



# **PARK DISTRICT of OAK PARK**

**PARK DISTRICT OF OAK PARK  
Committee of the Whole Meeting  
John Hedges Administrative Center  
218 Madison Street, Oak Park, Illinois 60302**

**Thursday, June 1, 2023  
Directly Following the Continued Regular Board Meeting from May 18, 2023**

## **AGENDA**

- I. Call to Order/Roll Call**
- II. Public Comment**  
*Each person is limited to three minutes. The Board may set a limit on the total amount of time allocated to public comments.*
- III. Administration and Finance Committee – Commissioner Wick**
  - A. Austin Trust Update
  - B. 2024 Budget Timeline/Guidelines\*
  - C. Compensation and Benefit Study (2023)\*
  - D. Bi-Annual Review of Executive Session Minutes\*
  - E. Vehicle Purchase Update\*
- IV. Parks and Planning Committee – Commissioner Worley-Hood**
- V. Recreation and Facility Program Committee – Commissioner Lentz**
- VI. New Business**
- VII. Closed Session**
- VIII. Adjournment**

\* Indicates information attached.

\*\* Indicates information to be provided before or at the meeting.

Update/Presentation indicates verbal report provided at meeting no materials attached.

The Park District of Oak Park welcomes the opportunity to assist residents and visitors with disabilities. If you need special accommodations for this meeting, please call (708) 725-2017 or via email at [Edith.Wood@pdop.org](mailto:Edith.Wood@pdop.org).

*In partnership with the community, we enrich lives by providing meaningful experiences through programs, parks, and facilities.*



# **Memo**

## *2024 Budget Timeline/Guidelines*



**PARK DISTRICT**  
of OAK PARK

# Memo

To: David Wick, Chair, Administration and Finance Committee  
Board of Park Commissioners

From: Mitch Bowlin, Director of Finance

Cc: Jan Arnold, Executive Director

Date: May 25, 2023

Re: 2024 Budget Timeline and Guidelines



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## Statement

Staff requests the Board's approval annually to the parameters and timeline proposed for the operating budget prior to giving direction to all employees to begin building their budgets.

## Discussion

The Park District's tax levy is governed by the property tax extension limitation law (PTELL). PTELL says that the tax increase shall be limited to the lesser of the consumer price index (CPI) increase for the year prior to the upcoming tax year, or 5%.

Staff recommends a 5% increase to the levy, plus an additional 1.5% increase to capture assessed valuation growth for a total increase of 6.5%. Oak Park's triannual assessment is taking place in 2023, so fiscal year 2024 is when the new property will be able to be captured as part of the levy. The County has not finalized tax year 2022 EAV numbers yet so an exact number is impossible to predict, but staff estimates the additional tax revenue from EAV growth to be between \$125,000 and \$150,000 based on the most recent assessment. Please note that in 2023 the District abated the additional levy increase (approximately \$123,000) that would have resulted from property tax appeals and intends to continue abating that increase annually.

Staff is also recommending a 5% increase to fees and charges to reflect the District's increased costs. Expense categories are projected to increase based on recent inflation reports from the Bureau of Labor Statistics. The District will be moving its minimum wage to \$15/hour in October 2024, however market pressure has already pushed most jobs to higher pay rates. The budget timeline is consistent with prior years and based around Board approval at the November Board meeting. There will again be two special meetings with staff presentations on September 28 and October 5.

## Recommendation

Staff recommends the Board approve the 2024 Budget Timeline and Guidelines

*Attachments: 2024 Budget Timeline and 2024 Budget Guidelines*

## **2024 Budget Timeline**

June 1, 2023	Present 2024 Budget Guidelines to Park Board – Abstract Discussions on tax levy, wage increase, and fee increases
<b>June 15, 2023</b>	<b>Park Board Approval of 2024 Budget Guidelines</b>
June 15, 2023	In person budget training for staff
June 20, 2023	Park Board Retreat
July 6, 2023	2024-2028 CIP Presentation to the Park Board
July 14, 2023	Budget goals and updated 2023 assessment due to Business Operations
July 19, 2023	Business Operations to be done assembling draft narrative; All Budget Goals to Executive Director
<b>July 20, 2023</b>	<b>Park Board approval of 2024-2028 CIP</b>
August 7 - 11, 2023	Goal meetings with Executive Director
August 23, 2023	Business Operations to be done entering salary and benefits
August 23, 2023	Business Operations to be done entering utilities
August 23, 2023	Business Operations to be done with entering draft property tax levy – calculations to be reviewed by Board Treasurer and Executive Director
August 23, 2023	All Smart Fusion changes due to Business Operations (all other departments will be locked out of Smart Fusion)
August 25, 2023	Business Operations to be done with graphs and tables for the draft budget
August 25, 2023	Draft Budget distributed to Executive Director and Superintendents
August 28 – September 8, 2023	Draft Review meetings with Executive Director, Director of Finance, and Department Heads
September 22, 2023	First draft budget provided to the Board of Commissioners
September 28, 2023	Special budget working meeting with Committee of the Whole – Staff Presentations on Budget Detail

October 5, 2023	Special budget working meeting with Committee of the Whole – Staff Presentations on Budget Detail
<b>October 5, 2023</b>	<b>Proposed Budget and Appropriation Ordinance available for 30 day Public Review</b>
October 9- 13, 2023	NRPA Conference
<u>October 25, 2023</u>	<u>Publish notice of Public Hearing on Truth in Taxation <b>IF REQUIRED</b></u>
November 2, 2023	Truth in Taxation Public Hearing on Levy Ordinance (immediately prior to Committee of the Whole Meeting)
<u>November 8, 2023</u>	<u>Publish notice of Public Hearing on Budget and Appropriation Ordinance</u>
<i>November 16, 2023</i>	<i>Public Hearing on Budget and Appropriation Ordinance (first action of Board Meeting)</i>
<b>November 16, 2023</b>	<b>Approval of the Tax Levy and Budget and Appropriation Ordinance (must have Quorum Present)</b>
December 16, 2022	Draft Budget Letter completed by Business Operations
<i>December 26, 2023</i>	<i>Last day to file Property Tax Levy Ordinance (Last Tuesday of December)</i>
December 29, 2023	Final Budget Distributed to Staff
<i>March 31, 2024</i>	<i>Last day to pass Budget and Appropriation Ordinance</i>
<i>March 31, 2024</i>	<i>Last day to submit Budget for GFOA Distinguished Budget Award</i>
<i>April 1, 2024</i>	<i>Last day to file abatement resolution for Public Act 102-0519 Levy Adjustment</i>

**Bold – Board Action Required**

*Italics – Public Hearings and Legal deadlines*

Underlined – Published Notices

**BUDGET GUIDELINES**  
**FISCAL YEAR 2024 WORKING BUDGET**

1. **The property tax increase limit for this year's budget is 5.0%. Actual CPI for calendar year 2022 is 6.5%.** The CPI limit for the property tax levy for this year's budget is 5.0%. Staff recommends levying an additional 1.5% to capture EAV growth within the District for a total increase of 6.5%.
2. **Program fees should increase by 5%** beginning with Day Camp registration and all remaining program offerings for the year.
3. **Fees and charges will see an increase for 2024.** Staff recommends increasing all fees and charges by 5%.
4. **Scholarship opportunities for users of Afterschool and Day Camp remain the same as 2023.**
5. **Project revenues realistically.** Use the guidelines of the cost recovery program when establishing fees and determining class minimums.
6. CPI for the tax year 2023 (calendar year 2024) levy is 6.5%. Tax increases are capped at 5% due to PTELL. Below is the list of how much expenses by type are estimated to increase.

i. Wages	4.0%
ii. Contractual Services	5.0%
iii. Materials and Supplies	5.0%
iv. Benefits	3.0%
v. Miscellaneous	5.0%
vi. Utilities	5.0%
7. The Business Operations staff will enter full time salary amounts. Full time staff wages are estimated to increase up to 5%. A 4% pool of funds to distribute to staff based on their overall performance during the year will be decided by the Executive Director. Individual increases are to be between 0% and 5%. Union staff increases are based off the collective bargaining agreement and typically range from 2.5% to 3.0% based on their performance.
8. **Cook County and State of Illinois minimum wage rates for 2024 will be \$14/hour.** Any part-time wage other than the minimum wage needs to be justified by staff. The District will maintain the \$14/hour minimum wage until September 30, 2024. As of October 1, 2024 (following part time employee reviews) the minimum wage for the Park District will be \$15/hour. *The full phase in for the State minimum wage goes into effect on January 1, 2025 at \$15.00 per hour.*
9. The District's IMRF employer rate is decreasing in 2024 from 4.31% to 3.91%.
10. Debt Service expense for 2024 is \$2,062,650. This is paid out of the Recreation Fund.
11. Capital Transfer for 2024 will be \$4,131,669. This will be split between the Corporate and Recreation Funds. This represents a 25% increase in operating fund transfers and a 5% increase in property tax contributions to capital.
12. The first budget meeting with the Board has been scheduled for September 28, 2023. The second budget meeting will be held on October 5, 2023 immediately following the Committee of the Whole meeting.



# **Memo**

## *Compensation and Benefit Study (2023)*

# Memo

To: David Wick, Chair, Administration and Finance Committee  
Board of Park Commissioners

From: Paula A. Bickel, Director of Human Resources

CC: Jan Arnold, Executive Director

Date: May 26, 2023

Re: Compensation and Benefit Study

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## Statement

One of the 2023 District Goals is to complete compensation study for full-time and select part-time staff. The Park District partnered with Pontifex Consulting Group, LLC to complete this project. This type of formal review last took place in 2017. A well-designed study established internal equity amount employees and assures external equity/competitiveness by comparing the District's data against market data.

## Discussion

The process included:

- Salary data and Benefit data was reviewed for 22 comparable Park Districts (Arlington Heights, Bartlett, Bolingbrook, Carol Stream, Crystal Lake, Des Plaines, Downer's Grove, Elk Grove Village, Elmhurst, Glen Ellyn, Glenview, Highland Park, Lombard, Mount Prospect, Northbrook, Oswegoland, Palatine, Park Ridge, Skokie, St. Charles, Wheeling, Woodridge).

The District has been adjusting pay ranges on an annual basis since 2013 on CPI. However, in 2021 we only increased the ranges by 4% even though the CPI was in excess of 6.5%. If the recommended salary ranges are approved, there are seven employees that may be eligible for a market adjustment in 2023.

Staff recommend keeping an open-range merit plan for all full-time, non-bargaining unit staff. In the open-range plan, there are pay ranges without a predetermined increase. Employees advance through the pay range based on a successful or above performance, with the "percentage" of their increase determined by their supervisor and a pool of money budgeted. The budgeted merit increase amount would continue to be reviewed annually.

The District also had Pontifex Consulting Group, LLC compare the agency's benefits to our comparable Park Districts. It was confirmed that the Park District of Oak Park is comparable in our benefit offerings for time off and health benefits.



## Recommendation

The Human Resources office recommends the Park District Board of Commissioners approve the full-time salary ranges as prepared by Pontifex Consulting Group LLC effective January 1, 2024.

*Attachment: Full-time Employee Pay Ranges*



# PARK DISTRICT of OAK PARK

## 2023 Full-Time Non-Union Salary Ranges

<b>Coordinators/Coaches/Admin</b>	<b>MIN</b>	<b>MID</b>	<b>MAX</b>
Customer Service Representative	\$16.00	\$20.00	\$24.00
Parks & Planning Assistant	\$17.92	\$22.40	\$26.88
Placeholder	\$20.07	\$25.09	\$30.11
Gymnastic Recreational Coach	\$22.48	\$28.10	\$33.72
Accounts Payable Assistant	\$22.48	\$28.10	\$33.72
Payroll Assistant	\$25.18	\$31.47	\$37.76
Principal Coach & Program Specialist	\$25.18	\$31.47	\$37.76
Executive Assistant	\$49,051	\$61,314	\$73,577
Digital Marketing Design Specialist	\$49,051	\$61,314	\$73,577
Human Resources Generalist	\$49,051	\$61,314	\$73,577
<b>Supervisors</b>			
Historic Properties Special Event Coordinator	\$44,878	\$56,098	\$67,318
Program Coordinator- Dance & Fitness	\$44,878	\$56,098	\$67,318
Facility Coordinator Special Facilities	\$44,878	\$56,098	\$67,318
Customer Service Supervisor	\$49,815	\$62,269	\$74,723
Youth Engagement Supervisor	\$49,815	\$62,269	\$74,723
Facility Operations Supervisor	\$49,815	\$62,269	\$74,723
Program Supervisor	\$49,815	\$62,269	\$74,723
Horticulture Supervisor	\$55,295	\$69,118	\$82,942
Greenhouse Supervisor	\$55,295	\$69,118	\$82,942
Grounds Supervisor	\$55,295	\$69,118	\$82,942
Building Supervisor	\$61,930	\$77,413	\$92,895
Maint. & Operations Supervisor	\$61,930	\$77,413	\$92,895
Fitness & Membership Program Ops Supervisor	\$61,930	\$77,413	\$92,895
Program & Operations Supervisor GRC	\$61,930	\$77,413	\$92,895
<b>Management</b>			
Historic Properties & Cheney Operations Manager	\$63,200	\$79,000	\$94,800
Registration & Customer Support Manager	\$63,200	\$79,000	\$94,800
Finance Manager	\$63,200	\$79,000	\$94,800
Program Manager	\$63,200	\$79,000	\$94,800
Risk Manager	\$63,200	\$79,000	\$94,800
Sports Field Manager	\$63,200	\$79,000	\$94,800
Training Manager	\$63,200	\$79,000	\$94,800
Parks & Facility Manager	\$70,784	\$88,480	\$106,176
Marketing & Communications Manager	\$70,784	\$88,480	\$106,176
Program & Operations Manager	\$70,784	\$88,480	\$106,176
<b>Department Heads</b>			
Director of Horticulture and Conservatory Operations	\$77,500	\$100,000	\$122,500
Director of Human Resources & Risk Management	\$96,112	\$124,016	\$151,920
Director of Business Operations	\$96,112	\$124,016	\$151,920
Superintendent of Parks & Planning	\$96,112	\$124,016	\$151,920
Superintendent of Recreation	\$96,112	\$124,016	\$151,920
Superintendent of Special Facilities	\$96,112	\$124,016	\$151,920



**Memo**  
*Bi-Annual Review of Executive Session  
Minutes*

# Memo

To: David Wick, Chair, Administration and Finance Committee  
Board of Park Commissioners

From: Jan Arnold, Executive Director

Date: May 26, 2023

Re: Bi-Annual Review and Release of Closed Session Minutes

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## Statement

In accordance with the Open Meetings Act, the Board is required to review closed session minutes semi-annually to determine whether the need for confidentiality still exists as to all or parts of the minutes. The review includes all closed session minutes that have not previously been released for public inspection.

Minutes, or portions of minutes, will be made available for public inspection if the Board determines that confidential treatment is no longer required. It is again time for the Board to review closed session minutes.

## Discussion

The Board Secretary, Executive Director, and General Counsel have reviewed the closed session minutes previously not released for August 21, 2014, September 25, 2014, and new closed session minutes since the last review and release date for February 16, 2023, and March 2, 2023, and they have determined that the need for confidentiality still exists for the minutes of August 21, 2014, and September 25, 2014. Each of the Commissioners may review all of the closed session minutes and pass along their comments about confidentiality by June 12, 2023. I will assume that a commissioner who does not contact me has agreed with the determination of the Board Secretary, myself, and General Counsel.

## Recommendation

Staff recommends that the Park Board continue to hold identified closed session minutes and release February 16, 2023, and March 2, 2023, at this time.



**Memo**  
*Vehicle Purchase Update*



**PARK DISTRICT**  
of OAK PARK

# Memo

To: David Wick, Chair, Administration and Finance Committee  
Board of Park Commissioners

From: Mitch Bowlin, Director of Finance

Cc: Jan Arnold, Executive Director

Date: May 26, 2023

Re: Vehicle Purchase Update



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## Statement

The District is in need of replacing a 2011 Dodge Grand Caravan with a Ford Transit.

## Discussion

During the course of the Capital Improvement Plan development staff reviews the vehicle inventory and suggested replacement dates to determine needs for current and future budgets. For multiple years now staff has delayed vehicle purchases both to reduce expenses during the pandemic and also with the intention of not making vehicle purchases until electric vehicles were available.

The District currently has 17 vehicles that are past their recommended replacement dates. Many of those vehicles are still serviceable, and staff intends to use those until electric vehicles are available. Some of the fleet, however, is reaching the limit of its useful life. Two of those vehicles (a Ford Ranger and a mini bobcat) will be recommended for the disposal list in June with no intention to replace them. Staff also recommends replacing the District's 2011 Grand Caravan, but cannot recommend it for disposal until a suitable replacement has been found. Staff estimates the current replacement cost of the van to be \$60,000. These funds will be allocated from additional capacity in other lines from the 2023 Capital Fund and will not send the fund over budget.

## Recommendation

Staff recommend the Board grant Director Arnold authorization to purchase a Ford Transit in an amount not to exceed \$60,000 during fiscal year 2023.