

**MINUTES OF A MEETING OF THE FINANCE COMMITTEE OF THE PLEASURE DRIVEWAY AND PARK DISTRICT OF PEORIA, ILLINOIS HELD AT 5:30 PM ON WEDNESDAY, APRIL 24, 2024 AT THE NOBLE CENTER FOR PARK DISTRICT ADMINISTRATION, 1125 WEST LAKE AVENUE, PEORIA, IL**

**MEMBERS PRESENT:** Trustees Timothy Bertschy, Reagan Leslie Hill, and Executive Director Emily Cahill

**MEMBERS ABSENT:** Trustee Steve Montez

**TRUSTEES PRESENT:** Trustees Timothy Bertschy, Laurie Covington, Joyce Harant, Reagan Leslie Hill, Vice President Alexander Sierra, and President Robert Johnson

**STAFF PRESENT:** Executive Director Emily Cahill, Deputy Director Brent Wheeler, Brianna Cobb, Mike Friberg, Scott Loftus, Shalesse Pie, Karrie Ross, Attorney William Streeter, and Alicia Woodworth

**1. CALL TO ORDER**

Trustee Bertschy presided and called the meeting to order at 5:38 pm.

**2. ROLL CALL**

**3. CALL FOR A MOTION TO PERMIT MEMBER TO ATTEND MEETING REMOTELY**

No request to attend meeting electronically was received.

**4. MINUTES**

**4.A. Approval of March 27, 2024 Finance Committee Meeting Minutes**

Trustee Hill MOVED TO APPROVE the minutes of the March 27, 2024, Finance Committee meeting. Motion seconded by Executive Director Cahill and carried on the following roll call vote: Trustee Bertschy – Abstain, Trustee Hill - Aye, and Executive Director Cahill – Aye. (Results: 2 Ayes; 1 Abstain; 0 Nays)

**5. NEW BUSINESS**

**5.A. Review of Accounts Payable**

The Finance Committee members present confirmed they had reviewed the current listing of accounts payable and bills and had no questions or comments. Trustee Hill MOVED TO RECOMMEND the accounts payable and bills be presented to the full Board for approval and payment. Motion seconded by Executive Director Cahill and carried on a unanimous aye of those present.

**5.B. Monthly Financials**

Karrie Ross stated that a warm winter and early spring have spurred an early start to many of the District's spring operations. At the close of first quarter (1Q), total District operations were a net loss of \$3.3 million, which is normal, because it's not an active operating revenue generating season, there are no property tax revenues, and there's only one replacement tax payment in 1Q.

Although 1Q is a slower revenue quarter, most facility and program revenues were quite strong. RiverPlex membership revenue is up \$130k, Peoria Zoo is up \$41k, and golf is up \$226k compared to prior year. Together these create positive momentum going into the spring/summer season.

Even without scheduled property tax revenue, 1Q establishes important tax revenue baselines for the remainder of the year. But, 1Q establishes important baselines for the remainder of the year. First, the District's 2024 budget assumed a 6% increase in EAV. In early April, the County released the EAV information for 2024's property tax collections, and the increase was 6.86%.

Additionally, in 1Q the District receives only one replacement tax payment, which was 30% lower than prior year, and though not represented in the enclosed 3/31 income statement, in April the District received its second replacement tax payment, which is generally more significant, and that payment was 61% lower than prior year. In total, as of this report, replacement tax revenue is down 49% (\$638k). However, it is similar to 2019 and 2020, and is tracking as planned in the budget.

Further, in 1Q, District staff has been working to complete various grant reporting requirements, pursue receipt of grant receivables, and secure grant renewals. Staff has done a good job of completing reporting requirements for the City of Peoria's Logan and Morton Park Grant, OSLAD land acquisition grant (Diocese land acquisition), and the Clean Energy Foundation Grant (KDB property acquisition), which should mean the District will soon receive these grant funds (\$535k total receivable). Grant reporting has been completed for the 2023 DCEO festivals grant and DCEO program grant, and grant payments are being received. Staff has completed the paperwork requirements to finally secure an executed grant agreement for the DCEO capital improvement grant for GLC, which allowed for the project to go out to bid in early April. The District has received, and is working to complete, the ICJIA grant renewal paperwork for the 7/1/24-6/30/25 grant cycle. The District has not received any new information regarding 2024 DCEO program or capital grant funds. But, the concentrated efforts staff has put into managing grant paperwork is resulting in timely receipt of funds, and efficient grant renewal, when applicable. These grants, specifically, the ICJIA renewal, are important components to maintaining the District's operations and fiscal health.

We are still early in the fiscal year. But, operating revenue activity has positive momentum, expenses seem to be tracking as budgeted, and important tax and grant revenue baselines are on target for fiscal year 2024.

## **6. PENDING BUSINESS**

### **6.A. Travel Policy Review**

Trustee Bertschy stated that travel expenses are typically thought of as mileage, parking, airfare, lodging, and meals and incidentals. There are limits on what public officials can receive reimbursement. They include:

- Actual mileage to and from venue at IRS rate
- Parking cost for time there

- Coach or economy airfare or rail-fare at lower of actual or IRS rate
- Lodging at convention rate for convention dates at lower of actual or GSA rate rate (a variable rate determined by the GSA and defined by location of event)
- Meals (not included in ticket cost) and incidentals at GSA per diem rate (a variable rate determined by the GSA and defined by location of event)
- No payment of "compensation" is permitted under Illinois law

Park District currently states in regards to advances: The District may allow or provide for an advance of funds to pay for expenses described above, only upon submission of a request therefor containing all of the information above required, and within 10 days after completion of the travel, the person receiving such advance (except for per diem amounts and amounts paid directly by the Park District) shall submit receipts as above described, and account for any unexpended funds, or submit proper receipts for additional appropriate expense."

As such, Trustee Bertschy would like to suggest three options:

1. Continue with current policy
2. Do away with advances for meals and incidentals
3. Establish a per diem on non-included meals and incidentals at the lower of the IRS "no receipt required" per diem amount or the GSA per diem. This would be easier to enforce, still require lodging, travel and parking receipts or proof for reimbursement, but it is not tied to the actual expense of meals and incidentals.

Through discussion of the Finance Committee and Trustees and staff in attendance, consensus was given to modify the policy language implementing option #3 into the travel policy.

**7. OTHER BUSINESS**

None at this time.

**8. ACTION STEPS REVIEW**

None noted at this time.

**9. ADJOURNMENT**

At 6:39 pm, Trustee Hill MOVED TO ADJOURN. Motion seconded by Executive Director Cahill and carried on a unanimous aye of those present.

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Respectfully Submitted by Alicia Woodworth  
Executive Assistant and Board Secretary