



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

**Hedges Administrative Center
218 Madison Street
Oak Park, Illinois**

Thursday, October 8, 2015 at 7:30pm

Minutes

I. Call to Order/Roll Call

The meeting was called to order at 7:30pm by President Aeschleman.

Commissioners Present: Commissioners Guarino, Lentz, Porreca, Wick and President Aeschleman.

Staff Present: Jan Arnold, Executive Director; Kyle Cratty, Finance Director; Mitch Bowlin, Finance Manager; Mike Grandy, Superintendent of Buildings and Grounds/Facility Maintenance; Chris Lindgren, Assistant Superintendent of Buildings and Grounds/Facility Maintenance; Diane Stanke, Marketing & Customer Service Director; Helen Vogel, Supervisor of Operations - Cheney Mansion; Patti Staley, Director of Horticulture & Conservatory Operations; and Karen Gruszka, Executive Assistant.

II. Public Comment – None

III. Budget Parameters

Kyle Cratty, the Director of Finance, informed the Board that this year the Park District will be increasing the tax levy 2.85% for 2016. The District is subject to the property tax extension limitation law (PTELL) which caps the levy for 2015 at 0.8%. The District is increasing the levy 2.85% to ensure the District receives the full 0.8%.

IV. Budget Discussions

Corporate Administration's 2016 budget was presented including an internal controls audit, connectivity improvements, and the larger emphasis on professional development training for staff. Diane Stanke reported on Communications and Marketing, stating that expanded effort is being placed on target program marketing, the rollout of the new Park District logo will be taking place throughout the system, and the continued growing of sponsorships was discussed. Patti Staley discussed the Conservatory's 2016 budget including the new change for direct parks maintenance cost moved to buildings and grounds, the growing of revenue, and the continued goal of increasing perennials and native plants in the parks. The Board was glad of the moving of parks maintenance costs creating a clearer picture in the budget of cost for the Conservatory. Mike Grandy and Chris Lindgren reported on the B&G's 2016 budget and confirmed the moving of the park landscaping budget from the Conservatory. The inventory management system was discussed and what is needed to be done to get it up and running along with the advantages it will provide; also discussed was the development of the facility report card to assist in the 2017-2021 CIP. Helen Vogel presented the budget for Cheney Mansion stating that the rentals are looking strong for 2016, new advertising strategies for new rental markets will be used for unbooked less popular days, and that she is extremely pleased to be looking at a positive fund balance in 2016. The Board questioned if the fund balance continued to be positive, how would that change the budget and were told that

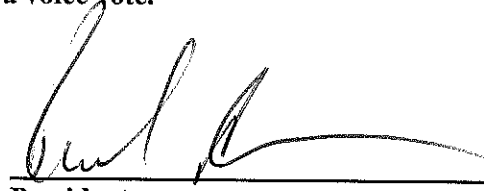
Cheney Mansion would then begin making a contribution to the corporate fund. Kyle Cratty and Mitch Bowlin discussed the IMRF Fund the Liability Fund, the Audit Fund, Museum Fund, Special Recreation Fund, Health Insurance Fund and the Capital Projects Fund. The Board confirmed the that money was planned for turf replacement and if the property acquisition fund would ever be capped and were told that it was the Board's decision during the planning of the Strategic Plan.

V. New Business
None

VI. Adjournment

A motion was made by Commissioner Guarino and seconded by Commissioner Lentz to adjourn the meeting at 8:48pm. **Motion carried in a voice vote.**


Secretary
Board of Park Commissioners


President
Board of Park Commissioners

November 19, 2015
Date

November 19, 2015
Date