

**LAKE BLUFF PARK DISTRICT
FINANCE, ADMINISTRATION & FUTURE PLANNING COMMITTEE
MINUTES OF SPECIAL COMMITTEE MEETING
NOVEMBER 9, 2016**

The Special Meeting of the Finance, Administration & Future Planning Committee of the Lake Bluff Park District, Lake County, Illinois, was held at the Lake Bluff Park District Recreation Center, 355 W. Washington Avenue, Lake Bluff, Illinois.

The meeting was called to order at 7:30 a.m. by Chair Gordon.

The following Committee members were present when the roll was called: B. Wallace, F. Pitera, and B. Gordon.

Staff members present were Ron Salski, Executive Director; Rich Rothmann, Bookkeeper.

Approval of Agenda

Commissioner Wallace moved, seconded by Commissioner Pitera, to approve the November 9, 2016 Agenda as submitted. The agenda was approved by unanimous vote.

On the roll call, the vote was as follows:

AYE: B. Wallace, F. Pitera, B. Gordon

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

Statement of Visitors – Executive Director Salski mentioned that the Park District received the GFOA Certificate and will present at the Regular Board Meeting.

Approval of Minutes of September 14, 2016 Special Committee Meeting

Commissioner Wallace moved, seconded by Member Pitera to approve the Minutes of the September 14, 2016 Special Committee Meeting, as presented. The minutes were approved by unanimous vote.

**Special Committee Meeting of the Finance, Administration
And Future Planning Committee of November 9, 2016**

ITEMS FOR DISCUSSION/ACTION

2017 Budget

Executive Director Salski mentioned the Board and Committee members will be receiving the budget binders in two weeks; however, he presented a 2017 preliminary/overview document. He stated staff included the tax levy, C.P.I and growth/new construction of 6.2%. Commissioner Wallace had questions about the accruals of \$277,000 and stated the number is distorted due to the accruals. Commissioner Wallace stated to Member Pitera that staff did not budget for the accruals. Executive Director Salski stated that it would have been difficult to budget based on the timing of the registration software.

Rich Rothmann mentioned that the accrual number is \$284,000 and discussed the number. Rich Rothmann stated there are unknowns such as fitness center revenues. Commissioner Wallace requested footnotes/explanations in the audits due to the accruals. Commissioner Wallace asked Rich Rothmann if the District will get to break-even. Rich Rothmann stated that in December, the Park District will be adding to the accruals and unsure what the number will be. Commissioner Wallace stated that he anticipates a bigger number.

Executive Director Salski asked if the Committee wants to amend the budget. The Committee agreed not to as it will be important to explain. Executive Director Salski stated Fitness Center did not have a good year and personal training loss is estimated at \$30,000. He stated a Business Plan is necessary for the Fitness Center and needs supports of all Board and Committee Members and staff. Executive Director Salski's key highlights were:

1. Concerns are long-term revenues such as memberships, participation in all facilities and programs.
2. More emphasis on Park Maintenance versus Facility Maintenance and reallocation of salaries.
3. Plan to maintain current full-time staff levels the next 3-5 years.
4. Focus on revenues first. He complimented the Committee's recommendation of focusing on revenues first.

Commissioner Wallace stated he was much more pleased with the 2017 Budget as it has realistic and conservative revenues. He stated he was concerned with golf revenues. Commissioner Gordon agreed to include the golf revenue that Billy Casper originally promised.

Executive Director Salski discussed the Capital Projects/Improvements/Planning. Member Pitera recommended focusing more than just salaries with the Employee Market Analysis. Commissioner Wallace recommended focusing on the benefits of the Capital Projects/Improvements/Planning as there are a lot of dollars allocated to planning.

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ADJOURNMENT

There being no further business, motion was made by Commissioner Wallace, seconded by Chair Gordon, to adjourn the meeting at 8:28 a.m. The motion carried by unanimous voice vote.

Approved this 15th day of February, 2017
Board of Commissioners
Lake Bluff Park District