



Skokie Park District



FINANCE COMMITTEE MEETING MINUTES Wednesday March 8, 2017

The Finance Committee Meeting of Wednesday, March 8, 2017, was called to order by Chairman Michael Alter at 6:16 p.m. In attendance were President Clarito, and Commissioners Aberman, Reid and Yanes. Staff in attendance included Director John Ohrlund, Superintendent of Recreation and Facilities Michelle Tuft, Marketing Manager Jim Bottorff, Assistant Superintendent of Recreation Jon Marquardt, Emily Oaks Facility Manager Lee Hansen, Museum Facility Manager Amanda Hanson, Office Manager Dima Kirland and Superintendent of Business William Schmidt.

Budget Presentation by Fund

Director Ohrlund opened the meeting with an introduction on the budget, the format of this year's budget presentation, and the overall strong state of the financial picture of the Skokie Park District. He then reviewed the Vision Statement, Mission Statement and the Core Values of the District. A comprehensive detailed analysis of the Emily Oaks Nature Center and the Skokie Heritage Museum will be presented by Jon Marquardt, Lee Hansen and Amanda Hanson. Director Ohrlund introduced Superintendent of Business Bill Schmidt who took the Committee through the budget.

Mr. Schmidt started with the overall summary of all of the funds, operating, auxiliary and capital, showing the addition/deletion to fund balances and the use of these fund balances to finance capital projects. Mr. Schmidt pointed out the assumptions highlighted in the budget book. Assumptions include the use of Corporate and Recreation Fund balances to pay for some major capital items. Other assumptions include utility, health and 3% salary pool increases along with the continued philosophy change in the funding for the July Fourth Parade Committee still at \$8,000. Mr. Schmidt described the Corporate Fund (#10), administration area only, explaining the highlights of the center.

After answering all questions, Mr. Schmidt introduced Jim Bottorff, Marketing Manager who made a detailed explanation of the Marketing and Sponsorship activities. Mr. Bottorff highlighted some areas of increased marketing for next year including aquatics and golf. Mr. Bottorff went through the fundraising process and how those dollars get transferred out to various events and festivals.

When all questions were answered, Mr. Bottorff introduced John Ohrlund who took the Committee through revenues and expenses at both Park Services and POOCH Park. Mr. Ohrlund began by expressing the great job the men and women of Park Services do in support of the rest of the District. A highlight in next year's budget was a tree grant for \$7,777 the District will receive.

After answering all the questions, Mr. Ohrlund introduced Jon Marquardt who presented Fund 20, Recreation Fund. Administration, Camps, Devonshire Cultural Center, Oakton Community Center, Childcare, Teens, Special events and Festivals are all a part of the Recreation Fund. Administration is where property taxes are collected

and expenses include the cost of the administrative staff and allocations. These property taxes help fund other areas within the Recreation Fund. Camps were next where the District shows a nice return on summer programs.

Mr. Marquardt then discussed Devonshire Cultural Center including administration, preschool programs, cultural arts, children's programs and the Devonshire Playhouse. Questions were asked concerning the cultural arts portion on actual results compared to budget. Mr. Marquardt explained three reasons; aggressive budgeting, high schools teaching music after school and new local dance studios in the area.

Mr. Marquardt continued with an analysis of the Oakton Community Center including administration, senior programs, adult programs, Still Acting Up and the Exploritorium. Highlights were the Exploritorium and an increase in senior trips mainly due to the purchase of an additional senior bus.

Mr. Marquardt moved on to childcare which includes Tot Learning Center and SPACE. Revenues continue to increase. Tot Learning Center continues to be at capacity and is one of the top day care facilities in the area. Mr. Marquardt reported the District is continually looking to find ways to get more teens involved. Mr. Marquardt next discussed special events and festivals listing all of the events the Park District offers. The Village of Skokie continues to contribute funds to the major special events. After answering all questions from the Committee, Mr. Marquardt introduced Ms. Tuft.

Ms. Tuft took the Committee through the Revenue Facilities Fund. Ms. Tuft started with the summary of Fund 40 showing a negative return of (\$213,547) mainly due to the temporary closure of Fitness First. This Fund is highly weather dependent. Athletic Classes have been moved from Athletics area to be a part of the Weber Center activities. Also a new extended camp was added to the camp program and put under the Weber Center facility. Ms. Tuft continued with the balance of the fund starting with the Dammrich Rowing Center which now shows a slight profit. Ms. Tuft next discussed Skokie Sports Park and Weber Golf Course. As a combined operation golf is still contributing positively to the bottom line. There will be an increase in marketing to promote this activity. Ms. Tuft went on to the Skatium which is showing great attendance in both hockey and figure skating programs. Next Ms. Tuft addressed aquatics as a whole which in fiscal 2018 is based on a "normal" summer. Outdoor aquatics are very weather related. Indoor swim lessons are showing a better return this year and next because it is now a strictly park district program. Final area was Athletic camps which are continuing to meet profit goals and are now under the leadership of Breanne Schnoor. With all questions being answered, Ms. Tuft introduced Mr. Jon Marquardt who discussed athletics as a whole. Athletics, pickle ball and CSL basketball are showing more interest. The Park District has now taken over the feeder programs for High School District 219. It has started with tackle football and has added the Wolverine wrestling program.

Mr. Marquardt then addressed the Museum Fund. Mr. Marquardt highlighted the major areas in the Museum Fund which includes administration, Emily Oaks Nature Center, and Skokie Heritage Museum. Mr. Marquardt introduced Ms. Lee Hansen Emily Oaks Nature Center Facility Manager. Ms. Hansen gave a fantastic history, current update and analysis of Emily Oaks Nature Center. Ms. Hansen and Mr. Marquardt took the Committee through each area of Emily Oaks Nature Center. The Nature Center has programs for all ages, not just children. The Center is growing in visitation and their mission of helping to build relationships with the natural world is definitely working. After

all questions from the Committee were answered Mr. Marquardt introduced Amanda Hanson, Facility Manager of the Skokie Heritage Museum. Ms. Hanson gave an equally fantastic history, current status and analysis of the Museum. Ms. Hanson and Mr. Marquardt took the Committee through every area of the Museum highlighting increases in camp registrations and photo sales. There is one major repair budgeted which is to replace the east entrance door and frame at the Museum. Mr. Marquardt then turned the program to Mr. Schmidt.

Mr. Schmidt covered the auxiliary funds; Special Recreation, IMRF, Liability, Social Security, Audit and Debt Service. The major highlights were the employer rate in IMRF and the fact that the District pays a higher portion to MNASR because the payout is based on Equalized Assessed Valuation (EAV) and Skokie is the largest agency. Inclusion costs through MNASR continue to grow every year.

Mr. Schmidt then introduced Mr. Ohrlund who gave an analysis of the Capital Funds and explained the difficulty in selecting projects where there is more need than funding. Mr. Ohrlund reminded the Committee of all the current year capital projects completed including the replacement of the Timber Ridge Park and upcoming Winnebago Park playground, basketball and tennis courts, path and parking lot work, equipment at Fitness First. Mr. Ohrlund handed out a five year timeline on capital projects to the Committee and specifically talked about the Major Capital Projects Fund which includes renovation of Weber Leisure Center and the newly purchased 7500 Frontage Road property for Park Services. Mr. Ohrlund also gave a summary of the Building Improvement and Vehicle and Equipment Fund Projects for FY 2018, detailing each line item in these two funds.

Mr. Ohrlund thanked the staff for their time and effort and described to the Committee procedural steps for approval.

It was the consensus of the Finance Committee to prepare a Tentative Budget and Appropriation Ordinance for approval at the March 14, 2017 meeting of the Board of Park Commissioners so it can be put on review for the public for the thirty day period in order to meet the legal requirements.

With no more business to discuss, the meeting was adjourned by Chairman Alter at 8:47 pm.

Jerry Clarito
President

John V Ohrlund
Secretary