



President Cohen called the Special Meeting of the Board of Commissioners to order at 6:30 p.m. Upon a roll of Commissioners being called, the following were present: Cohen, Coleman, Kranz, Mahoney and Venouziou. Staff present: Adams, Evans, Ritter and Webber.

Public Attendance: None

## STAFF REPORTS

### Planning

C.1.a. & b. Executive Director Adams requested Board consideration to approve Change Order #5 for the Cypress Cove Filter System Renovation Project–Ph. 1, ACRP#19-01c and a Resolution authorizing a change Order in regard to the Cypress Cove Filter System Renovation Project –Ph. 1, ACRP#19-01c, involving a series of change orders (#1 - #5) resulting in a net increase in the Contract Price in Excess of \$10,000.00

As identified in previous correspondence with the Board, upon finalizing the filter equipment installation, the Contractor determined that the equipment within the Filter building was not properly bonded. Per code, pumps/motors/filtration equipment, each water feature, all its electrical equipment, all gutters, ladders, handrails, and any metal features adjacent to water within the entire facility must be bonded together and back to the filter building to dissipate any potential electrical charges over the entire bonded wire network to eliminate the risk of shock.

After review with the Aquatic Engineering team, and a full electrical testing of the water features and adjacent metal components was conducted an electrical bonding plan was produced by W-T Electrical and used to solicit proposals from electrical contractors. Staff solicited proposals from 6 electrical contractors who have existing relationships with the park district including the 2 contractors currently working on the filtration replacement projects. 4 of the 6 contractors declined to provide proposals due to either workload, lack of interest, or concerns with the project scope. One ball park proposal was received in the amount of \$60,000, but that contractor indicated that he felt the scope needed more specific information to finalize his proposed cost. One official proposal was received (cost given and abiding by the entire scope defined in the Bonding Plan). The base proposal submitted by Mechanical, Inc. in the amount of \$27,300.00, included all labor and materials to install a functional, NEC compliant electrical bonding system connecting the filter building equipment with all associated pools and pool equipment located throughout the park as required by code including connections to existing bonding systems and partially bonded elements. Deducts were requested for park district staff to self-perform some elements of the installation. Alternate #1 (-\$4,500) is a deduct for District staff to perform all required trenching, excavation and backfilling. Alternate #2 (-\$2,300) is a deduct for District staff to reinstall caulk in any location where the bonding wire is installed within saw cut joints or expansion joints.

PDNRM staff recommended acceptance of the base proposal and the deduct for Alternate #1 for district staff to self-perform all trenching, excavations, and backfilling. The proposed work is required in order to pass inspection and receive final permit approval.

MOTION by Mahoney and seconded by Kranz to approve Change Order #5 to Mechanical, Inc.'s contract for a net increase of \$22,800 to the Cypress Cove Filter System Renovation Project Ph. 1, ACRP #19-01c for the installation of electrical bonding system including connections to existing pool equipment.

AYES: Mahoney, Kranz, Venouziou, Coleman and Cohen  
NAYS: None  
ABSENT: None  
MOTION CARRIED.

Adams stated pursuant to Illinois Compiled Statutes, Ch. 720, Article 5, 33 E-9, units of local government are required to make specific findings prior to authorizing any change order or series of change orders relative to a contract which would increase or decrease the dollar amount of the contract by \$10,000.00 or more, would extend or shorten the time in which the contract is to be completed by 30 days or more. Based on the series of change orders for this project, Staff recommended the Board approve Resolution 20-5, A Resolution Authorizing a Change Order in Regard to the Cypress Cove Filter System Renovation Project –Ph. 1, ACRP#19-01c, involving a series of change orders (#1 - #5) resulting in a net increase in the Contract Price in Excess of \$10,000.00.

MOTION by Mahoney and seconded by Venouziou to approve Change Order #5 to Mechanical, Inc.'s contract for a net increase of \$22,800 to the Cypress Cove Filter System Renovation Project Ph. 1, ACRP #19-01c for the installation of electrical bonding system including connections to existing pool equipment.

AYES: Mahoney, Kranz, Venouziou, Coleman and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED.

Prompted by Commissioner Coleman, discussion ensued regarding whether or not there will be the possibility of re-opening water parks and swimming pools this summer based on some districts publicly scheduling an opening date. Adams explained those districts public postings include a stipulation that the scheduled opening is pending IDPH approval. He added based on no guidance by IDPH at this time, and taking into account the "Restore Illinois" Plan guidelines for Phase 3 & 4, our staff and a majority of park districts in the region don't envision how water parks could safely open.

## BUDGET WORKSHOP

### FY2020 (Stub-year) Budget Workshop

Adams began the workshop by providing an overview of the proposed budget presentation to include the challenges of budgeting this year due to the impacts of the coronavirus pandemic and the timeline to approve the budget and appropriations ordinance within the first quarter of the fiscal year as required by State statutes. He continued reviewing staff's recommendation to pursue a previous District goal to transition the District's fiscal year from May 1 – April 30 to a calendar year basis January 1 – December 31. Adams re-highlighted some the primary benefits of transitioning to a calendar year budget shared at the May regular board meeting. He continued that the timing to transition to a shorter duration Stub-year budget will limit budgeted revenue and expense forecasting inaccuracies caused by the unknown impacts of the coronavirus pandemic and associated "Stay-at-Home" Executive Orders on park and recreation services. Hopefully, receiving better information from public health officials in the coming months on how we can operate in the future, will provide more accurate budgeting estimates which can be adopted to the new calendar year budget starting January 1, 2021. Adams explained tonight's budget information will be based on an 8-month Stub Year budget of May 1, 2020 through December 31, 2020. He added the budget process will occur again this fall but shouldn't be as lengthy of a process since the strategic planning portion of the budget process won't need to be repeated.

Adams started the workshop by providing an overview of the main topics to be presented and discussed with the Board. The main topics to be reviewed consisted of the District's Mission Statement and Long Term Strategic Goals, Annual Subgoals and Objectives, Organizational Charts, Salary & Wage scale, Capital Development and Capital Replacement Programs and Preliminary FYE2020 (Stub-year) Budget divided by fund type: Major Governmental Funds, Non-Major Governmental Funds, Enterprise Funds and Fiduciary Funds.

Due to other staff obligations tonight, Adams deferred to Golf Course Manager Evans to review the golf course budget first and then we'll return to the planned order of the budget presentation.

### FYE2020 Preliminary Budget Review – Golf Course Budget

Evans began by recapping the history of impacts and operational challenges caused by the State's restrictions related to the coronavirus pandemic, which prevented golf courses from operating during the months of March and April as well as

significant operating restrictions during the month of May after courses were permitted to open on May 1<sup>st</sup>. This has also created a domino effect by severely impacting golf outings which will result in significant revenue loss not only on greens fees but also food and beverage operations. Restrictions on golf course use, driving range and closing of the clubhouse dining room further negatively impacts revenue generation. He added the strategy for success of the recently launched anniversary membership program was the reliance on alternate revenue received from these other revenue sources.

With regards to the golf course budget, staff has included best guestimates but is difficult to predict with any sort of accuracy at this time based on the current operating restrictions and impacts resulting from the wettest May on record. In summary, the course is expected to operate a loss due to all the impacts. In anticipation of a projected loss, the budget includes a transfer of unrestricted fund balance from the Corporate Fund (Fund 01) to the Golf Course Fund (Fund18). Evans stated the good news, despite all the challenges, is that the course has seen a strong resurgence of golfers to the course due to demands for outdoor recreation and use by the new membership program. Tee times have actually sold out within minutes of opening up each day. This bodes very well for future play, but financial success for the year will be reliant on whether or not the operating restrictions will be rescinded. Evans further explained interim adjustments of the membership program to strive for customer satisfaction. He added golfers have expressed their praise of the overall condition of the course to include recent improvements made on some of the bunkers.

Evans continued to explain the budget impacts on food and beverage due to the loss of golf outings. Evans highlighted differences compared to last year's budget to include but not limited to: freezing of FT salaries, membership consulting expense fees deferred over a 24 month period, and food and beverage commodity expense reductions due to impacts.

Further discussion ensued regarding revenue received from league play, permanent tee times and positive cash flow resulting from the membership sales.

*\*Evans left the meeting at 7:00 p.m.*

#### Mission Statement, Long Term Strategic Goals & Core Values

Adams presented for the Board's annual review the District's Mission Statement and Long Term Strategic Goals, which were reviewed in detail. Adams reflected on the Strategic Planning process conducted a few months ago that included feedback exercises with the board, department heads and Full-time staff.

Mission Statement - Staff recommended adding the word "Safe" to the Mission Statement, which shall read, "The Mission of the Woodridge Park District is to enhance one's quality of life by providing superiors parks, facilities, and recreational services in a safe, fiscally responsible and environmentally sustainable manner, in partnership with the community."

Long Term Strategic Goals - Based on the strategic planning feedback, several revisions were made to the long term strategic goals to incorporate various strategic themes. Adams reviewed in detail the suggested revisions and recommended the strategic goals read as follows:

Goal #1: The Woodridge Park District will provide safe, diversified, creative, and value-based recreational programs, special events and leisure services responsive to the needs of the community.

Goal #2: The Woodridge Park District will commit to operational excellence through responsive, effective, efficient governance and management practices that creates value to the community.

Goal #3: The Woodridge Park District will achieve its mission in a fiscally responsible manner by implementing best financial management practices in accordance with generally accepted accounting principles.

Goal #4: The Woodridge Park District will cultivate an effective system of communication and cooperation with other community service providers to facilitate joint activities, services and programs avoiding where possible duplication of effort.

Goal #5: The Woodridge Park District will be a leader in fostering a sense of community through the wise use of leisure time by developing and embracing community relations programs designed to advance the a positive image and identity of the District and community.

Goal #6: The Woodridge Park District will be an employer of choice that 1) strives for excellence by fostering a collaborative work culture and workplace environment that values the well-being of its employees and volunteers; 2) that attracts, recruits, and retain employees and volunteers that are talented, competent, motivated, dedicated, respectful, accountable and engaged; 3) equips employees and volunteers with essential resources to perform one's job responsibilities and increase opportunities for potential promotion within.

Goal #7: The Woodridge Park District will plan, guide, and provide a diversified system of safe, accessible, and well-maintained parks, facilities, and equipment of exceptional quality responsive to the needs of the community.

Goal #8: The Woodridge Park District will actively promote and implement strategies and actions to improve environmental quality and achieve sustainable results.

New Core Values – Adams reviewed the recommended new Core Values for the District previously presented to the Board. The Core Values read as follows:

Safety First | Think Safe, Work Safe, Play Safe, Be Safe!

Team Woodridge | Collaborate together to create a unique identity through recreational experiences.

Model the Way | Progressively lead by means of cooperative, flexible, innovative and sustainable Initiatives.

Integrity We Trust | Principled in fiscal responsibility, employment practices and community service.

Live for Fun | Creating impactful experiences for a fun & healthy life.

Driven by Excellence | Establish “Best of the Best” facilities, parks, programs and services through creativity, passion, and commitment to high standards.

Everyone Counts | Champion for inclusivity, diversity and respect.

Adams stated staff seeks any Board feedback of the revisions to the Mission Statement, Long Term Strategic Goals and New Core Values prior to recommending approval at the June regular board meeting.

#### FY2020 (Stub-year) Annual SubGoals & Objectives Review

Adams stated the FY2020 (Stub-year) Annual Subgoals and Objectives proposed by staff were submitted for Board preliminary review at the May 19, 2020 Regular Board Meeting. He restated that staff completes annually a comprehensive assessment process of all District provided services in order to identify issues, enhance service and determine unmet needs. The assessment process entails the review of all resources used throughout the year such as program survey results, facility survey results, resident feedback received from neighborhood dialogues, Village Town Meeting, Village Annual Survey, planning focus groups, info@woodridgeparks.org, resident work requests, volunteer meetings, coach dialogues, social networking sites, intergovernmental meetings, as well as staff workshops. The information reviewed is then evaluated and created into subgoals and prioritized within the framework of the long term strategic goals and budget availability, which will upon Board approval establish the direction for the year. Adams explained subgoals are further categorized by determined by department, classified as routine or complex, short term (1-2 years) or long term (3-5 years) and target quarter/year to complete the subgoal. He added the subgoals are then assigned to employees and incorporated into employee merit performance goals to ensure necessary action is taken to address and complete. Subgoals unable to be completed within in the targeted timeframe but is still warranted will be identified and carry forward to the next fiscal year.

Adams mentioned the primary focus of annual subgoals for the upcoming year are related, in part, to the results from the 2017 Community Survey, the 2020 Strategic Planning exercises and additional feedback mediums.

Adams requested the Board forward any questions or comments regarding any of the Annual subgoals. He added the June Regular Board Meeting will include an agenda item to provide an opportunity for additional Board review and discussion prior to approving.

#### FY2020 (Stub-year) Organizational Chart Review

Adams presented the Organizational Chart for Board review and noted that no changes are recommended by staff for the upcoming Stub-year. Changes may be warranted subsequent to completing a planned organization assessment.

#### FY2020 (Stub-year) Preliminary Budget Review

Adams reviewed in detail the FYE2020 preliminary budget amounting to \$15,472,355 net of inter-fund transfers. He first informed the Board of the preliminary FYE2020 (ending April 30, 2020) major accomplishments listing for their review.

Adams explained the Budget is categorized by Major Governmental Funds (General Fund (01), Capital Replacement Fund (11), Capital Development Fund (44), Recreation Fund (02), and Debt Service Fund (61); Non-Major Governmental Funds (Insurance Liability Fund (03), Audit Fund (04), IMRF/FICA Fund (05), Working Cash Fund (08), Special Recreation Fund (19), Restricted Contributions Fund (21), and Jubilee Fund (31)); Enterprise Funds-(Aquatics Fund (06), and Aquatics Capital Development & Replacement Fund (07)); and Agency Funds (Village Greens Operating Fund (18), Village Greens Capital Development Fund (45), and Village Green Capital Replacement Fund (46).

Adams, Webber and Ritter highlighted within each fund significant revenue and expense line item changes by fund compared to the current year's budget. After Board discussion of various budget items, Adams stated a final budget will be presented to the Board at the June Regular Board Meeting.

#### FY2019-2023 Capital Development Program (CDP) & Capital Replacement Program (CRP)

Adams presented an overview of projects to be considered for completion in the Five Year Strategic Master Plan. Adams reviewed the primary categories which consist of New Major Development & Facility Additions more than one million in estimated costs, Neighborhood park Developments, Land Acquisitions, New Major Development & Facility Additions less than one million in estimated costs, Environmental Improvement Projects, and Miscellaneous Capital Projects and Purchases. Adams reviewed the capital assessment process used that identifies various criteria to assign point values to each project capital project in order to create a ranking system to use in making capital project recommendations. Additionally, Adams presented the combined Board and staff ranking of proposed capital projects completed last year to prioritize projects within each capital category as well as overall ranking of proposed projects.

Adams summarized the FY2020 (Stub-year) major proposed Projects Capital Replacement Program (CRP). The CRP program is broken down into seven sections including; Administration Building, Maintenance Building, Vehicles, Equipment, Park Sites, School Sites, and Miscellaneous. He highlighted the new major projects recommended for completion in each category for the Board.

- Computer Network & PC Hardware / Copiers / Printers
- Pick Up Truck #137 Replacement
- Mower #151 Replacement
- Ballfield Groomer w/ Water Tank
- Park Sites:
  - Falconridge Park – Parking Lot Resurfacing
  - Forest Glen - Tennis Court Fence Fabric & Rail Replacement
  - International Estates Retaining Wall
  - Somerset Park Various Items
  - Westminster Park Tennis Court Recoloring
- Hawthorn Hill Woods Drive Culvert Replacement
- Miscellaneous Projects

Adams reviewed the capital projects proposed for the FY2020 (Stub-year) Budget in the CDP. Proposed CDP projects consist of:

- ARC Soccer Field Fence (CF)
- Community Center Remodel (CF)
- Cypress Cove Filter Replacement Bonding Engineer
- Cypress Shade Shelter
- Hobson Corner Pickleball Courts (CF)
- Ide's East NICOR Path (CF)
- Ide's West Phase 2 (CF)
- Jefferson JH Track & Field Project (CF)
- Orchard Hill Baseball Netting (CF)
- Town Centre Sled Hill (CF)
- Town Centre Parking (Phase 1)
- Triangle Park Maintenance
- WPD Infrastructure Project(s) – Grant Funded
- Miscellaneous Minor Capital Projects & Equipment Purchases

Adams mentioned the District was recently notified that \$335,000 was earmarked in the approved House Bill 064 for park infrastructure projects. Staff is trying to obtain more specific information, but if available, staff at this time, recommends applying to the replacement of the Village Greens Golf Course storm water system infrastructure replacement.

Adams identified specific on-going and/or critical capital projects to complete in the budget year, but all other budgeted capital projects will not be released in order to assess overall budget impacts caused by the ongoing restrictions associated with the coronavirus pandemic.

#### Aquatics Budget FY2020 (Stub-year)

Adams stated based on the closing of Cypress Cove Family Aquatic Park for the season, expenses are limited to Full-time staff reassigned to other departments, benefits, general maintenance upkeep, utilities, temporary filling of pools to pass inspection for construction projects, and capital projects in progress. The enterprise fund is projected to end in a deficit based on no receipt of revenue and therefore a transfer from the Corporate Fund unrestricted fund balance is anticipated to Funds 06 and 07.

Adams presented the Board with the following budget timeline:

6/16/20 – Mission Statement, Long Term Strategic Goals, Annual Subgoals, Organization Chart, Salary & Wage Scale, Capital Development & Replacement Plans, Preliminary FY2020 (Stub-year) Budget, Board review, discussion and approvals.

7/21/20 – Public Hearing of Budget & Appropriations Ordinance & Adoption of Budget & Appropriations Ordinance.

Webber reviewed in detail the updated unrestricted fund balance as of FYE2020 (April 30, 2020) and projected for the Corporate and Recreation funds through FY2020 (Stub-year) ending 12/31/20.

#### ADJOURNMENT

There being no further business to come before the Board, a motion to adjourn was requested. MOTION by Mahoney, seconded by Coleman to adjourn the meeting at 8:32 p.m.

ALL AYES. MOTION CARRIED.

Respectfully submitted,

*Jack C Mahoney*

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Jack Mahoney, Secretary