



**Park District of Oak Park (PDOP)
Administration and Finance Committee
Budget Session Meeting
John Hedges Administrative Center
218 Madison Street
Oak Park, Illinois 60302**

Thursday, October 13, 2022

Minutes

The meeting was called to order at 7:30pm.

I. ROLL CALL

Present: Commissioners Lentz, Wick, Wollmuth, Worley-Hood, and President Porreca.

Park District Staff Present: Jan Arnold, Executive Director; Mitch Bowlin, Director of Finance; Bill Hamilton, Superintendent of Special Facilities & Customer Service; Maureen McCarthy, Superintendent of Recreation; Kayla Lindgren, Program & Operations Manager; Ann Marie Buczek, Communication & Community Engagement Manager; Chad Drufke, Program Manager; Jamie Lapke, Program & Operations Manager; Keith Kerrigan, Program & Operations Supervisor; Miriam Armstrong, Finance Manager (via phone call); and Edith Wood, Executive Assistant.

II. VISITOR/PUBLIC COMMENTS – None

III. BUDGET DISCUSSIONS

The Budget Session meeting was for the Recreation Fund (which includes Recreation Administration, Communication and Marketing, Sports and Fitness, General Recreation, and Customer Service), the Special Facilities Fund (which includes Special Facilities Administration, Maintenance, Aquatics, Ice Rink, and Gymnastics), and Budget and Appropriation Ordinance.

The Recreation Administration presentation included seeking funding to support the CRC programs which includes partnership with community organizations, a new CRC operation manual, and training for new CRC staff. The Communication and Marketing presentation included a focus for a communication survey, a standalone website for the Oak Park Conservatory (to gain a greater outside audience and have seen a great success to the standalone websites for Cheney Mansion and Pleasant Home), additional marketing for the CRC, and a goal to increase community participation by 10%. The Sports and Fitness presentation included to create a new adult ultimate frisbee program, expanding a basketball league to grades 1-2 (have seen previous success with outdoor basketball and hope to bring that success into indoor basketball once the CRC opens), creating a child nutrition program and wellness screenings for the community at the CRC, having a goal to have 3,000 memberships sold within the first six month of the CRC opening, and debuting new programs at family nights at the CRC. In the General Recreation presentation, staff are looking to expand E-sports offerings, increasing Nature/Adventure and Active Adult program participation (staff have seen great success in the Active Adult program and Hannah Szuch has been very enthusiastic in the programs offered for Nature/Adventure), and creating Teen Nights at the CRC. The Customer Service presentation included looking to improve the photography system for Amilia accounts (to make it easier to upload photos as there is an increase demand which will only increase once the CRC

opens), the redesign of customer service desks at the GRC and RCRC, additional part-time staff for the CRC which also includes additional customer service training.

The Special Facilities Administration presentation included the review of the vending services for the District, completing a pricing study for Park District programming, and have a Capital Transfer return in 2023. The Maintenance presentation included adding additional emergency exits at Rehm Pool, looking at vendors for surge protection at the RCRC (due to historical electrical surge problems), and the addition of three staff members which includes CPO training for them. The Pool/Aquatics presentation included a swim camp focused on kindergarten to third graders, a camp training for youth to learn to become lifeguards, water safety events for local schools, and expand aquatic fitness classes as they have been a great demand. The Ice Rink presentation included an off-ice training program to learn to skate, increase participation for the Ice Bears, and an increase fee to the rink passes. The Gymnastics presentation included a more family focus open gym, the return of the gymnastics mini-sessions, and the potential for future private coaching classes to be offered (staff are not currently prepared to push this program out just yet but inquiries have been made by the community for private classes).

The Budget and Appropriation Ordinance presentation include appropriations to be at 115% of budgeted expenses in case of any possible unforeseen increase to expenses. The next steps include the Budget and Appropriation Ordinance to be placed on the table for a minimum of 30 days. A Truth in Taxation Hearing is scheduled for November 3, 2022 (during the Committee of the Whole Meeting), and the Budget and Appropriation Ordinance Hearing is scheduled for November 17th (during the Regular Board Meeting). In addition, the Tax Levy and Budget passage request will also be present at the November 17th meeting.

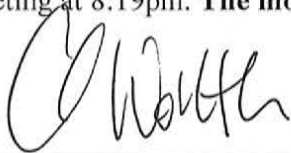
The Board was pleased with the presentation and the information provided.

IV. NEW BUSINESS – None

V. EXECUTIVE SESSION – None

VI. ADJOURNMENT

A motion was made by Commissioner Wick and seconded by Commissioner Worley-Hood to adjourn the meeting at 8:19pm. **The motion was passed with a voice vote of 5:0.**



Secretary
Board of Park Commissioners



President
Board of Park Commissioners

November 17, 2022
Date

November 17, 2022
Date