

**LAKE BLUFF PARK DISTRICT  
FINANCE, ADMINISTRATION AND FUTURE PLANNING COMMITTEE  
MINUTES OF SPECIAL COMMITTEE MEETING  
FEBRUARY 15, 2017**

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

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

The following Committee Members were present: Brock Gordon, Bob Wallace and France Pitera.

Staff present: Ron Salski, Sarah Bagley, Ed Heiser

**Approval of Agenda**

Member Gordon moved to switch agenda items letter G to E while keeping the same order afterwards, seconded by Member Wallace to approve the February 15, 2017 Agenda. The motion carried by unanimous voice vote.

**Statement of Visitors** – None

**MINUTES**

**Approval of Minutes of the November 9, 2016 Finance, Administration and Future Planning Committee Meeting**

Member Pitera suggested removing Superintendents Heiser and Foster as they were not present. Member Wallace moved, seconded by Member Pitera to approve the November 9, 2016 Minutes. The motion carried by unanimous voice vote.

**ITEMS FOR DISCUSSION / ACTION**

**2016 Year-End Financials – Discussion**

Executive Director Salski provided a year-end financial report with an accrual vs. cash adjustment. Committee Member Wallace had questions about the Audit and its impact. Members suggested developing a report that has accrual adjustments below the line.

**Post Referendum Project Budgets – Discussion**

Executive Director Salski presented a draft copy report of budget vs. actual. Executive Director Salski stated the projects are anticipated to be under budget. Executive Director Salski stated that staff is still working with Ann Van Voren on finalizing expenses.

### **Monthly Board Packet – Financial Reports – Discussion**

Executive Director Salski stated that staff has been revising the reports with an expectation to provide a one or two-page summary only. Committee Members agreed.

### **Key Performance Indicators – Discussion**

Committee Members discussed a variety of key performance indicators and agreed to measure to the following:

1. # of Unique Households
2. Guest Service Satisfaction
3. Employee Satisfaction
4. Capacity vs. Enrollment (Utilization)
5. Social Media Users (Website, Facebook and E-Newsletter)

Executive Director Salski stated that some of these indicators will have benchmarks for the first time.

### **Employee Satisfaction Survey Results – Discussion**

Sarah Bagley presented the employee satisfaction results. She presented the net promoter score and employee comments on the requested improvements. Year-round employees expressed a concern about paid-time off as the positions do not receive health insurance or extensive vacation. Committee Member Pitera had questions and about the survey. Committee Wallace was pleased with the results.

### **Personnel Policy Manual – Year-Round Staff – Paid Time Off – Recommendation**

Sarah Bagley presented a memorandum to provide additional paid time off to year-round staff. She stated the addition of Paid Time Off is based on the Employee Satisfaction Results and Executive Team's recommendation. Member Wallace had a few questions. The Committee agreed.

Member Gordon moved, seconded by Member Pitera to approve the Paid Time Off Policy. The motion carried by unanimous voice vote.

### **Payroll Software – Recommendation**

Sarah Bagley suggested a payroll software, Tyler Platform, and stated the installation and/or project would be under project not requiring approval by the Board. The Committee agreed that staff should move forward.

### **ActiveNet Transaction Fees – Discussion**

Executive Director Salski presented a memorandum addressing transaction fees. Ed Heiser presented a breakdown of potential impacts. The Committee agreed to look at options and requested staff present again to the Committee.

**Lake Forest Bank and Trust – Positive Pay Services (Check and ACH) – Discussion**

Executive Director Salski presented a memorandum outlining a service that Lake Forest Bank and Trust recommends. The service would not impact the Park District's bottom line as the Park District is earning more on the Money Market Fund. Committee Members suggested discussing with Commissioner Mosbarger as he is familiar with these services and defer to his expertise and feedback.

**Ordinance 2009-H – An Ordinance Fixing the Length of Time a Park Commissioner May Fail To Attend Regular Meetings of the Park Board In Order For Such Commissioner's Office to Be Declared Vacant and Proving a Procedure for Declaring Such A Vacancy – Recommendation**

Executive Director Salski presented a memorandum based on a request by Commissioner Ehrhard. Committee Members had many questions and Committee Member Wallace agreed to contact Commissioner Ehrhard to obtain answers.

**STAFF REPORT**

Executive Director Salski stated that the Fourth of July Committee asked the Park District to consider partnering financially on fireworks at the Beach. However, he was unsure of the total costs. The Committee had concerns with expended funds that were not budgeted. Executive Director Salski stated that he will continue to research costs.

**ADJOURNMENT**

There being no further business, motion was made by Member Gordon, seconded by Member Pitera, to adjourn the meeting at 8:45 a.m. The motion carried by unanimous voice vote.

Approved this 10th day of May, 2017  
Lake Bluff Park District