

**The City of Lake Forest
FINANCE COMMITTEE
Proceedings of April 17, 2023 Meeting
6:30 p. m. – City Hall**

I. Call to Order and Roll Call

The meeting was called to order at 6:30 p.m. by Chairman Morris. Present: Chairman Morris, Mayor Pandaleon, Aldermen Novit, Rummel, Notz, Preschlack, Goshgarian and Weber. Absent: None. Quorum present. There were approximately 11 present in the audience.

Staff present: Jason Wicha, City Manager; Elizabeth Holleb, Finance Director; Diane Hall, Assistant Finance Director; Cathy Czerniak, Director of Community Development, Pete Siebert: Fire Chief; and Julie Tappendorf, City Attorney.

Others present: There were approximately 5 people in the audience.

II. Consideration of Minutes from the Finance Committee Meeting Held on March 13, 2023

Alderman Rummel made a motion to approve the minutes from the Finance Committee meeting held on March 13, 2023. The motion was seconded by Alderman Notz. The motion carried unanimously by roll call vote.

III. Comprehensive Fiscal Plan for FY2024

Mr. James Morris, Finance Committee Chairman provided an update on the City's bond issue and receiving a rating of Aaa from Moody's. He read an excerpt from the Moody's report highlighting the City's positive financial outlook.

Ms. Elizabeth Holleb, Finance Director stated a formal presentation on the bond issue would be provided at the City Council meeting. The City had a positive turnout on the bond issue and received a good interest rate.

Ms. Holleb stated the FY2024 budget has been finalized and will be presented at the City Council meeting for approval.

Alderman Weber made a motion to approve the Comprehensive Fiscal Plan for FY2024. The motion was seconded by Alderman Preschlack. The motion carried unanimously by roll call vote.

IV. Supplemental Appropriation Ordinance for FY2023

Ms. Holleb reviewed the City Code and charter states the City's Appropriation Ordinance is the legal spending mechanism. Part of the budget process is to review estimated expenses to identify funds that are estimated to exceed the Appropriation Ordinance. The Liability Insurance Fund is estimated to exceed the Appropriation Ordinance by \$150,000. The City's Liability Insurance premium is based on revenue and is difficult to predict.

Alderman Preschlack made a motion to approve the Supplemental Appropriation Ordinance for FY2023. The motion was seconded by Alderman Goshgarian. The motion carried unanimously by roll call vote.

V. Termination of Special Service Areas 25 and 26 and Declaration of Surplus

Ms. Holleb stated Special Service Areas (SSA's) are funding mechanisms for projects requested by residents. The costs of these projects are passed onto the resident through property tax assessments. The final payment on the loan for both SSA's through Lake Forest Bank and Trust was completed in December 2022. Excess funds for both SSA's are available to be refunded

Finance Committee Meeting
Minutes – April 17, 2023

to the residents included in each SSA. If approved an ordinance for the closure of each SSA would be brought to the City Council for approval on May 1.

The Committee discussed whether the City would incur additional maintenance costs with the completion of the SSA's. The City assumed the costs of maintenance at the time of the completion of each project. The number of homes impacted was discussed.

Alderman Notz made a motion to approve the termination of Special Service area 25 and 26 and declaration of surplus. The motion was seconded by Alderman Weber. The motion carried unanimously by roll call vote.

VI. Flash Report Redesign

Ms. Holleb provided comments on the redesign process.

Mr. Mark Krygeris, Staff Accountant provided an overview and demonstration of the flash report developed using the OpenGov story platform. New features have been utilized to provide a website feel to the report and provide alternate language options.

The Committee discussed adding a color-coded key to the Fund Summary page and to include a note on the Real Estate Transfer Tax average sale graph to note monthly averages can be affected by the sale of a high value home.

VII. Special Event Funding Request – Friends of Lake Forest Parks and Recreation

Mr. Morris reviewed at the March budget meeting, a request from the Foundation was made for additional City funding. Staff have met with Mr. Amos from the Foundation to discuss the request, event budgeting and the use of profits from events. Fund raising outside of events for projects was discussed. Staff will be reviewing each event and comparing revenues and expenses to the budget.

Mr. Jason Wicha, City Manager stated staff will be monitoring each event and fund raising outside of the events will be undertaken by the Foundation to raise additional funds for larger City projects.

The Committee discussed the Foundation requests with staff monitoring the revenues and expenses. This will be a one-year approval given the large dollar amount.

VIII. Other Business

- 1) March 2023 Flash Report – No Discussion
- 2) Investment Policy Review – No Discussion
- 3) Purchasing Policy Review – No Discussion

IX. Opportunity for the Public to Address the Finance Committee

No comments were made.

Mr. Morris provided closing comments regarding this was his final meeting as Finance Committee Chairman.

Mr. George Pandaleon, Mayor thanked Mr. Morris for his contributions as Finance Committee Chairman.

X. Adjournment

There being no further business, Alderman Rummel moved, seconded by Alderman Weber, to adjourn the meeting at 7:07 p.m. The motion carried unanimously.

Finance Committee Meeting
Minutes – April 17, 2023

Respectfully Submitted,

Diane Hall
Assistant Finance Director