

DeKalb Park District
February 1, 2007
Board Workshop

BOARD MEMBERS PRESENT: President Dave Male, Commissioners Joan Hanson, Dave Mason, and Mike Teboda, (Vice-President Matt Volk was absent).

STAFF MEMBERS PRESENT: Executive Director Cindy Capek, Assistant Director Brad Garrison, Assistant Director Lisa Small, Josephine Knoble, Russ Robinson, Roger Huber, Scott deOliveira, Colleen Belmont, and Bill Ryder.

OTHERS PRESENT: None.

I. Meeting Called to Order

President Male called the February 1, 2007 Board Workshop to order at 5:15 p.m.

II. Budget Discussion

Director Capek explained that staff would review the proposed FY2008 operational budget for each department and then reply to any questions.

Director Capek said that in the Administrative Department the salaries reflected a 4% increase while the health insurance increased by 16% over last year.

Asst. Director Small commented that the budget to actual figures were representative of revenues and expenses through December. The District would incur two more months of expenses and revenues to be reflected prior to the District's fiscal year end on February 28.

Asst. Director Small noted that \$1,000 was spent of the \$25,000 budgeted for the Comprehensive Plan, the remaining \$24,000 would be a carryover to FY2008. She reported that a portion of deOliveira's salary would be reflected in the Administration Department because of his work on agency wide marketing. Finally, \$6,000 had been allocated for Corn Fest expenses.

Commissioner Hanson inquired about the line item for salaries in the Administration Department. Asst. Director Small said that it included her salary, Capek's salary and a portion of Knoble's salary. A portion of Knoble's salary was also included in the Capital Projects department because of her work with various capital projects.

Asst. Director Small said there were minor changes to the proposed Parks Department budget. She explained that certain positions had been reclassified from salary to wage positions this past year, and thus causing the fluctuations in certain line items. The Park Foreman's position was the only salaried position in the parks department with the exception of a portion of Asst. Director Garrison's salary also being charged to

compensate for his oversight of the department. Also, a portion of the Landscape Supervisor's wages would be charged to the Museum Fund for work performed at the Ellwood House.

Asst. Director Garrison reported that he was investigating the installation of a wood-burning oven at the Maintenance Department as an alternate source of energy.

Asst. Director Small said that the District's workers' compensation premium was increased by 45% due to our claims experience. She further noted that the District was working closely with the Zenith to provide safety-training sessions. We were also in the process of instituting a safety shoe program for the Maintenance Department and were complying with safety rules and procedures as recommended by Zenith.

President Male inquired about the workers' compensation company. Asst. Director Small replied that the Zenith was recommended to the District by the Crum Halsted Agency and that staff was pleased with their professionalism and responsiveness.

Asst. Director Small explained that prior to the end of the fiscal year; fund balances from the General Fund would be allocated to the IMRF and Social Security Funds to offset deficits.

Program Director Belmont said that she anticipated additional revenues in January and February that would be a better representation of her proposed budget. She has had success with several new programs and anticipated several new programs this spring.

Commissioner Mason inquired if staff had applied for the HUD grant. Belmont explained that last year the District only received a small portion of the grant, however, she had completed the grant for this year.

Belmont said that she was pleased with many of her programs being instructed by contractual companies. Although the profit to the District was not as great, the consistency and quality of the programs was much better and had better attendance.

Athletic Director Ryder reported that the Athletic Department would experience an increase in revenues next year due to the \$5 increase across the board for individual program fees. The budget also reflected an increase in expenses for staff training and credit card fees because of the higher number of program registrations completed by phone.

Commissioner Hanson inquired about the replacement of the turf at the Sports & Recreation Center. Ryder replied that staff anticipated it would be replaced within 3-5 years. Asst. Director Garrison commented that he had spoken to various vendors at the annual IAPD/IPRA Conference and a ballpark replacement cost was approximately \$300,000.

Director Capek said that staff was in the process of applying for an energy saving grant. The grant could cover a portion of cost to replace the lighting fixtures at the Sports & Recreation Center with more efficient ones resulting in a reduction in the monthly electrical bills.

Asst. Director Small reported that Food & Beverage Administrator Holdridge had done a great job with concessions sales.

Commissioner Teboda inquired about the work to be completed at McCormick Park. Asst. Director Small replied that staff would be pouring a cement slab for the concessions trailer.

Asst. Director Small explained that part-time employees who worked a total of 1,000 or more hours were now enrolled in the Illinois Municipal Retirement Fund (IMRF).

Asst. Director Small reviewed the proposed Museum Fund budget. This included allocation of maintenance wages for work performed at the Ellwood House and Nehring Center. She said that rental income from the Nehring Center was utilized to offset the utility costs of the building. Finally, the District in conjunction with Northern Illinois University funded the Nehring Center Gallery curator and assistant curator positions.

Asst. Director Small reviewed the fund balance in the Special Recreation Fund and explained that a portion of those funds would be utilized to cover the costs of various projects next year. Due to the Districts ability to levy 4%, funds were available for ADA improvements.

Asst. Director Small explained that property taxes were collected in the Debt Service Fund and then utilized to pay off District bonds.

Buena Vista Superintendent Robinson said that the budget proposed was relatively unchanged with the exception of increases in health insurance and fuel.

Director Capek said that the proposed Buena Vista Golf Course budget showed a surplus of revenues over expenditures.

Commissioner Teboda inquired about the progress in the renovation to the Buena Vista clubhouse. Robinson reported that he and Asst. Superintendent Wilson had renovated the entire clubhouse and was in the process of completing the project.

Commissioner Teboda also inquired about the Buena Vista parking lot. Director Capek said that the first estimate was higher than she and Asst. Director Garrison had anticipated and that staff was looking at alternatives. Hitchcock Design Group visited the site to look at the parking lot and to also look at the Ellwood House lighting and parking lot.

Director Capek reported a \$38,000 deficit in the River Heights Golf Course budget. Golf staff had been meeting to discuss options to increase marketing and expand outings. Commissioner Mason recommended that Buena Vista and River Heights share resources and equipment to decrease expenses.

Commissioner Teboda asked why the proposed FY2008 salary line item budget was lower than the current FY2007 budget. Director Capek replied that the decrease was due to the re-classification of jobs from salaried positions to hourly positions that were reflected elsewhere in the budget.

Facility Administrator/Marketing Coordinator deOliveira said that he would review a slight increase to pool pass fees and daily fees at the February Board meeting and that the budget reflected this increase. Overall, the aquatic center revenues were estimated to increase by approximately \$15,000.

President Male inquired if the trend of larger aquatic centers was on the rise. deOliveira replied that he was not certain, but that he noticed a change in the style of water parks and aquatic centers being constructed.

Commissioner Hanson stated that in FY2007 \$70,000 was budgeted for facility revenues, but that only \$48,000 was reflected in the budget. deOliveira replied that numerous rental fees were to be paid in January and February and that the Administration Office rental fee was not yet reflected in the figure.

Lastly, deOliveira reported an increase of \$2,500 in revenue for the Terrace Room. He was pleased to report that the Terrace room was almost completely booked for the upcoming spring, summer, and fall months.

Commissioner Mason inquired about possible renovations to the aquatic center locker rooms. deOliveira replied that the cost to renovate the locker rooms was very high. Commissioner Mason stated that from a cosmetic standpoint replacement of the lockers should be considered. deOliveira replied that he would research the cost.

deOliveira also reported an increase in wages for FY2008 due to the increase of the minimum wage pay rate.

Commissioner Teboda inquired about the rental cost of the Terrace Room. deOliveira replied that the base rental cost was \$450 for a period of 6 hours.

III. Other Miscellaneous Business

There was none.

IV. Adjournment

Commissioner Hanson made a motion to adjourn the February 1, 2007 Board workshop at 6:25 p.m. Commissioner Teboda seconded the motion and all members voted unanimously in favor.