



**Board of Park Commissioners
Administration & Finance Committee
Meeting Minutes**

Joe Doud Administration Building
545 Academy Drive
Northbrook, IL 60062
847-291-2960
nbparks.org

MINUTES of the Administration and Finance Committee Meeting of the Northbrook Park District Board of Commissioners held Tuesday, March 14, 2017 in the Joe Doud Administration Building located at 545 Academy Drive, Northbrook, Illinois.

CALL TO ORDER— The meeting was called to order at 6:13pm by Chair Slepicka.

Members Present – Chair Slepicka; Commissioner Ziering

Members Absent – Commissioner Simon

Ex-Officio Members – Commissioners Chalem, Chambers, Randel and Schyman; Executive Director Hamer

Staff – Directors Baron, Dalton, Loftus, Munn, Trongnetpanya and Ziolkowski; Administrative Assistant King

RECOGNITION OF VISITORS— None

APPROVAL OF MINUTES— Minutes of February 16, 2017 were approved as presented.

VOUCHER REVIEW

The Committee recommended the Board approve the February 2017 vouchers in the amount of \$802,629.07.

AUDIT TOPICS – None

UNFINISHED BUSINESS

Consider Travel Expense Regulation Ordinance 17-O-1

Director Munn noted that the Ordinance was tabled at the February Board meeting as clarification was needed regarding whether the Ordinance requires the Board to submit and receive approval for travel reimbursement prior to incurring the costs. Director Munn spoke with the District's legal counsel and confirmed that the Board is not required to submit and receive approval for travel reimbursement prior to incurring the costs.

Following Director Munn's update, Commissioner Chambers asked for clarification regarding whether the rates listed in the Ordinance include taxes. Director Munn noted that she will discuss the matter with the District's legal counsel and report back to the Committee. After a brief discussion, the Committee moved to approve Ordinance 17-O-1, regulating travel, meal and lodging expenses in accordance with the Local Government Travel Expense Control Act to the full Board for adoption.

NEW BUSINESS

Consider Full-time Non-Bargaining Unit Merit and Discretionary Pools for 2017 Fiscal Year

Director Munn noted that 2017 will be an 8-month fiscal year and that, despite the shorter fiscal year, the performance appraisal schedule would remain the same as the previous year. She then gave a brief overview of the recommended merit and discretionary pools for 2017, including a 3% merit and 1.25% discretionary pool. She explained that the Human Resources Department utilized a survey of surrounding park districts to provide a level of comparison. She noted that eleven of the thirteen districts surveyed provided a 3% merit increase. After a brief discussion, the Committee moved to approve a merit pool in the amount of \$102,566 and a discretionary pool in the amount of \$42,736 for full-time non-bargaining unit staff for the 2017 fiscal year to the full Board for approval.

NORTHBROOK PARK DISTRICT

INFORMATIONAL ITEMS / VERBAL UPDATE—

January 2017 Finance Report

Director Munn reviewed the January 2017 Finance Report with the Committee. She noted that 75% of the annual budget is complete and that, to date, the District has recognized 100% of its budgeted revenue and 94% of its budgeted expenses. Director Munn explained that the \$304,635 deficit in Operations is due to the timing of when property taxes were received. Director Munn noted a \$77,000 increase in revenue for the Leisure Services Division, primarily due to strong demand for the Adventure Campus program. She also explained that the \$78,000 decrease in expenses for the Golf Division primarily reflects \$55,000 in unemployment benefits that were recognized last year, compared to \$0 this year.

Website Design Update

Director Ziolkowski provided the Committee with a brief update of the website redesign project. She noted that the Marketing and Communications Department has worked with all departments throughout the District and that the new website is on target to launch in mid-May. She then presented a current example of the revised website to the Committee, noting the following new features: an event calendar, a news feature with an archive, links to District social media that will automatically update, and customized pages for each District activity. Director Ziolkowski also clarified that the new website will be easier to view on mobile devices than the current website.

NEXT MEETING

The next Committee meeting was scheduled for Monday, April 17, 2017 at 6:15pm or immediately following the Parks and Properties Committee Meeting, at the Joe Doud Administration Building, 545 Academy Drive.

ADJOURNMENT

With no further business, the meeting was adjourned at 7:27pm.

Respectfully submitted,
NORTHBROOK PARK DISTRICT

/s/ Molly Hamer
Molly Hamer, Secretary
Board of Commissioners/tek