

Cary Park District
Board of Commissioners
Administration, Finance & Personnel Committee Meeting
March 14, 2019
6:30 PM
Community Center
255 Briargate Road
Cary, IL

Minutes

Committee Members Present: Frangiamore and Stanko
Commissioner Absent: Renner
Commissioners Present: Hauck and Howell

Guest Present: Michael Murphy, Resident
Charlie Kane, Foxford Hills Golf Club

Staff Present: Jones, Raica, Kelly, Rogus, Hughes, Krueger, and Lee.

Chair Stanko called the meeting to order at 6:30 PM.

The minutes from the January 10, 2019 Administration, Finance, and Personnel Committee meeting were presented for approval.

Frangiamore moved to approve the minutes; second by Stanko.

Voice vote: 2-0. All voting yes. Motion carried.

There were no matters from the Public or Commissioners.

Jones explained the preschool art show was occurring, so he encouraged everyone to walk around and look at the art before they leave.

Jones stated that a lot of work has been taking place on the Lions and Kaper Revitalization project this week. The electrician has been out and hung lights, trenches dug for conduits, and work done on the concession building.

Under Discussion Items, Review Policy 2-001, Executive Director Job Description, Authority and Responsibility; Executive Director Job Description was reviewed. Jones explained that as a part of the Distinguished Accreditation program, the Executive Director's job description is to be reviewed by the Board every five years. This item was last reviewed in November 2014. Jones stated the only changes he would recommend is adding the new position of Deputy Director under Personnel Management, and on page 3, #6, letters e and f should be deleted since they are no longer relevant to the position.

Frangiamore moved to recommend Board approval of the job description of the Executive Director, as revised. Second by Stanko.

Voice vote: 2-0. All voting yes. Motion carried.

Under Discussion Items, the FY2019-20 Budget was previewed. Jones explained that staff is still working on finalizing the budget, but this is an overview of the larger items that will be in the budget for the upcoming year. Krueger explained the EAV is estimated to increase by 7.08%, but the final numbers will not be known until April.

Krueger also discussed the Special Recreation Fund and the annual financial obligation to NISRA which is now frozen at its current level regardless of the drop in the EAV. There was discussion pertaining to the debt associated with the acquisition of Foxford Hills Golf Club (FHGC) and the funds identified within the budget to account for the debt payment. The 10 Year Capital Projects Financial Projection was presented by Krueger which highlighted Annual Rollover Bonds, Developer Donations, SRA Funding, and Cary Prairie Heritage Fund.

Krueger addressed the minimum wage increase to \$15/hour and how that will not impact next year's budget, but will be something staff will include in upcoming budgets.

Frangiamore asked if this is the first time mowing services have been contracted out, and Jones stated yes. He explained that as the Park District continues to expand, there are parcels of property the Park District owns that are smaller that can be managed by another company. This will improve the overall efficiency of the mowing work occurring in the summer by staff.

Krueger explained in May 2014, the Park District replaced 26 computers. This upcoming budget has allocated funds for 13 computers to be replaced. She also discussed specific items in the budget including an employee time management system (time clock), mowing contract for specific properties, software to track work orders for playgrounds/facilities throughout the Park District, software for the digital storage of records, and items in the Comprehensive Master Plan such as completion of the Kaper and Lions Parks Revitalization Project, feasibility study, the Hoffman Park multi-use trail, and Sands Main Street Prairie enhancement plan.

Stanko stated staff should look at some type of program that provides for the regular replacement of hardware and software for IT. While they may not be as expensive as items on the CERF, it is important to have a plan for when these items come up so a fund can already exist to cover the costs. Frangiamore suggested that each year staff start a rotation of replacing computers, so a certain amount are purchased each year to be replaced. This way, it's automatically built into the budget yearly. Jones stated that staff concurred with these ideas and one item that it intends to tackle this year is the development of an IT plan for the District. This would be done with guidance from the District's new IT support provider.

Jones explained that digital storage of records software would take all of the paper copies of plats of survey, deeds, etc., and scan them so there is digital records that will be readily available from any Park District computer. It will memorialize all of these important documents in perpetuity. At present should there be an accident of some sort, all of this information would be lost.

Stanko also inquired if there would be a budget item for 2021 that would take into consideration a celebration of the Park District's 50th anniversary. Jones commented that an item such as this had not been included and the idea could be part of future plans within the Comprehensive Master Plan.

Krueger next reviewed items in the Capital Equipment Replacement Fund (CERF).

Frangiamore stated he would like to see the golf carts for FHGC added to the CERF. The costs of the bond and interest alone would save the Park District a lot of money. Jones stated this is an item that can

Approved

be discussed and reviewed in more detail at a future meeting. This would be a major item to roll into the CERF and its impact would need to be evaluated thoroughly before doing so.

Krueger went over the debt service schedule and the 10 Year Capital Projects Financial Projection.

Stanko asked where the funding is placed when money is received from ITEP. Krueger explained that goes into the capital fund. There were no more questions and the Committee thanked Krueger for her presentation of the information.

Jones recapped that the final version of the draft budget would be brought before a Committee of the Whole on April 18, 2019.

Frangiamore moved to adjourn the meeting. Second by Stanko.

Voice vote: 2-0. All voting yes. Motion carried.

Adjourned at 7:25 PM.