel tax, recreational cannabis tax, and self-storage tax.

- **General Fund Capital Projects/Expenditures**

General Capital Fund revenues reflected in FY 2023 are \$184,740, and expenses are reflected at \$2,020,900.

Assistant Public Works Director/Village Engineer Dittrich provided an explanation for all capital projects proposed in FY 2023 General Capital Fund, including: Facilities, Equipment, Furniture & Fixtures, Storm Sewer & Water, Parks, Roadways, Vehicles, and Miscellaneous Capital projects.

Mayor Brandt asked staff to bring representative samples of the materials to be used in the park signs to ensure color branding compliance.

- **Water & Sanitary Sewer Improvement Fund Capital Projects**
Water & Sanitary Sewer Capital Projects reflects a revenue of \$1,352,000 and expenditures of \$1,288,925.

Utilities Superintendent Geib provided explanation of all proposed Water & Sewer capital projects proposed in FY 2023.

- **Storm Sewer Improvement Fund Capital Projects**
Storm Sewer Capital Projects reflects a revenue of \$1,355,000 and expenditures of \$5,535,000.

Assistant Public Works Director/Village Engineer Dittrich provided an explanation of all proposed Water & Sewer capital projects proposed in FY 2023.

3.0 ADJOURNMENT

Trustee Grujanac moved, and Trustee Wright seconded the motion to adjourn. The voice vote was unanimous, and Mayor Brandt declared the meeting adjourned at 8:52 p.m.

Reasonable accommodations / auxiliary aids will be provided to enable persons with disabilities to effectively participate in any public meetings of the Board. Please contact the Village Administrative Office (847-883-8600) 48 hours in advance if you need special accommodations to attend. The Committee of the Whole will not proceed past 10:30 p.m. unless there is a consensus of the majority of the Trustees to do so.