



PARK DISTRICT of OAK PARK

**PARK DISTRICT OF OAK PARK
Administration and Finance Committee
Budget Session Meeting
Hedges Administrative Center
218 Madison Street
Oak Park, Illinois**

Thursday, October 17, 2019, 7:30 PM

AGENDA

- I. Call to Order/Roll Call**
- II. Public Comment**
- III. Budget discussions**
 - a. Conservatory***
 - b. Recreation Fund**
 - Recreation Fund Overview
 - Recreation Administration*
 - Marketing and Communications*
 - Customer Service*
 - Sports and Fitness*
 - General Recreation*
 - c. Special Facilities Funds**
 - Special Facilities Overview
 - Special Facilities Administration*
 - Special Facilities Maintenance*
 - Concessions*
 - Aquatics*
 - Ice Arena*
 - Gymnastics*
 - d. Budget and Appropriation Ordinance***
- IV. New Business**
- V. Executive Session**
- VI. Adjournment**

* Indicates information attached.

** Indicates information to be provided before or at the meeting.

Update indicates verbal report provided at meeting no materials attached

The Park District of Oak Park welcomes the opportunity to assist residents and visitors with disabilities. If you require special accommodations for this meeting, please call 708-725-2000 or email Karen.Gruszka@pdop.org.

In partnership with the community, we enrich lives by providing meaningful experiences through programs, parks, and facilities.

Conservatory

Description

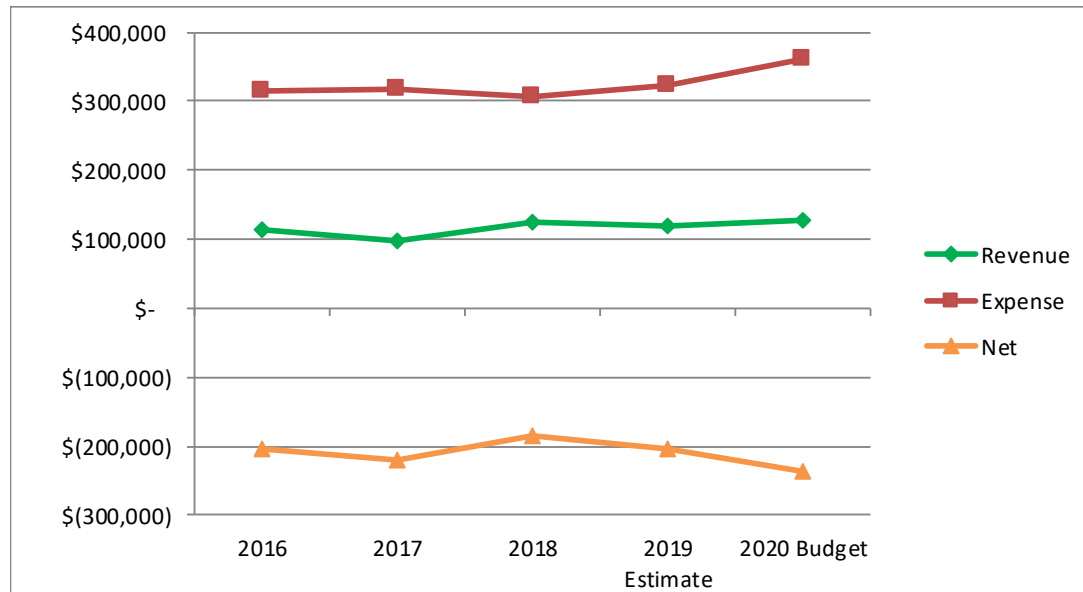
The Edwardian-style glass structure, built in 1929, houses a botanical collection of more than 3,000 plants, some of which date back to the Conservatory's founding. Over the years, the building fell into neglect. In 1970, a group of concerned citizens led a drive to preserve this unique resource. In 1986, the Friends of the Oak Park Conservatory was established with the mission to promote interest in the Oak Park Conservatory, offer educational and recreational opportunities and support projects that benefit the Oak Park Conservatory. In 2004, the Oak Park Conservatory was designated an Oak Park Landmark, and was added to the National Register of Historic Places in 2005. The Conservatory staff is responsible for growing plants for monthly floral displays within the facility. They also design and install the summer plant displays throughout the park system, maintain the landscape at Cheney Mansion, oversee the maintenance of native perennials, and take care of all weeding needs throughout the District.

2019 Assessment

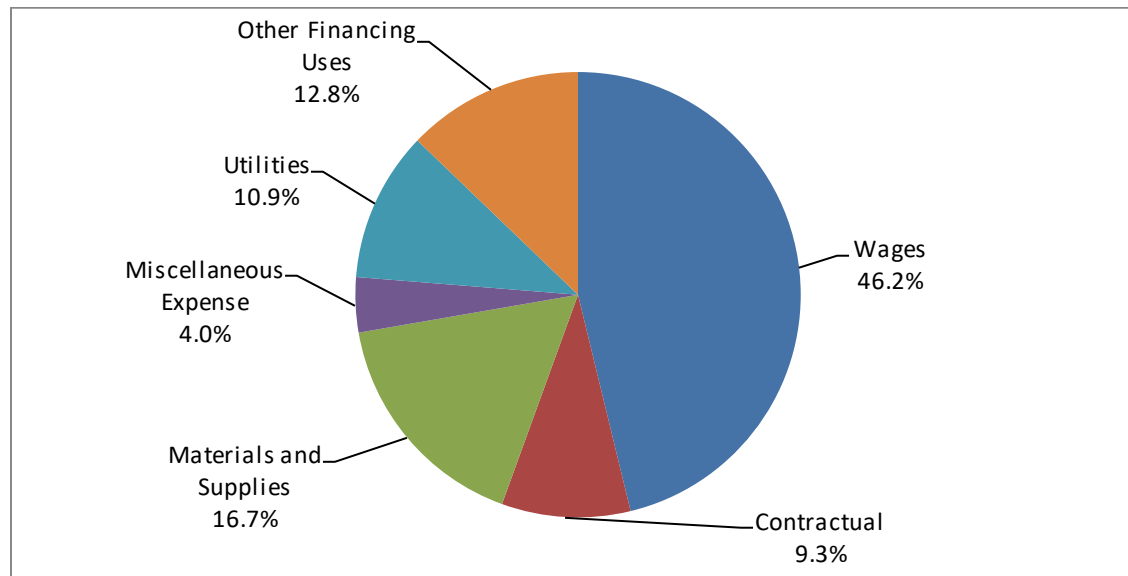
- Water harvesting system was installed April 2019, it is currently collecting water and water usage is underway.
- A strategy working with homeless in the community has begun. In early spring, the District connected with several employment groups, including Oak Leyden and OPRF Oncite, to expand reach of potential applicants for seasonal positions. Employed one student from OPRF Oncite and will continue this outreach as a new source of potential applicants. Currently working towards outreaching to Housing Forward and other organizations to formulate a volunteer event in the parks for the fall. Our strategy is to offer people an introduction into the field of horticulture and landscape management as well as the job offerings we have.
- Two working beehives are in operation, bees are busy producing their first harvest of honey. Observation beehive will be reinstalled spring of 2020. Summer larvae butterfly display opened by summer's end. In addition, Mills Park was certified as a Monarch Waystation as well as a data collection sight for the Field Museum. Native butterfly eggs can be viewed in our display at the Conservatory for an up-close viewing of the life cycle of the butterfly.

2020 Goals

- Create a Historic Home & Garden Tour package for adults to visit the Park District's three historic properties: Oak Park Conservatory, Cheney Mansion, and Pleasant Home.
 - *Performance Measure:* Increase adult tours by 10%.
 - *Strategic Initiative:* Customer & Community Focus / Organizational Excellence
- Increase plant identification and educational signage in the Conservatory showrooms and gardens.
 - *Performance Measure:* 50 new plant labels installed in Conservatory showrooms and gardens by May 1, 2020.
 - *Strategic Initiative:* Customer & Community Focus
- Grow and implement native rain gardens plants for the Carroll Park Center rain garden.
 - *Performance Measure:* Grow 80% of plants in-house and install by October 1, 2020.
 - *Strategic Initiative:* Quality Infrastructure Management



2020 Expense Distribution



Budget Detail

Conservatory con't

	2016	2017	2018	2019 Estimate	2020 Budget
Fees and Charges	\$27,463	\$29,592	\$32,648	\$27,500	\$29,300
Intergovernmental	\$0	\$0	\$0	\$0	\$0
Rental Income	\$41,784	\$45,597	\$60,929	\$55,000	\$57,000
Sponsorship & Donations	\$26,462	\$14,914	\$14,110	\$21,000	\$23,500
Program Revenue	\$17,143	\$8,156	\$16,475	\$15,800	\$17,410
Total Revenue	\$112,852	\$98,259	\$124,161	\$119,300	\$127,210
Wages	\$176,157	\$157,692	\$132,485	\$148,605	\$167,392
Contractual	\$26,311	\$37,287	\$42,637	\$31,866	\$33,823
Materials and Supplies	\$37,309	\$32,612	\$47,772	\$50,900	\$60,600
Miscellaneous Expense	\$4,541	\$9,646	\$6,654	\$10,830	\$14,472
Utilities	\$36,996	\$39,863	\$44,695	\$38,200	\$39,528
Other Financing Uses*	\$34,098	\$40,487	\$33,849	\$42,138	\$46,455
Total Expenses	\$315,411	\$317,588	\$308,091	\$322,539	\$362,270
Net	(\$202,560)	(\$219,329)	(\$183,930)	(\$203,239)	(\$235,060)

*Other Financing Uses: Employee Health Insurance Transfer

Recreation Administration

Description

Recreation Administration is responsible for system wide program and services oversight, affiliate relations, and equipment and services that support the entire department operationally. Staffing includes the Superintendent of Recreation, Program Managers, Program Supervisors and department wide support staff.

2019 Assessment

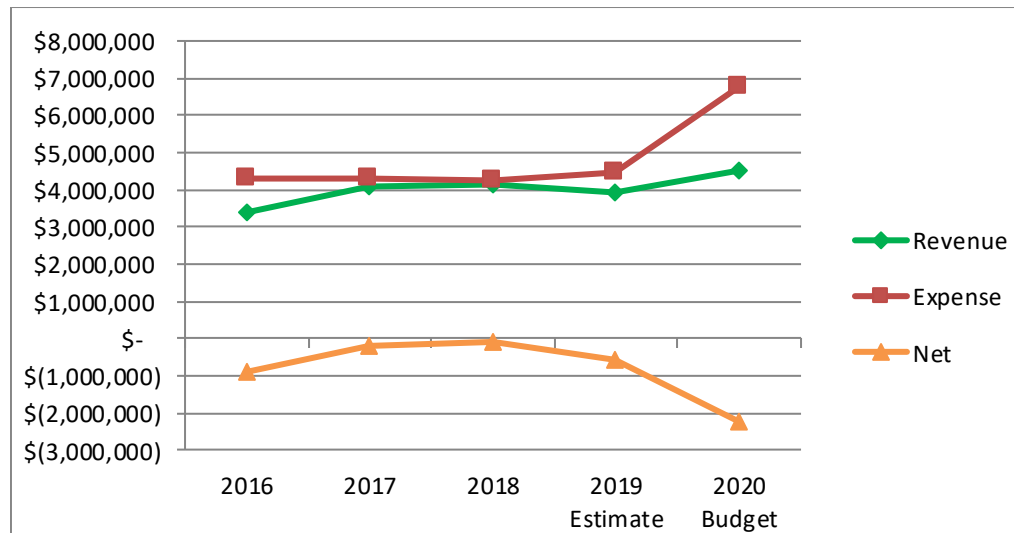
- Outreach through the church network in Oak Park is ongoing through the District's Community Outreach staff member to expand opportunities for use of scholarship programs.
- Unable to secure an intern for Play in the Parks but hired part time seasonal staff to take the bike out twice a day. Play in the Parks has been well received by the community and attracts between 10 – 20 participants per park.
- Four neighborhood night programs for 2019 are scheduled, two of which were completed by the end of the summer season.

2020 Goals

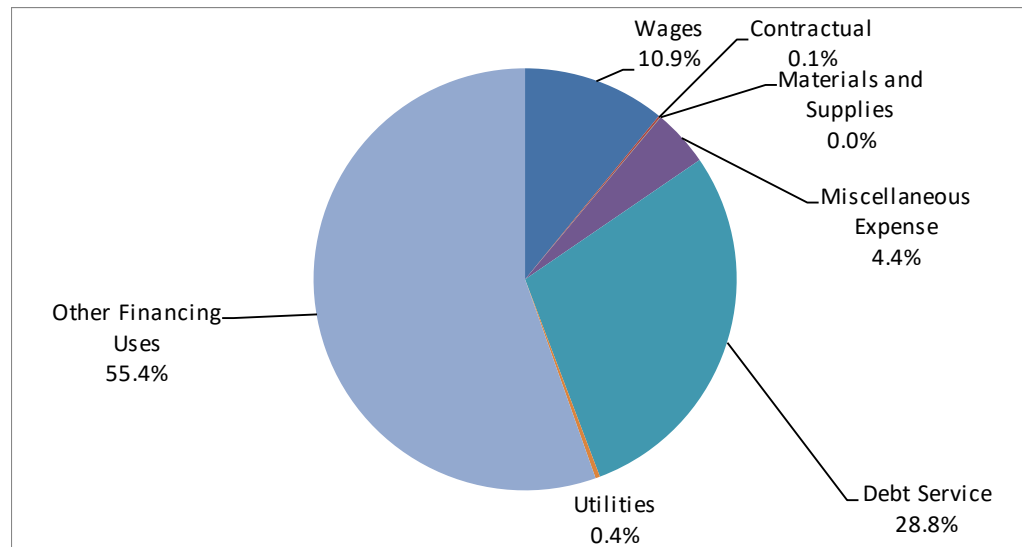
- Roll out new, tiered pricing for Day Camps and Afterschool Clubhouse programs. Inform current Clubhouse participants and past summer camp participants of new tiered pricing program.
 - *Performance Measure:* Successful rollout and launch of program in January 2020. Provide minimum of three communications to existing Afterschool and Day Camp participants.
 - *Strategic Initiative:* Customer & Community Focus
- Establish partnerships with not-for-profits that help extend the Park District's reach in the community.
 - *Performance Measure:* Develop partnership with a minimum of two organizations by July 1, 2020.
 - *Strategic Initiative:* Customer & Community Focus

Historical Analysis

Recreation Administration con't



2020 Expense Distribution



Budget Detail

Recreation Administration con't

	2016	2017	2018	2019 Estimate	2020 Budget
Tax Receipts	\$3,270,817	\$3,963,452	\$3,993,189	\$3,820,000	\$4,385,075
Miscellaneous Revenue	\$114,185	\$112,164	\$116,297	\$50,000	\$80,125
Sponsorship & Donations	\$2,397	\$15,850	\$18,472	\$40,500	\$45,569
Total Revenue	\$3,387,398	\$4,091,466	\$4,127,958	\$3,910,500	\$4,510,769
Wages	\$644,894	\$680,850	\$660,733	\$670,251	\$735,189
Contractual	\$32,848	\$50,977	\$20,109	\$9,500	\$10,000
Materials and Supplies	\$245	\$982	\$2,154	\$2,200	\$2,300
Miscellaneous Expense	\$77,360	\$74,523	\$121,071	\$137,300	\$294,182
Debt Service	\$1,997,969	\$2,000,194	\$2,002,119	\$1,998,644	\$1,943,050
Utilities	\$20,716	\$28,023	\$23,447	\$23,300	\$24,000
Other Financing Uses*	\$1,511,877	\$1,465,966	\$1,406,556	\$1,618,049	\$3,737,640
Total Expenses	\$4,285,909	\$4,301,514	\$4,236,188	\$4,459,244	\$6,746,361
Net	(\$898,511)	(\$210,048)	(\$108,230)	(\$548,744)	(\$2,235,592)

*Other Financing Uses: Employee Health Insurance Transfer, Fund Transfer Out, Capital Projects Contribution

Communications & Marketing

Description

Communications and Marketing is responsible for all communication efforts including site planning, capital improvement projects, and marketing efforts including four seasonal program catalogues, website management, newsletters and various promotional materials. Also included in this area is grant administration and sponsorships. The majority of this area is funded by revenues of the recreation fund with a small amount of revenues generated by the sale of donations and sponsorships.

2019 Assessment

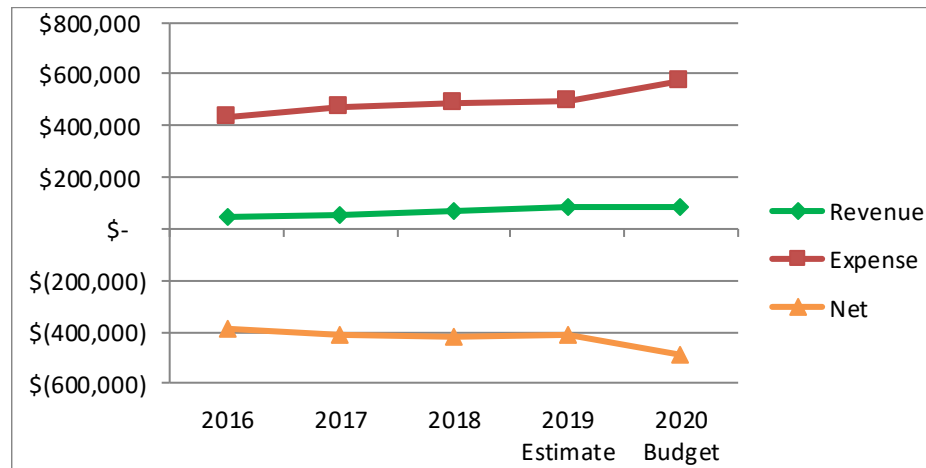
- The community survey has been conducted. A presentation was made to Park District staff in July and results of the survey were presented to the Park Board on August 22, 2019.
- Currently there are 35,254 program registrations to date compared to 33,229 in 2018 (+2,025/approx. +6%).
- Integration of the new registration software into the current website is in progress.

2020 Goals

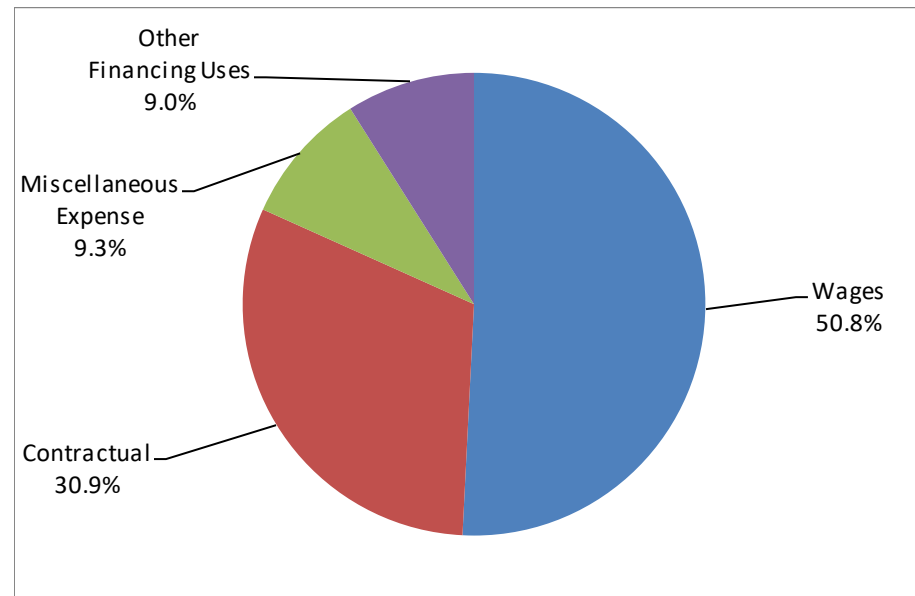
- Utilize video content to reach new markets.
 - *Performance Measure:* 2% increase in overall registrations by December 2020.
 - *Strategic Initiative:* Organizational Excellence
- Increase overall registrations by 2%.
 - *Performance Measure:* 2% increase in overall registrations over 2019 by December 2020.
 - *Strategic Initiative:* Organizational Excellence
- Prepare RFP for web redesign in 2021 with community input.
 - *Performance Measure:* Three internal and three external focus groups will be held by September 1, 2020 to identify new key web features and other improvements with a minimum of five in each focus group.
 - *Strategic Initiative:* Customer & Community Focus

Historical Analysis

Communications & Marketing con't



2020 Expense Distribution



Budget Detail

Communications & Marketing con't

	2016	2017	2018	2019 Estimate	2020 Budget
Sponsorship & Donations	\$46,329	\$55,569	\$71,163	\$85,000	\$87,935
Total Revenue	\$46,329	\$55,569	\$71,163	\$85,000	\$87,935
Wages	\$226,723	\$251,564	\$256,915	\$248,431	\$291,755
Contractual	\$117,152	\$139,359	\$148,699	\$178,246	\$177,602
Miscellaneous Expense	\$37,077	\$51,614	\$58,433	\$45,449	\$53,462
Other Financing Uses*	\$52,555	\$26,054	\$22,837	\$22,784	\$51,567
Total Expenses	\$433,508	\$468,591	\$486,884	\$494,910	\$574,386
Net	(\$387,179)	(\$413,022)	(\$415,721)	(\$409,910)	(\$486,451)

*Other Financing Uses: Employee Health Insurance Transfer

Customer Service

Description

Customer Service staff, in many cases, the first contact a participant has with the District. Staff is responsible for registration and responds to online and in person inquiries regarding programs and general information on the district. Staff actively pursues patron and resident feedback through surveys to continually improve District services and programs.

2019 Assessment

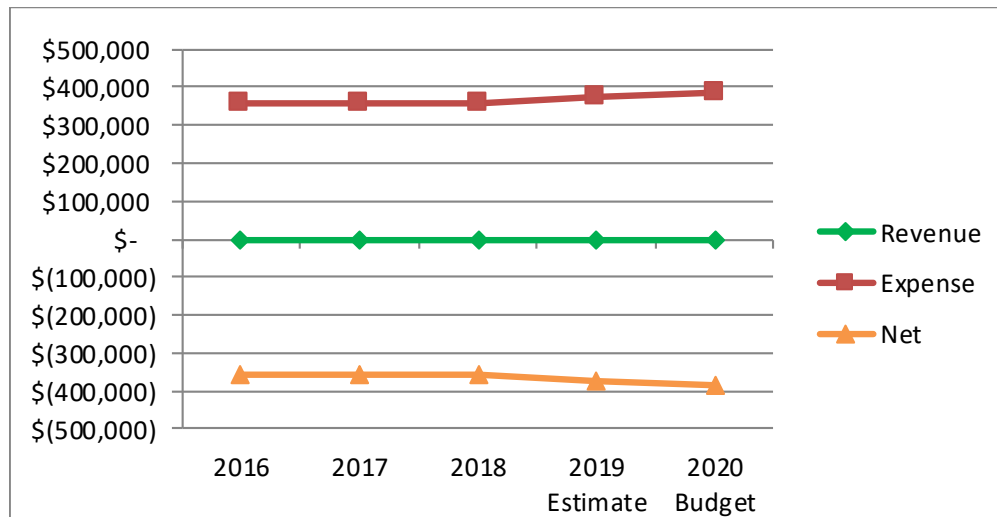
- Preparations and training for the new registration software are ongoing. Collaboration with Amilia's staff are underway to create training packets for programmers and front line staff. Staff training began in August and will continue through launch in December.
- Currently five meet and greets have been scheduled and completed.

2020 Goals

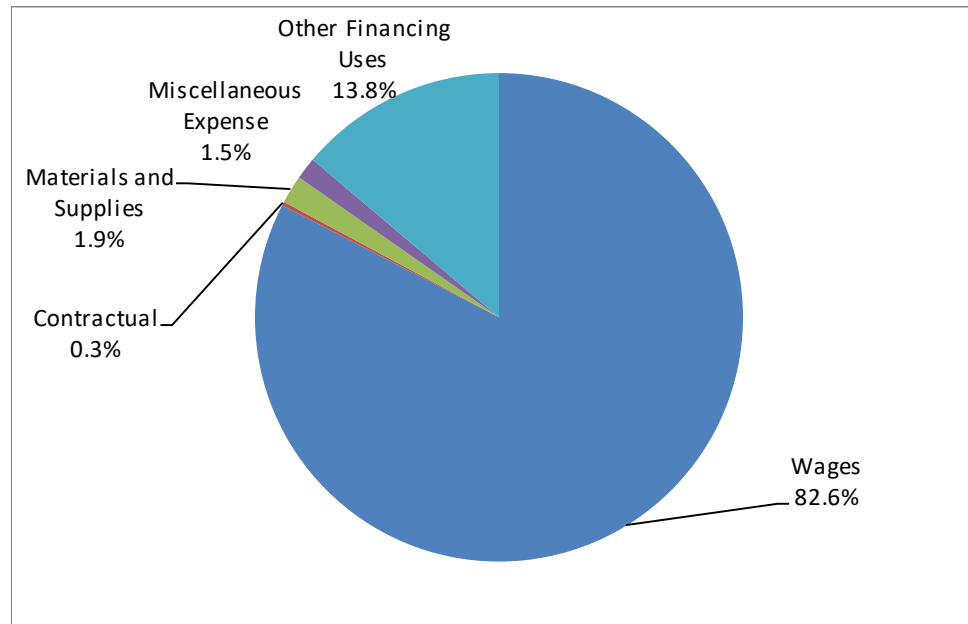
- Create a rental portfolio online for all community center/room rental locations, each to have their own page with still shots and all information you would want to know about a specific location.
 - *Performance Measure:* Produce a separate page for all centers that are for rent, which excludes Stevenson. Six pages in all to be created by September 1, 2020.
 - *Strategic Initiative:* Customer & Community Focus
- Continue with a minimum of nine Meet & Greets at local existing and new apartment buildings to increase PDOP awareness. Target at least two new first time meet and greet locations within the grouping.
 - *Performance Measure:* Maintain a spreadsheet for the number of contacts made and households set up; Complete nine Meet & Greets in 2020.
 - *Strategic Initiative:* Customer & Community Focus
- Create a one-stop-shop pool hotline with all information patrons will need to know about the pool. A web page will also be created with this information. This will be created using data from the 2019 pool season of most frequently asked questions from our Customer Service Staff.
 - *Performance Measure:* Set up hotline and webpage by Memorial Day weekend 2020.
 - *Strategic Initiative:* Customer & Community Focus

Historical Analysis

Customer Service con't



2020 Expense Distribution



Budget Detail

Customer Service con't

	2016	2017	2018	2019 Estimate	2020 Budget
Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0
Total Revenue	\$0	\$0	\$0	\$0	\$0
Wages	\$295,633	\$299,680	\$310,896	\$316,601	\$326,168
Contractual	\$210	\$276	\$339	\$900	\$1,000
Materials and Supplies	\$7,318	\$7,087	\$7,225	\$7,400	\$7,393
Miscellaneous Expense	\$4,319	\$3,639	\$2,111	\$5,264	\$5,734
Other Financing Uses*	\$51,137	\$46,190	\$53,353	\$54,653	\$54,653
Total Expenses	\$358,617	\$356,873	\$373,924	\$384,818	\$394,948
Net	(\$358,617)	(\$356,873)	(\$373,924)	(\$384,818)	(\$394,948)

*Other Financing Uses: Employee Health Insurance Transfer

Sports & Fitness

Description

This area includes programs for all ages with an emphasis on healthy living and sports skill development. This area includes fitness programs, youth sports, and adult sports. The fitness programming area is responsible for all general fitness, adult dance, and health programs for youth, adults and active adults. The youth athletics includes youth sports programs, leagues and camps, as well as tennis programs. The adult athletics provides athletic opportunities for those 18 years or older in the form of competitive and recreational team league play, drop-in play and individual instruction.

2019 Assessment

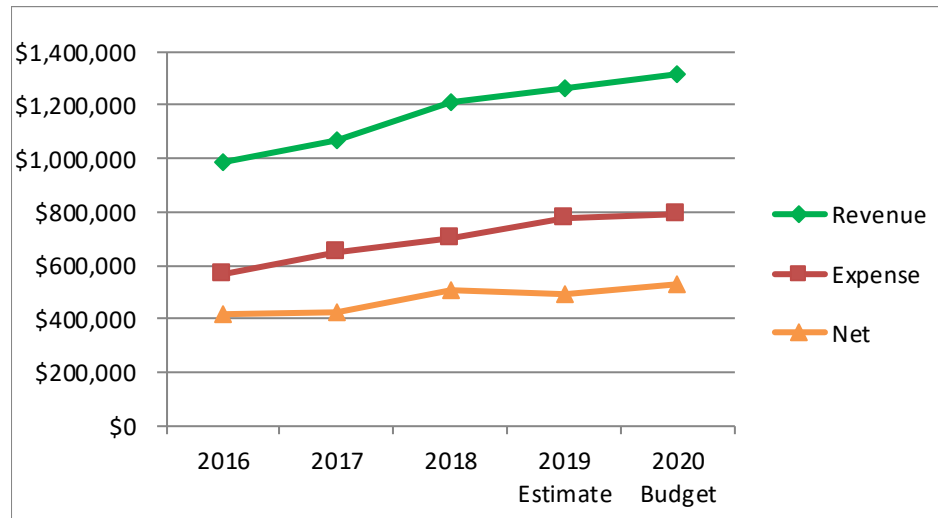
- The Youth, Adult Sports and Fitness Sampler ran in mid-August at Maple Park and showcased 15 Park District programs.
- No School Day sports field trips were offered in the winter and spring but minimum enrollment was not met, a trip is scheduled for the fall season.
- Youth and adult boxing has been offered three seasons this year. Had 80 participants (40 youth and 40 adults) enroll in the boxing program.

2020 Goals

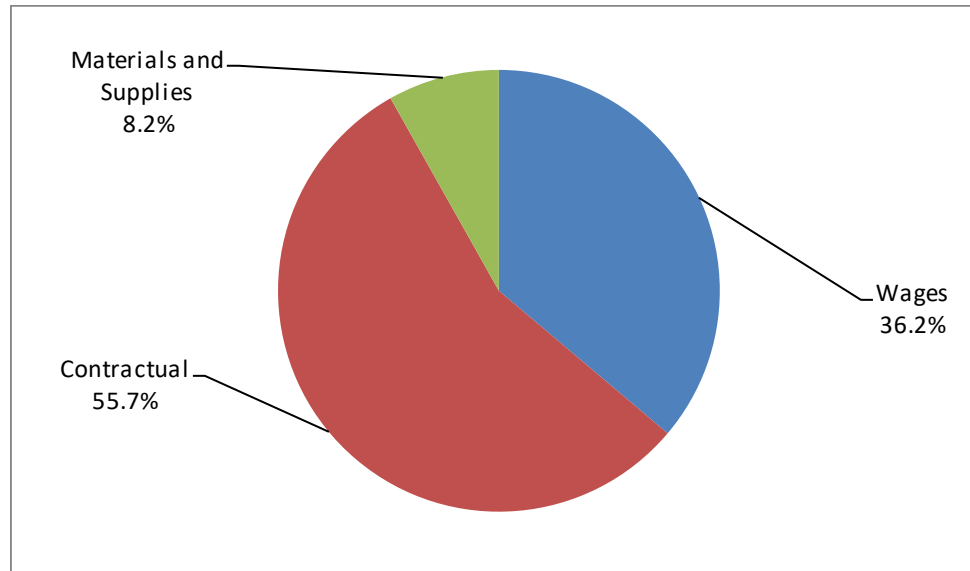
- Plan and implement a fall youth travel baseball league that will total a minimum of four teams by September 30, 2020.
 - *Performance Measure:* Successful roll out of program in 2020 with a minimum of four teams.
 - *Strategic Initiative:* Customer & Community Focus
- Plan and implement two summer half-day dance camp weeks that will total at least 20 participants by August 15, 2020.
 - *Performance Measure:* Successful roll out of program in 2020 with a minimum of 20 participants.
 - *Strategic Initiative:* Customer & Community Focus
- Plan and implement a pickle ball tournament at Barrie Park that will total at least 24 participants by October 15, 2020.
 - *Performance Measure:* Successful roll out of event in 2020 with a minimum of 24 participants.
 - *Strategic Initiative:* Customer & Community Focus

Historical Analysis

Sports & Fitness con't



2020 Expense Distribution



Budget Detail

Sports & Fitness con't

	2016	2017	2018	2019 Estimate	2020 Budget
Program Revenue	\$986,673	\$1,070,628	\$1,207,393	\$1,262,399	\$1,318,383
Total Revenue	\$986,673	\$1,070,628	\$1,207,393	\$1,262,399	\$1,318,383
Wages	\$212,628	\$224,552	\$233,969	\$284,738	\$285,754
Contractual	\$320,322	\$366,313	\$419,546	\$427,418	\$439,966
Materials and Supplies	\$35,411	\$56,445	\$46,500	\$60,740	\$64,470
Total Expenses	\$568,361	\$647,310	\$700,015	\$772,896	\$790,190
Net	\$418,312	\$423,318	\$507,378	\$489,503	\$528,193

General Recreation

Description

This area includes programs for all ages with a higher emphasis on programs geared towards the social and educational development of children from birth to 14 years of age. A majority of the programming revenue is generated from the Summer Camp, Afterschool, and Preschool programs, which help offset free Community Special Events.

2019 Assessment

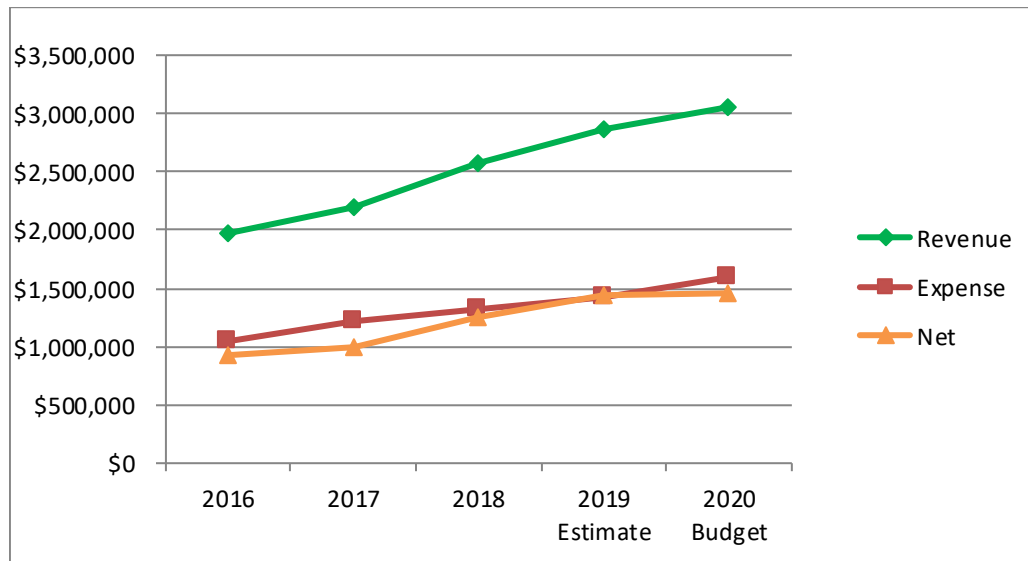
- Merging senior program operations with the Oak Park River Forest Senior Center to increase senior participation by 5% for 2019 is on target.
- Three adults only events were offered in June: Living History Tour of Cheney Mansion, Sizzling Summer of Dance, and Sausage and Beer Tasting, each with well over 25 participants.
- A cheer/tumbling component was added to the dance program portfolio for 2019. Program has run for three seasons as of July, with 50 participants. The fall season will hold the fourth session, staff expect enrollment to be the largest of all, driving enrollment past 60 participants for the year.
- Reviewed and restructured half-day science and cooking camps resulting in an enrollment increase of 60 participants to 131 and a revenue increase of 136%.
- Offered two Pop Up Teen events in the summer. Three are planned for October and one each in November and December.

2020 Goals

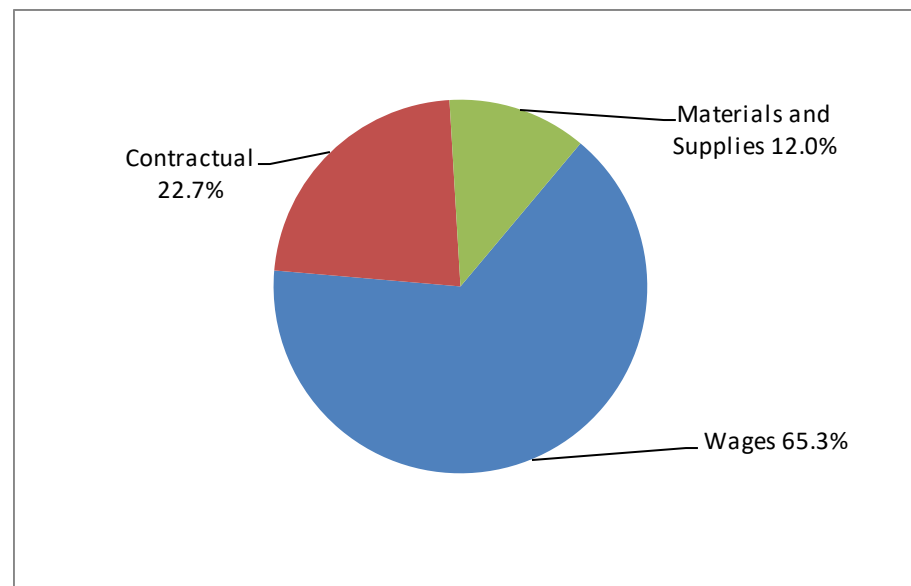
- Expand safe after school opportunities for Oak Park youth and teens.
 - *Performance Measure:* Add a minimum of three new programs for youth and teens by December 2020.
 - *Strategic Initiative:* Customer & Community Focus
- Increase Cubhouse visits by offering additional operating hours.
 - *Performance Measure:* Increase Cubhouse visits by 3% over 2019.
 - *Strategic Initiative:* Financial Strength / Customer & Community Focus
- Revitalize teen special events budget through the addition of three new events and 5% revenue increase.
 - *Performance Measure:* Increase revenue by 5% compared to 2019.
 - *Strategic Initiative:* Financial Strength / Customer & Community Focus
- Expand teen adventure trip opportunities.
 - *Performance Measure:* Add three new teen adventure trips in 2020.
 - *Strategic Initiative:* Customer & Community Focus

Historical Analysis

General Recreation con't



2020 Expense Distribution



Budget Detail

General Recreation con't

	2016	2017	2018	2019 Estimate	2020 Budget
Program Revenue	\$1,966,791	\$2,199,775	\$2,565,036	\$2,869,134	\$3,058,951
Total Revenue	\$1,966,791	\$2,199,775	\$2,565,036	\$2,869,134	\$3,058,951
Wages	\$669,917	\$784,600	\$864,364	\$929,941	\$1,040,731
Contractual	\$256,629	\$292,734	\$298,406	\$322,726	\$362,000
Materials and Supplies	\$120,500	\$133,103	\$155,088	\$170,020	\$192,157
Total Expenses	\$1,047,046	\$1,210,437	\$1,317,857	\$1,422,687	\$1,594,887
Net	\$919,745	\$989,338	\$1,247,179	\$1,446,447	\$1,464,064

Special Facilities Administration

Description

The Special Facilities Administration (formally Revenue Facilities) department was established in 2016 to better reflect the fund as a special revenue fund and mirror operations of the Recreation department. This department handles all administrative costs for the Special Facilities Fund that cannot be directly tied to a program.

2019 Assessment

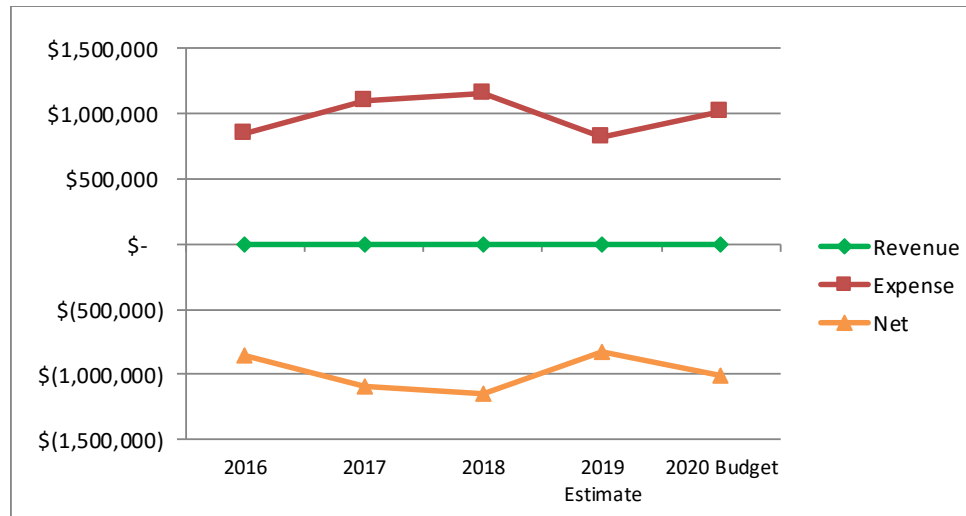
- The supervision and training for seasonal pool maintenance from the Operations Supervisor to the Maintenance Supervisor has been completed.
- One internship for the summer season was filled. Intern has worked extensively in Learn to Swim, lifeguarding, camp and concession operations. He has also been involved in staff training and customer service.

2020 Goals

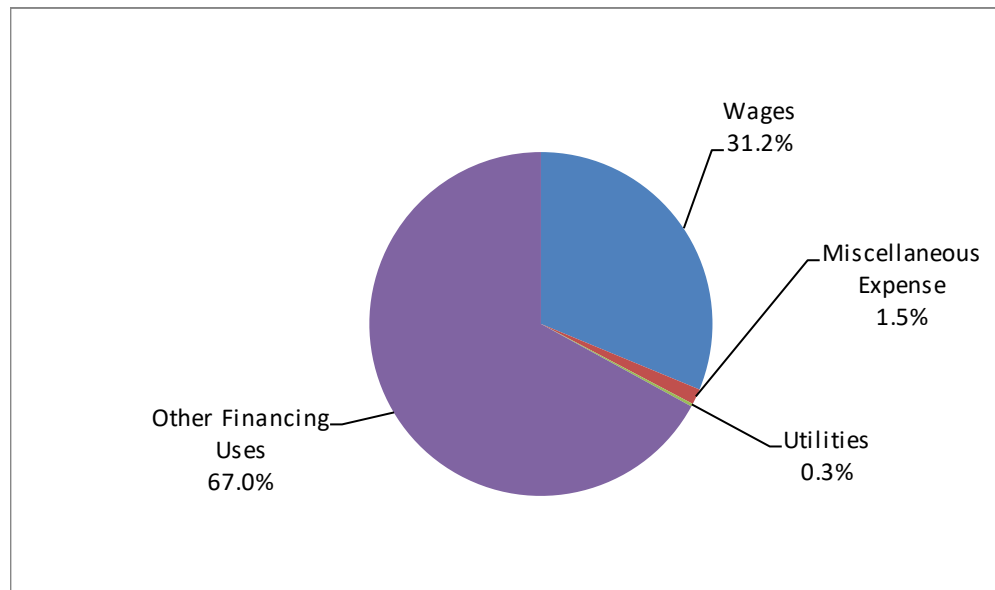
- Inventory indoor and outdoor spaces within and outside the community for possible PDOP use.
 - *Performance Measure:* Document and create database with current space and add new potential indoor and outdoor spaces for Park District use to provide program expansion; Inventory to be completed by April 1, 2020.
 - *Strategic Initiative:* Quality Infrastructure Management

Historical Analysis

Special Facilities Administration con't



2020 Expense Distribution



Budget Detail

Special Facilities Administration con't

	2016	2017	2018	2019 Estimate	2020 Budget
Wages	\$191,201	\$187,513	\$222,323	\$288,352	\$315,970
Miscellaneous Expense	\$6,402	\$4,823	\$7,569	\$10,500	\$14,915
Utilities	\$3,751	\$3,255	\$2,372	\$2,685	\$2,685
Other Financing Uses*	\$649,746	\$902,279	\$919,204	\$519,461	\$678,461
Total Expenses	\$851,100	\$1,097,870	\$1,151,468	\$820,998	\$1,012,031
Net	(\$851,100)	(\$1,097,870)	(\$1,151,468)	(\$820,998)	(\$1,012,031)

**Other Financing Uses: Employee Health Insurance Transfer, Capital Projects Contribution, Special Recreation Fund Transfer*

Special Facilities Maintenance

Description

The Special Facilities Maintenance (formally Revenue Facilities Maintenance) department was established in 2016 to better reflect the fund as a special revenue fund and mirror operations of the Recreation department. This department handles all facility upkeep and utility costs for the Special Facilities Fund that cannot be directly tied to a program.

Beginning with the 2019 budget, the Dog Parks budget area has been consolidated under Special Facilities Maintenance. The Dog Park programs located at Ridgeland Common and Maple Park are very popular resources enjoyed by approximately 580 dog owners and their canine companions. The dog parks provide socialization opportunities for dog owners and their canine friends.

2019 Assessment

- A sound system for classes in the Medium Activity Room at RCRC are slated to be installed by October 2019. Staff is seeking additional competitive quotes.
- Shade structures to the RCRC pool deck were not installed. The portable structure that matched existing shade have been discontinued. Other options were considered and decided against.
- A start/shut off button for the drop slides has been installed; this has provided an effective way for staff to shut off slides when engaged in diving well rescue.
- Eliminated cost to residents for entry to the dog parks as of January 1, 2019.

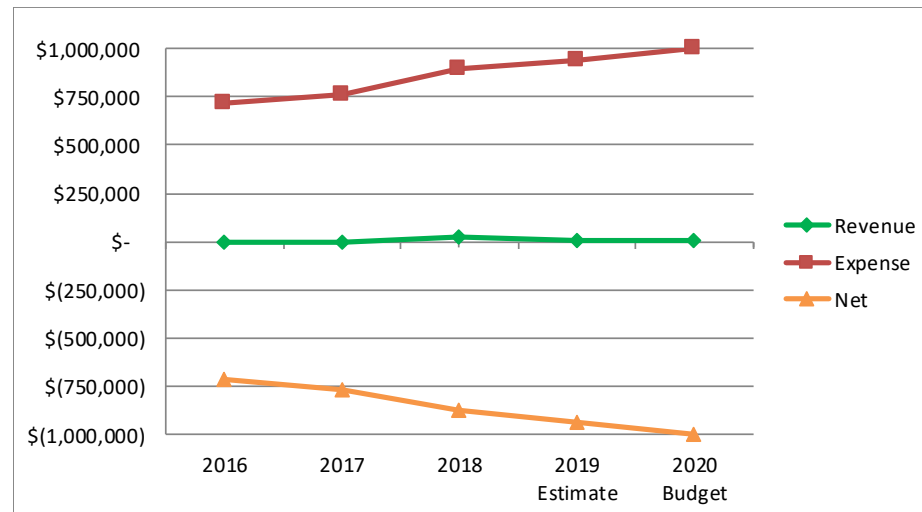
2020 Goals

- Replace six banks of lockers at Rehm Pool to enhance security of patron property.
 - *Performance Measure:* Add lockers to improve customer expedience with added security option by April 26, 2020.
 - *Strategic Initiative:* Quality Infrastructure Management
- Install user-controlled timer/actuator on water feature in Rehm play area.
 - *Performance Measure:* Reduce water use by 1,400 gallons per day and 112,000 gallons per year. Installation will occur by May 15, 2020.
 - *Strategic Initiative:* Quality Infrastructure Management
- Replace Maple Dog Park Gate with heavy duty square tube gate with panic bar and closer that can withstand heavy use.
 - *Performance Measure:* Reduce annual repairs by at least \$500 and increase user functionality; to be completed by March 15, 2020.
 - *Strategic Initiative:* Quality Infrastructure Management
- Increase electric power to portable concession area at Ridgeland Common.

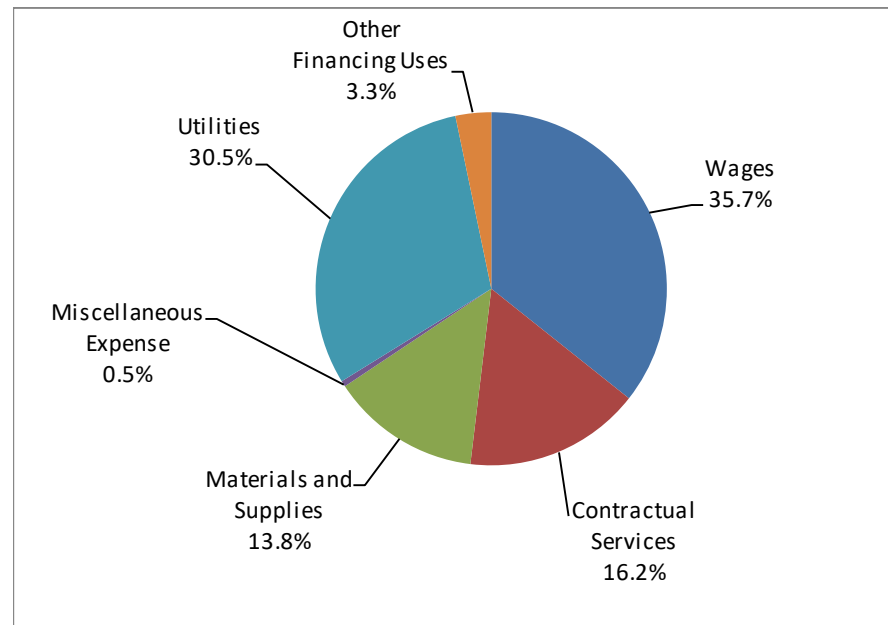
- *Performance Measure:* Improve the ease of operation for concession staff and increase product options for patrons; to be completed by May 1, 2020.
 - *Strategic Initiative:* Quality Infrastructure Management
- Utilize temporary staff for pool set up in a three-week period focusing on labor-intensive tasks, when there is a large need for labor in a short period.
 - *Performance Measure:* Improvement of staff efficiency in accomplishing the many tasks that need to be completed prior to the pool's opening, allowing 20 more hours/4 days of maintenance staff training two weeks prior to opening Rehm Pool and decreasing overtime costs by \$1,600.
 - *Strategic Initiative:* Organizational Excellence

Historical Analysis

Special Facilities Maintenance con't



2020 Expense Distribution



Budget Detail

Special Facilities Maintenance con't

	2016	2017	2018	2019 Estimate	2020 Budget
Fees and Charges	\$0	\$0	\$22,481	\$3,620	\$1,650
Total Revenue	\$0	\$0	\$22,481	\$3,620	\$1,650
Wages	\$147,343	\$172,763	\$279,299	\$323,375	\$355,642
Contractual Services	\$115,565	\$146,975	\$125,040	\$169,210	\$162,015
Materials and Supplies	\$119,320	\$129,480	\$125,647	\$105,200	\$137,416
Miscellaneous Expense	\$3,355	\$1,845	\$1,651	\$3,700	\$5,460
Utilities	\$282,340	\$287,170	\$302,423	\$305,300	\$304,235
Other Financing Uses*	\$45,800	\$27,625	\$60,759	\$32,681	\$32,681
Total Expenses	\$713,724	\$765,857	\$894,819	\$939,466	\$997,449
Net	(\$713,724)	(\$765,857)	(\$872,338)	(\$935,846)	(\$995,799)

*Other Financing Uses: Employee Health Insurance Transfer

Concessions

Description

The Concessions department was established in 2016 to better reflect the fund as a special revenue fund and mirror operations of the Special Facilities department. This department provides food and drink sales for both the pool and ice arena.

2019 Assessment

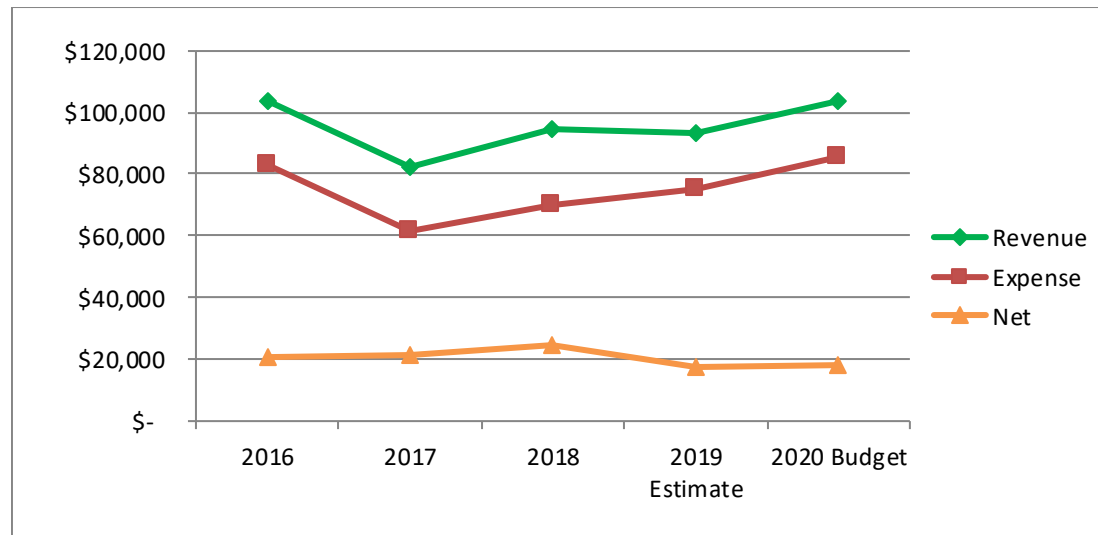
- Staff decided against the purchase of the cotton candy machine as it was determined to be labor intensive and would decrease service time. Funds were spent on new ovens and refrigeration to improve production and storage. Prices were raised on key items leading to increased revenue in relation to expenses.
- Recycling containers are located on the concession deck at Rehm. However, recycling has become more difficult as waste haulers find it less profitable. Contamination by the public results in much recycling going into the trash. Recycling in the public spaces will be reconsidered.
- Staff has investigated working with a vendor of gluten free and allergen free snacks. While the arrangement did not work out, healthier chip and snack options were added and sold well.

2020 Goals

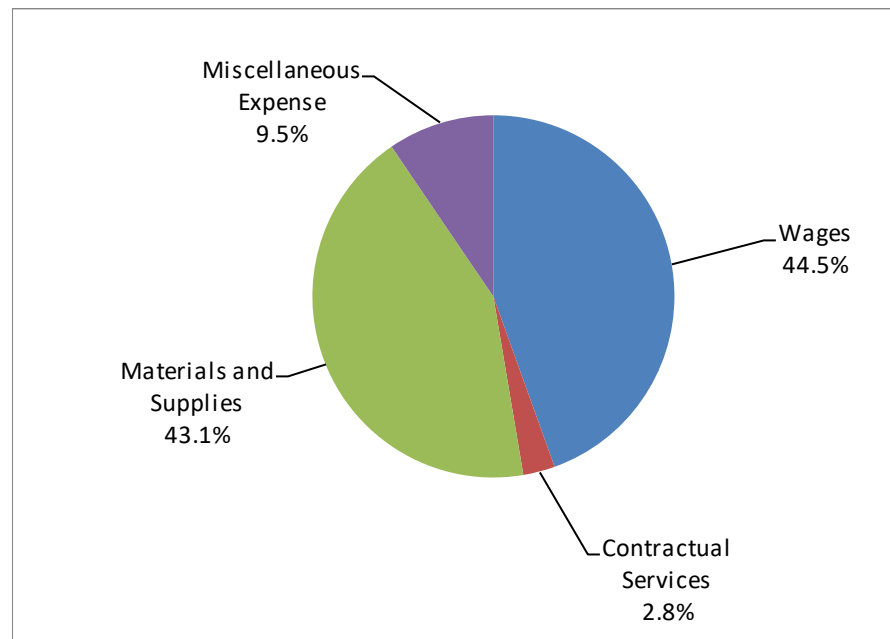
- Replace windows and frames at Rehm Pool concession to include pick up windows to improve service.
 - *Performance Measure:* Improve service delivery time resulting in a 10% decrease in service time, thus increase overall concession sales at Rehm Pool in 2020 over 2019 totals.
 - *Strategic Initiative:* Customer & Community Focus
- Require and provide Crew Leaders with Food Service Sanitation Course to be certified to meet current FDA requirements.
 - *Performance Measure:* All Crew Leaders will be required to take course and pass test prior to Rehm Pool opening by Memorial Day Weekend 2020.
 - *Strategic Initiative:* Staff Excellence
- Increase concession revenue through new product offerings, increased hours of operation and market pricing.
 - *Performance Measure:* Gross revenue should meet or exceed 2019 gross revenues by 25%.
 - *Strategic Initiative:* Financial Strength

Historical Analysis

Concessions con't



2020 Expense Distribution



Budget Detail

Concessions con't

	2016	2017	2018	2019 Estimate	2020 Budget
Fees & Charges	\$103,349	\$82,503	\$94,611	\$93,000	\$103,838
Total Revenue	\$103,349	\$82,503	\$94,611	\$93,000	\$103,838
Wages	\$31,559	\$22,640	\$25,789	\$34,000	\$38,047
Contractual Services	\$1,565	\$1,402	\$346	\$2,150	\$2,425
Materials and Supplies	\$41,230	\$31,336	\$36,865	\$32,000	\$36,867
Miscellaneous Expense	\$8,351	\$5,951	\$7,115	\$7,200	\$8,130
Total Expenses	\$82,705	\$61,328	\$70,115	\$75,350	\$85,469
Net	\$20,645	\$21,175	\$24,496	\$17,650	\$18,369

Aquatics

Description

The Park District's two outdoor aquatic facilities are valuable assets which serves the needs of our swimming community. Open swim sessions are offered throughout the summer and are enjoyed by pass holders and daily users. Swim lessons are offered teaching youth and adults this valuable lifesaving skill. The lap swim program serves individuals over the age of 16 providing valuable fitness opportunities to both the novice and competitive swimmer. The pools are integral to the success of the Park District Summer Camp Program. Swimming provides campers with an almost daily fun physical activity with the additional benefit of relief from the summer heat. West Suburban Special Recreation Association gains pool therapy opportunities for its members. Two local swim teams, The Oak Park Swimmers (TOPS) and Millennium, benefit by the use of the Park District's two 50 meter pools.

2019 Assessment

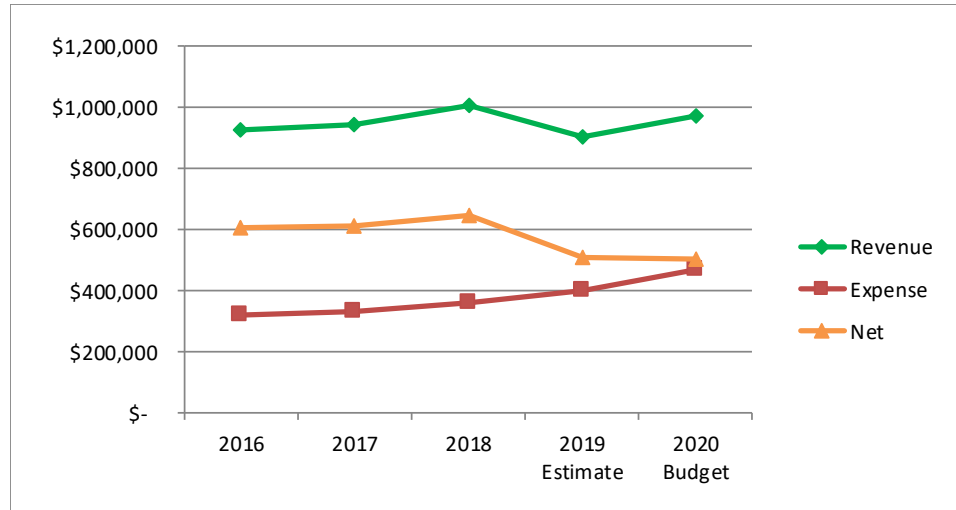
- Pool schedules at Rehm and RCRC have been adjusted to have consistent opening times for each weekday, Saturday and Sunday. Due to afternoon swim lessons at RCRC, evening times could not be made consistent.
- Additional programming was added including: pass holder time added three days a week overlapping camp swim time, wading pool opened to pass holder's during swim lessons at RCRC, an additional fitness class added to 9am lap swim time, In-service guard training and fitness class share pool on Sunday mornings.
- Swim lessons have been restructured to two-week sessions and have been well received by patrons.
- The fee structure was changed for swim team practice time and the weekend swim meet. A per participant fee was added for the swim meet, similar to how other venues charge. Practice times for a third swim team could not be worked out.

2020 Goals

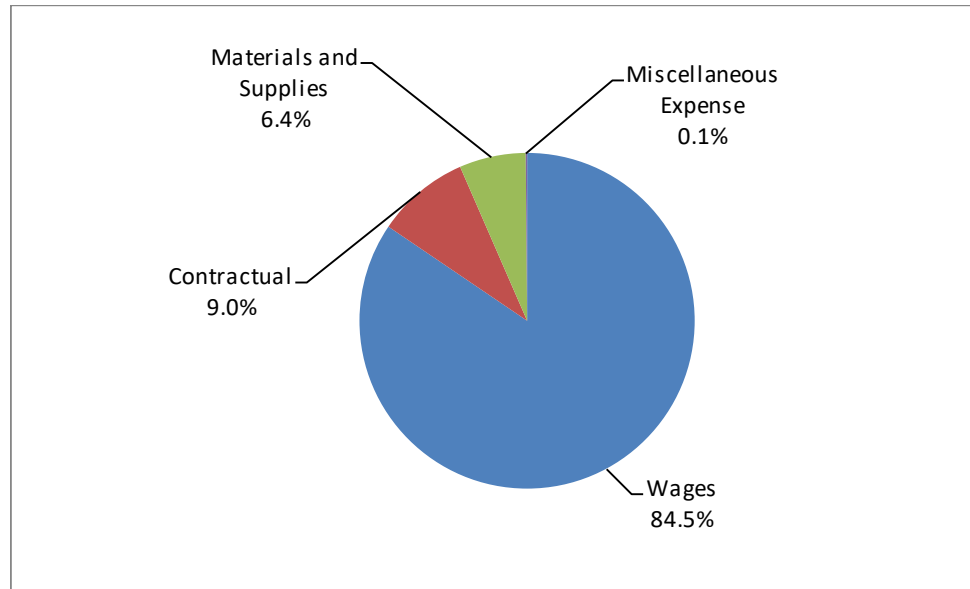
- Increase program/class participation by adding new programs including a log rolling class, recreational water polo and inner tube water polo for families, adults, youth and teens.
 - *Performance Measure:* Increase aquatic program participation by 250 registrations over 2019 totals.
 - *Strategic Initiative:* Customer & Community Focus
- Develop new hiring process plan including hosting November/December/January job fairs, holding interviews and making job offers early for seasonal summer staff.
 - *Performance Measure:* Hire 50% of all aquatic seasonal positions by January 31, 2020.
 - *Strategic Initiative:* Organizational Excellence
- Restructure the Junior lifeguard program to provide a more enjoyable and educational experience for the class participants and peak their interests to becoming a lifeguard when they are of age.
 - *Performance Measure:* Increase participation in Jr Lifeguarding Classes by 50% of the 2019 registrations, which was 24 participants by August 1, 2020.
 - *Strategic Initiative:* Customer & Community Focus

Historical Analysis

Aquatics con't



2020 Expense Distribution



Budget Detail

Aquatics con't

	2016	2017	2018	2019 Estimate	2020 Budget
Fees & Charges	\$769,939	\$755,836	\$809,110	\$708,393	\$751,641
Rentals	\$1,316	\$13,499	\$28,393	\$43,395	\$34,080
Miscellaneous Revenue	\$49,476	\$53,599	\$61,984	\$53,208	\$70,506
Program Revenue	\$106,778	\$118,241	\$108,230	\$101,000	\$117,942
Total Revenue	\$927,509	\$941,175	\$1,007,717	\$905,996	\$974,169
Wages	\$265,180	\$281,644	\$305,124	\$344,395	\$397,018
Contractual Services	\$42,422	\$36,124	\$40,213	\$34,914	\$42,205
Materials and Supplies	\$12,318	\$12,766	\$15,792	\$18,381	\$30,170
Miscellaneous Expense	\$785	\$470	\$359	\$300	\$600
Utilities	\$0	\$0	\$0	\$0	\$0
Other Financing Uses	\$0	\$0	\$0	\$0	\$0
Total Expenses	\$320,706	\$331,003	\$361,488	\$397,990	\$469,994
Net	\$606,802	\$610,172	\$646,229	\$508,006	\$504,175

Ice Arena

Description

The Park District operates the Paul Hruby Ice Arena, a year round indoor ice arena. The rink offers a number of programming opportunities to the community. Figure skating lessons are offered through the Learn to Skate School for children through adults. Hockey programs include developmental, intermediate and game play for youths and adults. For a more competitive hockey playing experience, a youth travel program is also available. The rink serves two independent travel hockey programs, the Oak Park and River Forest Hockey and the Fenwick High School Hockey clubs. Each organization rents multiple hours of ice time per week. The rink is available for rent to a number of weekly rental groups and is periodically available to those who like to occasionally ice skate. For the recreational skater, the rink offers public skating hours on weekday's mid-day and on the weekends with figure and hockey skates available for rental. In 2013, the ice center was closed for rebuilding. The rink was reopened in June of 2014, offering year-round ice to residents for the first time.

2019 Assessment

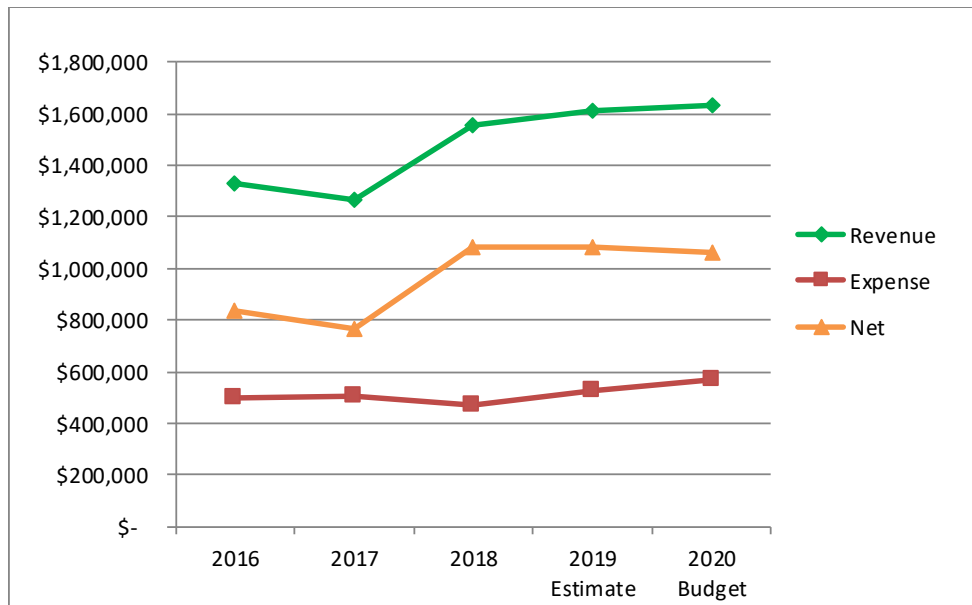
- An off ice harness has been researched and priced. Installation will take place in September with program to follow.
- Staff is arranging visits in the fall at local schools to increase promotion and presence about hockey programs and free gear rental opportunity.
- An all-girls team has been added to the Ice Bears program. The Ice Bears first all-girls team will be competing at the Pee wee level as a combined Squirt/Pee wee team for 2019-2020.

2020 Goals

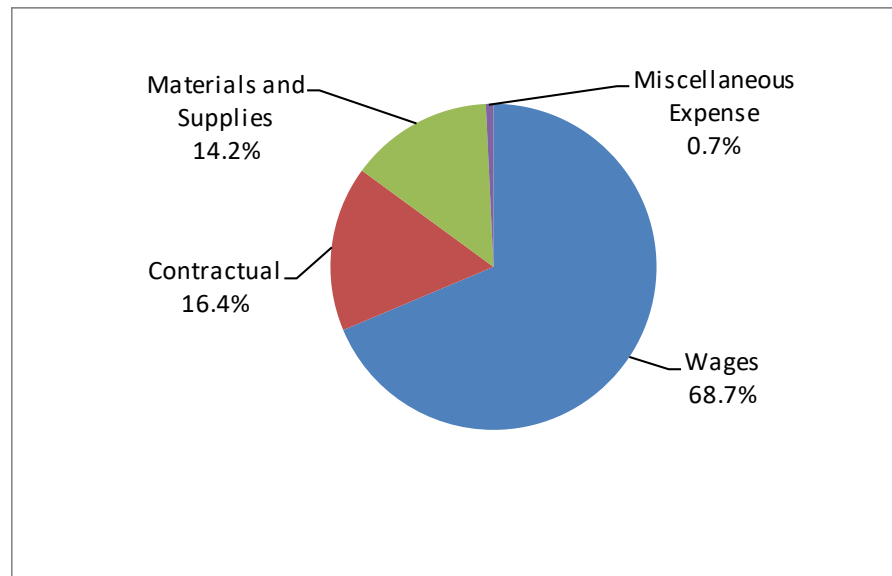
- Add additional special events to increase public skate participation.
 - *Performance Measure:* Plan, promote and hold nine special events increasing public skate participation by 10% over 2019 totals.
 - *Strategic Initiative:* Customer & Community Focus
- Offer spring break camp at Ridgeland Common with half, full and extended day options during D97's 2020 spring break as well as School's Out days.
 - *Performance Measure:* Increase camp revenue by approximately \$10,000 over 2019 totals.
 - *Strategic Initiative:* Customer & Community Focus
- Create 1/3 ice and room rental package which will be available Friday, Saturday or Sunday March-November.
 - *Performance Measure:* Book a minimum of 15 1/3 ice and room rental combos in 2020.
 - *Strategic Initiative:* Customer & Community Focus

Historical Analysis

Ice Arena con't



2020 Expense Distribution



Budget Detail

Ice Arena con't

	2016	2017	2018	2019 Estimate	2020 Budget
Fees & Charges	\$230,460	\$191,947	\$197,792	\$231,000	\$250,085
Rental Income	\$256,840	\$251,585	\$284,789	\$248,000	\$267,322
Miscellaneous Revenue	\$10,069	\$6,281	\$6,739	\$8,170	\$9,870
Program Revenue	\$835,109	\$816,778	\$1,066,127	\$1,124,000	\$1,101,547
Total Revenue	\$1,332,478	\$1,266,592	\$1,555,448	\$1,611,170	\$1,628,824
Wages	\$365,676	\$378,383	\$329,389	\$352,580	\$389,810
Contractual Services	\$60,049	\$63,015	\$76,941	\$99,430	\$93,085
Materials and Supplies	\$64,740	\$58,908	\$63,185	\$71,600	\$80,603
Miscellaneous Expense	\$4,428	\$3,705	\$2,409	\$3,600	\$4,196
Utilities	\$0	\$0	\$0	\$0	\$0
Other Financing Uses	\$0	\$0	\$0	\$0	\$0
Total Expenses	\$494,893	\$504,012	\$471,924	\$527,210	\$567,694
Net	\$837,585	\$762,579	\$1,083,523	\$1,083,960	\$1,061,129

Gymnastics

Description

The Oak Park Gymnastics Center offers gymnastics based classes for participants age two through high school, including recreation programs, summer camp, preschool open gym, a recreational competition team and a competitive team program. The gymnastics program moved out of John L. Hedge's Administration center and into the new Gymnastics and Recreation Center in the fall of 2013.

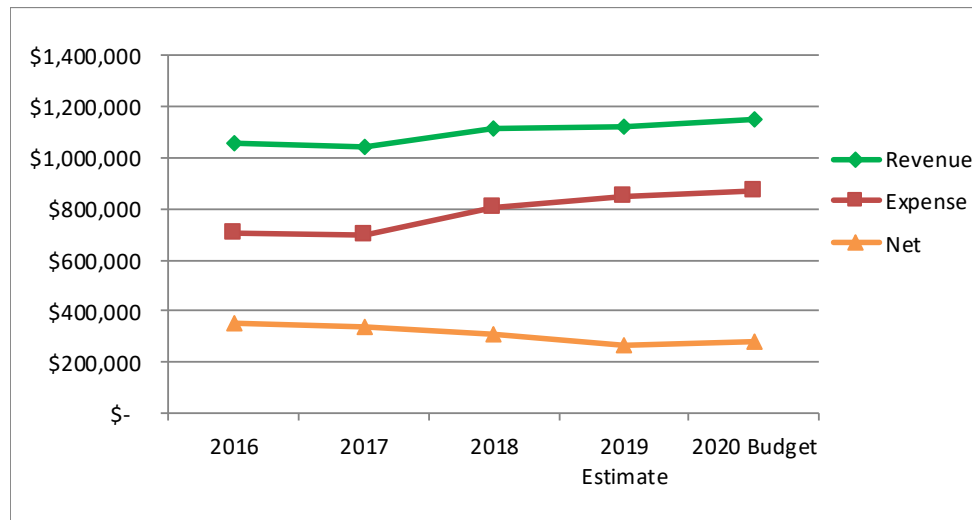
- Staff has reached out to owners of the brewpub and they said they did not see the need for customer or staff parking at the GRC.
- Combined programming with RCRC was held during winter break of January 2019.
- A fulltime boy's head team coach was hired October 2018 keeping current programs in place. If staffing needs change in the future, additional girl's classes and a cheer program will replace the boy's team program and staff will be hired based on the new program portfolio.
- Staff are soliciting multiple quotes for sound improvement options and plan to have improvements made by the end of fall.

2020 Goals

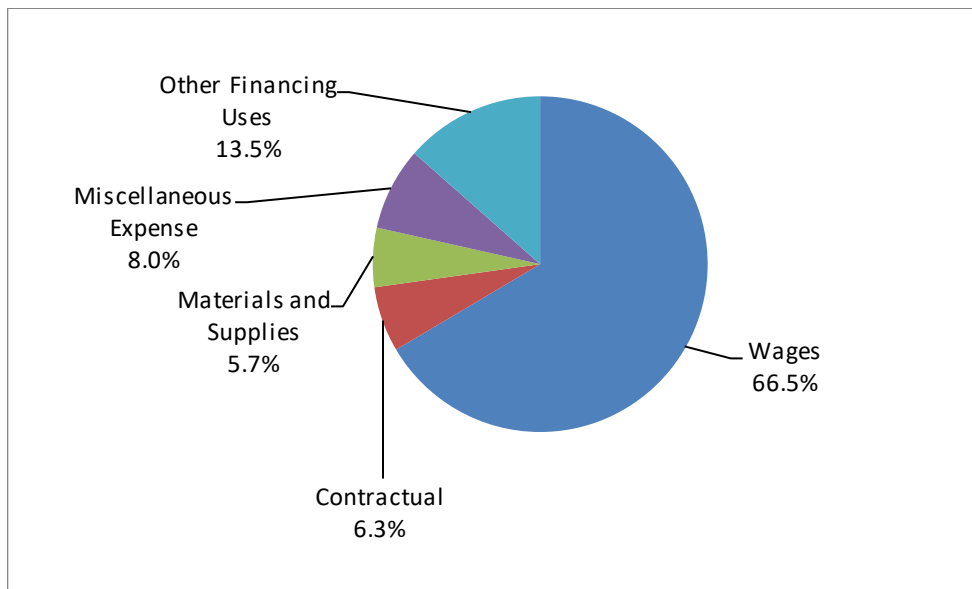
- Pro shop expansion.
 - *Performance Measurement:* Add GRC t-shirts, bike shorts and boys class uniform options available for purchase by January 31, 2020.
 - *Strategic Initiative:* Customer & Community Focus
- Offer open gym rental program to schools, daycares or similar organizations.
 - *Performance Measure:* Develop, plan and offer program. Thursday from 1:30-3pm and 6:00-7:30pm on Sundays will be open to group rentals starting January 2020, renting a minimum of five during 2020.
 - *Strategic Initiative:* Customer & Community Focus / Financial Strength
- Offer program discount incentive to a current gymnastics summer student for getting a new student household to enroll in a 4-week summer gymnastics class.
 - *Performance Measure:* Create a printable receipt coupon on all summer registration receipts that enrollees write their name on and give to a friend, relative or neighbor that never participate in a gymnastics program; Discount given upon next registration to student on receipt coupon resulting in at least 20 new summer participants in 2020.
 - *Strategic Initiative:* Customer & Community Focus / Financial Strength

Historical Analysis

Gymnastics con't



2020 Expense Distribution



Budget Detail

Gymnastics con't

	2016	2017	2018	2019 Estimate	2020 Budget
Fees and Charges	\$124,373	\$151,802	\$125,548	\$120,720	\$132,858
Rentals	\$37,851	\$28,539	\$40,868	\$48,000	\$48,000
Miscellaneous Revenue	\$5,395	\$5,208	\$6,055	\$3,973	\$4,000
Program Revenue	\$886,493	\$853,894	\$939,110	\$946,887	\$968,276
Total Revenue	\$1,054,112	\$1,039,443	\$1,111,581	\$1,119,580	\$1,153,134
Wages	\$476,828	\$509,640	\$543,825	\$568,262	\$580,099
Contractual Services	\$37,308	\$33,434	\$47,526	\$53,213	\$55,000
Material & Supplies	\$27,491	\$34,405	\$47,857	\$50,792	\$49,884
Miscellaneous Expense	\$160,055	\$46,270	\$48,252	\$59,429	\$69,533
Utilities	\$0	\$0	\$0	\$0	\$0
Other Financing Uses*	\$0	\$77,450	\$115,713	\$118,010	\$118,010
Total Expenses	\$701,682	\$701,200	\$803,174	\$849,705	\$872,526
Net	\$352,430	\$338,243	\$308,407	\$269,874	\$280,608

*Other Financing Uses: Employee Health Insurance Transfer

**PARK DISTRICT OF OAK PARK
ORDINANCE NO. 2019-12-05**

COMBINED ANNUAL BUDGET AND APPROPRIATION ORDINANCE
OF THE PARK DISTRICT OF OAK PARK
FOR FISCAL YEAR BEGINNING JANUARY 1, 2020,
AND ENDING DECEMBER 31, 2020

WHEREAS, the Board of Commissioners of the Park District of Oak Park has determined the sums of money deemed necessary to defray all necessary expenses and liabilities of the Park District for the fiscal year beginning January 1, 2020, and ending December 31, 2020 (the “2020 Fiscal Year”) and such sums of money are appropriated by this Ordinance; and

WHEREAS, this Ordinance specifies the objects and purposes for which such appropriations are made and the amount appropriated for each object and purpose;

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Park District of Oak Park, Cook County, Illinois, as follows:

Section 1. Recitals. The foregoing recitals are incorporated into this Ordinance as findings of the Board of Commissioners.

Section 2. Adoption of Budget and Specifying Appropriations. The Board of Commissioners hereby adopts the Budget for the 2020 Fiscal Year and hereby specifies the objects and purposes for which appropriations are made for the 2020 Fiscal Year as set forth in Exhibit A attached to and by this reference incorporated into this Ordinance.

Section 3. Approval of Appropriation. The sums of money in the columns headed Appropriations in Section 2 of this Ordinance shall be and are hereby appropriated for the corporate purposes, the recreation purposes, the revenue facilities purposes, the historical museum purposes, the Cheney Mansion purposes, capital improvement purposes, health risk management purposes, the payment of liability insurance premiums, the payment for the annual audit by a

certified public accounting firm, the payments to a special recreation association being the West Suburban Recreation Association, and the payment of health insurance, as herein before specified, all in order to defray all necessary expenses and liabilities of the Park District for the 2020 Fiscal Year.

Section 4. Statement of Financial Matters. As provided in Section 4-4 of the Park District Code, 70 ILCS 1205/4-4, the Board of Commissioners states as follows:

- (1) That cash on hand estimated at the beginning of the 2020 Fiscal Year is \$12,217,159.
- (2) That the estimated cash expected to be received during the fiscal year from all sources of \$25,178,940.
- (3) That the estimated expenditures contemplated for the fiscal year are \$25,195,385.
- (4) That the estimated cash expected to be on hand at the end of the fiscal year is \$12,300,714
- (5) That the estimated amount of taxes to be received during the year is \$10,278,523.

Section 5. Other Receipts and Revenue, Unexplained Balance. The receipts and revenue of the Park District derived from sources other than taxation and not specifically appropriated and all unexplained balance from the preceding fiscal years not required for the purposes for which they were appropriated and levied shall in part constitute the Corporate Fund and shall first be placed to the credit of such fund.

Section 6. Severability of Provisions. If any provision of this Ordinance is for any reason held invalid or unconstitutional, then the invalidity or unconstitutionality of that provision will not affect the validity if any other provision of this Ordinance.

Section 7. Effective Date. This Ordinance will be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED: this 19th day of December 2019.

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

APPROVED this 19th day of December 2019.

By: _____
Sandy Lentz, President
Board of Commissioners

ATTEST:

By: _____
Chris Wollmuth, Secretary
Board of Commissioners

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

SECRETARY’S CERTIFICATE

I, Chris Wollmuth, certify that I am Secretary of the Board of Commissioners of the Park District of Oak Park, Oak Park, Cook County, Illinois, and that as such official I am keeper of the records, ordinances, files, and seal of the Park District of Oak Park.

I also certify that the foregoing ordinance is a true and correct copy of the “BUDGET AND APPROPRIATION ORDINANCE FOR THE 2020 FISCAL YEAR” of the Park District of Oak Park, adopted at a duly called regular meeting of the Board of Commissioners of the Park District of Oak Park held at Oak Park, Illinois, within the Park District of Oak Park at 7:30 p.m. on the 19th day of December 2019.

I also certify that the deliberations of the Board of Commissioners on the Park District of Oak Park on the adoption of said Ordinance were conducted openly, that the vote on the adoption was conducted openly, that said meeting was held in compliance with provisions of the Illinois Open Meeting Act and that the Board of Commissioners complied with all the provisions of that Act and with all rules and regulations of the Board of Commissioners.

December 19, 2019

Chris Wollmuth, Secretary
Board of Park Commissioners

(SEAL)

ATTACHMENT A
 To the Budget and Appropriation Ordinance
 For Fiscal Year January 1, 2020 to December 31, 2020

	<u>Budget (in \$)</u>	<u>Appropriation (in \$)</u>
EXPENDITURE SUMMARY		
Corporate Fund	5,776,842	6,643,369
I.M.R.F. Fund	400,000	460,000
Liability Fund	380,082	437,094
Audit Fund	19,500	22,425
Recreation Fund	10,100,772	11,615,888
Museum Fund	39,035	44,890
Special Recreation Fund	552,000	634,800
Revenue Facilities Fund	4,005,163	4,605,937
Insurance Fund	1,046,337	1,203,288
Capital Projects Fund	2,670,000	4,906,750
Cheney Mansion Fund	205,654	236,502
TOTAL BUDGET & APPROPRIATION	25,195,385	30,810,943

I. CORPORATE FUND

ADMINISTRATION

Salaries and Wages	1,022,258	1,175,597
Legal Services	75,000	86,250
Architectural Services	5,000	5,750
Legal Publications	2,000	2,300
Office Equipment Service	1,800	2,070
Computer (IT) Services	218,375	251,131
Township Interventionist	14,200	16,330
Copy and Printing - Internal	45,000	51,750
Postage and Delivery	4,000	4,600
Contractual Services-Other	119,800	137,770
Bank Service Charge	10,000	11,500
Office Expense	11,000	12,650
Uniforms	2,500	2,875
Supplies-Other	1,200	1,380
Office Equipment	2,000	2,300
Computer Equipment	76,000	87,400
FICA Employer Expense	573,700	659,755
Employee Recognition	5,000	5,750
Conference and Training	43,500	50,025
Dues and Subscriptions	20,638	23,734
Employee Travel Reimbursement	800	920
Administrative Expense	10,600	12,190
Director Expense	900	1,035
Board Expense	5,100	5,865
Recruitment	9,500	10,925
Telecommunications	100,000	115,000
Health Insurance Transfer	197,840	227,516
Fund Transfer Out	240,000	276,000
TOTAL ADMINISTRATION	2,817,711	3,240,368

	<u>Budget (in \$)</u>	<u>Appropriation (in \$)</u>
<u>CONSERVATORY</u>		
Salaries and Wages	167,392	192,500
Property Repair	13,500	15,525
Fleet Service	2,200	2,530
Custodial Services	8,420	9,683
Contractual Services - Other	5,397	6,207
Equipment - Rental	675	776
Bank Service Charges	3,631	4,176
Uniforms	1,200	1,380
Supplies - Cleaning and Household	1,900	2,185
Supplies - Building Materials	10,100	11,615
Miscellaneous Supplies	3,000	3,450
Animal Care	4,300	4,945
Supplies - Horticultural Control	7,500	8,625
Furnishings	6,000	6,900
Gift Shop Material	16,000	18,400
Conservatory Special Events	7,100	8,165
Birthday Party Supplies	3,500	4,025
Employee Recognition	850	978
Conference and Training	8,000	9,200
Dues and Subscriptions	2,102	2,417
Employee Travel Reimbursement	1,000	1,150
Gift Shop Sales Tax	2,520	2,898
Electricity	10,250	11,788
Natural Gas	23,278	26,770
Water	6,000	6,900
Health Insurance Transfer	46,455	53,423
TOTAL CONSERVATORY	362,270	416,610
<u>PARKS & PLANNING</u>		
Salaries and Wages	1,388,322	1,596,570
Copying & Printing- External	700	805
Property Repair	166,175	191,101
Fleet Service	68,000	78,200
Landscaping Service	77,006	88,557
Custodial Services	67,600	77,740
Scavenger Service	26,800	30,820
Portable Restrooms	5,100	5,865
Sports Field Improvements	85,700	98,555
Lease Expense	19,517	22,445
Equipment-Rental	5,500	6,325
Bank Service Fees	2,756	3,169
Uniforms	6,530	7,510
Supplies-Parks	88,200	101,430
Supplies- Cleaning & Household	19,132	22,002
Supplies- Building Materials	83,600	96,140
Equipment	47,880	55,062
Employee Recognition	1,500	1,725

	<u>Budget (in \$)</u>	<u>Appropriation (in \$)</u>
Conference & Training	14,000	16,100
Dues and Subscriptions	3,161	3,635
Employee Travel Reimbursement	800	920
Electricity	60,162	69,186
Natural Gas	28,737	33,048
Telecommunications	2,400	2,760
Water	128,000	147,200
Health Insurance Transfer	199,584	229,522
TOTAL BUILDINGS & GROUNDS	2,596,862	2,986,391
II. <u>I.M.R.F. FUND</u>		
IMRF Employer Expense	400,000	460,000
TOTAL I.M.R.F. FUND	400,000	460,000
III. <u>LIABILITY FUND</u>		
Salaries and Wages	64,255	73,893
Insurance Deductibles	2,500	2,875
Worker's Compensation	95,320	109,618
Property	93,673	107,724
Employment Practices	15,715	18,072
Liability	44,685	51,388
Employee Screenings	29,516	33,943
Risk Care Management	20,418	23,481
Conference and Training	4,000	4,600
Unemployment Expense	10,000	11,500
TOTAL LIABILITY FUND	380,082	437,094
IV. <u>AUDIT FUND</u>		
Contractual Services - Other	19,500	22,425
TOTAL AUDIT FUND	19,500	22,425
V. <u>RECREATION FUND</u>		
<u>ADMINISTRATION</u>		
Salaries and Wages	735,189	845,467
Property Repair	2,500	2,875
Fleet Service	7,500	8,625
Supplies - Other	1,300	1,495
Furnishings	1,000	1,150
Conference and Training	26,500	30,475
Continuing Education	1,500	1,725
Dues and Subscriptions	6,182	7,109
Employee Travel Reimbursement	2,000	2,300
Non-Resident Fee Expense	40,000	46,000
Scholarship - Township	8,000	9,200
Scholarship - PDOP	210,000	241,500
Bond Payment - Principal	1,265,000	1,454,750
Bond Payment - Interest	678,050	779,758
Telecommunications	24,000	27,600
Fund Transfer Out	1,397,050	1,606,608

	<u>Budget (in \$)</u>	<u>Appropriation (in \$)</u>
Capital Projects Contribution	2,210,000	2,541,500
Health Insurance Transfer	130,590	150,179
TOTAL ADMINISTRATION	6,746,361	7,758,315
 <u>COMMUNICATIONS</u>		
Salaries and Wages	291,755	335,518
Copy and Printing - External	45,017	51,770
Brochure	132,585	152,473
Marketing	33,799	38,869
Advertising	10,536	12,116
Conference and Training	8,500	9,775
Dues and Subscriptions	627	721
Health Insurance Transfer	51,567	59,302
TOTAL COMMUNICATIONS	574,386	660,543
 <u>CUSTOMER SERVICE</u>		
Salaries and Wages	326,168	375,093
Copy and Printing - External	1,000	1,150
Office Expense	5,168	5,943
Uniforms	2,225	2,559
Employee Recognition	200	230
Conference & Training	5,000	5,750
Dues and Subscriptions	264	304
Employee Travel Reimbursement	270	311
Health Insurance Transfer	54,653	62,851
TOTAL CUSTOMER SERVICE	394,948	454,190
 <u>FITNESS PROGRAMS</u>		
Program Wages	85,141	97,912
Program Contractual Expense	115,038	132,294
Program Supplies	2,869	3,299
TOTAL FITNESS	203,048	233,506
 <u>YOUTH ATHLETICS</u>		
Program Wages	173,899	199,984
Program Contractual Expense	275,097	316,362
Program Supplies	45,205	51,986
TOTAL YOUTH ATHLETICS	494,202	568,332
 <u>ADULT ATHLETICS</u>		
Program Wages	26,714	30,721
Program Contractual Expense	49,830	57,305
Program Supplies	16,396	18,855
TOTAL ADULT ATHLETICS	92,940	106,881

	<u>Budget (in \$)</u>	<u>Appropriation (in \$)</u>
<u>TEEN PROGRAMS</u>		
Salaries and Wages	19,205	22,086
Program Contractual Expense	22,150	25,473
Program Supplies	7,543	8,674
TOTAL TEEN PROGRAMS	48,898	56,233
<u>COMMUNITY PROGRAMS</u>		
Program Wages	584,791	672,510
Program Contractual Expense	252,673	290,573
Program Supplies	126,027	144,931
TOTAL SPECIAL INTEREST PROGRAMS	963,491	1,108,014
<u>FINE ARTS</u>		
Program Wages	183,577	211,114
Program Contractual Expense	60,157	69,181
Program Supplies	13,237	15,222
TOTAL SPECIAL EVENTS & ARTS	256,971	295,516
<u>EARLY CHILDHOOD AND CAMPS</u>		
Program Wages	253,158	291,131
Program Contractual Expenses	27,020	31,073
Program Supplies	45,350	52,153
TOTAL EARLY CHILDHOOD PROGRAMS	325,528	374,357
VI. <u>MUSEUM FUND</u>		
Property Repair	5,000	5,750
Contractual Services - Other	15,800	18,170
Supplies - Building Materials	2,000	2,300
Pleasant Home Electricity	4,105	4,721
Pleasant Home Natural Gas	9,960	11,454
PH Security Monitoring	1,450	1,668
Pleasant Home Water	720	828
TOTAL MUSEUM FUND	39,035	44,890
VII. <u>SPECIAL RECREATION FUND</u>		
Special Rec Contribution	552,000	634,800
TOTAL SPECIAL RECREATION FUND	552,000	634,800
VIII. <u>SPECIAL FACILITIES FUND</u>		
<u>ADMINISTRATION</u>		
Salaries and Wages	315,970	363,366
Conference and Training	13,000	14,950
Dues and Subscriptions	1,615	1,857
Employee Travel Reimbursement	300	345
Telecommunications	2,685	3,088
Health Insurance Transfer	40,461	46,530
Special Recreation Transfer	29,000	33,350
Capital Projects Contribution	609,000	700,350
TOTAL ADMINISTRATION	1,012,031	1,163,836

	<u>Budget (in \$)</u>	<u>Appropriation (in \$)</u>
<u>MAINTENANCE</u>		
Salaries and Wages	355,642	408,989
Property Repair - Pool	48,900	56,235
Property Repair - Rink	35,800	41,170
Property Repair - GRC	11,500	13,225
Fleet Service - Pool	1,200	1,380
Fleet Service - Rink	7,660	8,809
Contractual Services- Other - GRC	3,750	4,313
Contractual Services- Other - Pool	5,415	6,227
Contractual Services- Other - Rink	5,535	6,365
Custodial Services - GRC	31,400	36,110
Equipment-Maintenance - Pool	2,300	2,645
Equipment-Maintenance - Rink	1,650	1,898
Equipment Rental GRC	1,025	1,179
Equipment Rental Pool	2,200	2,530
Equipment Rental Rink	2,000	2,300
Bank Service Charges	600	690
Alarm Services - GRC	1,080	1,242
Uniforms	2,700	3,105
Supplies-Cleaning & Household - Pool	6,218	7,151
Supplies- Building Materials - Pool	13,083	15,045
Supplies-Cleaning & Household - Rink	6,485	7,458
Supplies- Building Materials - Rink	16,460	18,929
Supplies-Cleaning & Household - GRC	2,895	3,329
Supplies- Building Materials - GRC	4,316	4,963
Misc. Supplies - Dog Parks	6,768	7,783
Fuels and Lubricants	2,700	3,105
Chemicals	38,782	44,599
Building Improvements - Pool	17,400	20,010
Building Improvements - GRC	4,000	4,600
Equipment-Other - Pool	13,409	15,420
Equipment-Other - GRC	2,200	2,530
Conference and Training	4,760	5,474
Dues and Subscriptions	400	460
Employee Travel Reimbursement	300	345
Rehm Electricity	26,541	30,522
Ridgeland Electricity	133,376	153,382
Gymnastics Electricity	20,407	23,468
Rehm Natural Gas	11,032	12,687
Ridgeland Natural Gas	39,575	45,511
Gymnastics Natural Gas	9,115	10,482
Rehm Water	21,262	24,451
Ridgeland Water	41,558	47,792
Gymnastics Water	1,369	1,574
Health Insurance Transfer	32,681	37,583
TOTAL MAINTENANCE	997,449	1,147,066

CONCESSION OPERATIONS

	<u>Budget (in \$)</u>	<u>Appropriation (in \$)</u>
Salaries and Wages	38,047	43,753
Contracted Equipment	1,500	1,725
Bank Service Charge	925	1,064
Concession Supplies	36,867	42,397
Sales Tax	8,130	9,350
TOTAL CONCESSION OPERATIONS	85,469	98,289
 <u>AQUATICS PROGRAMS</u>		
Program Wages	397,018	456,571
Program Contractual Expense	42,205	48,536
Program Supplies	30,770	35,386
TOTAL ICE ARENA PROGRAMS	469,994	540,493
 <u>ICE ARENA PROGRAMS</u>		
Program Wages	389,810	448,282
Program Contractual Expense	93,085	107,048
Program Supplies	84,799	97,519
TOTAL ICE ARENA MAINTENANCE	567,694	652,849
 GYMNASTICS		
Program Wages	580,099	667,114
Program Contractual Expense	55,000	63,250
Program Supplies	49,884	57,367
Booster Club Expense	50,000	57,500
Employee Recognition	400	460
Conference and Training	10,000	11,500
Dues and Subscriptions	3,863	4,443
Employee Travel Reimbursement	250	288
Sales Tax	1,020	1,173
Gym Fund Raising Improvements	4,000	4,600
Health Insurance Transfer	118,010	135,712
TOTAL GYMNASTICS	872,526	1,003,405
 IX. <u>INSURANCE FUND</u>		
Health Insurance - PPO	705,861	811,740
Health Insurance - HMO	244,199	280,829
Life Insurance	5,700	6,555
Dental Insurance	45,432	52,247
Employee Assistance Program	2,200	2,530
Health Insurance - Opt Out	15,600	17,940
Health Insurance - Retirees	-	-
Vision Insurance	14,345	16,497
Employee Wellness Program	13,000	14,950
TOTAL INSURANCE FUND	1,046,337	1,203,288

	<u>Budget (in \$)</u>	<u>Appropriation (in \$)</u>
X. CAPITAL PROJECT FUND		
Property Acquisition	100,000	600,000
Property Repairs and Rehab	250,000	287,500
Vehicle and Equipment Program	50,000	57,500
Technology Improvements	140,000	161,000
Surveys - Studies	50,000	57,500
Carroll Master Plan Improvements	800,000	920,000
Ridgeland Common Building Improvements	25,000	980,000
Rehm Master Plan Improvements	800,000	1,320,000
Rehm Building Improvements	50,000	57,500
Dole Building Improvements	100,000	115,000
Conservatory Building Improvements	25,000	28,750
Randolph Tot Lot Site Plan	175,000	201,250
Wenonah Master Plan Improvements	80,000	92,000
Cheney Building Improvements	25,000	28,750
TOTAL CAPITAL PROJECTS FUND	2,670,000	4,906,750
XI. ELIZABETH CHENEY FUND		
Salaries and Wages	105,928	121,817
Property Repair	14,640	16,836
Custodial Services	2,534	2,914
Contractual Services - Other	360	414
Bank Service Charge	7,350	8,453
Program Contractual Expense	15,400	17,710
Uniforms	240	276
Supplies- Cleaning& Household	2,500	2,875
Supplies- Building Materials	5,000	5,750
Program Supplies	3,690	4,244
Conference and Training	2,000	2,300
Dues and Subscriptions	1,193	1,372
Employee Travel Reimbursement	150	173
Cheney Electricity	6,290	7,234
Cheney Natural Gas	8,900	10,235
Cheney Water	4,300	4,945
Health Insurance Transfer	25,179	28,956
TOTAL ELIZABETH CHENEY FUND	205,654	236,502