

Lombard Park District
Board of Park Commissioners
Personnel & Finance Committee
Budget Meeting #2
Sunset Knoll Recreation Center
Tuesday, November 11, 2008-6:30pm

The meeting was called to order by President Roberts at 6:37pm.

Upon roll call being taken the following commissioners were present:

Commissioners: Char Roberts, President
Keith Giagnorio, Vice President
Kathy Hogan, Commissioner
Mike Kuderna, Commissioner
Jan Mills, Commissioner
Bill Ware, Commissioner

Absent: John Bielenda, Commissioner

Staff: Paul W. Friedrichs, Executive Director
Rick Poole, Deputy Director
Jason S. Myers, Superintendent of Finance and Personnel
Bill Sosnowski, Superintendent of Parks
Jacquelynn C. Brzezinski, Administrative Assistant

Guests: Patti Doell, Program Manager
Debbie Whitcher, Aquatics and Facilities Manager

The meeting began with Executive Director Friedrichs advising the commissioners that the Personnel and Benefits Administration booklets are at their seats this evening. He informed the commissioners that included in the Salary Survey section are: salary, EAV, population of the district, years in field, rank and budget. Personnel and Benefits Administration will be discussed at the meeting on November 18, 2008.

Next, Superintendent Myers showed a visual presentation of the Lombard Lagoon driveway and Paradise Bay Water Park. At Paradise Bay, the walls are up on the east building around the mechanical room. The lap pool is ready to be poured and the leisure pool was poured last week.

Superintendent Myers then presented minutes from the November 4, 2008 Personnel and Finance meeting. To answer a previously submitted question, he also informed the Board that the District receives reimbursement from the Jaycees electrical bill at Madison Meadow. He also mentioned that the District pays the first \$20 per month. This will result in an updated year-end amount in utility account #481450. Additionally, he addressed the question previously submitted regarding Salary Allocations; the information requested is part of the Personnel and Benefits Administration Booklet distributed tonight. The next information presented was the Western Acres Golf Course Budget. Superintendent Myers opened by stating it was a conservative budget with a \$6,000 loss. Full-time wages were decreased due to an employee on military leave. Executive Director Friedrichs announced that Dean

Styburski is now in Afghanistan. This will save the District \$31,000 in full-time wages. Superintendent Myers conveyed that in response to the question about depreciation, all capitals have been reflected in depreciation including the canine expense, Jessie.

Next Superintendent Ingram gave an overview of the golf season at Western Acres Golf Course. The advertising budget includes a free ad from the Daily Herald and an ad at Comfort Inn Hotel. This relates to the question regarding marketing as the course has a marketing plan in place created by Manager McManis. He stated that as of September, golf was down 3,846 rounds due to the damaged greens. He answered President Roberts question regarding turf repair, by stating that all damaged greens were repaired. Superintendent Ingram mentioned that he tried to conduct a round survey of other courses in the area but it was too early to get any data. Commissioner Hogan expressed interest in the golf course making money as other courses in the area. Executive Director Friedrichs requested the names of the courses to call. Superintendent Ingram also mentioned that he felt it would benefit the course and attract those who didn't golf at Western Acres Golf Course if the greens were faster. He explained the technique in making a faster course and informed the Board that this was his goal for 2009. He then reported that there were: 49 residents, 75 resident seniors, 32 non-residents and 70 non-resident seniors debit cards sold. A brief discussion followed regarding debit cards and outings.

Aquatics and Facilities Manager Witcher spoke about the different environment at the golf course. She mentioned the success of the Sticks for Kids program attracting 75 participants, the popularity of the golf pro and a cooperative program with the Butterfield Park District. Superintendent Myers then discussed the Western Acres Golf Course budget and addressed the question regarding line 481990 and reiterated that this was discussed as part of the 2007 Audit presentation. A lengthy discussion about the profit margin at the golf course took place. Superintendent Ingram next spoke of the reimbursement received from PDRMA for both the lightening and flood damage. Commissioner Ware suggested staff talk more to patrons to promote the golf course. To end, Executive Director Friedrichs responded that the Western Acres Golf Course budget is conservative with nothing to trim.

Superintendent Myers thanked staff for their hard work with the budget before introducing the budget for Paradise Bay. Deputy Director Poole reported that working with Paradise Bay's budget was challenging as there was no history involved. He conveyed that Aquatics and Facilities Manager Witcher had spent a lot time researching other pools. He said that a five year average of other districts was used for the financials which answered a question previously submitted. Challenges for Aquatics and Facilities Manager Witcher in the planning process were minimum wage, larger staff and programming outside of daily swim. Four more staff were included in the budget which totals 24 staff (16 at full rotation) which was another question of the Paradise Bay budget. Plans for the 2009 season according to Aquatics and Facilities Manager Witcher include additional rentals, requiring returning staff to reapply and re-interview, providing a high level of customer satisfaction and training, a summer newsletter to patrons, additional programming during downtime and additional birthday parties. Aquatics and Facilities Manager Witcher answered to a previously submitted question about ability to rent and she responded that one option being explored is the ability to close the tot pool for rentals. President Roberts inquired as to how the 11% increase in swim lessons was calculated. Deputy Director Poole explained that the 11% include a 7% increase in participation and a 4% increase in fees. Executive Director Friedrichs informed the board that regular pass holders will be let in to the pool earlier than daily-fees. A brief discussion was held about daily fees and pass holders. Executive Director

Friedrichs also announced that a letter will go out to 2007 pass holders inviting them to purchase their pass with an enclosed coupon of \$10.00 at a rate that is equivalent to the 2003 fees. Commissioner Hogan then inquired whether staff has met with the Village regarding the utility bills. She also previously asked when to expect to accept rentals. Manager Whitcher responded that in the spring she will take reservations for a June opening. Executive Director Friedrichs responded that a meeting will be held soon with Dave Hulseberg, Village Manager to address the utility topic.

Deputy Director Poole then introduced the programming section by explaining that staff has completed fee surveys and that the 11% increase includes; 7% increase in participation and a 4% increases in fees. Next Program Manager Doell introduced the area of Performing Arts. She explained as per a previous submitted question that the category has evolved over time and some programs may not sound like they fit. Also to address the question regarding acting classes, Program Manager Doell explained that classes were tried with Alchemy Theatre yet failed but Acting Class in-house is doing well under Program Manager Rickey's area. Commissioner Hogan inquired on the status of the music lessons and Program Manager Doell responded they're going well and are advertised at local schools through the Just for Kids Newsletter. President Roberts inquired about the Irish Dance Lesson change and Program Manager Doell answered that the old company was unorganized so Weber was hired as a replacement.

The topic then moved to the area of Fitness. Aquatics and Facilities Manager Whitcher began by stating she was fortunate to bring in good new instructors this past year. There is a big increase in attendance in the 5:30am-6:30am fitness classes. The focus for 2009 will include additional marketing and a comprehensive program. In response to the previously submitted question regarding the difference between fitness classes and facilities. Aquatics and Facilities Manager Whitcher responded that aside from SKRC, classes are held at the Lagoon and Lombard Community Building. All facilities have unique aspects and can accommodate different class sizes. Deputy Director Poole then led a conversation regarding the advantages of having an additional wood floor.

Program Manager Doell opened the next section, Senior Citizens, by informing the Board that this area continues to co-op on trips. She also addressed that the Lombard Senior Chorus performs at area senior facilities and Park District special events. President Roberts inquired as to whether any of the cooperative districts own their own bus. Program Manager Doell explained that several of the districts own their own vehicles for trips.

Next Program Manager Doell introduced the Pre-school Special Events. She addressed the previous submitted question regarding soliciting donations for special events. She explained that each program manager solicits their own donations from sponsors. She also informed the Board that the ages for Daddy/Daughter are 3-9 with flexibility if a 10 or 11 year old want to attend. Also the name of Pre School Special Events has been shortened but it is used sometimes for multi ages.

Program Manager Doell then introduced the Early Childhood section of the budget. She addressed the question about a five day discount; Kiddie Campus participants receive \$10.00 off per month. To respond to the inquiry about Parent/Tot Programs, Program Manager Doell, remarked that the demand has been met and the program is fully equipped at SKRC. Executive Director Friedrichs added that security in the Tot wing was great.

After that, the Recreation Facilities were introduced by Superintendent Myers. He explained per a previous question regarding salaries and responded that most of these salaries are part of SKRC and some are different positions coded off to this amount. Staff then addressed the question about not increasing the SKRC rental fee. It was explained that SKRC cannot easily accommodate outside rentals due to the scheduling of District classes. An additional question answered by Superintendent Myers was that the mortgage will be paid off in 2009. In regards to the Lagoon inquiry, staff feels that a parking lot does not bring in people to rent a facility. To address the question previously submitted regarding decrease of food and drink sales, it was answered that the closing of the water park reduced the number of vending machine income. Next to be answered was the question previously submitted about Pleasant Lane Rentals. Apparently, programs and clinician workshops fill the schedule at Pleasant Lane.

To end Executive Director Friedrichs shared with the Board that he is meeting with Mrs. Moran Friday morning to discuss the memorials received.

There being no further business, Commissioner Kuderna made a motion at 8:42pm to adjourn the meeting. Commissioner Giagnorio seconded the motion. On a call for the vote, six ayes (Giagnorio, Hogan, Kuderna, Mills, Roberts, Ware). Motion carried.

Respectfully submitted,

Paul W. Friedrichs
Secretary
PWF/jcb