

- **Call to order**
- **Pledge of allegiance**
- **Roll call**
 - Commissioner Ennis- absent but excused due to work
- **Additions/ deletions/ changes to agenda**
- **Remarks/ correspondence from visitors**
 - Elmhurst Garden Club
 - Garden walk was successful \$24,000 was made.
 - Donating \$15,000 to the Elmhurst Park District to be used for scholarships
- **Committee report**
 - Elmhurst Art museum-Cindy
 - Commissioner Ennis would have given the report
 - The group is going to do more work at committee level instead of board level
 - Invited Commissioner Ennis to serve on the facility committee
 - Board members increased from 16 to 21.
 - Gateway-Cindy
 - August minutes were approved at October meeting
 - A draft of the audit report will be reviewed by treasurer and presented at the next board meeting
 - Park/ city/ school
 - Met last Monday, November 6, 2017
 - Talked about focusing on items that are mutually beneficial to everyone including the community
 - Little discussion about Conrad Fischer school and playground
 - Talked a lot about the Abbey site to be used for other purposes such as school district 205 to move there, storm center, athletic improvements with the field at York high school.
 - New senior center is being discussed, reaffirmed it is the city Senior Citizens Commission that is coming forward with this idea.
 - Nothing will happen with the Abbey site until the senior center has been discussed more.
 - College has some plans referring to the dome that they are planning to build over the football field - possibly include the College as a partner in the future.
 - Sugar Creek Golf Course
 - Met Oct 24, 2017
 - Pretty bad month in terms of revenue this year, but is a lot better this year than it has been the past few years.
 - Flooding occurred but there was no significant damage.
 - Allowed them to get started on the deck; hopefully it will be complete by the end of the year.
- **Upcoming committee meetings**

- Lizzadro Museum – November 16, 2017
- Sugar Creek Golf Course – November 28, 2017
- Gateway- December 14, 2017
- **Consent agenda** All items below approved and passed unanimously
 - Approval of October 23, 2017 BINA Hearing Minutes
 - Approval of October 23, 2017 Regular Meeting Minutes
 - Approval of October 23, 2017 Closed Meeting Minutes
 - Voucher Lists and non-accounts payable disbursements
 - Medical Insurance Renewal
 - Dental Insurance Renewal
- **Board business**
 - Unfinished business (old) 2018 budget presentation
 - Next discussion meeting is the second Monday of November
 - Reflects new mission and vision statements
 - 2.4% increase in operation revenue
 - 3.3 % increase in operation spending
 - Featuring an operating surplus of \$300,000 which will be reinvested into future opportunities.
 - Budget summary
 - Operating net = \$310,000
 - Total cash investment= a little over \$2.4 million dollars
 - Overall net (spend out) =-\$2 million primarily for capital
 - Overall revenue is down but that is due to all the property that has been bought.
 - Overall expenses have increased by 11.9% from 2016 to 2017
 - Issues, trends, highlights
 - this will be the first year that represents the 2020 plan
 - Economic indicator
 - Local level- unemployment is starting to decrease
 - National level- starting to recover from most of the recession but still have issues such as infrastructure, unemployment being high, medical cost beginning to rise.
 - Elmhurst is in a strong place
 - Property tax revenue
 - Just under 40% of total revenue
 - Local property tax rise
 - Wasn't voted on in the senate, more than likely will be voted on in January 2018.
 - Even if it passed, this plan is still the best policy due to the board being disciplined and reinvesting it; that way the City has it for "a rainy day"
 - Courts Plus competition
 - Small and large competition is coming
 - Staffing changes
 - Reflect the 2015 staffing study and the 2020 planning report
 - Long distance financial planning
 - 10-year financial outlook
 - 5-year operational outlook

- Might be tweaking the plans depending on grants
- If taxes are frozen for 2 years, there is enough saved up to weather the storm.
 - These reserves impact the credit score, but result in a better rating; they are kept for this purpose
 - A freeze wouldn't be beneficial
- Staffing and personnel
 - The district budget is 54%, compared to 53% last year
 - Total full-time equivalence=207.4 (increase of 1.5)
 - Adding 2 full time positions for 2018
 - Results of staff study
 - shifted work from facilities to the park district
 - shifted the financial supervisor to finance department instead of Courts Plus
 - over the past 5-years 66% of exiting full-time employees said that pay was fair/poor.
 - Not at market rate.
 - This plan will bring pay up to marketplace value making the positions competitive.
- Budget accounts for merit-based raises.
- Health insurance
 - The budget projects an increase of insurance 8.8%.
 - It is related to medical insurance increase of 4.4%, but there are always changes based on what employees elect as their coverage.
 - Rate increase this year is 4.23% compared to last year's 0.2% increase. Averages to 2% increase over two years.
 - Employees are moving to health screening to get discounts on their premiums.
 - Will continue to allow employees to use outside insurance which will in turn help save the board \$177,000. We allow a reasonable stipend.
 - Employee relations= \$18,000 to be used for the employees for events.
 - Continuing to budget for continuing education.
- Public Policy
 - Ensure that all policies are met
 - Staff training in July
 - Used long range planning for budget plan for the vision plan for 2020 process. Meaning they developed this in stages for both 5 years in the future and 10 years in the future of where their budget should be at.
- Administrative functions
 - Many themes being considered for the 2020 plan.
 - Determining the future of the Prospect buildings.
 - Hopefully implement more data-driven organization, able to evaluate and help staff with services
 - Strengthening organization culture to help address the mission of the 2020 plan.
 - Make sure they look at the feedback from the 2020 plan
 - Evaluation process was started this year with following policy.
 - Questions- did they discuss the approach of how to handle the referendum?
 - Answer- not last week, but it has been discussed and they are looking in to it now.
 - Department budget is decreasing 7.6% and that is a \$53,000 impact.

- When a cost is moved, they don't go back through the years and move the cost over.
- Marketing and communications department budget
 - Made an interactive park map
 - Worked with Sugar Creek to hold 'Movie on the Green'
 - Worked with many departments to communicate the tobacco ban
 - Community wants more adult events; currently developing those events.
 - Above industry standards with retention rates this past year for Courts Plus.
 - Raised rates to be competitive
 - Considering potential dog park development and athletic sponsorships/partnerships.
 - Decrease in fulltime wages due to retirement
 - 1.7% increase, due to special events such as family fall fest and other large events.
 - Revenue came from advertising and sponsorships.
- Finance and human resource
 - Fully compliant with EAV credit card processing company to make transactions safer.
 - Implementing the new payroll software in 2018
 - Updating their policies for safety purposes.
 - Increase in wages.
 - Slight increase in budget.
 - Taxes are expected to increase. Little higher than the levy just because it is getting carried into the budget.
 - Historically, tax revenue predictions have been plus or minus 2%.
- Technology Department
 - Deployed additional wireless access points at Wilder
 - Upgraded the treadmills at Courts Plus.
 - Worked on 3-year strategic plan.
 - Improved district security with access door at all administrative buildings throughout the parks.
 - Creating technology training program.
 - Going to Windows 10.
 - More training on security.
 - Integrate all systems to make the retrieval process much easier.
 - Expenses went up 13% due to a full-time systems analyst.
 - Wages went up 4.3%.
 - A lot more to come this upcoming year.
- Parks Department
 - Plunkett playground was replaced
 - Synthetic turf project at the batting cages in Plunkett Park next to the ICCP field
 - Repair the bleachers and implement cushion seats at Butterfield Park
 - Partnering with Elmhurst College to refurbish their baseball field
 - 2 New vehicles are being considered
 - Updating 12 sign beds.
 - Increasing wages due to 3 new full-time positions.
 - Expenses are at an 18.1% increase due to shifting positions to the Parks Department.

- Large increase in supplies for athletic field maintenance. When they come up to maintenance standards, costs will level out.
- Marjorie Davis garden plot will be on the 2018 Garden Walk
- Tree removal to tree planted ratio is 3:1
- Facilities Department
 - Replace the windows on the Wagner Community Center
 - Expanded hours for Smalley pool
 - Refurbishing the Courts.
 - Great community feedback, will present more options at next meeting
 - Get cost estimates for constructing a sledding hill at Berens Park.
 - Expenses are decreasing due to certain duties being shifted from facilities to parks but there are also duties being shifted from parks to facilities causing wages to increase in the facilities department.
 - Trash removal, lighting, contract and sponsorship costs are increasing
 - Supplies are decreasing due to shifts to park departments.
 - Revenue from aquatic activities is decreasing
 - Punch cards are increasing but pool pass rates are decreasing for the past five years.
 - Pool passes are the best rates in the area.
 - People aren't interested in committing to the passes.
 - All passes are sold to residents and not many outside of the community buy them.
 - Revenue is flat due to lack of commitment to long week process.
 - Revenues are decreasing by \$3500.
 - Planting more trees will cost about \$36,000.
- Recreation Department
 - Went from 22 members to 44 members
 - Made an inclusion guide: enhances communications
 - Now have newsletters that go out
 - Invested in programs such as sports, environment, and dance
 - Plan to reorganize the registration function and shift it to the IT department
 - Blending the clerk and assistant positions.
 - Program areas will bring revenue.
 - Continuing investing in childhood development and gymnastics clubs.
 - Day care deals for 5 days for cheap prices for parents making it full time. Will offer partial financial assistance.
 - Music and voice classes will have instructors which will bring more students to the courses and if an instructor is lost, the students won't be lost as well.
 - Wage increase due to shifting of IT and registration.
 - Expenses are only 1.1% increase.
 - Additional discontinuation of certain projects.
 - An example of programs needing to be examined is Adult sports leagues are at 90% when they must be at 100%.
 - Model says the board should charge more but the market says they shouldn't so we evaluate this.
 - Have strong areas in summer camps, athletics.

- When they are down in number of participants, prices go up for the programs such as competition fees.
- Hopefully new court floor will help bump up revenues.
- Courts Plus Services
 - Courts Plus has a lot of partnerships throughout Elmhurst (College, Library, Hospital)
 - Also try to partner with community businesses such as Brew Point, Police, Firefighters; will be mutually beneficial.
 - Invested a lot of technology into services for customers.
 - Court Plus app has surpassed expectations of everyone.
 - Not trying to lose the personal touch to promote joining and staying a member.
 - Added new lifting equipment which puts CP on par if not ahead of their competition.
 - Have over 90 classes compared to 70 classes last year.
 - Are including and starting outdoor classes such as yoga and walks.
 - Down 5-8% in members but up in revenue. Better usage accounts for the extra revenue.
 - Best middle player that is out there in the fitness industry.
 - Providing services that are above the low end and on par if not better than some high-end fitness centers
 - Best time to increase prices is now.
 - Elmhurst College might partner with CP to have a student recreation center.
 - Local business sponsorships would help people out - if they go to these certain businesses then they get membership discounts.
 - Wages have increased due to certain shifts.
 - Wouldn't even notice a recession had happen in this chart.
 - Need to ride out the storm of competition.
 - projecting membership revenues of \$2.4 million.
- Are they extending deals to Elmhurst College commuters as well or will this be for students on campus only?
 - This will be for ALL students; commuter students are the Park District's "ideal" target.
- Sugar Creek Golf Course
 - Has had a good past few years.
 - High school and college is a main driver for competitions on the course.
 - Raised fees this past year and maxed out; no plan to hike fees this upcoming year 2018.
 - Parking lot repair (\$75,000) is being paid for by Villa Park not Elmhurst. They are doing half of the main lot now and the other half next year. Will be paid back. Very positive move by village of Villa Park.
 - Wanting to invest in golf carts to attract larger groups. Mind-set behind this is to spend the money now so that way it will pay for itself within the year.
 - Revenue will come mostly from outings and banquets scheduled a few months in advance.
 - Rounds have been steady for the past three years; look to bring in a little more revenue the upcoming year.
- The board will be kept in the loop with the whole process of the budget.

New Business none

- **Commissioner information items**

- Announcements
 - Lizzadro Museum's fundraiser at Talbots, 10% off and 10% will be donated to the museum. - Commissioner Kies
 - Last work day at the prairie is this Saturday. There was a tremendous ceremony for Veteran's Day. Over 92 veterans passed away within the past 6 months. – Commissioner Graf
- Future agenda
 - New/Expanded Facilities (02/10/18)
 - New Indoor Facility (10/11/18), (10/24/18), (09/11/17)
 - Senior Center (12/16/17)
 - Wagner Community Center expansion
- **Staff Announcements**
 - Development planning and zoning committee meeting tonight- Executive Director Jim Rogers.
- **Adjournment @ 10:06pm**