

**DeKalb Park District  
January 16, 2013  
Board Budget Workshop**

**BOARD MEMBERS PRESENT:** President Joan Berkes Hanson, Commissioners Dave Mason, Mike Teboda and Phil Young. Commissioner Mario Fontana was absent.

**STAFF MEMBERS PRESENT:** Director Cindy Capek, Asst. Directors Brad Garrison and Lisa Small, Colleen Belmont, Scott deOliveira, Jane Holdridge, Roger Huber, Josephine Knoble, and Bill Ryder.

**OTHERS PRESENT:** Dean Holliday and David Thomas.

## **I. Meeting Called to Order**

President Hanson called the January 16, 2013 Board budget workshop to order at 5:30 p.m.

Director Capek explained that she met with Doug Holzrichter of PHN Architects to discuss the Hopkins pool project and to determine the engagement process for the Board and public to plan the pool. The first step would be to gather input from the Board followed by community forums.

After some discussion, the Board re-scheduled the regular monthly Board Meeting from February 14, 2013 to February 7, 2013. The study session will begin at 6 p.m. and the public meeting at 7 p.m.

The Board tentatively scheduled a meeting to discuss the pool plans on February 4 or February 8, 2013 between 1-3 p.m. and also a public meeting to gather input from the community on February 28, 2013 from 6:30-8:30 p.m. Director Capek noted that she would confirm the dates with the Architects.

Commissioner Mason requested that discussion in regards to the NIU Golf Outing scheduled for early May be added to the agenda. The Board was in agreement.

## **II. Budget Discussion**

### **1. General Fund Budgets for FY2014**

Asst. Director Garrison highlighted the proposed FY 2014 Museum Fund budget and noted that some maintenance and improvements that were not completed at the Ellwood House in FY 2013 would be completed in FY 2014. The unexpended funds for those projects were also included to the FY 2014 proposed budget.

As part of the DeKalb Park District Master plan, staff would be competing exterior wood repairs, painting, tuck pointing, lintel replacement, basement valve replacements and tile replacement in the Veranda. He also noted ADA projects and plaster repairs to the Cistern Room, repairs to the East porch, wall repairs, and removal & reinstallation of the paver walkway on the East side of the mansion.

Director Capek noted that staff was utilizing the ADA Transition Plan to guide them on ADA projects to be completed each year.

Garrison highlighted the proposed FY 2014 budget for the Nehring Center and noted the projects to be completed were as follows: tuck pointing work on the South wall, door & window replacement, roofing & flashing work on the North side of the building and other miscellaneous masonry, plumbing, and electrical work.

In the proposed FY2014 Parks budget, Garrison noted that insurance cost for the department was increased by approximately \$20,000, while part-time maintenance and office wages were decreased due to the reduction of staff work hours to 29 hours per week. A reduction in the salaries line item and the increase in full-time maintenance wages were due to the reclassification of the Park Foreman position from salary to hourly. The unexpended FY2013 salaries budget was due to the Park Foreman position vacancy that occurred in May 2012.

Commissioner Teboda asked why the Park Foreman position was reclassified from salary to hourly. Asst. Director Garrison replied that the position was reclassifying to meet the non exempt employee classification. The position responsibilities of the Park Foreman entitle him/her person to overtime compensation for their work.

President Hanson asked if wages were increased to allow for landscaping personnel to care for the golf course flower beds. Asst. Director Garrison replied that staff was still in the process of assessing different options.

Program Director Colleen Belmont reported on the proposed FY 2014 budget for the recreation department and noted that revenue in the gymnastic program was expected to increase and reach revenue levels as in previous years due to increased marketing, changes in the class schedule, and the hiring of new instructors by the contracted gymnastics company.

Belmont noted that dance programs have decreased in popularity and that the program space was being utilized to accommodate additional fitness classes. Youth programs were expected to remain the same. Belmont stated that day camps were very successful last year and contributed the success to early bird registration, field trips, and additional promotional materials. The same expectation remained for FY2014.

Belmont noted a slight increase in rental fees and an increase in fitness pass revenue in FY2014. Fitness passes will be increased from \$5 to \$20 and will provide a full year of free use of the Haish Gym Fitness Center, open gym, and the indoor walk program at the Sports & Recreation Center.

Athletic Director Bill Ryder reported on the proposed FY 2014 budget for the athletic portion of the recreation department.

Ryder stated all youth programs were maintaining steady enrollment and he did not anticipate any significant increases or decreases in FY2014. Adult programs also remained constant with the exception of the adult softball program which has declined over the past few years. The budget, he explained, was adjusted to reflect this change.

Commissioner Teboda asked if Ryder would consider offering a 16" softball league. Teboda stated that it was played in Sycamore and has regained popularity in the past few years.

Director Capek noted that sports cycle in popularity and could be a good time to reoffer it. Ryder noted that he would consider it. Ryder reported that he was also considering offering a female fast pitch league since the sport had gained popularity in the last few years.

Ryder noted that the youth and adult indoor soccer programs were at maximum level in FY2013 and were projected to be the same in FY2014.

In the proposed FY2014 budget, the part time staff budget line item was eliminated and all athletic department staff will be full time, seasonal or contractual.

There were no other significant budget increases and the fee structure for athletic programs will remain the same with the exception of the following:

Field house rental will be increased from \$125/hour to \$140/hour  
Indoor soccer team fees will be increased from \$300/team to \$350/team  
Open walk/gym fees will be increased from \$10/year to \$25/year  
Open walk/gym-renewal fee will be increased from \$5/year to \$20/year

Lastly, the turf at the Sports & Recreation Center was scheduled to be replaced in the summer of 2013 with funds budgeted in capital projects.

Commissioner Young inquired if there was a buy back or recycling program for the old turf. Ryder replied that staff was in the process of researching various options.

Commissioner Mason inquired if the Sports & Recreation Center would be utilized by NIU Athletics in FY2014. Ryder noted that they will continue to utilize the Sports & Recreation Center, but he was not certain to what extent, since NIU was completing the construction of their own indoor center.

HPCC Director Scott deOliveira reviewed the Hopkins Park Community Center current budget and explained that he anticipated revenue totals would be slightly lower due to smaller functions held in the Community Center, a decrease in bar service, and also a decrease in linen service.

deOliveira noted that the significant increase in the maintenance contractual line item was due to an unforeseen mold problem, duct cleaning, and air quality testing completed in the east wing of the administration office totaling \$6,073.

deOliveira reviewed the proposed FY2014 budget for the Hopkins Park Community Center and noted that there were only minor adjustments made to the budget for the upcoming fiscal year.

Asst. Director Lisa Small noted changes in how property taxes can be distributed between funds and noted that additional property tax money will be distributed into the General Fund to cover expenses. Small noted that the District will no longer have to transfer money from the Recreation Fund into the General Fund to cover costs associated with the Recreation Fund.

There was also a minor increase in the marketing budget for FY2014 to accommodate the design of a new Park District website.

## **2. Special Revenue Fund Budgets for FY2014**

Asst. Director Small reported no major changes to the proposed FY2014 Audit Special Revenue Fund and noted that the fund covered expenses associated with the District's audit.

Small reviewed the FICA, Insurance and IMRF Special Revenue Funds and noted that the IMRF fund was balanced and the early retirement incentive paid off.

Small also reviewed the Special Recreation Special Revenue Fund and noted that under the ADA/Accessibility Audit line item, \$191,000 was budgeted to be utilized in FY2014 to complete district wide ADA capital projects. Small also noted that this fund had a large fund balance.

## **III. Proposed Merit Pool**

Director Capek reviewed the District's Pay Grade Scale and merit program.

Capek provided the Board with a historical record of the merit program since its inception in 2008 and recommended that the Board take into consideration approving a total of \$35,000 for merit increases to full time employees. She explained that the merit pool represents 3% of the total wages paid last year and requested that the merit pool be absorbed within the budget given the increase in the annual levy of \$65,581. Capek explained that District staff has taken on additional responsibilities without the hiring of additional help and that over the past few years employees have experienced steady annual increases in dependent health care cost.

President Hanson noted that 14 employees were already at midpoint for their position grade and that 2 employees were above the midpoint range. Capek explained that employees who exceeded the 120% Compa Ratio would receive a flat merit increase and their base salary would remain the same.

Capek noted that pay grades and pay maximums/caps are necessary to prevent all positions from growing without limits.

## **IV. Seasonal Wage Schedule**

Director Capek noted that the proposed salary schedule was for part time and seasonal employee wages with an additional column showing proposed wages for returning part time and seasonal employees.

Capek noted that due to new changes in health care, part time and seasonal employees will be restricted to 29 hours per week with the exception of staff working at the pool and at day camps. According to new laws, programs less than 120 days long were exempt from the 29 hour per week rule.

## **V. Informational Only: River Heights Outing Packages Pricing**

The Board was provided with a listing of golf outing packages and pricing.

Commissioner Mason asked for an additional \$5 discount for the NIU Golf team scheduled to host a fundraising golf outing at the beginning of May. Mason noted that the course was typically not in great shape in April and May.

Director Capek explained that it was important that the Board establish fees and that those fees be consistent for all parties.

President Hanson proposed that early spring and late fall packages be discounted. Commissioner Mason proposed that pricing only be discounted for April and May outings when weather and golf course conditions are not as favorable and to maintain fall outing prices as proposed.

After some discussion, the Board proposed a fee of \$35.00 per person for April and May golf outings. Clubhouse Operations Manager Jane Holdridge noted that a group of 32-40 person was considered a golf outing. The Board will re-visit the outing prices again next year.

## **VI. Adjourn Meeting**

President Hanson adjourned the meeting a 6:30 p.m.