

COMBINED FINANCE AND ADMINISTRATION COMMITTEE

Glenview Park District Administration Building

1930 Prairie Street, Glenview, IL 60025

Regular Meeting Minutes

Tuesday, January 17, 2017 @ 8:00 a.m.

1. Roll Call

Commissioner Bob Patton called the meeting to order at 8:04 a.m. and the roll was called.

Commissioners/Official Staff present: Commissioners Bob Patton, Dan Peterson, Dave Dillon, Executive Director Michael McCarty, Deputy Executive Director Barb Cremin, Treasurer Bill Moore, Recording Secretary Amy Wille

Guests: John Miller from Ehlers and Associates

Public Visitors: Jen Roberts

Late Arrivals, Early Departure: John Miller left at 8:16 a.m.

Commissioners/Official Staff absent: Manager of Business Services Nicole Hopkins

2. AGENDA TOPICS

a. Bond Refinancing

John Miller of Ehlers and Associates presented an updated report on interest rates for refinancing the 2011A bond. At the December 6, 2016 Finance Committee meeting, the committee recommended waiting to refinance the 2011A bond in hopes for the market to become less volatile. Since December, John explained the interest rates have stabilized and the present value savings has remained the same at around \$330,500 (approximately 10%) over the next 20 years.

The committee endorsed the staff recommendation to move forward with the advanced refunding of the 2011A bond for full board approval on the consent agenda. The committee also endorsed distributing a Request for Proposal for underwriting services to enter into a negotiated sale process basis.

b. Capital Replacement

Deputy Executive Director Barb Cremin presented this year's list of capital replacement items for the 2017-2018 fiscal year with request for approval by the committee. She explained that the items on the list has been reviewed by staff and will cover any potential replacement needs for the upcoming fiscal year. She further explained that the items already have funding accumulated but prior to making the purchase, staff will re-evaluate whether the purchase is necessary. If at that time of re-evaluation the purchase is necessary, staff will go through our established purchasing process for bids, comparison shopping for non- bid items and assess how many of the total items need to be replaced. Based on the funds available, they will make a determination as to the ones most needing replacement. If sufficient funds are not available in capital replacement, the balance is paid from facility operations or the capital purchase or work is kept to the available capital replacement funds.

The committee inquired and discussed various items on the list. The committee requested that the items listed as multiples be specified with a quantity in addition to the total cost. Staff agreed to follow up on requests for additional information on specific items prior to the January 26, 2017 board meeting. Barb Cremin noted that items with significant replacement costs (in excess of \$200,000) have become more apparent as the Park District's buildings are aging. These items were not intended to be part of the Capital Replacement program. Going forward, the committee will need to develop a plan for funding these larger replacement items.

The committee endorsed the Park District staff's list of capital replacement items to be moved to the consent agenda for full board approval.

c. Full Time Merit Increase Pool

Barb Cremin presented a proposed 2017-2018 Merit Increase pool of \$190,000, which is equivalent to 3% of salaries overall. She explained that the dollar amount is used toward merit salary increases for all full time staff that are eligible in conjunction with an annual performance evaluation. As part of the due diligence process, comparable park agencies were surveyed and survey data was also collected from reliable sources such as SHRM (Society for HR Management), World At Work, and The Conference Board to determine salary trends in the general marketplace. Both sources of data indicated that a 3% merit increase pool was appropriate to keep the organization on pace with external market pay rates and help attract and retain highly qualified employees.

The committee endorsed the staff recommendation to move forward with the 2017-2018 Merit Salary Increase pool of \$190,000 to the full board for approval.

d. Full Time Salary Ranges

Barb Cremin presented proposed salary ranges for full time staff based on the compensation study conducted by Management Association of Illinois. The salary structure was developed based on a review of the District's current salary structure and benchmarking 33 of the District's full time positions using weighted data from both park district and private sector employers. The result of the study showed our ranges to be on target with the marketplace and only minor adjustments were needed. Barb Cremin reported that there will be minimum impact to Park District staff as only those employees below the minimum or at the maximum are affected by range adjustments. It was explained that the midpoints of the ranges reflect the recent turnover of highly experienced long term employees in park districts in general. Due to the size and scope of the jobs at the Glenview Park District, most positions need to be filled with experienced professional staff rather than entry level staff, therefore having the potential for employees to reach maximums of the pay range sooner. This situation will need to be monitored going forward to assure that there continues to be an adequate range to retain highly experienced employees.

The committee endorsed the staff recommendation to approve the full time salary ranges as presented and to move the item to the full Board for approval.

e. Part Time Salary Ranges

Staff presented the proposed part time salary ranges effective for the 2017- 2018 fiscal year. In order to remain competitive in the marketplace, staff did the annual review of the salary ranges and made the necessary adjustments. With the recent changes to the minimum wage law in both Cook County and Chicago, Barb Cremin explained the need to incrementally increase the

district's ranges to narrow the gap between the new minimum wages and the ranges for Park District employees. It was further explained that the park district is not subject to the new minimum wage, but would like to remain on par with competing businesses for quality employees.

The committee discussed the various impacts of the proposed ranges. Barb Cremin noted that 303 employees were paid less than \$9.25 in a peak season payroll, which is the new minimum being proposed. Commissioner Bob Patton asked for the estimated total financial impact of the wage increases. Staff decided to provide a comparison of the peak season payroll that occurred in July with a payroll that included the proposed new wages.

The committee endorsed the staff recommendation to approve the part time salary ranges as presented and to move the item to the full Board for approval.

f. Other

None

3. Matters from the Public

None

4. Adjourn

Commissioner Patton moved seconded by Commissioner Peterson to adjourn the Open Session at 8:45 a.m. On Voice Vote: All present voted aye, motion carried.

ATTEST:

Daniel B. Peterson
Board President

Michael D. McCarty
Board Secretary

Approved this 26th day of January 2017