

CITY OF COUNTRYSIDE

*803 Joliet Road
Countryside, IL 60525
www.countryside-il.org*



Meeting Minutes Regular Meeting of the FINANCE COMMITTEE

Thursday, August 29, 2024

6:00 PM

Council Chambers

Committee Members

**Chairman: John Finn
Treasurer: Courtney Bolt
Alderman: Thomas Mikolyzk
Alderman: Thomas Frohlich**

1. Call to Order

The meeting was called to order at 6:00 PM.

2. Roll Call

Those physically present were as follows:

Present: Chairman Finn, Treasurer Bolt, Alderman Mikolyzk and Alderman Frohlich

Also Present: Mayor McDermott and City Clerk Kmet

3. Communications from the Public

None.

4. Approval of Minutes

4.a. The minutes of the Regular Meeting of April 10, 2024 were previously distributed to the Board Members. There being no changes, the Minutes of April 10, 2024 were approved as presented.

A motion was made by Alderman Mikolyzk to approve the Finance Committee Meeting Minutes of April 10, 2024, seconded by Alderman Frohlich and carried unanimously.

5. Business from the Committee for Discussion, Consideration and if so Determined, Action Upon:

5.a. Consideration to approve the monthly Treasurer's Report through fiscal year end April 30, 2024.

Finance Director Schutter stated that in April the City Council approved a budget amendment to fiscal year 2024 which reflected upward adjustments based on projections through the preliminary fiscal year end. The amendment produced upward adjustments to interest income (\$700K), sales tax (\$225K), building permits (\$200K), state shared income tax (\$80K), Flagg Creek profit sharing (\$75K), business license fees (\$47K), and inspection fees (\$45K). The total amendment increased the original budget by nearly \$1.4M. Preliminary year end revenues are reflected at just under \$17.3M on an amended budget of just under \$17.1M for a positive variance of just over \$180K. It should also be noted that the preliminary revenues are coming in at about \$1.55M over the original budget of \$15.7M as well.

Total expenses were also adjusted higher through the approved budget amendment. The City Council approved an increase in transfers out to the capital fund in the amount of \$1.75M which was the sole expense side adjustment. In all the preliminary year end expenses are trending at about \$273K under the amended budget. The variance is due primarily to positive variances in the clerks, general administration, police, and public works departments on lower personnel costs related to department turnover last year. It was also noted that the positive variances were offset slightly by variances related to the unbudgeted BS&A Cloud software conversion, higher audit fees from higher bids received last year, and unbudgeted data conversion costs related to the LTACC (ETSB) conversion which was budgeted a few years ago and not carried over.

A motion was made by Alderman Mikolyzk to approve the monthly Treasurer's Report through fiscal year end April 30, 2024 seconded by Alderman Frohlich and carried unanimously.

5.b. Presentation of the Investment Report for the fourth fiscal quarter ended 4/30/24.

Finance Director Schutter stated that the City's cash and investments are held in several different accounts generally described as demand deposits, money markets, IMET pooled investments in the convenience fund, and the City's self-directed investment account at US Bank. The City has a fund balance requirement (general fund) to maintain at least 50% of the budgeted expenses on hand. Historically, the City has maintained over 60% of expenses in cash and investments which tend to be lower/more conservative than fund balance. As of April 30, 2024 the City is holding just under 60% of current budgeted expenses in cash/investments (excluding bond proceeds). The fund balance policy for the water fund is to maintain at least 35% of expenses in cash/investments, the fund is currently at just over 40%. Finance Director Schutter concluded with coverage of the summary reports related to the City's self directed portfolio at US Bank including a review of the fourth quarter investment returns.

5.c. Consideration to approve the monthly treasurer's report for the period ending May 31, 2024.

Finance Director Schutter stated that he would not cover the May Financial Statements in detail but would field any questions from the committee. The committee did not have any questions relative to the May Financial Statements.

A motion was made by Alderman Mikolyzk to approve the monthly Treasurer's Report through fiscal year end May 31, 2024 seconded by Alderman Frohlich and carried unanimously.

5.d. Consideration to approve the monthly treasurer's report for the period ended June 30, 2024.

Finance Director Schutter stated that the June financial statements reflect a positive revenue variance of just under \$356K in the general fund. The revenue result was due primarily to positive variances in investment income (\$204K), building permits (\$143K), and sales tax (\$28K). The heavy permit activity was primarily related to the Gerald Honda remodel project with a construction value in excess of \$4M.

Expenses are trending at about \$81.5K under budget, primarily from positive variances in the public works and police departments on lower personnel (namely buyback costs for the police department) and contractual costs (public works). The total fund is showing a positive surplus variance of just over \$437K through the first two fiscal months.

A motion was made by Alderman Mikolyzk to approve the monthly Treasurer's Report through fiscal year end June 30, 2024 seconded by Alderman Frohlich and carried unanimously.

6. Other Committee Business.

None.

7. Adjournment.

There being no further business to discuss, Alderman Mikolyzk motioned to adjourn, seconded by Alderman Frohlich and carried unanimously.

Chairman Finn declared the meeting adjourned at 6:31 PM.

APPROVED:

Respectfully Submitted,

Chairman John Finn

/km