



Skokie Park District



**FINANCE
COMMITTEE MEETING
MINUTES**

Tuesday March 9, 2021

The Finance Committee Meeting of Tuesday, March 9, 2021, was called to order by President Reid at 6:00 p.m. In attendance were Commissioners' Aberman, Desai and Vice-President Khoeun. Staff in attendance included Director Michelle Tuft, Superintendent of Facilities Jon Marquardt, Marketing Manager Jim Bottorff, Superintendent of Business William Schmidt, Superintendent of Parks Corrie Guynn, Superintendent of Recreation Breanne Labus, and Park Services Office Manager Dima Kirland.

Budget Presentation by Fund

Director Tuft opened the meeting with an introduction of the budget explaining the highlights and some of the challenges in preparing this year's budget. The COVID pandemic has put a huge strain on the finances of the District. Every budget and every fund balance were affected by the pandemic in fiscal year 2020-2021 and this budget for fiscal year 2021-2022 reflects this affect for the first six months of the year. This budget plans on being "back to normal" starting after Labor Day. No additional full-time positions are included in this budget only full-time positions that are replacements for current open positions. MS. Tuft highlighted some of the LED conversions cost savings projects done in fiscal year 2021-2021 and continuing into 2021-2022. We are hopeful that the PARC grants will be awarded to help offset the cost of the Skatium project which is now planned to start in April 2022. Funding of capital projects continues to be a challenge going into fiscal year 2021-2022. Playground replacements is a priority. Nine playgrounds will be replaced during the end of fiscal year 2020-2021 through fiscal year 2021-2022. This budget has been extremely difficult, and the staff have done a remarkable job in putting this together.

Mr. Schmidt started with a summary of the funds, operating, auxiliary and capital, showing the addition or deletion to fund balances. This budget calls for increases to total fund balances by the end of fiscal year 2022. Mr. Schmidt highlighted the assumptions in the budget book. Assumptions include Corporate Fund to pay the interest expense for the Alternate Revenue Source (ARS) Bonds, utilities and health insurance increases, a 3% salary pool increase is budgeted along with the continued increase in the minimum wage which has a District wide affect throughout all programs. The Skatium renovation project has been put off until April 2022. The major crux of this budget presentation is in the assumptions made by each programming area. 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 the decrease in sponsorship dollars due to lack of programs and areas of decreased marketing for this year and next year due to the pandemic. Mr. Bottorff went through the fundraising process and how those dollars get transferred out to various events and festivals. Mr. Bottorff explained due to the pandemic the District

has reduced actual printing costs and are using Facebook and other social media to promote our programs. Staff is not sure on what to do in the future once we get to some type of normal. A survey to our residents on their preference of receiving information will be conducted soon.

When all questions were answered, Mr. Bottorff introduced Corrie Guynn, Superintendent of Parks who took the Committee through revenues and expenses at Park Services. The highlights of the Park Services budget included increases in minimum wage for part-time salaries, increase in fencing supplies, and a 900% increase in memorial revenues. Mr. Guynn also mentioned they will be hiring two for two currently open positions.

After answering questions, Mr. Guynn introduced Breanne Labus who presented the Recreation Fund, Fund 20. Administration, Camps, Devonshire Cultural Center, Oakton Community Center, SPACE, Teens, Special Events and Festivals are all a part of the Recreation Fund. Also included were the Weber Leisure Center and Specialty Sports Camps. 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 and are showing a nice return even though we are restricted in number of patrons due to COVID and the number of school buildings we have access to. This has produced waitlists for camps. President Reid asked how people find out about the waitlist. Breanne's answer was we find them and try to get them into some other camp. Mrs. Labus went into discussing the major facilities Devonshire and Oakton and the affect the pandemic had on opening their facilities and the closure of the Exploritorium. There are plans to open the Exploritorium in March/April with limited capacity of fifty maximum. Ms. Labus continued with the SPACE program citing that only one school in Skokie utilizing our SPACE program was Fairview. The Learn to Play program was a success this year. The plan in next year's budget is all nine schools will be open in the fall. At this time Mr. Marquardt joined into the discussion to discuss the TLC Day Care Center. At the end of last year TLC was totally closed and has since been expanding enrollment based on DCFS guidelines. This did not stop Fouzia Khan (Director of TLC) from pursuing over \$200,000 of grant money to offset lack of revenues. Mrs. Labus then covered the Teen program and Special events. Aryn Fletcher trying to get the teens out by joining with other District's teen programs. Special events are down due to the pandemic. Scream Scene is still being planned. When all questions were answered Mrs. Labus turned the presentation over to Mr. Marquardt who would present Festivals, Dammrich Rowing Center (DRC), SportsPark, Weber Park Country Club (WPCC), Aquatics and Athletics.

In Festivals FOC will be cancelled and supplemented by smaller FOC gatherings. It looks like there will be no July 4th fireworks but maybe a parade. Backlot Bash is planned in the budget. Mr. Marquardt is VERY optimistic that this event will happen. We need to be in phase five for this to work.

The DRC is planned to make a profit. SportsPark and WPCC together plan to make a profit with league play back into the golf course programming. At this time Mrs. Labus presented the Weber Leisure Center budget which includes Fitness First. The budget calls for opening up more times to exercise and startup of classes again. Commissioner Aberman made the comment to highlight the cleanliness of the facility and the sanitizing of the equipment the staff does. Mrs. Labus mentioned the staff is pushing for discounting many offerings.

Mr. Marquardt presented the Skatium assumptions and budget. An outstanding creative effort was done by all Skatium staff in being very aggressive in class/program offerings while adhering to CDC guidelines. The Skatium renovation project is scheduled for April 2022. There will be no ice show.

Mr. Marquardt continued to Aquatics where there will be a Devonshire Aquatic Center being open in this summer of 2021, which was closed in 2020, swim lessons outdoor only at Skokie Water playground (SWP) not in schools and SWP being open for a full summer.

Mr. Marquardt covered Athletics assumptions and budget numbers. Increases in rentals are a big part of Athletics showing a profit.

After answering all questions, Mr. Marquardt turned the program back to Mrs. Labus who would cover the Museum Fund.

Mrs. Labus mentioned that Emily Oaks Nature Center (EONC) was very busy this year due to people just wanting to get out. Earn and play was big at EONC. Le Hansen has been doing it all with the running of the programs with a small staff to help her. The Skokie Heritage Center (SHM) has been shut down during the pandemic. Amanda Hanson has been a floater for camps and at EONC. There has been a home school at SHM but no programs. After answering all questions, Mrs. Labus turned the program back to Mr. Schmidt to cover the auxiliary funds.

Mr. Schmidt covered the auxiliary funds; Special Recreation, IMRF, Liability, Social Security, Audit and Debt Service. The major highlights were the lower expenses in all expenses of these funds due to the pandemic. Lower tax levy amounts will be required in the near future to bring fund balances One fund the Liability fund shows some higher expenses due to unemployment costs which we do not think will be reimbursed by federal and state government anymore.

Mr. Schmidt then introduced Mr. Guynn who gave an analysis of the Capital Funds and explained what projects were included. The main projects were nine playground renovations within the next eight months.

Ms. Tuft thanked the staff and Board for their time and described the procedural next steps for approval.

It was the consensus of the Finance Committee to prepare a Tentative Budget and Appropriation Ordinance for approval at the March 16, 2021 meeting of the Board of Park Commissioners so it can be put on public display for the thirty-day period required to meet the legal requirements.

With no further business to discuss, the meeting was adjourned by President Reid at 7:45 p.m.

Mike Reid
President, Board of Park Commissioners

Michelle Tuft
Executive Director, Secretary

