



**PARK DISTRICT OF OAK PARK
Administration and Finance Committee
Budget Session Meeting**

**Oak Park Conservatory
615 Garfield Street
Oak Park, Illinois
Thursday, September 25, 2014 at 7:30pm**

Minutes

I. Call to Order/Roll Call

The meeting was called to order at 7:31pm by President Bullock.

Commissioners Present: Commissioners Aeschleman, Lentz, Wick and President Bullock.
Commissioner Guarino arrived at 7:32pm.

Staff Present: Jan Arnold, Executive Director; Kyle Cratty, Finance Director; Mitch Bowlin, Finance Manager; Chris Lindgren, Assistant Superintendent of Buildings and Grounds/Facility Maintenance; Diane Stanke, Marketing & Customer Service Director; Helen Vogel, Supervisor of Operations - Cheney Mansion; Scott Stewart, Oak Park Conservatory Manager; Maureen McCarthy, Superintendent of Recreation; and Karen Gruszka, Executive Assistant.

II. Budget Parameters

Kyle Cratty, the Director of Finance, informed the Board that this year the Park District will be increasing the tax levy 2.86% for 2015. The District is subject to the property tax extension limitation law (PTELL) which caps the levy for 2014 at 1.5%. The District is increasing the levy 2.86% to ensure the District receives the full 1.5%. Executive Director Arnold stated that continued emphasis on 50/50 revenue will take place in 2015, along with the landscaping being brought in-house.

II. Budget Discussions

Corporate Administration's 2015 budget was presented including the capital contribution of \$200,000, the IT budget, and trainings. Diane Stanke, Manager of Marketing and Customer Service, informed the Board of the dasher-board success, expanded effort on target marketing, the new brochure design and the rollout of the new Park District logo. The Board discussed the need for the new logo and was reminded it had originally been done in the 70s and per the recommendation received in the survey, a fresh new updated recognizable tie-in logo is being sought. Scott Stewart discussed the Conservatory's 2015 budget including the in-house maintenance for all plant beds and shrubs, perennial material being placed in the plant beds and new camps. The Board were given breakdowns of costs of the upkeep of plant beds and hours needed for the upkeep, it was also confirmed that a strong focus would be on the use of native plantings. Chris Lindgren, Assistant Superintendent of Building and Grounds/Facility Maintenance, reported the 2015 budget and the changes taking place with the landscape contract being brought in-house and the HVAC preventative maintenance outsourced. The Board stated again how pleased they were with the athletic field conditions and the lower budgeted sod. Helen Vogel, Supervisor of Operations - Cheney Mansion, presented the budget for Cheney Mansion showing that the rentals continue to be strong and the success of the Sugar Beet partnership. The Board questioned if the roof was budgeted for and were informed it was in the capital planning process. Kyle Cratty, Finance Manager, and Mitch Bowlin,

Accounting Supervisor, discussed the Museum Fund, IMRF Fund with the District starting to buy down more of its unfunded liability, the Audit Fund and the District's length an audit company is contracted with, Liability Fund, and the Special Recreation Fund, and how the District's costs could increase due to partnerships dropping.

III. New Business
None

IV. Adjournment
A motion was made by Commissioner Wick and seconded by Commissioner Lentz to adjourn to the Executive Session at 8:29pm. **Motion carried in a voice vote.**



Secretary
Board of Park Commissioners



President
Board of Park Commissioners

October 23, 2014
Date

October 23, 2014
Date