

FINANCE COMMITTEE MEETING  
MINUTES

December 8, 2016

Commissioner Daniels called the meeting to order at 7:00 p.m. Present at this evening's meeting were: Commissioners Daniels, Longmeyer, DiMaria, Johnson and Schmidt and Committee Members Hager and Osten.

Also present were: Mr. LaFrenere, Executive Director; Mr. Burgess, Deputy Director/Director of Finance & Administration; and Ms. Schwebel, Executive Assistant.

**NOTE: All requests for information/clarification called in by Committee members were answered prior to the meeting and any needed corrections were made to the bill list.**

**APPROVAL OF MINUTES OF NOVEMBER 10, 2016**

Commissioner Schmidt moved to approve the minutes of the November 10, 2016 regular meeting as presented. Mr. Hager seconded the motion, which passed unanimously.

**BILL LIST REVIEW**

Commissioner Johnson moved to approve the bill list in the amount of \$1,380,395.05 as presented. Mr. Osten seconded the motion, which passed unanimously.

**FINANCIAL STATEMENT REVIEW**

Mr. Burgess stated statements are for the month of October, which is 58% of budget. In the General Fund, "Other" is well over \$1 million compared to \$978,000 last year and expenses are unchanged from last year. Mr. Burgess is projecting a \$316,000 surplus for the General Fund.

Recreation Fund revenue is about \$20,000 ahead of last year. User fees are up from last year at \$1.3 million compared to \$1.2 million last year. Expenses are about the same as last year. Mr. Burgess is projecting a \$303,000 surplus in the Recreation Fund.

SGC is at \$1,910,000 in revenue versus \$1,935,000 last year. Expenses are \$533,000, which is ahead of last year but will even out based on commodities expenditures.

The District's cash position is \$27,800,000. In November, we will see the sale of bonds, which will add about \$4 million to that. We also made bond payments of about \$10 million.

Year to date, the Museum Fund is breaking even. Walnut Greens has a small loss. CRC concession income year to date is \$46,000; Sport Center concessions, \$23,000 and STP grill is losing some money after being closed for renovation. Mr. Burgess is projecting a \$1,075,000 surplus for the combined Museum-Golf-Recreation Funds. CRC has a net surplus of \$264,000, and PSC is breaking even. Outdoor programming has done well with revenue of \$128,000. Overall, this is a good performance for the year.

#### **REVIEW OF TAX LEVY ORDINANCE (Memo #B16-176)**

Mr. Burgess stated the tax levy represents a 2.44% increase over last year's levy. The Ordinance tells the County how to extend the levy to our taxpayers. The Museum Fund has been closed out. The Recreation Fund is at \$2.6 million because it absorbed the Museum Fund. This represents no change in what was discussed last month.

Mr. Hager moved to recommend that the Park Board approve the Tax Levy Ordinance as presented. Commissioner Schmidt seconded the motion, which passed unanimously.

#### **REVIEW OF PTELL ORDINANCE (Memo #B16-177)**

Mr. Burgess stated we send this Ordinance to the County in the event they have to make tax cap cuts so that they do not take the cuts pro rata across the funds. We instruct them to go to the Insurance Fund instead because it is the easiest to absorb.

Mr. Hager moved to recommend that the Park Board approve the PTELL Ordinance presented. Commissioner Schmidt seconded the motion, which passed unanimously.

#### **REVIEW OF TRAVEL EXPENSE POLICY (Memo #B16-178)**

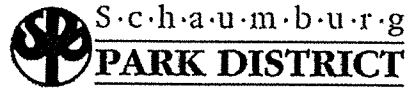
Mr. Burgess stated this is primarily a policy to comply with a new State law beginning January 1 that mandates we have a formal policy. It concerns travel arrangements for Board and staff who attend overnight conferences and seminars. It means that from time to time, staff will ask that an item be placed on the Board agenda for approval of who will be traveling and how much will be spent. An example would be the State Conference in January. At the January 12 Board meeting, staff will present a list of who is going and what the total expenditures will be. Staff attends mostly the same conferences year to year, so we will have all those put together a couple of times a year. Staff will use an expense form, and there are no changes in the way expenditures will be approved in the bill list. Commissioner Daniels asked if conferences are held in areas where the cost of living is high, will the per diem amounts be adjusted, and Mr. Burgess stated the Board would have to agree to that at a Board meeting. Mr. Burgess stated there

are a couple of options. There are reasonable and customary charges. Commissioner DiMaria asked what if the receipts show the cost is more than the per diem, and Mr. Burgess stated you would have to have a reason and the Board could approve it. Commissioner Johnson asked if Commissioners will have to fill out an expense form, and Mr. Burgess stated no, the purpose of the report is strictly as a budget planning tool. Commissioner Johnson asked if the Board would have to approve conferences such as Pokagon, and Mr. Burgess stated yes, any overnight conferences would be included.

Commissioner Schmidt moved to recommend that the Park Board approve the Travel Expense Policy as presented. Mr. Hager seconded the motion, which passed unanimously.

### **ADJOURNMENT**

There being no further discussion, Commissioner Schmidt moved to adjourn the Finance Committee meeting at 7:17 p.m. Mr. Hager seconded the motion, which passed unanimously.



**Thursday, December 8, 2016  
Finance Committee Meeting**

**7:00 p.m.**

**Jerry Handlon Administration Building**

- A. Call to Order
- B. Approval of Minutes of November 10, 2016 Regular Meeting
- C. Bill List Review
- D. Financial Statement Review
- E. Review of Tax Levy Ordinance (Memo #B16-176)
- F. Review of PTELL Ordinance (Memo #B16-177)
- G. Review of Travel Expense Policy (Memo #B16-178)
- H. Other
- I. Adjournment

Mission: The Schaumburg Park District is dedicated to serving the community by providing versatile leisure opportunities through enriching programs, quality facilities and environmental stewardship.

SCHAUMBURG PARK DISTRICT

FINANCE COMMITTEE MEETING

Sign-In Sheet

December 8, 2016

Name

Address

R OSTEWS 432 CREIGHTON

Rob Meyer 525 CREIGHTON

BERNIE MAYLE 2140 HITCHING POST

Blank lined area for additional sign-ins.