

Special Meeting - Budget
December 19, 2016

At the call of President Sue Gulas, the Joliet Park District Board of Commissioners met for a Special Meeting on Monday, December 19, 2016 at the Presence Health Inwood Athletic Club, 3000 W. Jefferson Street, Joliet, IL. The meeting began at 1:30pm.

Pledge to the Flag

The Pledge to the Flag was led by Commissioner Mutz

Roll Call

Commissioners Present: Broderick, Gulas, Mutz

Commissioners Absent: Schultz

A. Opportunity for the Public to Speak – 3 minute time limit

When given the opportunity, no one from the public came forward to address the Board.

At 1:32pm a motion was made by Commissioner Broderick, seconded by Commissioner Mutz, to go into Executive Session for the consideration of the appointment, employment, compensation, discipline, performance or dismissal of specific employees. The motion carried as follows:

Ayes: Broderick, Mutz, Gulas

Nays: None

Absent: Schultz

At 2:02pm a motion was made by Commissioner Mutz, seconded by Commissioner Broderick, to return to Regular Session with no action taken. The motion carried as follows:

Ayes: Mutz, Broderick, Gulas

Nays: None

Absent: Schultz

B. Discussion

1. January 1, 2017 – December 31, 2017 Operating Budget

Executive Director Tom Carstens commented that the 2017 Budget is focused on the continued improvement of the quality of the parks, strong program participation/revenue, increased marketing efforts and sponsorship revenues and improving the Park District fund balances. The Budget represents continued monitoring and managing of controllable expenses, staff and position changes and evaluating and updating the ADA accessibility of our parks and facilities.

The development of the budget has included assessing current and future needs, projected current year's revenue and expenses, and reviewed needs and history of all budgeted items.

Matt Pehle, Director of Finance, presented the Board with Items of Note for the 2017 Budget. Items of Note included: Switching to a calendar year budget cycle, which will provide more consistency with the Joliet Park District budgeting and allow staff to better match most revenues and expenses; Budgeting a surplus of over \$150,000 in the general fund to eliminate the residual deficit in that Fund; Separated the golf courses into three separate departments, rather than being combined in one department for ease of reviewing each course separately; Budgeted for the compensation study; Purchase of a wheelchair accessible van as well as ongoing ADA improvements result in a large budgeted deficit in the Special Recreation Fund. This fund has the fund balance to absorb these capital costs; Budgeted for an ADA accessibility study on all park facilities that will be paid for from Capital Funds and Special Recreation Funds; Increased contributions to the Recreation Capital Reserve Fund from monthly as well as dedicating a portion of the proceeds from the Taste of Joliet to be saved for future capital replacement costs of the Joliet Memorial Stadium field turf; Greenhouse ceiling shades to be replaced at an estimated cost of \$8,745, this may be funded by the Park Foundation; Airport hangar project to begin in the spring, to be funded by increased rent revenues; Wedgewood Golf Course projects, pending sale of corner property.

Mr. Carstens presented to the Board the 2017 Capitol Improvement list. Proposed improvements include Joliet Regional Airport TIPS Project, Thomas Jefferson and Jennifer Voots Playgrounds, Inwood Gold Course roof and chimney, ADA audit and improvements, carry-all vehicle for Pilcher Park and Birdhaven Greenhouse, industrial chipper, commercial stump, Splash Station slide improvements, Hickory Creek Water Shed grant, Airport sensors for fuel, Triplex mower for Woodruff, IT enhancements, safety equipment and Barber & Oberwortmann Horticultural Center banquet room improvements.

Mr. Pehle reviewed the Operating Funds summary. Overall the General Fund is top priority showing a positive of \$156,590.00. Special Recreation Fund shows a negative of \$146,350.00 mostly due to the purchase of a wheelchair accessible van as well as ongoing ADA improvements. Total Operating Funds show positive of \$51,390.00.

Mr. Pehle noted that switching to the calendar year will have a positive effect on the Joliet Park District financially.

The Board and staff then reviewed the budget page by page as follows:

JOLIET REGIONAL AIRPORT

Larry Burich, Director of Planning/Parks, stated that the Airport has been trending well financially so the budget shows a positive of \$81,110.00.

The Board recommended no changes to the Joliet Regional Airport budget.

GOLF COURSES

Ted Brodeur, Director of Revenue Facilities, presented the Board with a recommendation for a rate increase for the greens fee. There has not been an increase to the fees in a few years. An increase is needed to offset the cost of improvements to the golf courses. Mr. Brodeur noted that specials are offered.

The Board recommended no changes to the Golf Courses budget.

HORTICULTURAL CENTER

Terry Keigher, Director of Recreation, stated that he has met with Cutting Edge Catering about changing the current catering service offered to clients. Mr. Keigher presented another option being a preferred caterers list instead of an exclusive caterer.

There was a discussion on the pros and cons of going from an exclusive caterer to a preferred caterers list. Mr. Keigher noted that one advantage to go with the list would be additional bookings because there are more options however, Mr. Keigher stated that the Park District would need to hire staff to oversee the management of the events.

President Gulas noted that revenue has gone down at the Horticultural Center from \$100,000.00 to \$64,000.00.

Commissioner Broderick stated that he has heard concerns from clients on the current service and experience and feels that offering a preferred caterers list would benefit everyone.

It was agreed to develop a RFP for a preferred caterers list or an exclusive caterer by February of 2017 and to review the additional staff needed. Commissioner Gulas noted that a full-time events person could oversee events for all Park District facilities.

It was agreed that Cutting Edge would continue to be the exclusive caterer at the Horticultural Center for 2017.

The Board recommended no changes to the Horticultural Center budget.

COMMUNITY GARDEN

Mr. Staab, Communications Director, stated that there are no new changes to the Community Garden budget.

The Board recommended no changes to the Community Garden budget.

GENERAL ADMINISTRATION

Mr. Pehle discussed Taxes/Other Revenue along with Administration Expense.

President Gulas questioned the negative \$20,000.00 in certificates. Mr. Pehle stated that this dollar amount mostly represents the certificates that the Joliet Park District donates to events and groups in the area.

It was noted that the loss in revenue from the Garnsey Park cell tower was due to services/contracts not being renewed. Mr. Carstens stated that the Park District has been approached again regarding a cell tower at the Inwood Sports Complex.

The Board recommended no changes to the General Administration.

PARK SERVICES

Mr. Burich Larry stated that the Park Services secretary went from full-time to part-time. Mr. Pehle noted that this is an ongoing practice to look at streamlining departments when staff leave or transfer to another department.

The Board recommended no changes to Park Services.

RECREATION - SPORTS

Mr. Keigher noted that the MPC overhead cost of \$40,000.00 is the rent of the sports programs at the MPC.

The Board recommended no changes to the Recreation – Sports budget.

RECREATION - PROGRAMS

Mr. Keigher noted that the MPC overhead cost of \$100,000.00 is the rent of the recreation programs at the MPC.

The Board recommended no changes to the Recreation – Programs budget.

RECREATION – INWOOD ATHLETIC CLUB

Mr. Brodeur stated that there are leases for equipment that will expire this year. It was noted that expenses for electricity and heat have been reallocated to the Administration.

The Board recommended no changes for the Recreation – Inwood Athletic Club.

JOLIET MEMORIAL STADIUM

Mr. Brodeur noted the expense for \$20,000 under Sponsorship Expense is for adding the ATI logo on the football field permanently to avoid paying for staff and material to paint logo several times a year.

The Board recommended no changes to the Joliet Memorial Stadium budget.

SPLASH STATION

Mr. Brodeur noted the Splash Station repairs coming out of capital is the painting of the water slide.

The Board recommended no changes to the Splash Station budget.

HARTMAN RECREATION CENTER

Mr. Keigher reported that Public Schools District 86 will be offering a summer day camp which is a free program. This may negatively impact Hartman Recreation Center since many Hartman participants go to District 86 schools.

Mr. Keigher noted that the Inclusion Salaries line items are for 1:1 for children with special needs. This is reimbursed through the SRJC Fund.

The Board recommended no changes to the Hartman Recreation Center budget.

ICE OPERATIONS

Mr. Brodeur noted that Dan Hinz, Ice Arena Coordinator does a great job controlling the Ice Arena expenses. The Ice Arena will need to replace some equipment this year.

The Board recommended no changes to the Ice Operations budget.

INWOOD SPORTS COMPLEX & MISSION BLVD.

Mr. Keigher noted the ongoing improvements at the softball fields including the fencing. There was a discussion regarding how to pay for new turf at the softball fields. New turf would not be added in 2017 however will look at adding the turf in 2018. Commissioner Mutz noted that he is in favor of adding the new turf.

Mr. Carstens stated that he is working with Representative Larry Walsh, Jr. on extending the lease for Mission Blvd. however Mr. Carstens preference is for the land to be given to the Joliet Park District which Representative Walsh, Jr. supports.

The Board recommended no changes to the Inwood Sports Complex & Mission Blvd. budget.

GENERAL RECREATION ADMINISTRATION

Mr. Pehle noted that this fund is for administration expenses and portion of health cost.

The Board recommended no changes to the General Recreation Administration budget.

PUBLIC INFORMATION

Mr. Staab said that no revenue is attached to this fund. There are no significant changes.

The Board recommended no changes to the Public Information budget.

MULTI-PURPOSE CENTER

Mr. Keigher noted the Overhead Cost being allocated to this fund in the amount of \$175,000.00.

The Board recommended no changes to the Multi-Purpose Center budget.

SPECIAL EVENTS/TASTE OF JOLIET

Mr. Staab stated that the income from the Taste of Joliet is now allocated to Capital Improvement Reserves for the Stadium turf.

The Board recommended no changes to the Special Events/Taste of Joliet budget.

SPONSORSHIP

Mr. Staab informed the Board there are no changes to the Sponsorship budget.

The Board recommended no changes to the Sponsorship budget.

IMRF, INSURANCE, AUDIT

Mr. Pehle noted that the IMRF, Insurance and Audit Fund is also funded by taxes. Mr. Pehle stated that the annual audit will take place again in February, however, there will only be one expense because of new fiscal year.

The Board recommended no changes to the IMRF, Insurance and Audit Fund budget.

NATURE CENTER:

Mr. Burich stated that there are no significant changes.

The Board recommended no changes to the Nature Center budget.

SOCIAL SECURITY:

Mr. Pehle noted that this fund is funded by taxes.

The Board recommended no changes to the Social Security budget.

SPECIAL RECREATION FUND:

Mr. Keigher stated the one-time expense is for the purchase of the expense for a wheelchair accessible van.

The Board recommended no changes to Special Recreation Fund proposed budget.

INSURANCE RESERVE FUND

Mr. Pehle informed the Board that there is under two million in this fund. The Park District will need to build health insurance claim into the Operating budget in five to six years.

The Board recommended no changes to Insurance Reserve Fund budget.

PARK LAND DEVELOPMENT FUND

Mr. Pehle stated that this is revenue contributed by developers for future parks.

The Board recommended no changes to Park Land Development Fund budget.

RECREATION RESERVE FUND

Mr. Pehle noted revenue is set aside each year from the Recreation Fund and Taste of Joliet for future projects such as the Stadium Turf.

The Board recommended no changes to Recreation Reserve Fund budget.

C. Action Items

1. May 1, 2016 – December 31, 2016 Operating Budget – Seeking Approval for 30 Day Public Display

Staff recommended the January 1, 2017 – December 31, 2017 Operating Budget be placed on 30 day public display as presented to the Board.

A motion was made by Commissioner Mutz, seconded by Commissioner Broderick, to approve staff's recommendation. The motion carried as follows:

Ayes: Mutz, Broderick, Gulas
Nays: None
Absent: Schultz

D. Adjournment

With all agenda items discussed, a motion was made by Commissioner Mutz, seconded by President Gulas, to adjourn the meeting. The motion unanimously carried. The time was 4:01pm.

Respectfully submitted,

Theresa Talarico
Recording Secretary