

Village of North Riverside, IL
Administrative Committee Agenda

June 19, 2023

8pm (or immediately following Village Board Meeting)

Location: NR Board Room

Meeting and Public Comment Procedures:

The Administrative Committee will meet in person. Public comments shall be limited to no more than a total of 30 minutes. Persons seeking to address the Committee shall be limited to 3 minutes. Public comments are welcome on any topic related to the business of the Administrative Committee during the portion of the meeting designated for public comments. Individuals who wish to comment must first be recognized by the Committee Chair and then identify themselves prior to speaking.

Committee of the Whole Structure:

Trustee Sarro, Chairwoman

- I. Call to Order**
- II. Roll Call**
- III. Approval of Minutes**
 - March 20, 2023
 - Budget Workshops - May 15, 17 and 20, 2023
- IV. Public Comments**
- V. New Business**
 - Vehicle Sticker Program
 - Legislative Priorities
- VI. Adjournment**

Posted: June 15, 2023

Village of North Riverside
Administrative Committee Meeting Minutes
March 20, 2023

Committee Members Present:

Trustee Sarro, Chairwoman
Trustee Bianco
Trustee Czajka
Trustee Demopoulos
Trustee Flores
Trustee Mandel

Others in attendance were Mayor Mengoni, Administrator Scarpiniti, Finance Director Lawler, Accountant Dressel, Fire Chief McDermott and Courtney Mohr and Anthony Gedvilas, Representatives from Lauterbach & Amen.

The meeting was called to order at 6:02 pm and the following is a summary of the meeting:

Fiscal Year 2022 Comprehensive Annual Financial Report Presentation: Director Lawler introduced Courtney Mohr, a principal of Lauterbach & Amen. Mrs. Mohr gave a detailed presentation highlighting the audit process and financial results for the fiscal year ended April 30, 2022. North Riverside has been the proud recipient of the Certificate of Achievement for Excellence in Financial Reporting for 37 consecutive years. This is prestigious national award issued through the Government Finance Officers Association and recognizes conformance with the highest standards for preparation of state and local government financial reports.

Mrs. Mohr was pleased to report the Village received an unqualified audit opinion, the highest form of audit opinion available. An unqualified opinion means the Village's financial statements are fairly presented in accordance with generally accepted accounting principles and free of material misstatements with respect to its financial position.

Mrs. Mohr also discussed the purpose of the management letter and reported no issues or disagreements with management during the audit process. Additional discussion occurred and questions by the Committee were answered. The Committee unanimously accepted the 2022 audit report (6-0). Copies of the management letter and audit report will be available for public inspection on the Village's website.

Fiscal Year 2022 Actuarial Presentation: Director Lawler introduced Anthony Gedvilas, Actuary Consultant for Lauterbach & Amen, who provided a detailed presentation of the financial health of the police and fire pension funds as of April 30, 2022.

Highlighted in his presentation was the change in the Village's current year contribution requirement, the financial performance of each pension fund and a detailed discussion of the factors that impacted the unfunded actuarial liability. Mr. Gedvilas answered numerous questions by the Committee. The Administrator noted these funding levels will be incorporated into the Village's upcoming budget discussions. The Committee unanimously accepted the 2022 police & fire pension fund actuary reports (6-0). Copies of these reports will be available for public inspection on the Village's website.

Public Comments: The floor was opened for public comments; there were none.

There being no further business, the meeting was adjourned at 6:40 pm.

Respectfully submitted,

Terri Sarro

Trustee Terri Sarro, Chairman

Village of North Riverside
Administrative Committee Meeting Minutes
Budget Workshop #1 – May 15, 2023
Budget Workshop #2 – May 17, 2023
Budget Workshop #3 – May 20, 2023

Committee Members Present:

Trustee Sarro, Chairwoman
Trustee Bianco
Trustee Czajka
Trustee Flores
Trustee Santucci
Trustee Tricoci

Others in attendance were Mayor Mengoni, Administrator Scarpiniti, Finance Director Lawler, Accountant Dressel, Police Chief Ehrenberg, Deputy Police Chief Kopka, Fire Chief McDermott, Public Works Director Ranieri, Recreation Director Broderick.

The following is a summary of the budget workshops:

Budget Workshop #1: Trustee Sarro called the meeting to order at 7:45 pm. Administrator Scarpiniti and Finance Director Lawler presented an overview of the annual budget. Questions from the Committee were fielded by staff during the presentation.

Copies of the budget presentation and proposed budget are available on the Village's website. The meeting was adjourned at 9:48 pm and scheduled to resume at 7pm on May 17, 2023.

Budget Workshop #2: Trustee Sarro called the meeting to order at 7:15 pm. Finance Director Lawler reviewed the agenda for the meeting and provided an overview of the Administration & Finance Department proposed budget. Each department director followed with presentations on their respective departmental budgets. Questions from the Committee were addressed during the meeting. Trustees requested additional items to be prepared in advance of Budget Workshop #3.

The meeting was adjourned at 10:34 pm and is scheduled to resume at 10am on May 20, 2023.

Budget Workshop #3: Trustee Sarro called the meeting to order at 10:00 am. Administrator Scarpiniti and Finance Director Lawler concluded the budget presentations with an overview of all remaining funds (e.g., Capital Projects, MFT, Refuse, Health Insurance, and Debt Service) . The Committee then deliberated requests from each department for the duration of the meeting. The following votes were recorded:

- Approve the repair of all gazebos and pavilions at Commons Park – approved by a 5-1 margin (Tricoci dissented)
- Approve the pass through of costs for water meter battery replacements to commercial property owners – approved by a 5-1 margin (Tricoci dissented)

- Approve the hiring of two (2) police officers without grant funding and three (3) police officers with grant funding – Approved unanimously (6-0)
- Strengthen collection practices to mandate the payment of all indebtedness to the Village prior to the issuance or acceptance of any license, permit or application – Approved unanimously (6-0).

Village staff was directed to review all general fund revenues based upon the comments and feedback of the Committee and make the necessary adjustments prior to the final adoption scheduled for July 17, 2023. A public hearing will be scheduled for 6pm on June 19, 2023 to receive any public comments on the proposed budget. The meeting was adjourned at 4:32 pm.

Respectfully submitted,

Terri Sarro

Trustee Terri Sarro, Chairman