

FINANCE COMMITTEE

Administration Building
1930 Prairie Street
Glenview, IL 60025
Regular Meeting Minutes
Monday, May 19, 2014

1. Roll Call

Commissioner Peterson called the meeting to order at 8:02 a.m. and the roll was called.

Commissioners/Official Staff present: Commissioners Dan Peterson, Bill Casey, MJ Coulson, Charlie Kuhn, Dave Tosh, Treasurer Bill Moore, Executive Director Chuck Balling, Supt. of Administrative Operations Barb Cremin, Manager of Business Services Nicole Hopkins

Commissioners/Official Staff absent: Commissioner Ted Przybylo

2. Agenda Topics

a. Budget and Appropriation Ordinance and Timeline—The timeline for the required availability and filing of the Budget and Appropriation Ordinance for fiscal year 2014-2015 was presented. The public hearing on the BAO will take place before the start of the June 26, 2014 Board meeting after which the Board will be asked to approve the ordinance. The legal deadline for filing the approved ordinance with the County Clerk's office is July 25, 2014 based on approving the ordinance at the June 26th Board meeting.

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. This means that any possible expense needs to be anticipated and included as part of the Budget and Appropriations Ordinance. Otherwise, if unanticipated funds such as grant funds or donations became available, the District would not be able to use them as intended without additional legal filings. Based on this reality, 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.

b. Budget and Appropriation Transfer Ordinance—The Transfer Ordinance was presented for Committee review. A transfer ordinance is used to re-allocate appropriations from one line item which has an excess appropriation to another line item that did not have a sufficient appropriation. It does not change the overall limit as to the amount that could be spent but only changes the allocation between specific line items. Staff will provide a written explanation for the overages in the specific line items in response to Committee members' inquiries.

c. Audit Procurement Policy—The Committee discussed the auditor selection section in the proposed policy. The section will be updated to reflect that staff will administer the Request for Proposal process and can include a recommendation to the Finance Committee. The Finance Committee will review the Requests for Proposal and make a recommendation to the Board and that the Board has the ultimate authority in the selection of the auditor. The revised policy will be on the agenda for the June Board meeting.

d. Project Funding Chart Update—The Committee discussed potential updates to the project funding chart. The Committee agreed with the recommendation to allocate

\$623,681 needed for the Glenview Park Golf Club Course Improvement project from the use of TIF funds in the Capital Development Fund. Executive Director Balling presented a need to increase potential land acquisition funding. The Committee agreed to increase the current funds used as a placeholder for one or more potential land acquisitions from \$500,000 to \$1million dollars with the funding sources split equally between the Museum fund balance and from the Farm and Fields fund. Staff has also added the addition of a third sheet of ice as a potential project based on the outcome of the strategic plan. No funding sources have yet been determined for this project. The Committee also discussed the future of the Glenview Park Golf Clubhouse and whether the functionality and use of the building could be increased with a more extensive project scope. Executive Director Balling indicated that this would be considered as part of the strategic planning process. The Committee inquired about the intent of the \$1million minimum target fund balance in the Capital Development. Staff indicated that this balance is set aside to cover unexpected repairs, replacements or construction costs; seed money for grants; temporary interfund loans and other such items that have an immediate funding need but no previously identified funding source. The intent is that the fund balance, if used, should be replenished within a short timeframe. The Committee further inquired about funding for the replacement of assets not included in the Capital Replacement program. Staff indicated not all items can be included in the capital replacement program. A balance is needed to maintain adequate funding for operations while still putting aside funds for replacement of fixed assets while giving consideration to the impact on taxes and the limits of the tax cap.

e. Financial Training Update—Staff is creating a training outline for an upcoming session on park district finances and requested that the Committee provide any suggestions on topics it would like covered as part of this training.

f. Other—None

3. Matters from the Public

None

4. Committee Recommendation(s)/Direction

- a. The Committee is recommending Board approval of the Transfer Ordinance 2014-13
- b. The Committee is recommending an additional allocation of \$623,681 from the Capital Development fund balance to fund the Glenview Park Golf Course Improvement Project as needed due to the loss of revenue from the course closure.
- c. The Committee is recommending that staff increase the funds available as a placeholder for one or more potential land acquisition opportunities by \$500,000.

5. Adjourn

The meeting was adjourned at 9:18 a.m.

ATTEST:

Mary Jean Coulson
Board President

Charles T. Balling
Board Secretary

Approved this 26th day of June 2014