



## Skokie Park District



# FINANCE COMMITTEE MEETING MINUTES

Tuesday March 13, 2018

The Finance Committee Meeting of Tuesday, March 13, 2018, was called to order by Chairman Michael Alter at 6:10 p.m. In attendance were President Aberman, and Commissioners, Reid, Yanes and Khoeun. Staff in attendance included Director John Ohrlund, Superintendent of Recreation and Facilities Michelle Tuft, Marketing Manager Jim Bottorff, Assistant Superintendent of Recreation Jon Marquardt, Superintendent of Parks Michael Rea, Golf Manager Rich Lee, 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 festivals and special events and the Sports Park and Weber Golf Course facilities will be presented by staff. 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 change in philosophy in the funding for the July Fourth Parade Committee to \$13,000. 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. President Aberman asked about the brochure allocation which Mr. Bottorff answered by showing what print materials were being planned for 2018-2019.

When all questions were answered, Mr. Bottorff introduced Michael Rea who took the Committee through revenues and expenses at both Park Services and POOCH Park. Mr. Rea began by expressing the great job the men and women of Park Services do in support of the rest of the District. President asked what the difference was in communications and mobile radios in the Park Service budget lines. The cost in the mobile radio line was the moving of the mobile radio tower used by Park Services in the use of the communicating with the personnel in the trucks when out in the field. Mr. Rea

also went over the projects planned for FY 2018-2019 in the Corporate Capital area (109510).

After answering all the questions, Mr. Rea 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 where revenues have been increasing. 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 positive return of \$8,319. 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 Park Golf Course. Ms. Tuft went through fine detail and analysis of both facilities. As a combined operation golf is still contributing positively to the bottom line. There will be an increase in marketing to promote the golf facilities. Mr. Lee discussed the introduction of season passes at the golf course where a person can buy a \$300 driving range card and play unlimited golf all season at Weber Park Golf Course. 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. Athletic camps 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. Included next year is an increase in field permits for the use of Sports Park East for soccer and cricket.

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 that the District is 88% funded in their pension, and the planned installation of updated security cameras at Sports Park.

Mr. Schmidt then introduced Mr. Rea who gave an analysis of the Capital Funds and explained the difficulty in selecting projects where there is more need than funding. Mr. Ohrlund mentioned that the Committee was given a five year timeline on capital projects. Mr. Rea also gave a summary of the Building Improvement and Vehicle and Equipment Fund projects for FY 2019, detailing each line item in these two funds. Included in the projects is \$76,000 of Fitness First weight equipment to be replaced.

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 20, 2018 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 8:15 pm.

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Susan Aberman  
President

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John V Ohrlund  
Secretary