



**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 Wednesday, May 18, 2016 in the Joe Doud Administration Building located at 545 Academy Drive, Northbrook, Illinois.

CALL TO ORDER –The meeting was called to order at 6:21pm by Chair Zima

Members Present – Chair Zima, Commissioners Simon and Ziering

Members Absent – None

Ex-Officio Members – Executive Director Hanetho; Commissioners Chambers, Randel, Schyman (arrived at 6:41pm) and Slepicka

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

RECOGNITION OF VISITORS – None

APPROVAL OF MINUTES – Minutes of March 16, 2016 were approved as presented.

VOUCHER REVIEW –

April 2016: The Committee recommended the Board approve the April 2016 vouchers in the amount of \$481,244.92.

AUDIT TOPICS – None

UNFINISHED BUSINESS – None

NEW BUSINESS –

Consider Ordinance 16-O-4, Budget and Appropriation

Director Munn reviewed the proposed combined annual Budget and Appropriation Ordinance. She noted that the only two changes to the Budget since last reviewed at the Committee-of-the-Whole Meeting on April 20, 2016, were the addition of \$90,000 in deferred projects and \$14,250 for fuel pumps at the maintenance garage. Director Dalton had previously emailed the Board an update with details regarding the addition of the fuel pumps. Director Munn further noted that a Budget and Appropriation Public Hearing will be held on Wednesday, May 25, 2016 at 7pm, prior to the Regular Board Meeting at the Leisure Center. Notice of the Public Hearing was published in the *Northbrook Star's* May 12, 2016 edition, as required by law. The Committee forwarded Ordinance 16-O-4, Budget and Appropriation to the full Board for adoption.

INFORMATIONAL ITEMS / VERBAL UPDATE

March Finance Report

Director Munn reviewed the previously distributed March 2016 Finance Report and highlighted that the District is currently on track at 133% of year-to-date revenue and 93% of projected expenses. She further noted that the higher than normal budget variance in revenue is due to bond proceeds received from three years of rollover debt. Director Munn highlighted that the Golf Division is on track, thanks to additional rounds played in November and December of 2015 (due to the unusually warm weather), and gave kudos to staff for the year-to-date decrease in expenses from 2015. Additionally, Director Munn noted that the Leisure Services Division is on schedule at 102% of year-to-date revenue and 92% of year-to-date expenses. Director Munn explained that she added the Capital Projects section to the Finance Report in 2016 as another resource for the Board. She commented that projects with large variances

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included the website redesign that was postponed to the 2016-17 Budget, as well as the Recreation Software changeover that will also occur as part of the 2016-17 Budget.

MOVE INTO CLOSED SESSION TO DISCUSS SEMI-ANNUAL REVIEW OF CLOSED SESSION MINUTES, SECTION 2(c)21, PENDING LITIGATION, SECTION 2(C)11 AND EMPLOYMENT OF AN EMPLOYEE, SECTION 2(C)1

All Closed Session Minutes not yet released to the public were previously distributed to the Board for review. After previously reviewing these minutes, the Administration and Finance Committee did not need to move into Closed Session for further discussion. The consensus of the Administration and Finance Committee was to move Resolution 16-R-1, a Resolution Determining Closed Session Confidentiality and Destruction of Verbatim Recordings to the full Board for approval. Chair Zima further noted that the Board would not move into Closed Session for Pending Litigation, Section 2(c)11 and Employment of an Employee, Section 2(c)1.

NEXT MEETING

The next Committee meeting was scheduled for June 14, 2016 at 6:15pm at the Joe Doud Administration Building, 545 Academy Drive.

ADJOURNMENT

With no further business, the meeting was adjourned at 6:50pm.

Respectfully submitted,
NORTHBROOK PARK DISTRICT

/s/ Richard A. Hanetho
Richard A. Hanetho, Secretary
Board of Commissioners/aps