

Minutes of the Budget Workshop Meeting of the Board of Park Commissioners November 27, 2017

The Budget Workshop Meeting of the Board of Park Commissioners was called to order by President Lapin at 6:43 p.m. at the Golf Course Clubhouse. Attendance was taken and the following were:

Present: Antokal, Caron, Cohen, Lapin, Patinkin (5)
Absent: None (0)

And there was a quorum in attendance. Also in attendance was Jeff Nehila, Secretary/Director; Bob Taylor, Jay Zahn, Linda Anderson, Tony Korzyniewski, Sherry Prause, staff members; John Gierut, Peter Manjan, DHS students, were in attendance for a portion of the meeting.

Staff opened the discussion on the proposed 2018 budget by review of summary data / charts including the following:

- A. Revenue and Expense Totals by Fund with Fund Balances
- B. Governmental Funds-Combined Summary
- C. G. & A. and Parks Maintenance Charges
- D. Capital Replacement Schedules all Budget Areas

- 1. General Fund/Corporate
 - a. #12 Communications
 - b. #10 General Administration
 - c. #11 Park Services
- 2. #60 Recreation Services Fund
 - a. Administration
 - b. Swimming Pools
 - Pool Advisory Committee Recommendations
 - c. Sachs Recreation Center
 - d. Jewett Park Community Center
 - e. Patty Turner Center
 - f. District Wide Programming
- 3. #20 Golf Operations
 - a. Golf Advisory Committee Recommendations
 - b. Clubhouse Operations
 - c. Maintenance Operations
 - d. Driving Range/Learning Center Operations
- 4. Special Funds
 - a. #84 Social Security
 - b. #85 Special Recreation
 - c. #86 IMRF
 - d. #87 Insurance Liability
 - e. #88 Audit
 - f. #89 Debt Services

The following questions/comments regarding the budget and operations that surfaced through the course of discussion are as follows:

- In Fund Balances, Commissioners asked why we have a negative ending balance for Insurance. Staff explained that we have had an out of the ordinary upward trend in unemployment insurance and have spent more than we have put in. We are going to be proactive next year to try to reduce that.
- Commissioners pointed out that IMRF is also in the negative and suggested committing funds to Insurance and IMRF to bring to policy level of three months of expenses. Staff stated that monies could be moved from the General Fund.
- Commissioners suggested committing additional fund balances to district-wide land acquisitions.
- Commissioners suggested increasing Jewett Park Improvements by \$750,000.
- Commissioners asked why there was an 11.13% increase in the General Operations Expenses. Staff explained that it isn't any one item but is across all the Government Funds.
- Commissioners asked why we are considerably higher every year starting in 2018 in Office Computer Equipment. Staff responded that we are starting to do significant work such as replacement of the main server at Jewett.
- Commissioners asked why there is a big change from 2018 to 2019 in Government Funds for Sachs Recreation Center. Staff responded that it is due to the women's locker room renovation as well as resurfacing of the track. The track could get pushed to 2020 depending on funds.
- Commissioners asked in the Enterprise Fund for the golf course in 2019, what the \$369,000 is for. Staff responded that it is for the irrigation pump, flooring and equipment purchases. Commissioners asked if we could spread the funds out. Staff responded that we could do that.
- In #12 Communications, Commissioners noted that on Page 2-26 all of the numbers in the bottom portion should be negative. Staff commented that it's a quirk of our software that if there's no revenue and only expenses it presents it as positive.
- In #10 General Administration, Commissioners asked if the P-card rebate money was designated to anything specific. Staff responded that it will go towards the holiday party.
- Commissioners asked how many AEDs we have in the district. Staff responded that we have 14 throughout the facilities and 2 portables.

- In #11 Park Services, Commissioners asked if it would be possible to get park benches installed that actually face the Crabtree soccer field at Woodland Park. Staff responded that we could certainly consider putting some in.
- Commissioners asked if the Deerspring roof would be installed immediately following the closure of the pool. Staff responded that we would have to do it before the swim season or at the end and the end is a better time for staff.
- Commissioners asked about the increase in reimbursements. Staff responded that it is due to the Mitchell Tennis Court reimbursement of \$50,000 from the village.
- Commissioners asked if we could increase the amount for tree replacement. Staff responded that we can increase it. This year we planted about 35 trees but ran out of time for planting.
- Commissioners asked if we were still providing snow removal for all of SD109. Staff responded that we do still provide this service.
- Commissioners asked if we were cutting down on part-time staff for the summer. Staff responded that we received funds from DYBA and AYSO to cover some of our labor costs and therefore are able to reduce our part-time budget.
- Commissioners asked if we could add percentages to the account centers. Staff is working on being able to add this information.
- In #60 Recreation Services, Commissioners agreed that to be fair to all we should alternate the opening of the pools each year.
- Commissioners asked if the winners of the Adult Winter Basketball leagues get cash rewards. Staff responded that we give cash prizes to the top 3 teams.
- Commissioners asked why, under Specialty Birthday Parties, did the Professional Services double. Staff responded because we have moved towards using more professional staff for several of the parties. We do still use hourly staff for some of the specialty parties.
- Commissioners asked why the Patty Turner Center Grant & Donations increased by \$25,000. Staff responded that most of it is the half of the operating expenses the village pays and includes any increases in expenses staff might be anticipating for 2018. It also includes township monies and monies that have come in for sponsorship of the band. Staff will investigate to make sure it's accurate.
- Commissioners asked why in Wage and Salaries is Administration going down so much. Staff responded that one full-time position went from Administration to Operations. Staff

also pointed out that we are getting an additional \$25,000 from the village for capital expenditures.

- Commissioners asked if we are phasing away from hourly people for the After School Enrichment programs and moving towards contractual staff. Staff responded that the majority of the enrichment programs are taught by contractual staff. We do give the PTOs a percentage of the net revenue.
- Commissioners recommended putting explanations of large differences or over budget items in the narratives.
- Commissioners asked if in the future we could start an emergency fund for unexpected repairs that might come up at Sachs Recreation Center.
- Commissioners asked about the budgeted decrease for revenues and a budgeted increase in expenses for Personal Training from 2017 to 2018. Staff explained that a portion of the personal training revenue was split out this year because of Fit Start.
- Commissioners stated that the Rhythmic Gymnastics group should start renting the space after the 10-year contract ends in May.
- Commissioners asked why the Open Swim, Open Gym and Open Track are listed under rentals. Staff stated that this would be easy to change next year.
- Commissioners asked if the budgeted amounts for fee revenues under programming are realistic. Staff is proposing a projected deficit larger than we have ever approved. Commissioners reminded staff that it is fine to budget lower and come out ahead.
- Commissioners asked how the expenses are broken out between the Sachs Center Health Club and Sachs Center Rec Center. Staff responded that there is no real overhead in the fitness portion except staff and maintenance of the equipment. All the overhead is in the Rec Center.
- In #20 Golf Operations, Commissioners expressed concern over the 21.5% increase in losses from estimated 2017 to budgeted for 2018. Staff stated that if you take off the bonds the numbers aren't so bad and 2018 will be that last bond payment. Staff has already put a list together for each of the budget areas with particular line items that will be reviewed throughout the year to determine if any reduction can be made.

Staff stated that the outcome of the last Workshop Meeting was to put the course on a path to be self-sufficient and create fund balances in five years. Some of the items projected and put in the budget this year were things that were brought up that were service related and wanting additional services and providing the services cost money.

Commissioners stated that the reason to add those services is to get more golfers and more revenue if we are adding costs and not getting more revenue than that's not the intent of increasing costs. Staff stated that a couple of key initiatives were implemented this year to fill in the 9 hole play slots and it's a good strategy to try to get the extra revenue. If you look at the revenue it's projected to be more next year. Staff noted that expenses are also increased in large part due to having to replace the ball machine at the range.

Commissioners stated concern going forward in the out years that we don't count on that bond payment going away to save everything because we already have a good use for it. Staff stated that the concern is shared but going into next year it's not a lucrative number but we will do the best we can but it's not going to be overwhelmingly better.

- Commissioners asked if the operating expense percent of revenue could be added to the driving range, learning center and operations.
- Commissioners asked why there was such a big wage increase for the driving range. Staff responded that in the driving range and in the learning center we needed to add in a learning center associate league person to free up Trena to do more teaching.
- Commissioners suggested doing more of a general narrative explaining high points and low points in more detail.
- Commissioners asked why the operating expenses were increasing so much at the driving range. Staff responded that we will be replacing all of the range balls next year.
- Commissioners suggested staff seek out a sponsor for the range balls to help cover costs.

As there was no additional discussion/questions, the materials in the proposed working budgets will be incorporated in the Budget and Appropriation Ordinance and presented to the Board for adoption at the January Board Meeting.

Motion made by Vice-President Cohen, seconded by Treasurer Antokal, to adjourn the Budget Workshop Meeting at 9:40 p.m. Voice vote as follows:

AYES: Cohen, Antokal, Caron, Patinkin, Lapin (5)

NAYS: None (0)

Motion passed in a voice vote.

Respectfully submitted,



Jeff Nehila, Secretary