

DRAFT

FINANCE COMMITTEE

Glenview Park District Administration Building
1930 Prairie Street, Glenview, IL 60025
Regular Meeting Minutes
Wednesday, October 18, 2017 @ 8:00 a.m.

1. Roll Call

Commissioner Dan Peterson called the meeting to order at 8:00 am and the roll was called.

Commissioners present: Jen Roberts, Dan Peterson, Dave Dillon, Bob Patton, Angie Katsamakakis, Dave Tosh

Official Staff present: Executive Director Mike McCarty, Deputy Executive Director Katie Skibbe, Treasurer Bill Moore, Manager of Business Services Nicole Hopkins, Superintendent of Special Facilities Lori Lovell, Superintendent of Leisure Services Elsa Fischer, Recording Secretary Amy Wille

Late Arrivals, Early Departure: Angie Katsamakakis arrived at 8:58 am, Dave Tosh arrived at 9:03 am

Commissioners/Official Staff absent: None

2. AGENDA TOPICS

a. Analysis of 2016/17 Audit Charges for Services

As a follow up to the 2017 annual audit presentation at the September Finance Committee Meeting, Deputy Executive Director Katie Skibbe provided the committee with a detailed analysis of Charges for Services. This category of revenue declined from 2015/16 to 2016/17 with the majority of the decline being attributable to Recreation, Tennis, and Ice. Staff presented information on trends in these areas and ways to mitigate the decreases.

Superintendent of Leisure Services Elsa Fischer presented information related to declines in Charges for Services in Recreation, Fitness, Camps, Early Childhood, and Youth Sports. For fitness, Fischer stated that staff is creating new specialty training classes, changing the pricing for a new group exercise pass, and brainstorming ways to reach out to younger members.

Fischer stated that the Recreation Department offers 31 different camp programs. Some of the camps are experiencing a downward trend in registration while others are seeing an upward trend. The camps compete with other District camps as well as several other camps in Glenview. The bus bid for this past summer was \$25,000 over budget estimates. In order to offset this increase, staff doubled up on buses when possible, booked some less expensive field trips, reduced a bus for Camp Funview and Camp Ice Cool and the Volleyball camp shared a bus.

For early childhood, Superintendent Elsa Fischer stated that the District's current preschool enrollment has declined, but maintained under budget and staff continues to reduce expenses. She further stated that staff is researching all-day options to see if it fits

with the community needs as well as to stay in competition with the neighboring preschools. In addition, she explained that staff is working with DCFS to obtain a license which would be needed for all-day preschool.

The committee asked questions about the current preschool program and the proposed full-time option. They discussed the neighboring private and public preschools and kindergartens that compete with the Park Center preschool. Board President Bob Patton mentioned that the District's preschool program is good exposure for Park Center and the District as a whole.

For youth sports, Superintendent Fischer stated that the sports programs continue to fluctuate from year to year. Whether the attendance is up or down, she added that staff continues to seek out ways to enhance the youth sports programs in an attempt to keep kids playing longer. The committee discussed the national trends of youth sports in relation to the District's current program offerings.

Superintendent of Special Facilities Lori Lovell explained the reasons for the decline in Charges for Services in Tennis and Ice, including the changes being made to help alleviate the decline. For tennis, Superintendent Lovell stated that a major impact to the revenue stream occurred when a long-time junior coordinator that grew up in the program left the Glenview Tennis Club for other opportunities. There was a nine-month period during which the Tennis Club did not have a junior coordinator. The new junior tennis coordinator has since created many relationships with the tennis clientele and revenue has increased. Lovell also stated that the tennis participants are aging and graduating out of the programs, which reflects the national trending of a shrinking tennis market. However, four additional tennis professionals have been added to the Tennis Club staff and need time to build up their relationships and clientele base.

President Bob Patton asked about the potential need for a non-compete agreement with employees that offer lessons or teach classes. Superintendent Lovell responded that it would have to be deliberated with the Leadership Team and District Attorney. The committee continued to discuss the idea of a non-compete clause and its enforcement.

For ice, Superintendent Lovell stated that there was a minor shutdown at the Glenview Ice Center to do renovation work to the domestic water system during the fiscal year of 2015-2016. Additionally, the ice was refreshed which kept players off the rinks and lost revenue for the facility.

The committee discussed the revenue and rental numbers among the different groups at the Ice Center, including figure skating, hockey, martial arts, and groups categorized under "general". Lovell explained the decrease in hockey's charges for services due to the decrease in participants of the District's house hockey teams. She said that participants are not leaving the sport, but moving on to travel teams that cannot play at Glenview Ice Center due to the lack of primetime ice. To compensate and reduce expenses, one full-time staff member is taking on extra classes to offset part-time staff costs.

b. August Financial Statement Review

Deputy Executive Director Katie Skibbe presented the August financial statement including a review of variances over \$10,000.

3. Other

Deputy Executive Director Skibbe followed up on Commissioner Dan Peterson's request for a new financing option for the proposed bond issuance to fund the Community Ice Center and other proposed projects. She said a report will be presented to the commissioners at the next Finance Committee Meeting on November 6, 2017.

4. Matters from the Public

None

5. Adjourn

Commissioner Dan Peterson moved seconded by Commissioner Jen Roberts to adjourn the Open Session at 9:08 am. On Voice Vote: All present voted aye, motion carried.

ATTEST:

Robert J. Patton
Board President

Michael D. McCarty
Board Secretary

Approved this 16th day of November 2017.