

ADMINISTRATION AND FINANCE ADVISORY COMMITTEE

April 20, 2020

The Carbondale Park District's Administration and Finance Advisory Committee held a regular meeting on Wednesday, April 20, 2020 at 5:00 p.m. at Hickory Lodge, 1115 W. Sycamore Street, Carbondale, IL. The attendees participated via Zoom format.

PRESENT: Chuck Vaught, Steve Schauwecker, Curtis Vaughn, Mike Neill, Kathy Renfro and board liaison Commissioner Carmen Suarez.
Absent: Cordy Love.
Also present was Carbondale Park District Commissioner Carl Flowers and staff member Trey Anderson.

MEETING CALLED TO ORDER: The meeting was called to order at 5:04 p.m.

APPROVAL OF MINUTES: Minutes of the March 25, 2020 meeting were approved.

OLD BUSINESS: None.

NEW BUSINESS:

1. The committee reviewed the proposed Treasurer's report format. The committee approved the report but recommended some amendments to the proposed format. The recommended changes will be incorporated in the report and it will be brought back to the committee at the next meeting for review.

2. Kathy presented the revised operating budget with adjusted revenues and expenditures reflecting the fact that facilities and programs have been closed since early March, 2020. The revised budget projections are necessary because program and user fee revenues have been adversely effected due to the closure of the facilities. The revised and updated financial information will assist the director in more accurately gauging the cash flow needs of the district. The revised budget is based on assumptions, one of which is when the district can reasonably expect the facilities and recreational programs to be opened to the public. On a best case scenario, the Splash Park would open in May along with Alice Wright Child Care, Kids Korner and Hickory Ridge Golf Course. The indoor aquatics and recreation programs would reopen in June. However, the date to reopen the facilities is more dependent on the guidelines from the governor's office and there has not been any guidelines issued beyond April 30, 2020. As a result, the Splash Park, Alice Wright, Kids Korner, Aquatics program, recreation program and Hickory Ridge Golf Course are all on hold. Only full time staff are currently working keeping personnel cost as low as possible. A late year opening for the Splash Park is unlikely due to the lead time required to prepare the facility to open and the fact that the Illinois Department of Public Health does not have sufficient staff to inspect all the public pools in the state in a reasonable time period. Spring soccer has been cancelled, parks are closed, registration has not been opened for the softball leagues and groups that normally have golf outings at Hickory Ridge are waiting to see what the new guidelines are from the governor's office after April 30, 2020 to determine if they will schedule their annual outing. Groups that normally have outings later in the spring or summer are willing to reconsider a fall date but groups that had scheduled their outing early, prior to June 26, 2020, will not reschedule. Those outings are lost for the year.

3. The committee reviewed the bid proposals for a new sand filter for the Life Center pool. The low bid was \$32,736 from Litton Enterprises of Marion, IL. However, the pool at the Life Center is closed and a date to reopen is unknown. In addition, the district has not determined what the future use of the Life Center building will be. Since the bids to replace the sand filter is expensive in this time of restricted cash flow, the committee tabled this item for future consideration. Kathy will check with the bidders to see how long their bid is valid.

4. Kathy presented the proposal to increase the Tax Anticipation Warrant authority by \$300,000, for a total FY 2020 budget amount of \$800,000. The purpose of this request was to have pre approval from the board in case the district needs to access the authority to meet the district's cash flow needs. Jackson County has scheduled the first payment for 2020 real estate taxes for September, 2020, and the second payment due in November, 2020. As a result the earliest the district could expect to receive real estate tax payment would be late September or early October, 2020. The tax anticipation warrants would be paid from the real estate property tax revenue when it is received.

NEXT MEETING: April 29, 2020 at 10:00 a.m.

MEETING ADJOURNED: 6:29 p.m.