Call to Order
President Taylor called the Workshop Meeting to order at 7:00 p.m.

Roll Call of Commissioners
Upon roll call those answering present were President Taylor and Commissioners Hess, Aubrey, Jourdan, Minogue, and Schoen. Absent: Commissioner Dallman

Staff members present were Executive Director Atwell, Superintendent of Finance & Personnel Woods, Communication & Marketing Supervisor Talenco, Executive Assistant Sesto, Superintendent of Recreation Esposito and Superintendent of Parks Scarmardo.

Changes to the Agenda
None

Public Participation
Ms. Melissa Creech, 697 St. Charles Road, addressed the Board saying she lives across from Ackerman Park and wanted to know why the southwest corner of the Ackerman Park property was staked out. Although she had filled out a Freedom of Information request earlier in the day she became aware of the Board meeting and wanted to ask the Board about the project.

President Taylor explained that the Park District and Village of Glen Ellyn had been working on a regional stormwater agreement for the last few years and signed the agreement late last year. Overland water from the north side of Geneva Road at five corners will flow onto Ackerman Park property. In return the Village will construct two soccer fields west of the Roford Road entrance to the park. The Village is staking the area because some trees will be removed.

Ms. Creech asked if there was a tree preservation plan and why a public hearing wasn’t held for the project.

President Taylor commented that there is a tree preservation plan and did not know why the Village didn’t hold a public hearing on the project.

Director Atwell commented that staff was putting the information together Ms. Creech requested on the Freedom of Information form and would get it to her later in the week.

Equipment Replacement Fund
Superintendent Woods explained the Equipment Replacement Fund report would be presented during the budget review.

Amend 2007/2008 Budget & Appropriation Ordinance
Superintendent Woods explained that after reviewing year-end estimates for fiscal year May 1, 2007 through April 30, 2008, the budget and appropriation ordinance for the 2007/2008 fiscal year needs to be amended to account for items that were not included in the original ordinance approved by the Board in May 2007. After review by the Board, the amended ordinance will be available for inspection by the public for 30 days at Main
Street Recreation Center and Spring Avenue Recreation Center. At the April 15, 2008 Board Meeting a public hearing will be held and the amended ordinance passed.

After the Board reviewed the amended ordinance President Taylor directed staff to place the amended Budget & Appropriation Ordinance on public display for 30 days and hold a public hearing on said ordinance on April 15, 2008 prior to approval.

**Budget Review**
Superintendent Woods explained that the proposed annual operating budget represents one of the most important policy decisions made by the Board each year. Because the Park District is converting to a calendar year budget effective January 1, 2009 the budget before the Board for review is for eight months, May 1, 2008 to December 31, 2008.

The budget process consists of each Superintendent developing budgets for their department and presenting it to the Executive Director and Superintendent of Finance and Personnel. All recreation programs are reviewed in order to discuss histories, philosophies and intended direction.

**Corporate Fund**
**Administration:**
The Corporate Fund supports the activities occurring throughout the Park District. Interest income has a large impact on maintaining the Corporate Fund balance. In fiscal year 2007/2008 one-half of the interest earned in the two new capital project funds was transferred into the Corporate Fund. This was a one-time influx of revenue to increase the Corporate Fund balance.

Most expense line items were adjusted to account for the 8 month budget year. Included with the budget was a wage and salary pay scale which lists the positions in step ranges. The step range scale was adjusted for the DuPage County 2007 CPI of 2.5%. No additional full-time positions were requested in the budget.

The Park District has employee health insurance coverage through PDRMA with a contractual agreement through February 1, 2011. Premiums increased 9% over last year’s rates.

Staff will be purchasing a bulk electricity program for SARC, MSRC and Ackerman Park to hopefully control costs. The budget was increased 25% in anticipation of new Commonwealth Edison rates.

**Parks:**
The past year had been very challenging for staff trying to stay within budgeted line items. Pricing on natural gas, fossil fuels, steel, fuel surcharges on deliveries and building materials greatly increased and record snow falls caused an increase in man-hours, salt usage as well as fuel. The Parks Department has come up with several cost saving measures to preserve resources while keeping the department’s budget in check.

The $6,500 overage in the overtime line item is due to the additional man-hours for preparing ice rinks, plowing, salting, athletic field and facility maintenance, and special events. The overage is the Part-time Salary line item was due to additional staff needed for plowing, clearing sidewalks and maintaining ice.

The overage in the Contractual Services line item was due to additional services needed on a regular basis where expertise is required. These include fire extinguisher service, irrigation systems start up and shut down, emergency sewer rodding, electrical work on athletic fields and tennis court lighting. The overage in the Fuel & Oil line item was due to the ever increasing cost for fuel and lubricants.
Equipment Replacement Fund
Superintendent Scarmardo explained that the Equipment Replacement Fund was established to accumulate reserves to have funds available for vehicle and equipment purchases. This year a 1999 Dodge pickup truck, a 1999 Ford F350 and a 1991 Toro Groundsmaster are designated for replacement and one mower. Staff orders the vehicles and equipment through the Illinois State Purchase program. Although orders must be placed by March 20, 2008, the vehicles will not be delivered until June 2008, well into the next fiscal year.

With a projected Equipment Replacement Fund balance of $19,970 on April 30, 2008 and department transfers of $103,146 on May 1, there will be an overall fund balance of $123,116. Staff projected the sale or trade-in value for the two vehicles and one mower at $17,500.

The $88,873 in vehicles and equipment staff proposed to purchase through the State program were a for Ford F-250 at a cost of $18,579, a Ford F-450 at a cost of $34,204 and a Toro 7210 with snow equipment for $36,000. Considering the fund balance and funds from selling or trading in the vehicles the expected overall expenditure for equipment replacement was $51,833.

Staff recommended, and the Board approved, placing approval of the purchase and sale of vehicles for fiscal year 2008 on the March 18, 2008 Regular Meeting consent agenda and directed staff to order the vehicles through the Illinois State Purchase Program prior to March 20, 2008.

Small Funds
Police Fund:
The prior fund balance had been depleted and received a support transfer from the Recreation Fund to cover the security costs for special events. The 2007 levy was increased to cover operating costs.

Paving & Lighting Fund:
In the last two years funds have been decreasing due to the tax cap limitation process where funds were needed in other levies.

IMRF Fund:
The current rate for IMRF is 9.653% of all full-time adjusted gross salaries, down from 9.73% in 2007. The rate is adjusted each year by IMRF through the State legislature. IMRF requires that all employees working over 1000 hours per year be covered under IMRF. The expense budget includes $6,000 for approximately 10 part-time employees, such as preschool teachers, who work over 1000 hours per year.

Debt Service Fund:
Debt Service expense has remained steady over the last few years due to the debt structuring in place. The budget is not affected by the change in fiscal year since payments are due in June and December.

Liability Fund:
The proposed budget includes an expanded staff training program and background checks. State law requires background checks on all employees of any age and all volunteers. The cost of a background check is $10 per person. Some costs are charged back to programs with a large number of volunteers. Staff has an agreement with the Glen Ellyn Police Department to review all background searches for volunteers and employees under the age of 18. The interest earned in the Liability Fund is transferred to the Corporate Fund.

Special Recreation Fund:
The expense and revenue in the fund is what WDSRA requests for their operations. WDSRA receives 2 cents per 100 of EAV. The balance of the levy allocation is used for capital projects ADA requirements.
Audit Fund:
The Audit Fund covers expenses for the annual audit. The cost for the Park District’s new auditing firm, Lauterbach and Amen, is included in the budget. The new auditors have recommended a consolidation of some of the small funds into the Corporate Fund for the 2009 fiscal year.

Cash In Lieu:
Staff has projected to collect $75,000 in Cash in Lieu donations.

Recreation Fund
Administration:
The administration accounts are shared by many staff members. One of the largest increases in the revenue area was the addition of $46,000 in taxes. Each year this is dependent on the final tax levy. There was a decrease of $62,000 in the Program Chargebacks revenue due to the eight month budget. Chargebacks are calculated by adding all indirect costs charged to programs and transferring it to the Administration account. $75,000 of that revenue is transferred to various accounts including the Parks Department for assistance throughout the year, the Corporate Fund for general costs, both recreation centers to help defray building costs and general marketing expenses.

Programs:
Staff projected another successful year end net for the programs of over $495,000. For the 8 month budget staff budgeted a net revenue of $329,175. Fee will be increased in all programs to cover increases in salaries, materials, indirect costs and 20% net revenue.

Athletic programs generate over $1.54 million in fees and expenses are slightly over $1.26 million. There was a large increase in participation and revenue in the summer tennis program. Last year staff contracted with Health Track and participation increased by 400. Net revenue increased by $7,000.

Many of the Arts and Crafts programs are taught by contractual instructors versus employees. They are either paid per child/per class or a percentage of the revenue is split between the instructor and the Park District.

Fitness and Dance is a small part of the overall budget. Classes generate over $90,000 in revenue and $63,000 in expenses. The largest program is Dance.

The General Recreation programs generate over $532,000 in revenue and $391,000 in expenses. The largest program in this category is Preschool. The program has 205 children participating and staff projected a net revenue of $96,000. This year staff offered a Kindergarten Enrichment program that costs over $3,000 per child. There are 41 children registered in the program. Staff plans to expand the program next year. Summer Camps also generated large revenue each year. With MSRC being closed last year for renovation, expenses increased for 2007/2008 due to the $16,000 cost for a bus to take children from Maryknoll to Sunset Pool everyday. The Adventure Time before and after school program held at Forest Glen School continues to be successful and at full capacity.

The Senior Citizens programs do not make any money. Staff sent out a survey to get feedback about current programs and what programs could be offered in the future. The Senior Citizens are enjoying the renovated room at MSRC which is dedicated solely to their programs.

Revenue and expenses for Special Events fluctuates each year and many are offered free to the community. Most revenue collected is from donations.
Facilities
The budget for Sunset Pool was presented to the Board earlier in the year so fees could be published in the summer brochure due to be delivered to residents in March.

Operating costs for Main Street Recreation Center and Spring Avenue Recreation Center are subsidized by the Administration portion of the Recreation Fund, and expenses for both were within budgeted estimates.

The budget for Maryknoll Park was also presented to the Board earlier in the year. Since that time staff has changed the proposed budget to reflect revenue and expenses associated with the Family Italian Circus that will be held in the park in July and the removal of the debt service payment from the budget as approved by the Board. Previously the debt service payment was budgeted in the Holes & Knolls Miniature Golf operating budget. That expense will now be included in the Administration area of the Recreation Fund. With the addition of the circus and elimination of the Debt Service payment the proposed budget reflected a net revenue of $108,500.

Staff estimated the Boathouse budget would end the year with slightly below the budgeted net revenue. Additional revenue for March and April rentals will be generated prior to fiscal year-end.

Sunset Pool concession revenue from Garibaldi’s was $6,676. Ackerman Park concessions generated a $1,500 profit from Poolside Dogs. Both concessionaires give the Park District 12% of their gross sales.

Discussion ensued after which time the Board thanked Superintendent Woods for a great job in preparing and presenting the budget.

Superintendent Woods reminded the Board staff would be presenting the Capital Projects budget for review in April.

Matters from Staff
Director Atwell commented that the first Board meeting in April will be on the 1st, which is during the week of school spring break. Commissioner Dallman has already stated he would not be at the meeting. The Annual IAPD Legislative Conference in Springfield is scheduled for April 1 and 2 and he would like to attend the conference. Director Atwell requested, and the Board approved, changing the Board meetings for April 2008 to the 8th and 22nd instead of the 1st and 15th.

Superintendent Esposito reported Lombard Park District asked that the Glen Ellyn Park District offer their residents a discounted pass or discounted daily fee to Sunset Pool this year. Lombard residents will not have a pool because a new pool is being constructed. The Glen Ellyn Park District does not have a non-resident pass and a pool capacity of 1000 swimmers. On very hot days the capacity is reached. Although staff would like to be accommodating it was recommended, and agreed to by the Board, that for the 2008 swim season to have one daily fee, at the resident rate, for both residents and non-residents.

Director Atwell reported he and Communications & Marketing Supervisor Talenco met with representatives from School Districts 41, 87 and 89, Village, Library and College of DuPage to discuss conducting a community-wide environmental scan. It was asked at the meeting what results were expected. The Village and Park District asked to see an example of results of similar scans. The information received back from the scan is not tabulated but would be given to each agency who participates to do with as they want. This type of scan is mostly used by the academia field and done by a single agency. There is no precedent of multiple agencies participating in this type of scan.
Director Atwell had conversation with Curt Barrett, Acting Village Manager, regarding the possibility of suggesting that only the schools combine efforts with the Library and College of DuPage. Mr. Barrett will bring the issue to the Village Trustees next week.

Communications & Marketing Supervisor Talenco commented that at their meeting on the March 3, the schools, Library and College of DuPage representatives stated they were going forward with the scan. When they send out the initial press release they will include only the agencies involved at that time and should an agency decide at a later point to become involved, they will use that as an opportunity to generate more press.

Because the Park District had conducted a survey prior to the recent referendum and staff is busy with several capital projects, the Board agreed that the Park District would not partake in the environmental scan.

**Matters from Commissioners**
Board members commented on a note received from a resident thanking staff for all their efforts with snow plowing this winter.

President Taylor read an email from Commissioner Dallman congratulating staff from IDNR regarding their inspection of Churchill Park and it being in compliance.

**Adjourn to Executive Session Meeting**
At 9:00 p.m. Commissioner Schoen moved, seconded by Commissioner Jourdan, to adjourn to Executive Session pursuant to Section 2(c)(1) “discussion of the appointment, employment, compensation, discipline, performance or dismissal of specific employees or legal counsel for the District” and Section 2(c)(5) “discussion of the purchase or lease of real property for the use of the District, including discussion of whether a particular parcel should be acquired.”

*Roll Call: Aye: Commissioners Schoen, Jourdan, Aubrey, Hess, Minogue and President Taylor*  
*Nay: None*  
*Motion Carried*

**Reconvene the Regular Meeting**
The Regular Meeting reconvened at 9:45 p.m.

**Adjournment**
There being no further business, at 9:45 p.m. Commissioner Minogue moved, seconded by Commissioner Schoen, to adjourn the Workshop Meeting.  
*Motion Carried*

Respectfully submitted,

Jeanine Sesto  
Board Secretary