



**Finance Committee Meeting Minutes**

March 23, 2021

Village Hall Board Conference Room  
6900 North Lincoln Avenue  
Lincolnwood, Illinois 60712

**Committee Members Present**

Jesal Patel, Chair  
Craig Klatzco

**Committee Members Absent**

Ronald Cope

**Others Present**

Atour Sargon, Village Trustee  
Anna Gaura, Village Manager  
Charles Meyer, Assistant Village Manager  
Robert Merkel  
Nadim Badran, Public Works Director  
Melissa Rimdzius, Parks and Recreation Director  
Jake Litz, Management Analyst  
Brendon Mendoza, Assistant to the Public Works Director  
Jay Parrott, Police Chief  
Scott Mangum, Community Development Director  
Doug Hammel, Development Manager

**I. Call to Order/Quorum Declaration**

- a. Trustee Patel called the Finance Committee to order at 8:35 A.M., Tuesday March 23, 2021, in the Board Conference Room via video meeting of the Municipal Complex, 6900 North Lincoln Avenue, Village of Lincolnwood, County of Cook and the State of Illinois. A quorum was present.

**II. Minutes Approval**

- a. The Minutes of the December 17, 2020 Finance Committee were reviewed. Trustee Klatzco moved to approve the minutes. Trustee Patel seconded the motion. The motion passed with a roll call.  
Ayes: Trustees Patel and Klatzco  
Nayes: None

### **III. Review of Budget**

Trustee Patel shared his intent to have the Finance Committee discuss questions that they have on the line items of the Budget.

#### Village Board and President's Budget

Trustee Patel asked if staff were being fed with the line item for dinners at Village Board Meeting and wanted to remove the item as a measure to reduce costs.

Ms. Gaura stated that the Village has not been holding dinners in the absence of in person meetings.

Trustee Patel asked to put the dinners on hold for now.

Trustee Sargon said that she appreciated the experience of commiserating with staff.

Trustee Patel said that his goal would be to reduce the budget by \$100,000 and said that maybe the Board wanted to donate dinner. Trustee Patel asked to reduce the budget by \$4,500 while remote meetings are in place and see if local businesses or the public can donate dinner.

Trustee Klatzco voiced support for changing the budget for dinners to save expenses.

Trustee Klatzco asked about the variance for consulting expenses in this budget and how it varies from year to year and how it will be utilized in the upcoming Fiscal Year.

Mr. Merkel stated that this is a placeholder as things do come up unexpectedly during the year and that this money is utilized to address concerns raised by the Mayor and Village Board during the Fiscal Year that may have not been planned for at the time of the Budget's development.

Mr. Merkel asked for the Budget worksheets to be shared in the GoToMeeting platform to ensure that everyone is on the same page as the discussion continues.

Trustee Patel added that the goal was not to go line by line in the Budget but just to discuss any questions that Trustees may have regarding items presented in the Budget.

Trustee Klatzco stated that the uses for consultants appeared to be correct but voiced concern about the perception that there were so many line items related to consultants and outside professional services that it may look as if the Village is spending a significant amount of resources relying on outside vendors for services.

#### Village Manager Budget

Trustee Patel asked about the tolls and mileage for the Village Manager, Assistant Village Manager, and Public Works Director. Mayor Patel asked if the amount listed for the Village Manager was part of the contract and likewise for the other two positions?

Trustee Patel asked Mr. Merkel if there were other employee benefits that were put in the budget elsewhere?

Mr. Merkel stated that the vehicle stipends are budgeted out of this fund, but other benefits for employees are usually contained within their own Departmental Budget.

Ms. Gaura stated that the vehicle allowance is part of her contract and that the vehicle allowance for the other two employees was part of their positions.

#### Legal Budget

Trustee Patel asked if the \$100,000, if a portion is reimbursable or how the Village calculates that amount.

Mr. Merkel stated that it was reimbursed in a different part of the budget as a revenue account.

#### Community Development Budget

Trustee Patel asked how the Village arrived at the budget numbers for the sales tax sharing.

Mr. Merkel said that it was based on information that we have received from car dealerships and information from the new Cadillac dealership the Village has updated estimates for revenue. Mr. Merkel added that the Cadillac dealership is new so revenues in the budget are estimates.

Trustee Patel asked what the maximums were the contract between Ziegler and the Village for revenue sharing?

Mr. Merkel stated that there is no an annual maximum but rather a lifetime maximum for the agreement with Ziegler.

#### Information Technology Budget

Trustee Patel asked about the IT Budget and Accela and if the amount could be reduced for this contractual amount.

Mr. Meyer confirmed a reduction of \$10,000 for the contractual amount for Accela out of the IT Budget could be achieved due to recent quotes that were received and feedback from vendors.

Trustee Patel asked what the biggest cost for putting the vehicle stickers together was, and what is the rough estimate for how much that costs to do the vehicle stickers?

Mr. Merkel said that it takes a lot of staff time to pull the vehicle stickers together.

Trustee Patel asked about trying to get the vehicle stickers to be registered through the State.

Trustee Klatzco asked if the Village was net positive on vehicle stickers.

Mr. Merkel stated that the Village made a profit for the vehicle stickers.

#### Police Department Budget

Trustee Patel asked with the overtime cost swinging by \$100,000 and wanted to see if the cost of overtime can be more consistent.

Mr. Merkel stated that the overtime number was affected by COVID-19 but Chief Parrott and his staff do a very good job in watching overtime and as things return to normal it may be more overtime in the future but we will continue to monitor and hopefully it consistently stays lower.

Trustee Klatzco asked if the Chief had any luck in finding body cameras.

Chief Parrott stated that there is more money coming for the equipment itself through the Training Board but costs related to the backend of the system are not financed. Chief Parrott stated that money was not being issued to communities with red light cameras but it is anticipated that this rule will change in the future.

Trustee Klatzco asked if the funding available through the Training Board exceeds red light camera revenue and has there been a discussion about forgoing red light cameras to get the money through the Training Board.

Chief Parrott stated that this is not something that has been reviewed yet.

Trustee Patel asked how the red light tickets are reviewed.

Chief Parrott said that the red light camera is reviewed initially by the red light camera company and then staff reviews it to affirm a ticket.

Trustee Patel asked if there was a line item in the budget for the red line cameras?

Chief Parrott said that there is not a line item related to this item.

Trustee Patel asked to explain the connection between the Training Board and the red light cameras.

Chief Parrott stated there is a provision in the Training Board that prohibits the ability to give communities with red light cameras to receive grants.

Trustee Patel asked if the equipment funding from the State would be greater than the money received from red light cameras.

Chief Parrott stated that the State's funding is only for equipment and wouldn't cover the backend costs for running the cameras and equipment.

#### General Discussion

Trustee Klatzco said that everyone knows what is going on with Washington Prime filing for bankruptcy and he wants Department Directors to be mindful of potential cuts that would be needed.

Trustee Patel asked if there were any sales tax agreements with the mall or entities therein?

Mr. Merkel stated that there was not any sales tax agreement.

Trustee Patel said that the Village needs to wait and see on how the situation with Washington Prime's bankruptcy evolves and how it may impact the Lincolnwood Town Center.

Trustee Klatzco asked what the difference is between this upcoming budget and the previous year's budget?

Mr. Merkel stated that the expenses have gone up significantly because of Parks opening back up.

Ms. Gaura concluded that the Budget has been reduced by approximately \$14,500 during the Finance Committee. Ms. Gaura highlighted the Budget for next year and the desire to make improvements to the Budget to enhance customer service.

Trustee Patel asked about the revenue enhancements with the only non-unanimous recommendation was Stormwater Stage II. Trustee Patel asked if there were any costs related to the revenue enhancements that the Village will be likely to put forward and wanted to ensure that any new revenues that are being presented include any potential costs.

Mr. Merkel stated that for new taxes such as the Packaged Liquor Tax and increase of the Food and Beverage Tax is rather simple and would not be expensive to implement.

Trustee Patel asked how often the Packaged Liquor Tax would be filed.

Mr. Merkel stated that the Packaged Liquor Tax will be done on a monthly basis and the Village will be communicating that this tax will be put in place shortly.

Trustee Patel stated that in the past there have been discussions in the past on amusement taxes / entertainment taxes and would ask that topic be presented in the future.

#### **IV. Other Business**

None

#### **V. Public Forum**

None

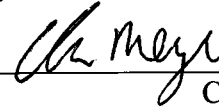
#### **VI. Adjournment**

- a. At 9:32 A.M. Trustee Klatzco moved to adjourn the Finance Committee, seconded by Trustee Patel. The motion passed with a roll call.

Ayes: Trustees Klatzco and Patel

Nays: None

**Minutes Recorded by:**



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Charles Meyer  
Deputy Village Clerk