Minutes
Finance Committee of the Whole Meeting
Tuesday, February 15, 2011
6 p.m.

The meeting was called to order at 6:05 p.m. and the roll was called. Present were Bob Kimble (Committee Chair/Treasurer), Michael Brohman (President), Hilary Lee (Vice President), Max Retsky and Jack Weinberg. Staff present included Executive Director/Secretary Don Van Arsdale, Director of Finance/Human Resources Carol Mensinger, Director of Recreation Cheryl DeClerck, Director of Parks Rick Bold, Director of Operations Steve Nagle, and Executive Secretary Nancy Symonds.

Also present were Glencoe residents Andre Lerman, 244 Hazel Avenue and Trent Cornell, 538 Monroe Street.

Matters from the Public. There was no one present wishing to address the Committee at this time.

Budget review. Treasurer Kimble recognized Director of Finance/Human Relations Mensinger who presented the proposed Fiscal Year 2011/12 Budget. Ms. Mensinger highlighted several summaries, sections and exhibits contained in the proposed budget document.

Ms. Mensinger stated the historical budget assumptions upon which the budget was prepared.

1. Continue to provide the residents of the Glencoe Park District with, at a minimum, the same levels of service as provided during the current year;

2. The Park District adopted a Tax Levy Ordinance in November 2010 in the amount of $3,484,009 for tax year 2010 (Fiscal Year 2011/2012). This operating levy represents a 4.94% increase over the previous year, and as in prior years is intended to capture all new growth available in the midst of the tax cap.

3. Continue to maintain a Board-approved level of 20% in minimum annual operating reserve fund balances within both the Corporate Fund and Recreation Funds.

4. That the proposed capital program provides for the completion of necessary maintenance, improvements and equipment purchases. The Fiscal Year 2011/2012 capital projects items will include some carryover items from the Fiscal Year 2010/2011 budget. The two largest capital items to be carried over are the roof replacements at the Takiff Center. Prior to leaving the District, Director of
Facilities Ward reviewed information regarding roof replacement and it was determined that a consultant be hired so the roof project is done correctly, so additional monies for this project are included under consulting services in the Capital Project Fund.

Ms. Mensinger then began a review of the summary pages of the budget, first with the Corporate Fund followed by the Recreation Fund. The Committee discussed the continued favorable enrollment in the Children’s Circle program. The Committee was reminded of the staff’s recommendation and Board consensus that program fees not be increased for the upcoming fiscal year.

Discussion ensued. Among the items for discussion was the summer camp revenue. Staff responded that lottery results would not be known until later in February. Quite often summer program enrollment is postponed until later in the spring when families have begun to confirm their summer activities.

Demographics of Glencoe residents were reviewed; the enrollment for children in School District #35 is projected to decline in the next several years due to fewer families with elementary school age children moving into Glencoe. Several questions concerning capacity in Early Learning Center, Glencoe Junior Kindergarten and Nursery School (GJK) were asked of Director of Recreation DeClerck.

The scholarship program for eligible Glencoe families and offered in consultation with Family Service of Glencoe is budgeted for $40,000 in this first draft, slightly lower than previous years due to revisions in the District’s scholarship policy.

Additional discussion continued. There are facilities which run a deficit as a service to residents, i.e. Watts and the Glencoe Beach; actual is dependent on weather. Last summer was quite warm, so the Beach net deficit was not as great as was budgeted.

The District’s annual contribution and companion fees for Glencoe residents in Northern Suburban Special Recreation Association (NSSRA) programs has increased in previous years due to more residents participating in programs offered through NSSRA.

Director of Finance/Human Resources Mensinger presented the timetable for formal approval of the budget. All budget changes related to both final fiscal year 2010/2011 amounts and proposed fiscal year 2011/2012 Budget will be incorporated into the Approval Draft of the Fiscal Year 2011/2011 Budget for approval by the Board at the March 15, 2011 regular Board meeting. At the regular board meeting on April 12, the Board will approve the Budget and Appropriations Ordinance.

Discussion of Proposed Merit Pool Executive Director Van Arsdale reviewed the proposed merit pool memorandum for discussion. Much discussion ensued. It was the consensus of the Committee to include a 2.7% merit pool for eligible Grade 1 employees in the FY2011/2012 Budget.

Fee Charged for Lost District Paycheck Director of Finance/Human Resources Mensinger indicated that it is time consuming for District staff to reissue payroll checks for employees
when a check is lost; the District is encouraging all employees to direct deposit for payroll. Discussion ensued. After discussion, it was the consensus of the Committee to begin charging employees who misplace/destroy their paychecks a $25 re-processing fee. This should encourage employees to avail themselves of direct deposit services.

**Other Business**  There was no other business for the Finance of the Whole Committee.

**Adjourn**  There being no other business, the meeting adjourned at 7:25 p.m. on a motion from Commissioner Lee and a second from Commissioner Kimble.

Respectfully submitted,

Donald P. Van Arsdale  
Secretary