



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

Thursday, October 5, 2023

Minutes

The meeting was called to order at 7:41pm.

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; Miriam Armstrong, Finance Manager; Joe Lilly, Program Manager; Susan Crane, Cheney Operations & Special Events Manager; Maureen McCarthy, Superintendent of Recreation; Ann Marie Buczek, Communications & Community Engagement Manager; Bill Hamilton, Superintendent of Special Facilities & Customer Service; Keith Kerrigan, Program & Operations Manager; Chad Drufke, Sports Program Manager; Abby Sacks, Aquatic & Rink Program Supervisor; and Edith Wood, Executive Assistant.

II. VISITOR/PUBLIC COMMENTS – None

III. BUDGET PARAMATERS

Executive Director Arnold and Mitch Bowlin informed the Board that the meeting will go over major events noted on the budget as well as an overview of the Historic Properties Fund, Recreation Fund, and Special Facilities Fund which are the major categories that fund the CIP.

IV. BUDGET DISCUSSIONS

The 2024 Budget Session Meeting was presented which includes the following: Historic Properties Fund, Recreation Fund, and Special Facilities Fund. Staff provided their goals for 2024 for each of these items. Some of the strategic initiatives discussed include customer and community focus, financial strengths, quality infrastructure management, staff excellent, and organizational excellence.

Under the Historic Properties Fund, Susan Crane noted to the Board that for 2024 there is a plan to increase weddings and corporate rentals as these rates have not been raised for a while. Another goal is to target more corporate organizations to use the historical homes for meetings. Adult programs continue to be popular, and staff are planning to add other programs like the symphony as well.

The Recreation Fund discussion was split between Recreation Administration, Communication and Marketing, Sports and Fitness, General Recreation, and Customer Service. Under Administration, the goal is to allocate \$120,000 for tiered pricing for day camps and after school programs, and \$100,000 for scholarships. The debt service was noted as \$2.063 million while the capital contribution was identified as \$3.973 million. There are also plans to change to financial assistance programs to increase participation. In addition, staff secured \$100,000 in funding for the CRC after-school programs.

Ann Marie provided the Board with a presentation of the goals for Communication and Marketing. Goals include sending postcards to under resourced residents to increase awareness of financial assistance in which information on these under resourced residents can be obtained from the census. Participate in four community events with giveaways to better engage with the community that do not attend the park district events. Increase the number of Oak Park households to serve by continuing the focus on the CRC. Adding focus groups on 2023 community survey.

Chad Drufke provided the Board with goals for Sports and Fitness. These goals include offering fitness challenges for CRC members (including seasonal challenges) to get more people engaged. Offer an Art Therapy program. Increase the number of youths served in after-school programming at the CRC in which staff have done a good job so far with seeing 800 students attending thus far. Offer a new youth track and field program at OPRFHS especially since there is a new track at the CRC. Expand adult volleyball leagues as well as expand the number of games offered. Lastly, increase Unlimited Fitness class memberships and CRC memberships, especially with the weather getting colder, looking to increase the number of indoor activities that people can do.

Joe Lilly provided the Board with goals for General Recreation. The goals include increasing active adult programs memberships in which staff have continued to see a steady increase in their numbers. Looking to increase preschool enrichment classes. As well as offering a teen adventure club by adding more adventure trips.

Bill Hamilton provided goals for Customer Service. The goals include offering customer service training for all staff. Increase their customer service satisfaction score. Improve facility opening staff levels. Installing more bilingual signages with QR codes.

The Special Facilities Fund was split into the Special Facilities Administration, Special Facilities Maintenance, Aquatics, Ice Arena, and Gymnastics. There is a very small department for the Special Facilities Administration in which there is a capital transfer of \$200,000.

For Maintenance, goals provided by Bill Hamilton to the Board include adding more recycling and trash receptacles with bilingual signage which has shown to be difficult to keep consistent. Replace the Rehm wading pool pump and motor. To add operational value for remote access to controllers to control the pool room. Installing a valve and deck shut off capability which is more of a safety value at Ridgeland. Adding additional custodial positions for the early morning to afternoon timeframe.

Abby Sacks provided the Board with goals for Aquatics. The goals include increasing the summer swim lesson participation to increase staff retention. Host pool passholder Appreciation Days to bring additional people to the programs. Offer a teen pool event to also increase teen participation.

Abby also provided the Board with goals for Ice Arena. The goals include to increase public skate attendance especially now since there is a new sound system. Increase the learn-to-skate participation with additional flexible summer sessions. Improve rental skate inventory as new skates are planned to be purchased and looking to reorganize them to maintain good quality.

Keith Kerrigan provided the Board with goals for Gymnastics. The goals include offering GRC field trips to local organization as there are a couple of days during the week with downtime in which staff are looking to maximize. Looking to host a "Parents Night Out" event potentially on a Friday evening, once

a month. Expand their ninja equipment/program offerings. Offer tumbling cheer program in which staff have already started a trial run of the program which was successful.

Mitch Bowlin also provided the Board with a presentation of the Budget and Appropriation Ordinance. It was noted that appropriation is 115% of the budgeted expenses as a contingency to avoid needing a budget amendment in the event of a unforeseen expense. The next steps would be to place the Budget and Appropriation Ordinance on the table for a minimum of 30 days. The truth in taxation hearing is scheduled for November 2, 2023, while the Budget and Appropriation Ordinance hearing is scheduled for November 16, 2023. A public notice of the hearing was already posted in the newspaper for the public to review. The Board was pleased to hear the information provided by staff.

V. NEW BUSINESS – None

VI. EXECUTIVE SESSION – None

VII. ADJOURNMENT

A motion was made by Commissioner Wick and seconded by Commissioner Lentz to adjourn the meeting at 8:47pm. **The motion was passed with a voice vote of 5:0.**



Secretary
Board of Park Commissioners



President
Board of Park Commissioners

November 16, 2023

Date

November 16, 2023

Date