

DeKalb Park District
January 12, 2011
Study Session

BOARD MEMBERS PRESENT: President Matt Volk and Commissioners Joan Berkes Hanson, Dave Mason, Mike Teboda and Phil Young.

STAFF MEMBERS PRESENT: Director Cindy Capek, Asst. Directors Brad Garrison and Lisa Small, Roger Huber, Josephine Knoble, Russ Robinson, Scott deOliveira and Bill Ryder.

President Volk called the January 12, 2011 study session to order at 5:35 p.m.

Board Photo

Board photographs were taken by Scott deOliveira.

FY 2012 Budget Discussions: Capital Projects, Enterprise Funds

Director Capek stated that several documents were given to the Board to assist them in reviewing the proposed capital projects and FY 2012 enterprise fund budgets. They included the District's Strategic Plan which incorporates issues that were identified by the Board, staff and the community, the proposed budgets for Hopkins Park and the golf courses, the equipment replacement schedule for both the golf courses and parks, planning and development, the playground replacement schedule, and proposed five year capital plan.

Director Capek noted that the year to date figures to the enterprise fund budgets reflected ten months of expenditures and that depreciation was not currently calculated in this expense. She further noted that when the budgeted depreciation was added to the enterprise budgets, all three would experience a deficit for the fiscal year.

The proposed budgets were based on consistent seasons at all facilities and did not include fee increase with the exception of a \$15.00 increase for golf passes.

Director Capek highlighted the budget changes made in the Hopkins Park Enterprise fund for FY2012. The part-time wages line item was decreased and the maintenance contractual line item increased since the District was utilizing a contractual cleaning service for the locker rooms at Hopkins Park. HPCC Director deOliveira stated he was very pleased with their service and that he received numerous compliments by patrons regarding the cleanliness of the locker rooms. Other modest changes were: the Hopkins pool will close at 7:30 p.m. due to minimal clientele from 7:30 to 8:00 p.m. and concessions will close at 5:00 p.m. instead of 6:00 p.m. Also, from 11:00 a.m.-noon and from 5:00 p.m. to close staff will alternate the operation of the small slide and diving well. deOliveira estimated that these adjustments would save the District between \$6,000-\$10,000 in FY2012.

Capek noted that the same cleaning service was also providing service at Haish Gymnasium.

Director Capek highlighted the changes made in the Buena Vista budget and noted that the line item for gas was deleted since propane was utilized to heat the shop. Seasonal staffing was

slightly reduced and all other budgeted items were at the minimum levels required to maintain the course. The increase in pass fees is expected to increase revenue in pass sales by approximately \$3,000-\$5,000 for all pass sales combined.

Commissioner Teboda inquired about depreciation and why it had to be factored in. Asst. Director Small stated that the District treats the golf courses and Aquatic Center like a business and that the cost to replace old equipment with new equipment and the loss of useful life of equipment was part of the expense of doing business. Small noted that depreciation is calculated by taking the cost of equipment and dividing it by its useful life, which is estimated to be 5 years. Asst. Director Small noted that the golf courses utilize funding from capital to purchase equipment and make improvements.

Director Capek highlighted the changes made in the River Heights budget. She noted that full time salary costs were consistent with those that were budgeted. Projections in salaries for this year will be slightly less than budgeted, since a portion of Craig Wilson's salary was charged to River Heights this past summer. She also reminded the Board that catering was dropped two years ago and both revenue and expenditures reflected this change. An increase in fuel cost was expected and as was the case with Buena Vista seasonal staff expenses, supplies, and materials have been budgeted to maintain the course

Commissioner Volk inquired why the full time maintenance line item had a zero budget. Capek replied that Hernandez's salary was moved to the general fund budget since he no longer worked at River Heights.

Capek reviewed the playground replacement schedule identifying the site, age, surfacing, and playground equipment. She noted that the priority was to first remove all sand playgrounds since they are not ADA accessible and then to replace structures so they comply with current playground standards.

Director Capek reviewed the golf course equipment replacement schedule and capital improvement plan. This schedule listed the equipment, the date of purchase, hours utilized, and the projected replacement schedule. Capek noted that golf course operations have been consolidated and equipment will be shared whenever possible.

Director Capek highlighted the FY2012 capital projects fund and the District's Five Year Capital Plan. The plan included funding which is being carried over for projects for the fiscal year and future years. These include the Dresser Road bike path, Devonaire Farms Park, and replacement of the turf at the Sports & Recreation Center. Director Capek noted that the District will be paying off bonds for the Sports & Recreation Center until 2019.

The Five Year Plan was designed to continue improving the infrastructure of the District while taking into consideration priority items identified by the public, staff, committees and the Board of Commissioners.

Funds were budgeted for District-wide ADA compliance improvements, computer replacement and upgrades. Commissioner Young inquired about the budget towards IT. Asst. Director Small replied that the District would like to replace a few computers each year. Commissioner Hanson inquired about the age of the current units. Asst. Director Small stated that the units

were approximately 3 years old. Commissioner Hanson stated that replacing 3 year old computers was unnecessary and suggested they be replaced when at least 5 years old. Commissioner Young stated that NIU replaced their computers every 4-5 years.

Funds were budgeted for a new F-150 truck, a walk mower, the lease of 30 golf carts, parking lot resurfacing, and repairs to the back patio at River Heights. Doors and windows would be replaced in the Buena Vista clubhouse, and resurfacing and restriping of the parking lot at Buena. Director Capek noted that the portion of the parking lot from the maintenance shop to the Sanitary District building was completed by the Sanitary District this summer.

Commissioner Teboda inquired in which parking lot was the asphalt work to be completed at River Heights. Asst. Director Garrison stated that asphalt repairs, seal coating work and stripping would be completed to the large parking lot at River Heights.

Commissioner Hanson inquired if funds were properly budgeted to maintain the golf courses. Director Capek noted that it was difficult to balance the upkeep of all district parks, pool, facilities, golf courses, and ball fields with a limited budget. Resources had to be shared in order to satisfy the diverse needs of the community.

Other capital improvements included funding for general pathway improvements throughout the District, completing the Dresser Road pathway, repairing the Hopkins Park bridge approach, replacement of playgrounds according to the playground replacement schedule, repairs to the South Barn of the Maintenance Campus, and the purchase of equipment and vehicles as outlined in the equipment replacement schedule.

Capital projects identified for Haish included funds budgeted for fitness equipment, the replacement of a side walk, and tuck pointing work to the east side of the gym.

Commissioner Hanson inquired if the District had healthy fund balances. Asst. Director Small replied that compared to the total assets the District's fund balances are modest.

Commissioner Mason inquired about the \$167,000 allocated for Annie's Woods. Asst. Director Small explained that a matching grant through the Department of Natural Resources (DNR) would fund ½ of the total cost of the project scheduled to be completed in FY2012.

Commissioner Volk asked where staff had budgeted for salary expenses for each project. Asst. Director Garrison replied that after completion of a project, staff will calculate the number of hours dedicated to that project and allocate the appropriate salary expenses to that line item. These expenses are included in the salary line item.

Director Capek noted that a portion of revenue from the Special Recreation Fund will be utilized for ADA items. Recreation Accessibility Consultants is in the process of auditing the District to identify ADA compliance issues. Capek noted that \$25,000 will be allocated each year for five years towards ADA compliance.

Capek also explained that in 2012 TIF proceeds will be allocated to the various government funds instead of being allocated directly to capital per the County Treasurer's Office. There will be a transfer of these funds to capital so that they can be used to fund projects.

Lastly, \$40,000 has been recommended for the development of a new master plan for the District. This document will assist the Board and staff in planning future projects and priorities as well as provide support to grant application.

Commissioner Hanson expressed that she was supportive of the idea and that a new master plan was necessary to the District.

The study session ended at 7:15 p.m.

**DeKalb Park District
January 12, 2011
Public Meeting**

BOARD MEMBERS PRESENT: President Matt Volk and Commissioners Joan Berkes Hanson, Dave Mason, Mike Teboda and Phil Young.

STAFF MEMBERS PRESENT: Director Cindy Capek, Asst. Directors Brad Garrison & Lisa Small, and Josephine Knoble.

OTHERS PRESENT: Ellwood House President Jill Olson, and Ellwood House Director Brian Reis.

I. Meeting Called to Order

President Matt Volk called the January 12, 2011 public meeting to order at 7:20 p.m.

II. Approval of Agenda

President Volk stated that due to lack of time, discussion on the Intergovernmental Agreement with the School District, and the FY 2012 Schedule of Board meetings would be discussed during the new business portion of the public meeting.

Commissioner Hanson made a motion to approve the amended agenda. Commissioner Teboda seconded the motion and all members voted unanimously in favor.

III. Approve Minutes of Previous Meetings

Commissioner Mason and Commissioner Young commented on changes to the summary of the merit pool discussion of the December 9, 2010 public meeting board minutes.

Asst. Financial Administrator Knoble made a note of those changes.

Commissioner Teboda made a motion to approve the December 9, 2010 study session and amended public meeting board minutes and the December 16, 2010 special meeting board minutes. Commissioner Mason seconded the motion and all members voted unanimously in favor.

IV. Correspondence

There was none.

V. Business from the Floor

Director Capek introduced Ellwood House Association President Jill Olson. Olson introduced newly appointed Ellwood House Director Brian Reis. Olson noted that Reis started his new position on January 1, 2011 and that the Ellwood House Board was looking forward to working with him.

Reis stated that he attended graduate school at Northern Illinois University and has worked in Oak Park for the last few years. He expressed his excitement to be back in the community and part of the Ellwood House. The Board welcomed him to the community.

VI. Old Business

A. Personnel Policy 4-14: Policy on Personal Leave of Absence

Director Capek stated that over the past year, the District was faced with issues in regards to personal leave of absence and an extension of the ninety day leave allowed under policy 4-14.

Capek recommended that the Board revisit the policy since extension of a leave could impact the operations of the District.

Capek noted that each employee is granted a total of twelve personal/sick days per fiscal year and may accumulate up to a maximum of 90 days of personal leave.

Capek suggested that the policy either be eliminated, that the amount of time granted for a personal leave of absence be reduced to 30 or 60 days, or that the policy be kept as is but that any extension requests be approved by the Board.

Asst. Director Small stated that staff may accumulate up to 90 days of personal leave to be utilized only in the event of an FMLA qualifying event.

There was discussion about the impact a prolonged leave of absence could have on the District and the District's obligation by law to the employee.

Commissioner Teboda was in support of doing all that was possible to hold a position for an employee that was experiencing a temporary illness. There was much discussion about the Board not being perceived as equitable if decisions were made on a case by case basis.

President Volk stated that the Board agreed that the burden should be removed from the Executive Director.

It was suggested that perhaps the most unbiased way to address the issue was to allow for 90 days of extended personal leave without pay when an employee provided a written request. The leave would be granted for issues related to FMLA. If the employee was unable to return to work at the end of the 90 days; the position would be terminated.

Director Capek will make the changes to the policy, review with the District attorney, and bring the policy back to the Board for consideration in February.

VII. New Business

A. Intergovernmental Agreement with School District

Director Capek stated that the Park and School Districts staff met in December to review the Shared Use Agreement. With the new high school opening in the fall, the School District would not be utilizing Park District facilities to the extent that they have in the past.

Capek noted that the School District will no longer require daytime use of the Sports & Recreation Center, Haish Gym, McCormick Park, and the tennis courts at Hopkins. The School District will continue to utilize Buena Vista & River Heights for their golf teams and possibly Katz Park. Haish Gym and the Sports & Recreation Center will be designated as emergency evacuation facilities as needed.

The District and the Kishwaukee Special Recreation Association will continue utilizing the pool as outlined in the agreement.

The Board reviewed the agreement and will formally approve it at the February Board meeting.

B. Schedule of Board Meeting for FY2012

Director Capek recommended the Board review the schedule of Board meeting for FY 2012 and to e-mail her with any conflicts.

Commissioner Teboda noted he had a conflict in February and asked if the Board meeting could be re-scheduled to Wednesday, February 9, 2011 at 5:30 p.m. The Board was in agreement.

VIII. Financial Reports

A. Cash and Investment

There were no questions.

B. Purchase Orders

There were no questions.

C. Invoices

The Board reviewed and approved the list of bills totaling \$445,016.57.

D. Budget/Actual Report

There were no questions.

IX. Committee Reports

A. IAPD-Dave Mason

Commissioner Mason noted that the 2011 IAPD/IPRA Annual Conference would be held in Chicago from January 27-29.

B. Ellwood House-Brad Garrison

No report.

C. Plan Commission-Mike Teboda

Commissioner Teboda stated that Mike Carpenter presented the Dog Park concept to the Plan Commission. He also noted that Director Capek provided a good overview of the project. The plan was approved 6 to 1 and would be forwarded to City Council.

Director Capek explained that she had attended the City Council meeting earlier that week and spoke on behalf of the plan. The City Council approved the concept plan.

X. Staff Reports

Capek noted that she will not be able to attend the Castle Challenge because she will be attending the annual IAPD/IPRA conference in Chicago. Commissioner Teboda stated that he would represent the District in her absence.

XI. Adjourn the Public Meeting

Commissioner Mason made a motion to adjourn the January 12, 2011 public meeting at 9:25 p.m. Commissioner Teboda seconded the motion and all members voted unanimously in favor.

