

**Glen Ellyn Park District
Citizens' Finance Committee
July 29, 2021**

I. Call to Order

The committee meeting of Glen Ellyn Park District Citizens' Finance Committee was held via Zoom on July 29, 2021. The meeting was convened at 7:02 am.

II. Committee Roll Call

Members in Attendance

Leo Lanzillo, Mike Graham, Mike Hoban, Tom Lettenberger, Art Pech, Charlie Prisco, Don St. Clair, and John Vitalis

Members Not in Attendance

None

Also in Attendance

Nick Cinquegrani, Superintendent of Finance & Personnel, Dave Harris, Executive Director, Paul Bischoff, Park District Commissioner, and Julia Nephew, Park District Commissioner

III. Changes to the Agenda

None

Motion: Don St. Clair moved to put aside formal meeting protocol under Roberts Rules of Order. 2nd by Mike Graham. The motion carried unanimously.

IV. Approve Meeting Meetings

Meeting Minutes of April 22, 2021

Motion: Don St. Clair motioned to approve the minutes. 2nd by John Vitalis. The motion carried unanimously.

V. Unfinished Business

None

VI. New Business

A. Committee Membership Discussion

- Superintendent Cinquegrani led a discussion to gauge interest amongst current committee members whose terms are expiring. Those members who expressed interest in remaining on the committee will be recommended for formal approval from the Park District Board of Commissioners at their next scheduled meeting.
- Per Article III, Section B of the committee's bylaws, "officers shall be elected annually by a majority vote of the committee members." Pending approval from the President of the Park District Board of Commissioners, the committee unanimously recommended the Chair of the committee to be John Vitalis. In addition, in

accordance with the bylaws, the vote was unanimous to elect Mike Graham as Vice-Chair and Mike Hoban as Secretary.

B. Monthly Finance Report

- Superintendent Cinquegrani presented the monthly finance report packet for June 2021. In a year-to-year comparison as of June 30th, total park district revenue has increased nearly \$2.5 million from FY2020, which was more significantly impacted by COVID-19. Further, in the same year-to-year comparison, expenses have increased approximately \$350,0000, primarily due to costs associated with the operating of facilities and programs that could not be run during the same time period in FY2020.

C. Audit RFP

- The CFC reviewed the bid results to the RFP. After review, the CFC recommends the Park District Board of Commissioners to approve Lauterbach & Amen's proposal for auditing services for fiscal years 2021, 2022, and 2023 with Park District options for fiscal years 2024 and 2025. The main reasons for the CFC's recommendations are:
 - Lauterbach & Amen (L&A) were the lowest bidder.
 - L&A specialize *exclusively* in servicing the local government sector with approximately 250 local government clients of which at least 65 are Park Districts.
 - L&A provides training and educational opportunities on current issues for clients at no additional charge.
 - L&A provides year-round support on other miscellaneous issues that arise (i.e. reviewing collateral agreements with banks, reviewing updates to the park district's investment policy, questions relating to payroll taxes, etc.) at no additional charge.
 - The firm's willingness to adjust key engagement personnel, which will provide a fresh perspective while still allowing the firm to leverage the knowledge and working papers from prior audits.
 - L&A has never charged additional rates due to changes in auditing services. Example being changes in accounting reporting standards from the Government Accounting Standards Board (GASB). Other proposals received left open the possibility of additional costs and, if so, those hourly rates were significantly higher than L&A's.
 - The Park District has had a very positive experience working with L&A.
- The committee discussed the benefits and drawbacks of switching audit firms and believe Lauterbach & Amen's proposal to change their key engagement personnel who oversee the audit process along with the significant cost savings from other similar proposals received and additional support levels they offer are in the best interest of the Glen Ellyn Park District.

D. 2021 Budget – 2nd Quarter Update

- As requested by the Park District Board of Commissioners and the Citizens' Finance Committee, staff compiled a 2nd quarter budget update. The update compared the 2nd quarter's actual revenues and expenses compared to the adopted FY 2021 budget.

- Discussion centered around the ‘Key Performance Indicators’, which are comprised of the areas of the budget that have the most financial impact during the fiscal year. Since approximately half of budgeted revenue comes from property tax receipts, the fluctuation in operating surplus is driven by the following budgeted areas: Ackerman Sports & Fitness Center operations, Sunset Pool operations, and the district’s ability to continue to offer athletic programs and general recreation programming.
- Superintendent Cinquegrani presented updates to the key areas identified and indicated staff continues to forecast higher operating surplus compared to the original budget within the Ackerman Sports & Facility budget as well as the athletics and general recreation budgets. However, staff noted the importance of closely monitoring, among others, the impacts of unknown COVID-19 restrictions as the district nears the fall season for many general recreation programs, such as Adventure Time and Preschool as well as many athletic programs.

E. 2022 Budget Discussion

- Superintendent Cinquegrani presented the anticipated planning dates for the remainder of the calendar year as the Park District Board begins to discuss the operating and capital budgets for FY 2022.

F. Updating Long-Range Financial Plan

- There was discussion amongst the committee members regarding the park district’s intention of conducting a community-wide attitude & interest survey. A draft of the survey is expected to be presented at the next Park Board of Commissioners meeting. It’s anticipated the results of the survey will be received in November 2021.
- The committee discussed how to incorporate the findings into the capital planning process. The committee concluded the results were not likely to impact the 2022 budget, but would be incorporated in the long-range strategic plan.

G. Discussion of future topics to be pursued by the Citizens’ Finance Committee

- No additional topics were discussed at the meeting.

VII. Adjourn

Tom Lettenberger moved to adjourn the meeting. 2nd by John Vitalis. The meeting was adjourned at 8:19am.

Glen Ellyn Park District Citizens’ Finance Committee	Date of approval
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