

**Wheaton Park District
Finance Subcommittee Meeting Minutes
November 9, 2016
6:00 pm Museum**

Meeting was called to order at 6:35 p.m. Present were:
Chair John Vires, Commissioner Kelly, Commissioner Mee, Commissioner Morrill,

Staff in attendance: Executive Director Mike Benard, Executive Assistant Siciliano, Finance Director Rita Trainor

A. Previous Minutes

1. October 12, 2016 Finance Subcommittee meeting Minutes
2. October 22, 2016 Capital Budget Workshop Meeting Minutes
3. October 26, 2016 Operating Budget Workshop Meeting Minutes

Discussion Items

B. Previous Discussion Items

None

C. New Discussion Items

1. Training position

Executive Director Benard reviewed the back-up documentation and stated that based on employee feedback through the 2015 and 2016 employee surveys conducted by Uof C, a full time Organizational Effectiveness Associate position would benefit the district. This position will lead our WPD Leadership Academy Program planned to begin in 2017 which will positively impact 66 full time employees and department heads. Commissioner Kelly asked how we will know if this position is effective or not. Benard stated the metrics will come every year through future surveys. This process is part of the evolution of our strategic planning and continuous improvement program. If we don't see an improvement through survey responses, he will eliminate or adjust the position. Commissioner Kelly asked if we could do this with a part time employee. Benard stated we could but we will get part time results. Benard also stated that another approach could be to accomplish these goals with the support of the Corporate Learning Institute who is already on retainer but would require additional investment with them. He could use CLI and hire a less experienced part time person to assist. The Board stated it agreed with this approach.

D. Follow Up – Updates or Pending

1. 2017 Operating and Capital Budget

Commissioner Kelly questioned the operating budget figures, in particular the administrative department expenses in the General Fund. Commissioner Kelly stated he would like to see staff looking at ways to cut operating costs. Kelly would like for staff to have more current projections at the time the budget is being voted upon. He asked why the 2017 budget was showing an increase of 16% compared to the 2016 projections in the Administrative Department of the General Fund in one schedule. Finance Director Trainor stated that these figures are showing 100% of all positions being filled 100% of the time. While, we have historically budgeted all of the positions as being filled all the time, the District has never had all of their positions filled 100% of the time. She also explained that 25% of the 2 new Parks positions are in this figure. Commissioner Morrill also added that 100% of the proposed training position was included in the budget figure in question. Benard stated that Finance Director Trainor will provide updated projections. Kelly stated that he would like the report to explain the significant differences that he had questioned as well as including the updated projections.

Note: the requested information is attached to these minutes

2. Continuation of the Budget and Appropriation Hearing on November 16. Plan to close the hearing.

E. General Administrative Items

The meeting was adjourned without objection at 7:15 p.m.

General Fund Expense Explanation

	2014 Actuals	2015 Actuals	2016 Budget	2016 Projections	2017 Budget	2018 Budget	2019 Budget	Variance		Explanations
								from 2016 Proj and	%	
10-General										
51-Salaries & Wages	(1,835,191)	(1,850,242)	(2,126,073)	(2,053,398)	(2,229,767)	(2,278,174)	(2,321,176)	(176,369)	8.6%	\$87K is for 3 new positions; \$40K is for part time in parks, as was discussed in finance committee meeting when the parks positions were covered, parks struggled this year with hiring the pt/seasonal staff. The budget reflects what they believe they will be able to accomplish in 2017. \$12K is for getting employees charged here to \$47K;
57-Capital	(109,855)	(156,341)	(204,900)	(147,239)	(308,055)	(394,000)	(366,181)	(160,816)	109.2%	\$119K in capital due to more equipment replacements in 2017 and pushing Mike's Explorer replacement to 2017, \$34K is IT (new work order software and replacement of a switch at CC that is old and "stuttered" on 7/6/16)

The 2015 activity in the Debt Service Fund includes \$15 million related to a refunding of most of the District's 2005 GO Bond Series.

NET INCOME (LOSS) BY FUND OR DEPARTMENT

within fund

	2016				Variance from 2016 Proj and 2017	Budget	Variance	Explanations	
	2014 Actuals	2015 Actuals	2016 Budget	Projections					2017 Budget
57-Capital	(107,672)	(156,341)	(204,900)	(147,239)	(275,740)	(394,000)	(364,592)	(128,501)	\$1.19K in capital due to more equipment replacements in 2017 and pushing Mike's Explorer replacement to 2017; \$5.7K is IT (new work order software and replacement of a switch at CC that is old and "stuttered" on 7/6/16)
59-Transfers Out	-	-	-	-	-	-	-	-	
5-Expenses Total	(2,165,418)	(2,208,912)	(2,737,513)	(2,445,928)	(2,701,698)	(2,900,043)	(2,935,305)	(255,770)	10.5%
101-Parks Maintenance Total	(254,317)	(233,913)	(760,467)	(469,296)	(715,365)	(864,780)	(826,102)		
418-Human Resources									
5-Expenses									
51-Salaries & Wages	(18,670)	(21,360)	(25,606)	(30,566)	(94,308)	(96,344)	(98,413)	(63,742)	208.5% Training position \$67K
52-Contractual Services	(7,150)	(11,706)	(12,233)	(11,490)	(30,190)	(33,519)	(35,675)	(18,700)	162.7% Health insurance for training position \$20K
53-Supplies	(926)	(2,344)	(2,405)	(2,405)	(5,305)	(2,072)	(2,900)	(2,900)	120.5%
54-Other Charges	(11,982)	(11,275)	(21,100)	(26,300)	(33,550)	(33,050)	(33,050)	(7,250)	27.6%
57-Capital	(252)	-	-	-	(5,740)	-	(212)	(5,740)	#DIV/0!
5-Expenses Total	(38,980)	(46,685)	(61,344)	(70,762)	(169,093)	(164,985)	(169,422)	(98,331)	139.0%
418-Human Resources Total	(38,980)	(46,685)	(61,344)	(70,762)	(169,093)	(164,985)	(169,422)		
419-Finance									
5-Expenses									
51-Salaries & Wages	(134,989)	(134,188)	(145,202)	(145,191)	(141,048)	(144,095)	(147,210)		
52-Contractual Services	(28,282)	(33,311)	(55,070)	(51,641)	(29,913)	(45,785)	(48,688)		
53-Supplies	(4,465)	(5,952)	(6,104)	(6,104)	(5,305)	(5,769)	(5,769)		
54-Other Charges	(13,236)	(11,592)	(16,249)	(18,710)	(18,743)	(18,821)	(18,913)		
57-Capital	(840)	-	-	-	(5,740)	-	(583)		
5-Expenses Total	(181,812)	(185,042)	(222,624)	(221,646)	(200,749)	(214,470)	(221,163)		
419-Finance Total	(181,812)	(185,042)	(222,624)	(221,646)	(200,749)	(214,470)	(221,163)		
430-Historical Museum									
4-Revenues									
42-Charges for Services	25,571	30,763	30,500	40,717	45,550	49,650	52,400		
44-Rentals	1,545	1,610	12,750	5,750	6,500	7,500	8,250		
45-Product Sales	1,925	2,327	2,500	2,027	2,700	2,700	2,700		
46-Grants & Donations	146,600	148,719	155,000	156,300	156,900	157,300	160,400		
47-Misc. Income	-	-	-	229	-	-	-		
4-Revenues Total	175,641	183,419	200,750	205,023	211,650	217,150	223,750		
5-Expenses									
51-Salaries & Wages	(102,830)	(93,329)	(102,835)	(107,239)	(116,413)	(118,918)	(121,478)		
52-Contractual Services	(51,688)	(61,803)	(68,089)	(69,534)	(68,408)	(75,727)	(79,459)		
53-Supplies	(17,530)	(9,244)	(23,700)	(18,274)	(19,530)	(16,687)	(17,637)		
54-Other Charges	(5,744)	(5,312)	(8,920)	(6,887)	(7,987)	(8,105)	(8,105)		
57-Capital	(420)	-	-	-	(5,740)	-	(318)		
5-Expenses Total	(178,213)	(169,689)	(203,544)	(201,934)	(218,078)	(219,437)	(226,998)		

NET INCOME (LOSS) BY FUND OR DEPARTMENT
within fund

	2014 Actuals	2015 Actuals	2016 Actuals	2016 Budget	2016 Projections	2017 Budget	2018 Budget	2019 Budget	2019 Budget	Variance	%	Explanations
										from 2016 Proj and 2017 Budget	Variance	
430-Historical Museum Total	(2,571)	13,730	(2,794)	3,089	(6,428)	(2,287)	(3,248)					
10-General Total	358,219	387,707	(250,445)	57,771	(488,834)	(502,393)	(510,014)					
Grand Total	358,219	387,707	(250,445)	57,771	(488,834)	(502,393)	(510,014)					

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BOTTOM LINE BY FUND OR AREA(S) WITHIN FUND

	2014 Actuals	2015 Actuals	2016 Budget	2016 Projections	2016 YTD	2017 Budget	2018 Budget	2019 Budget	2017 Budget	% Variance	Explanations
10-General											
000-Nonspecified Area											
5-Expenses											
51-Salaries & Wages	(1,715,394)	(1,725,579)	(1,974,056)	(1,910,499)	(1,602,536)	(2,074,902)	(2,120,161)	(2,160,164)	(164,403)	8.6%	\$87K is for 3 new positions; \$40K is for part time in parks, as was discussed in finance committee meeting when the parks positions were covered, parks struggled this year with hiring the pt/seasonal staff. The budget reflects what they believe they will be able to accomplish in 2017. \$9K is for getting 8.6% employees charged here to \$47K;
52-Contractual Services	(657,485)	(787,629)	(929,594)	(878,653)	(704,461)	(921,088)	(953,651)	(1,001,362)	(42,435)	4.8%	\$20K health insurance for training position and professional fees up \$26K, primary reason for increase is 4.8% compensation study.
53-Supplies	(382,136)	(311,344)	(461,052)	(374,934)	(240,676)	(416,843)	(409,186)	(418,984)	(41,909)	11.2%	\$30K increase in equipment purchases, \$26K is for trailers that need replacement. That is higher than typical, many years we don't replace any.
54-Other Charges	(87,520)	(87,032)	(117,254)	(112,969)	(96,399)	(138,816)	(135,467)	(135,669)	(25,847)	22.9%	Most variances are below \$1K to as high as \$3K except for administrative training that is an increase of \$11K.
7-Capital											
57-Capital	(109,435)	(156,341)	(204,900)	(147,239)	(121,893)	(302,315)	(394,000)	(365,810)	(155,076)	105.3%	\$28.7K is due to computer supplies, the balance is \$119K in capital due to more equipment replacements in 2017 and pushing Mike's Explorer replacement to 2017.
9-Transfers Out											
59-Transfers Out	(500,000)	(500,000)	(500,000)	(500,000)	(375,000)	(601,391)	(553,690)	(636,599)	(101,391)	20.3%	Variance due to increased transfer to Capital Funds.
Grand Total	(3,451,970)	(3,567,925)	(4,186,855)	(3,924,293)	(3,140,964)	(4,455,354)	(4,566,155)	(4,718,587)	(531,062)	13.5%	

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