

FINANCE COMMITTEE OF THE WHOLE

Park Center
2400 Chestnut Street
Glenview, IL 60025
Regular Meeting Minutes
Tuesday, April 12, 2016

1. Roll Call

Commissioner Peterson called the meeting to order at 6:05 p.m. and the roll was called.

Commissioners/Official Staff present: Commissioners Dan Peterson, Dave Dillon, Charlie Kuhn, Bill Casey (arrived 6:35p.m.), Angie Katsamakidis, Bob Patton, Dave Tosh, Treasurer Bill Moore, Executive Director Michael McCarty, Deputy Executive Director Barb Cremin, Superintendent of Parks and Facilities Jim Warnstedt, Superintendent of Leisure Services Elsa Fischer, Superintendent of Special Facilities Lori Lovell; Manager of Business Services Nicole Hopkins

Commissioners/Official Staff absent: None

2. Agenda Topics

- a. **Budget for Fiscal Year 2016-5-20176:** Executive Director Michael McCarty reported that the budget process is the culmination of a year-long process of public input opportunities and decision points including the board approval of the tax levy, capital replacement purchases, employee merit increase pool and salary ranges and the annual recommendations pertaining to fees and operations of major park district facilities. He provided an overview of the objectives in developing the budget which included alignment with the District's 2015-2018 Strategic Plan and the District's guiding principles, programs and services to meet the needs of the community, well maintained, safe and accessible parks and facilities, ability to attract and retain quality staff and being fiscally responsible. He proceeded to review statistics on the size and scope of the park district as well as various intergovernmental partnerships which benefit not only the District but the taxpayer as well.

The budget reflects moderate fee increases, stable participation levels, an annual bond to fund capital projects, a full season of Glenview Park Golf Club revenue, changes to the financial arrangement at the Café, implementation of recommendations to boost fitness memberships and pool concession sales and a 1.9% increase to tax revenue. This represents a minor increase in taxes following the prior few years in which taxes have remained essentially flat exclusive of adding new property to the tax rolls.

The budget reflects a number of items that are aligned with the 2015-2018 Strategic Plan including an employee compensation study (last one done in 2008), a comprehensive master plan (last one done in 1983), software to better support Human Resource and accounts payable functions, community engagement software, and development of a more robust sponsorship program

Staff presented a budget of \$36,048,856 for the fiscal year beginning May 1, 2016, an overall decrease of 2.1% over the 2015/2016 projected expenditures. Of which \$25,704,380 is for operations, \$10,344,477 is for capital expenditures and \$4,133,600 is for debt. Operating expenses are increasing by 9.2% over 2015/2016 projected

expenditures, primarily due to the re-opening of the Glenview Park Golf Club for a full season, and filling temporary vacancies from the prior year.

The District presented a budget which showed total revenue of \$33,691,721 total expenses of \$36,048,856 and the planned use of \$2,357,135 of reserves accumulated in prior years for the purpose of funding capital projects and other one-time expenses. Tax revenue is 52.01% of the total budgeted revenue.

Major budgeted capital projects include addition of two paddle tennis courts, site preparation for boating on Lake Glenview, sports lights at Community Park West (funded by a donation from Glenview Youth Soccer), a minor renovation/maintenance of the Glenview Ice Center, an interpretive play area at Wagner Farm, remodeling Cole Park and Johns Park field houses, and potential replacement of the Thorguard lightning prediction system.

The budget projected that the reserves as of April 30, 2017 will be \$18,868,440, of which \$12,335,204 is in the Capital Development and Capital Replacement funds. The Capital Replacement fund is the planned savings for replacement of specified fixed assets when they reach the end of their useful life. Of the remaining reserves, \$450,744 is for debt service payments and \$6,082,492 is reserves in the various operating funds. Most funds are at or above target reserve levels, with the exception of the Special Facilities. Steps continue to be taken in the 2016-2017 budget to help build necessary reserves for the Special Facilities (Glenview Park Golf Club, Glenview Tennis Club, Glenview Prairie Club, and Glenview Ice Center) by using the Corporate Fund to pay the General and Administrative charges that are allocated to those facilities.

While the park district's budget for operations is relatively consistent from year to year, the major variables in this year's budget are primarily attributed to the full season re-opening of the Glenview Park Golf Course, filling staff positions that were temporarily vacant in the prior year and construction projects. No new full time positions are budgeted for the 2016/2017 fiscal year.

Commissioner questions and discussion included items related to gas and lubricants; the Café financial arrangement; children's interpretive play area at Wagner Farm; amount budgeted for the paddle tennis courts; the planned comprehensive master plan and its relation to the program management plans at Wagner Farm and the Grove; the NSSRA capital contribution; the operating costs and uses of Schram Memorial Chapel; the Special Revenue Facilities' allocation of the G&A expense; potential for increased corporate fitness memberships and the employee compensation study.

The committee felt that additional discussion should take place over the next year at the committee level on the following topics as part of long range planning:

- To gather information on the operating costs and uses of Schram Memorial Chapel and explore opportunities to improve the financial position.
- To review options to improve the financial position of the Special Revenue Facilities as a whole to bring reserves to target levels and make them better able to use facility revenue to offset expenses.

- To have further discussion on the Wagner Farm children's interpretive play area prior to moving forward with the project.
- To review the scope and purpose of the comprehensive master plan and how the Grove and Wagner Farm Program and Management Plans are used as part of the overall master plan

b. Other- None

3. Matters from the Public

None

4. Committee Recommendation(s)/Direction

- To recommend Board approval of the 2016/2017 Glenview Park District budget in the amount of \$36,048,856 at the April 28, 2016 Board meeting

5. Adjourn

The meeting was adjourned at 8:30 p.m.

ATTEST:

William M. Casey
Board President

Michael D. McCarty
Board Secretary

Approved this 28th day of April 2016