

VILLAGE OF LIBERTYVILLE  
Finance Committee

Minutes  
Tuesday, January 16, 2018

A meeting of the Finance Committee was held on Tuesday, January 16, 2018, at 6:01 p.m. at the Libertyville Village Hall. In attendance were Committee members Trustee Moras, Trustee Justice, and Trustee Carey. Also in attendance were Mayor Wepler, Administrator Clark, Deputy Administrator Amidei, Police Chief Herdegen, Fire Chief Carani, and Finance Director Sutton.

Trustee Carey moved to approve the minutes of the October 17, 2017 Finance Committee meeting and Trustee Justice seconded. The motion was approved.

Director Sutton presented the monthly financial reports as of December 31, 2017. Revenue in the General Fund is currently 6.9% higher than last year at this time, while expenses are running 1.6% higher. Both are within the budgeted targets. The Water and Sewer Fund is running slightly below budget on both the revenue and expense side. Sports Complex and Recreation revenue is below budgeted targets, but expenses are running below budget as well. Trustee Moras commented that there is some concern that the automobile industry may have some challenges in the future.

Director Sutton introduced a discussion of fund restructuring as part of the Fiscal Year 2018-2019 budget process. Staff recommendations include transferring the operations of the Information Technology function into the General Fund as a "department" that can be uniquely tracked rather than as an Internal Service Fund. The history of this fund and its initial funding were discussed. Trustee Moras stated that as long as the commitment to replacement is not diminished, he was fine with the transfer. The other Committee members concurred. Sutton then introduced recommended transfers of the General Fund fund balance in excess of the reserves required by policy to supplement the Vehicle Replacement Fund and to create a new Building Fund that would begin a reserve for long term replacement of Village buildings. The Committee agreed with these uses and that the FY2018-19 Proposed Budget could be presented with these transfers incorporated.

Trustee Moras provided background information on the development of the current Fund Balance Policy, noting that it not only created a minimum threshold but also provided an action plan on what actions to take in the event that the balance fell below that threshold. The sales tax-related portion was incorporated so that the mitigating actions would be enacted if the fund balance was being diminished because of the economy. The Committee was open to reviewing a revised policy and provided their approval for staff to develop a draft for future discussion.

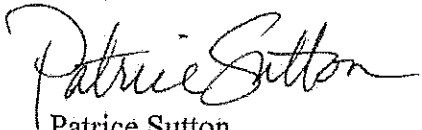
Director Sutton provided an update on efforts to enter into a municipal utility audit. Currently, she is working on a joint agreement with several other municipalities.

Director Sutton informed the Committee that the current vehicle license vendor provided an online component that would allow residents to renew or apply for their vehicle stickers online, rather than in person at Village Hall or by mail. The Committee stated that it would consider this, but did not recommend moving forward at this time.

Trustee Justice noted that he would like to discuss the topic of Elected Official Compensation during the budget process. According to his research, it has not been increased in over 15 years.

Trustee Carey moved to adjourn and Trustee Justice seconded the motion. The meeting was adjourned at 7:28 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Patrice Sutton". The signature is written in black ink and is positioned above the printed name and title.

Patrice Sutton  
Finance Director