

Minutes of the Budget Workshop Meeting of the Board of Park Commissioners November 26, 2018

The Budget Workshop Meeting of the Board of Park Commissioners was called to order by President Cohen 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, Jason Mannina, staff members; Carol Irgang, resident; Pam Irgang, Brandon Golub, Charlie Scornavacci, Sam Scornavacci, Finn O'Machel, Owen Korrub, DHS students, were in attendance for a portion of the meeting.

Matters from the Public

President Cohen welcomed visitors and guests to the meeting.

The DHS students were present to observe the meeting for a class project.

Staff opened the discussion on the proposed 2019 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

Included this year are memos explaining 10% variances in funds. Also included as appendices are the Salary and Wage Scales and updated Organizational Chart.

- 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 #12 Communications, Commissioners suggested being consistent in all the reports by adding a percentage change column for budget to the budget.
- Commissioners noted that at the bottom of each worksheet indicates a report surplus or deficit, the deficit is shown in brackets, however, when we extend we use a minus sign and suggested being consistent by using the same method.
- In #10 General Administration, Commissioners asked why dental insurance went down so much but health insurance went up. Staff explained that dental insurance has a yearly cap while health insurance does not so it's easier to control the expenses in dental. This also reflects the experience in our pool including the village and library.
- Commissioners asked why there was a large increase in our software licensing. Staff responded that we are purchasing a new RecTrac module, server modules and a new payroll processing system. Most of the increase is in new acquisitions.
- In #11 Park Services, Commissioners asked if the budgeted amount for a PVC liner at Deerspring included the labor. Staff responded that it does include labor.
- Commissioners mentioned that the year to date is higher than end of year projected in the part-time maintenance fund. Staff responded that at the end of the physical year money is transferred from one fund into two different funds after we get reimbursed from our affiliates.
- Commissioners asked about the variance in projected amount in a reimbursement for park services fund. Staff responded that is due to the projected cost and actual cost of the Mitchell Park Tennis Court resurfacing.
- In #60 Recreation Services, Commissioners asked if we are competitive with our hourly pay with other area park district for lifeguards. Staff responded that we are a little on the low side but to make a large jump now would mean taking a big hit instead of increasing a little over the next couple of years to get to the \$10 rate.

- Commissioners asked if we had problems hiring lifeguards this year. Staff responded that we did have a problem with hiring, but it seemed to be a common problem amongst other districts as well. Staff has already attended a job fair, visited the high school, has a job fair planned and advertises at the junior colleges and many other places.
- Commissioners asked which fund the concession monies go into. Staff responded that they go into rentals.
- Commissioners asked when the Sachs Recreation Center 10-year celebration will be held. Staff responded that the exact time hasn't been set but will be soon.
- Commissioners noted the on-going deficits from the budgeted deficit to the estimated deficit is very large with an increased deficit for 2019. Commissioners stated that we have never discussed an absolute amount of subsidy for Sachs but maybe it's time to do that. Looking at how much over budget 2018 was and if it's going to happen again in 2019 that amount is significantly more than the subsidy.
- Commissioners asked which fund the easement fees for Sachs were in and suggested have a separate line item since it is such a large amount.
- Commissioners asked if we were going to continue to offer birthday parties that make no money. Staff responded that we will be changing that.
- Staff reported that a source of revenue that will be coming back to Sachs is rentals fees from North Shore Rhythmic Gymnastics.
- Commissioners asked why the year to date is higher than the projected in the Specialty Birthday Parties. Staff responded that it might be some extra money that needs to be moved to Sachs birthday parties. Staff will double check this.
- Commissioners asked if we could place discussion of park district support for Family Theater and Community Band on the agenda for a future workshop meeting. Staff responded that this can certainly be an agenda item in the future.
- In #20 Golf Operations, Commissioners asked if there was an offset for the Hole-in-One insurance. Staff responded that it is already built into the expense in Contractual Services.
- Commissioners stated that staff is being overly optimistic. They would rather see the golf course budget a less anticipated increase and look better at the end of the year.
- Commissioners questioned the \$150,000 for the replacement of the irrigation pump. Staff listed this on the Capital Projects list this past summer knowing it was going to need to be replaced.

- Staff commented that the board will need to determine how much money the park district wants to put towards supporting the golf course.
- Staff asked if the board would like the budget redone in a more conservative manner. Commissioners commented that it was up to staff. Staff asked instead of redoing the entire golf budget would the board be opposed to paying for the pumps out of the general fund. Commissioners felt that it really didn't matter where the money came from it was the district paying for it.
- Commissioners asked about the resident & non-resident seasonal pass. Staff responded that they are trial passes we sell in early spring and late fall. Purchasers can put the monies paid towards a full season pass.
- Commissioners asked about the increase in the Property Rentals line item. Staff responded that the increase is due to the new rental group that will be at the course for the 2019 season.
- Commissioners asked if we could make a new line item named Pro Fees or add Pro to the Property Rental line item.
- Commissioners asked if we were replacing the ball picker or just repairing it. Staff responded that we are repairing it.
- Commissioners thought staff was overly optimistic in budgeting for Golf Merchandise. Staff responded that our merchandise resale should be up this year. The increase in demo days should help sell more merchandise.
- Commissioners asked what the difference is between the Inside Liquor Sales and the Bar Sales line items, they have the same definitions. Staff feels that these line items should be combined. Staff needs to make sure that RecTrac is set up with the proper G/L Codes so that recording is accurate.
- Commissioners asked if staff could provide a report showing a breakdown of banquet, outing and daily sales for food. Staff said that a report could be provided.
- Commissioners would like to see the golf course start planning for the for the future by allocating monies each year towards future capital projects and needs.
- Commissioners requested golf be a topic of discussion for an upcoming workshop meeting.
- Commissioners asked about the breakdown of Paths and Parking Lots by park but then there is a Parking Lots and Paths single line item with two large amounts of money. Staff stated that one is for Maplewood and it is on the board capital list. Commissioner stated

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that we should only have individual line items. Staff responded that because we have just started putting them in individual line items by park it should have been removed.

Motion made by Vice-President Patinkin, seconded by Commissioner Antokal, to adjourn the Budget Workshop Meeting at 9:21 p.m. Voice vote as follows:

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

NAYS: None (0)

Motion passed in a voice vote.

Respectfully submitted,



Jeff Nehila, Secretary