

BOLINGBROOK PARK DISTRICT
Annerino Community Center – Ashbury’s Banquet Room
Budget Work Shop - November 6, 2023

President Hix called the meeting to order at 5:30 pm. Roll call: Andrews, McKay, Vastalo, McVey, President Hix.

President Hix asked Beth Benner to begin the meeting with the Pledge of Allegiance.

OPENING STATEMENTS BY BOARD PRESIDENT

President Hix said he likes what he sees in the budget and the numbers are coming together well. Hix complimented staff on a marvelous job they did recovering from the pandemic. Hix said the community is coming back. Hix said keep up the good work.

President Hix said the Executive Director has requested to change the Budget & Appropriation Ordinance Public Hearing from 6:45 pm to 6:50 pm on December 21, 2023. The Board had no objections to the change.

INTRODUCTION OF BUDGET 2024

Executive Mike Selep welcomed the board and staff to the Budget 2024 Work Shop.

2023 Final Review

- Indian Boundary fence project has been completed and the residents are very grateful.
- Completed final projects for referendum:
 - Playground replacements at Balstrode & Erickson parks
 - BRAC-renovations
 - Completed bridge and pathway connecting existing trails
 - Purchased critical equipment to support operations

2023 Accomplishments

- *Human Resources* – Reinstated the Spring Job Fair, All Staff Training returned in person, completed 3-year salary survey.
- *Business & Technology* – Upgraded AV at Ashbury’s, received the GFOA Certificate of Achievement for Financial Reporting.
- *Projects & Planning* –
 - Replaced playgrounds at Balstrode and Erickson parks.
 - Through the intergovernmental agreement with VVSD helped to replace Wood View and Jamie McGee school playgrounds.
 - Resurfaced the tennis courts at Central Park and made path improvement at Jaycee and & Knights of Columbus parks.
 - Replaced carpet & flooring at ACC & BRAC, replaced front gates and shade structures, and completed makeover of the bathhouse at Pelican Harbor.
 - Replaced a fence at Indian Boundary Park.
- *BGNR* – Replaced and repaired a plethora of equipment in facilities and Pelican Harbor.
- *Recreation & Facilities*
 - Worked together to analyze current offerings & market segments to balance participation
 - Streamlined offerings and offer more diverse and equitable programs.
 - Added programs to under served markets.
- *Marketing & Customer Care* – Successful summer parks challenge.

2023 Changes and Support

- After 27 years of employment at the park district Ron Oestreich accepted a new position as Parks and Recreation Director for the town of Farragut, TN.
- The following staff left the park district for new opportunities: Chris Piasecki, Ryan Kertson, Brian Sandoval, Sara Earhart and Bill O'Shea.
- New full-time staff: Daniel Delara, Jacob Jusino, Stephanie Molnar, Anthony Morrison, Alex Cordero and Executive Director, Mike Selep.
- Funding and grant opportunities gained in 2023 and some extending to 2024:
 - Approved the issuance of \$1,150,000 in general obligation tax bonds to pay for the cost of capital improvements.
 - Worked with ComEd to receive a grant to update LED lighting at B&G, BRAC and Lily Cache Sport field. Saved \$500,000 with the grant. Estimated energy cost reduction of \$25,000 per year.
 - Received \$120,000 State Grant from House Representative Dagmara Avelar for ACC roof replacement and \$142,000 grant from State Representative Janet Yang Rohr for playground renovations.
 - Awarded funds through the American Rescue Plan Act (ARPA) to replace HVAC unit at Ashbury's and construct a splash pad at Central park.
- Community Involvement / Partnerships:
 - The district is truly engaged in the community with all the different programs and activities the district offers.
 - Community/Partnerships: NWCSRA, Village of Bolingbrook, Fountaindale Library, Bolingbrook Chamber of Commerce, Service groups, community events such as: Visit your local Park, Summer Concert Series, Movies in the Park, Winter Fest, Week of the Young Child, IFest, Celebration of Special Recreation and Freaky Fun Friday.
 - Enhanced participation: increased usage at parks, facilities, programs and special events.

2024 – Here We Come

- Keep expenses within revenue capacity while allowing for growth
- Revitalize – Commitment to innovation and new offerings
- Renew – Commitment to relationships – patron, staff and community partners
- Expand – Commitment to meeting enhanced community need and including a broader audience

2024 Challenges

- Increased use & age of parks/facilities creates enhanced security, cleaning and maintenance needs.
- Adapting to changing labor market.
- Economic uncertainty (inflation/supply chain).
- Government Mandates: increases to minimum wage and potential new regulations.

2024 Prepare for the Future – Strategic Initiatives – Medium Range

- Formulation of DEI Committee
- Update BPD Succession Plan
- Focus study on Ashbury's and Teens
- Determine key projects for community input
- Set stage for future funding.

Board Questions / Comments: None

BPD FINANCIAL REVIEW

Debbie Chase, Director of Business and Technology welcomed the Board of Commissioners and thanked them for all their support. She thanked Executive Director Mike Selep. Because of his continued support we were able to produce a balanced and realistic budget. Debbie also thanked Tricia Dubiel, Superintendent of Business and Finance for her analytical mind. She thanked the Finance Team and Commissioner Hix and McKay for their experience and knowledge. Debbie also thanked the Directors of the Park District and their efforts to revitalize, renew and expand within the district's financial capabilities and thanked all the incredible Managers' and staff who are so critical to the success of the organization.

The theme for 2024 Budget is *Revitalize, Renew and Expand*.

- Revitalize to give new life and vitality
- Renew to make a renewal or begin again
- Expand to become or make larger or more extensive

2024 Budget – What's Changed

Revitalize

- Charges for services increased.
- Contingency fund planning by budgeting for a general fund contingency of \$60,000 and a capital contingency of \$15,000 to be used for emergency repairs and replacement.
- Innovation funding – added an employee, and community and capital innovation components.

Renew

- Additional staffing needs - adding two new positions to the facilities department.
- BGNR is moving one part-time position to full-time, based on needs.
- Growth in payroll related expenses - 4% cost of living and performance increase as well as a 3% pool for adjustments.
- Move CARP transfer to 2024 and plan to reincorporate it in 2025.
- Decreased 2024 CARP to fit within the budget.
- Intentional deficit budgeting in specific areas.
- Centralize all credit card expenses within the recreation services area.
- Increase in electric service and decrease in gas service.

Expand

- Growing maintenance and repair needs.
- Moving from Ascentis to UKG.
- Increase in computer maintenance needs.
- Property and liability insurance increases.
- Grow the CARP plan and ADA Plan.
- Truth in Taxation – with the consumer price index at 5% and the districts continued growth and expansion we exceeded the 105% limit of the Truth in Taxation to capture additional property taxes.

2024 Budget – Outlook

Positives

- Fund balance policy is being maintained and is showing slow growth.
- Recreation fund is projecting a positive surplus for 2023 and 2024.
- Continuing to develop our financial strength.
- Taking first steps toward an initial contingency plan.
- Innovation is a new development area for the district.

Challenges

- Still seeking solutions to allow for future CARP funding.
- Keep expenses within revenue capacity while allowing for growth.
- We must maintain that balance in spite of increasing costs across the board
- Reinstating CARP transfers will be a challenge.
- The debt structure has hit some serious peaks that will have to be addressed in the future.
- Minimum wage increase.

Board Questions / Comments:

Hix said the emphasis should be on revenue. Your expense budgets are unlimited and you can spend as much money as you want to run your operation as long as you can pay for it. Hix said you should not have a view that expense dollars are limiting what you are able to do with your operation.

Hix said mention was made to move a significant amount of the district's computer processing in the cloud. Are there corresponding reductions in hardware and replacement costs? Debbie said that would be discussed under Business and Technology budget. It is a direct decrease. The biggest amount being on the finance server side.

Tricia Dubiel, Superintendent of Business and Finance began her presentation by detailing the District's 2024 budget focus. She mentioned that the budget is truly a team effort focused on driving forth the mission of the District.

- Achieving fund balance goals
- Improving financial strength and growing emergency resources
- Expanding operations while keeping the growth within revenue capacity
- Completing the new splashpad at central park and other renovations funded by the Will County ARPA and Legislative Grants
- Completing capital asset replacement program
- Meeting the obligations of debt service

There is a need to expand our operating expenses and project 2023 expenses will be close to 2019 levels at \$14 million. The 2024 plan includes a 13% increase due to inflation, growth in participation, maintaining competitive wages, rising costs of insurance and increases in support services.

Board Questions / Comments:

Commissioner McKay said excellent job!

BUSINESS AND TECHNOLOGY DEPARTMENT OVERVIEW

Debbie Chase, Director of Business and Technology said the Business and Technology team strives to provide excellence in customer service. Every customer, both internal and external, will experience a positive, professional and supportive response with resolution to their satisfaction.

2024 District Wide

- Transition to new HRIS/time and attendance system – software reaching end of life in 2024
- Upgrade to online email and office products
- Move finance software to the cloud
- Expansion of access control system
- Implementation of Innovation software
- Addition of weather app
- Debbie Chase will pursue her Strengths Certification

2024 Business/Finance

- Tricia Dubiel will pursue her CPFO Certification – 2-year process
- Continue development of internal processes
- 3-year budget view goal to better plan for the district's future
- Expand budget training and budget guidelines
- Expand purchasing card program development

2024 Technology

- Move to credit card machine rental
- Aquatics – improved documentation processes
- Install translation tablets
- New waiver contract signing devices – except electronic approval of waivers
- Capital asset replacement of 2 firewalls with management server, (1) server and 12 desktops and 7 laptops.

Board Questions / Comments:

Commissioner Andrews said she liked that we are investing in our valuable employees and is also very pleased with the translation tablets.

RECREATION SERVICES OVERVIEW

Kai Wahlgren, Director of Recreation thanked the Board of Commissioners, Administrative Team and all the departments in the district that provide support to the Recreation Team.

In 2023 the recreation team had at least one Pop in class per brochure cycle. They had over 26 Pop ins in the recreation department which was a way to try new programs. The Pop ins will continue in 2024.

Kai introduced his team:

- Christy Sorenson-Preschool, Early Childhood Programs, Events, Train and Wall
- Lindsey Pollina – Dance, Theatre, Teens
- Kirsten Lee – Gymnastics, Cheer and Ninja
- Susan Meier – Day Camp, REACH and Enrichment Programs
- Hannah Grise – Enrichment Programs

2024 Continued Growth

Preschool – Early Childhood

- Continue to review and expand offerings
- Expand partnership opportunities with enrichment and bring back library visits

Gymnastics, Cheer and Ninja

- Evaluate the ninja contract – update progression sheets
- Continue Pop-Ins
- Replace tumble trac with a tumble track trampoline
- Expand adult programs
- Continue success with the Illusions Team

Dance

- Expand BPD Dance Academy
- Expand the Powerdance program

Theatre

- Work with school district to use Brooks Middle School for classes

Teens

- Continue to offer teen trips

REACH

- 2 sites- Pioneer and Jonas Salk
- Continue to partner with VVSD
- Become DHS Certified

Enrichment

- Continue with engagement nights through the 21st Century program
- Hire additional instructors
- Continue to expand and grow the program