

Committee Meeting Minutes

FINANCE COMMITTEE

Administration Building
1930 Prairie
Glenview, IL 60025
Regular Meeting Minutes
May 23, 2011

1. Roll Call

Supt Cremin called the meeting to order at 8:35 a.m. and the roll was called.

Commissioners/Official Staff present: Commissioners Ted Przybylo, Bob Patton, Angie Katsamakidis; Executive Director Chuck Balling, Supt of Administrative Operations Barb Cremin, Manager of Business Services Nicole Hopkins.

Commissioners/Official Staff absent: Bill Moore, Treasurer

Others in Attendance: None

2. Agenda Topics

a. Project Funding Update

Supt. Cremin reviewed the Project Funding Plan dated May 20, 2011 with the committee. All of the project costs are estimates with the exception of the construction of Willow Park field house. The bids for Willow Park field house were received on May 20. The costs of construction have increased from an estimate of \$365,000 to a bid of \$440,000 which leaves an unfunded balance at this time of \$75,000. Staff will be reviewing options and making a recommendation on addressing this issue.

Supt. Cremin also pointed out that based on the April 18, 2011 design development budget; the estimated cost for the renovation of the Administration Building has increased from \$3.2 million to approximately \$3.5 million leaving an unfunded balance at this time of approximately \$300,000. Staff will be reviewing the options and making a recommendation on addressing this issue. Cremin also explained that a portion of the Museum fund balance has been reserved to cover some of the costs to preserve the Administration Building, the first building given a historical designation by the Village of Glenview, after obtaining a legal opinion from both the Glenview Park District Attorney and IAPD that this action is in compliance with state statutes for the use of Museum funds.

b. Budget Follow-up- Museum Cash Reserves

As follow-up to a discussion regarding the level of museum cash reserves during the budget meeting, Cremin clarified that while the cash reserves are projected to be \$1,378,000 as of April 30, 2012, a significant portion of the reserves are earmarked for specific purposes including a potential land acquisition, a grant contingency, accumulation of Tyner capital replacement items which are not part of the established park district capital replacement program and historical preservation components for the Administration Building project. After taking

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these items into consideration, the unallocated cash reserves are \$84,992 which is in line with established target levels.

c. **Process for Addressing the Tax Levy for FY 2012-2013**

Supt Cremin presented a proposed outline for a Finance Committee of the Whole meeting to provide the Board with background information that will assist in setting the direction for preparing the tax levy in September and asked for Committee feedback. The tax levy will be used to fund fiscal year 2012-2013 operations. The Committee suggested adding a chart showing tax extensions from the last 5 years. The Committee also requested any benchmark information pertaining to tax revenue and fund balances from other neighboring and/or comparable park districts.

d. **Transfer Ordinance**

Supt Cremin explained that the proposed Transfer Ordinance is the vehicle for re-allocating appropriated funds from one line item to another in the event that spending in a particular line item is expected to exceed the amount appropriated for that item. The Board has the authority to transfer unexpended funds from another line item to cover the shortage within certain parameters. The Transfer Ordinance will be on the agenda for consideration at the May Board meeting.

e. **Budget and Appropriation Ordinance**

Supt Cremin explained that the Budget and Appropriation Ordinance is a required filing that sets the legal maximum that could be spent in each fund if sufficient funds were available and any possible expense needs to be anticipated and included as part of the Budget and Appropriations Ordinance. It is the common practice of government entities to set the appropriation higher than budgeted expenditures to assure that there is adequate leeway in each of the line items. A draft of the proposed Budget and Appropriations Ordinance is on display at the Administration Building, a public hearing will be held as part of the June Board meeting and the Board will consider approval of the ordinance at the June Board meeting.

f. **Impact of Allocating Additional Overhead to Facilities**

Nicole Hopkins, Manager of Business Services, reviewed the report prepared at the request of the committee showing the impact of allocating the overhead charges that are funded from other levies (i.e. Liability and Retirement Levies) to each of the facilities. These levies include the District's cost for its liability insurance, social security, Medicare and retirement plans. The report shows that the current revenue sources allocated to each of the facilities is not sufficient to cover the allocation of additional overhead expenses without also increasing the tax revenue allocated to the facilities.

3. Matters from the Public

None

4. Committee Recommendation(s)

- Schedule all future Finance Committee meetings on Outlook calendar.
- To approve the Transfer Ordinance (Ordinance No 2011-12) at the May Board

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meeting

- To post the Budget and Appropriation Ordinance as presented.
- To add a chart showing tax extensions from the last 5 years and any benchmark information pertaining to tax revenue and fund balances from other neighboring and/or comparable park districts to the proposed outline for the June Finance Committee of the Whole Meeting.

5. Adjourn

The meeting was adjourned at 9:50 a.m.

ATTEST:

Angie Katsamakias
Board President

Charles T. Balling
Board Secretary

Approved this 23rd day of June, 2011

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