

MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD AT 1:00 P.M., MONDAY, JUNE 6, AT THE NOBLE CENTER FOR PARK DISTRICT ADMINISTRATION, 1125 WEST LAKE AVENUE, PEORIA, ILLINOIS.

MEMBERS PRESENT: Chairperson and Trustee Timothy Bertschy, Vice Chair and Trustee Alexander Sierra

MEMBERS ABSENT: None

STAFF PRESENT: Emily Cahill, Brent Wheeler, Karrie Ross, Scott Loftus, and Alicia Woodworth

OTHERS PRESENT: None

1) CALL TO ORDER:

Trustee Bertschy called the meeting to order at 1:08 p.m.

2) MINUTES:

No minutes at this time. This is the first official meeting of the Finance Committee under the new committee structure.

NOTE: Trustees Bertschy and Sierra met with Emily Cahill and Karrie Ross on Wednesday, May 4. This was not a formal meeting of the Finance Committee.

3) NEW BUSINESS:

3.A Inter Fund Policy Review

Due to time constraints, this will be discussed at a future Finance Committee meeting.

3.B. Grant Policy Review

Due to time constraints, this will be discussed at a future Finance Committee meeting.

4) OLD BUSINESS:

4.A. User Fee Policy Review

Karrie Ross – at prior discussion, we spent time discussing the “fat book” and “thin book” and the language differences in them. We spent a significant amount of time discussing the “fat book” section 12 and 13 regarding admission fees and scholarships. Brent Wheeler is in charge of most PPD facilities that charge admission fees and Scott Loftus is in charge of most programs that include scholarships. They were invited to today’s meeting as they are the most knowledgeable in the application of fees and scholarships. The Admission Fees and Charges policy currently reads as follows:

12.00 ADMISSION FEES AND CHARGES

- .01 It shall be the policy of the Board to charge fees for those activities which involve exclusive use of facilities or require the construction of specialized facilities by the Park District or special supervision and maintenance. Fee rates should be calculated to recover a reasonable portion of the cost of administering, operating and maintaining such facilities. However, this should not preclude the recovery of part of or all of the operating costs in special cases where this is possible with reasonable fees. Other activities should be made available by the Park District to the public free of charge or at a fee low enough to ensure that no citizen would be precluded from enjoying them because of inability to pay.
- .02 A non-resident taxpayer whose name is on the tax bill shall be entitled to the use of facilities at the same fee as charged to a resident/taxpayer.
- .03 It shall be the general policy of the Board to collect a larger fee from non-residents/non-taxpayers of the Peoria Park District participating in activities/events for which a fee or charge is made.

Administrative Procedure as referenced above is a procedure to follow, not a document such as a policy. A non-residential taxpayer is someone that owns property in the District but doesn't live in it. They get the same benefits as a resident as does a renter. A renter has to prove residency in the District.

Discussion was had concerning defining a specialized facility and other terms within the Admission Fees and Charges policy. It was decided that Trustees Bertschy and Sierra would determine what they want the policy to be and then communicate that to staff which in turn they will draft the revised policy for their review. But first, specification on defining residential and non-residential, what a specialized facility vs. a non-specialized facility is, and what is exclusive use vs. general use is to be clarified to determine if the policy needs changed or the current policy just needs the definitions and clarifications noted above.

Trustee Sierra stated the directive for staff is to create a policy or add language to the current policy that defines residential vs. non-residential, what are specialized facilities vs. non-specialized facilities, what is exclusive use vs. general use, and what percentage of patrons does the District consider to a regional draw at a facility. Emily Cahill stated that staff will need to develop a better metric than percentage of patrons as it may not capture exactly what you're looking for.

Trustee Bertschy stated he would like a sheet showing the different fee structures the District currently has by category (all programs and services). Karrie Ross asked if the policy should continue to have resident vs. non-resident fee structures. Trustee Bertschy – yes but we need to have some ability to explain why we impose a fee in some places and not others. Karrie Ross – there are four types of offerings the District charges: program registrations, general admissions, memberships, and rentals. Staff can take the service offerings and

place them into one of the charges categories, then denote if the District charges residential or non-residential.

The Scholarships policy currently reads as follows:

13.00 SCHOLARSHIPS

- .01 The Scholarship Program will be administered in accordance with the appropriate Administrative Procedure.

- .02 - It shall be the policy of the Park Board not to deny participation in recreation programs to residents or taxpayers of the Park District due to financial hardship, as stipulated in the Administrative Procedure.

Trustee Bertschy stated that he believes that the Summer of Fun passes should apply to Catholic schools. Karrie Ross explained that the scholarship program applies to everyone that is a resident and has been a part of the Park District for many years. In comparison to other park districts in the state, PPD's scholarships offer greater monetary scholarships with many more program options available. The Summer of Fun program is funded by the ICJIA grant and the intent of that grant is to get dollars for access to children in high risk communities. Trustees Bertschy and Sierra stated they are both fine with the scholarship program and would like to keep it as is, without changing language or requirements.

Trustee Bertschy asked why the District does not offer Summer of Fun passes to the city's Catholic schools? Karrie Ross stated that residents living in 61603 and 61605 zip codes and all Peoria Public Schools (PPS) students did receive the passes. The ICJIA grant that funds the Summer of Fun is intended to target the highest risk communities and in order to adhere to the grant's requirements, 61603 and 61605 and PPS were targeted for violence prevention and at-risk youth. This will give better data as to the program's outcome for the actual grant dollars spent. Karrie Ross stated it is difficult to offer the Summer of Pass more broadly across the community and still target those identified. A very high majority of PPS students meet the metrics for the grant's violence prevention and at-risk youth and therefore, all PPS students received the Summer of Fun pass. There very well may be a minority of students going to private schools that do meet the metrics. It is the District's goal to reach those students through the scholarship program as it is very easy to prove qualification for a scholarship. Emily Cahill stated that the District is hoping to offer the Summer of Fun program through ICJIA next year and if the committee could help the District find opportunities to give the Summer of Fun passes to students of private schools that meet the metrics, please let her know. The District would be happy to facilitate the process to get the passes into the hands of students that need them. The District would need that information by no later than February for a summer start.

5) PENDING BUSINESS:

None at this time.

6) OTHER BUSINESS

6.A. Develop Monthly Meeting Schedule

Going forward, the Finance Committee will continue to meet the 4th Wednesday of the month at 5:00 pm, prior to the 6:00 Regular Board meeting. These meetings however, will not be Board of the Whole. The Finance Committee meeting on June 22 at 5:00 will include a rather in-depth review by CliftonLarsonAllen of the 2021 audit, with a general review presented that evening at the 6:00 Regular Board meeting. Since Trustee Bertschy will not be available on June 22, Karrie Ross will send Trustees Bertschy and Sierra the audit information (when it is available) and schedule a Zoom meeting to review prior to the June 22 meetings. This meeting will include Katie Bermingham of CliftonLarsonAllen. The next formal Finance Committee meeting will be Wednesday, July 27 at 5:00. The agenda will include Old Business covered first with the User Fee Policy relative to the residency information. Then list of bills and monthly financials. Then move into the review of the Interfund Policy and Grant Policy. Trustee Sierra requested staff to please draft the Inter Fund Policy for review as there currently is no language to start from.

6) ADJOURNMENT:

At 2:40 p.m., Trustee Sierra moved to adjourn. Motion seconded by Trustee Bertschy and carried on a unanimous voice vote.

Respectfully Submitted by Alicia Woodworth
Executive Assistant and Secretary to the Board