MINUTES OF LONG RANGE PLANNING COMMITTEE

DATE: January 11, 2016  TIME: 4:00 p.m.
PLACE: Sunset Community Center

PRESENT: Commissioner Frankenthal, Commissioner Lenski, Executive Director Sheavoun Lambillotte, Supt. of Parks & Properties Larry Gabriel, Superintendent of Recreation, Nicole Vickers, Manager of Peck Farm Park Trish Burns and Supt. of Finance & Personnel Christy Powell

PRESS: None

GUESTS: None

SUBJECT MATTER DISCUSSED:
Executive Director Lambillotte went over the purpose of the committee meeting which was to discuss the short and long range plans of the Park District. Each year the Geneva Park District updates and revises the Short and Long Range Plan Annual Goals and Objectives of the District. These plans are reviewed by the Long Range Planning Committee and presented to the full Board for approval. Once approved by the Board, the plan is posted to the District’s website. Input and direction for this process comes from program surveys, comment forms, Park District staff, the Board of Commissioners, the Master Plan, and the most recent Community Survey results. Ms. Lambillotte stated that she just received the draft report of the Community Survey and that she would be discussing how it ties in with the short and long range plan. However, most of the results from the survey will be further reviewed and reflected in the following year’s long/short range plan.

SHORT AND LONG RANGE PLAN ANNUAL GOALS AND OBJECTIVES 2015/16 REVIEW AND 2016/17 UPDATE
Ms. Lambillotte highlighted the below short and long range plan goals and objectives.

Goal#1: *The Geneva Park District will provide a safe environment at all programs, properties, and facilities.*

Ms. Lambillotte stated the risk management review recently completed is incorporated into the plan. Ms. Vickers stated although the District scored very high at 98.6% there are still a couple of recommendations that will be included in this plan. Ms. Vickers noted the most critical issues have already been addressed. There was a problem at Sunset with the sauna’s electrical configuration and another electrical issue with an amenity pump at the pool. Both of these issues have been addressed. The remaining recommendations to be implemented include more full-time staff training. Upcoming in March there will be back training and injury prevention training and this summer there will be pool managers training. Commissioner Frankenthal asked if the District investigates employee accidents in an effort to prevent future incidents. Ms. Lambillotte stated that she would be discussing how it ties in with the short and long range plan. However, most of the results from the survey will be further reviewed and reflected in the following year’s long/short range plan.
with all Park Districts. For example, as a result of a fatal mowing accident of an employee, PDRMA is providing revised mowing standards and is training all districts on those new standards.

Ms. Lambillotte stated that security cameras have been added to Peck Farm Park including outdoors for the nature playground. Ms. Lambillotte reviewed the long term goal of developing and implementing an ADA transition plan to obtain compliance for all facilities, parks and services. She stated that updates to playgrounds are completed as parks are replaced per the Districts playground replacement schedule and updates to facilities are currently done as the District can afford them. As dollars are freed up through the SRA fund, with the last payment being made on the ADA costs associated with the construction of SPRC, larger projects will be taken on, such as, the entrance sidewalk at Sunset.

Ms. Lambillotte stated that the District will be providing more intruder training and emergency response training for staff and that security cameras will be added at Mill Creek Pool. It is typical to have cameras at all facilities.

Goal#2: The District will attempt to construct new facilities and acquire additional open space for new park sites and facilities to meet the needs of District residents.

Ms. Lambillotte stated that on the District’s current and past community survey’s land acquisition and bike trails have come back as the most important for residents. Therefore, the District will focus on those areas when financially feasible. Ms. Lambillotte stated that a new climbing structure or playground would be added at SPRC. She stated that the Foundation is raising funds to fund the purchase of the equipment. She stated that the kick off meeting for the Peck Farm lot and restrooms project will be forthcoming. She discussed the large amount of resources that is annually expended on ball fields. This has increased over the last few years from what used to be an annual expenditure of $5k per year to a consistent amount of $25k per year. In addition, a laser grader was purchased and staff is trained on how to use that equipment so that those services can now be performed in-house. Also, a full-time staff person is devoted to the maintenance of all fields. She mentioned that the State Bank of Geneva in memory of Bob Cox is donating funds for the renovation of a ball field and that the District is looking into where and how that might be accomplished.

Ms. Lambillotte stated that the District will continue to accept donated parcels, such as the City of Geneva’s donation of River Park. She also highlighted the joint project with the Kane County Forest Preserve whereby land was provided for the location of the Community Gardens. This has been a way to get access to land without expending dollars. With the development of the 7th street property, the library has indicated they would like the District to keep and maintain the current park that is there. She mentioned that the District has been receiving more land cash dollars as opposed to parcels of land as development of smaller parcels occurs.

Ms. Lambillotte highlighted the goal of a smooth transition to the new PH38 space. Commissioner Frankenthal asked if there was a time line for that. Ms. Lambillotte stated that it will go slower than first anticipated as the landlord has indicated he needs the City to approve the theatre as covered in the special use permit. The District and the landlord thought the existing special use permit would cover community theatre as it currently covers dance studio and a movie house.
Ms. Lambillotte stated that the goal of renovating and expanding Stone Creek Mini Golf has moved up from long term to short term as both the Board and the Community Survey have identified this need. She stated the renovation of the pool will be discussed in the future in conjunction with the Community Survey. She discussed the continued search for field space for lacrosse and that none of the affiliate groups were interested in the District installing a synthetic field.

Goal#3: *The District will provide and maintain a quality system of existing parks and facilities by updating and improving each site per the most recent Community Survey and Master Plan.*

Ms. Lambillotte stated the biggest improvement we do each year is the playground replacements. This year we will be updating Don Forni, Batavia Highlands, Pepper Valley, Shannon and Linden Parks. Ms. Lambillotte highlighted the development of a tree audit system to account for new plantings, maintenance and removals as well as to take inventory of all memorial trees and benches. Commissioner Frankenthal asked what the goal of investigating feasibility of donated portable ice rink was. Ms. Lambillotte stated that is no longer a goal as the ice rink liner has already been donated to another park district.

Commissioner Frankenthal asked about the expansion of the Community Gardens and if the need existed. Ms. Lambillotte stated we would add if needed but there has not been the demand for plots as originally thought. Ms. Burns added that while all plots are full, there has not been a waitlist since the first year. Ms. Lambillotte stated that staff will continue to evaluate this on an annual basis.

Goal#4: *The Geneva Park District will provide creative programs and facilities to meet the needs of its residents per the surveys, Master Plan and other research tools.*

Ms. Lambillotte stated that Goal #4 is most driven by program participants and staff running those programs. She mentioned the largest upcoming goal would be the conversion from Class registration software to Rectrac registration software. A committee explored these two software options and recommended Rectrac. This software is much less costly and meets the Districts needs and customer service needs. Ms. Lambillotte highlighted the short term goal of expanding the cultural arts program offerings to include all ages. She stated we have been able to accomplish much of this with PH38 but we would be looking to expand those cultural arts offerings. She mentioned there has been an increase in camps at Peck Farm Park and the desire to continue increasing programming and camp participation at that location. She also mentioned the goal of maximizing program space at all facilities and this would be a goal the customer service team would be addressing. Ms. Vickers added that staff would be evaluating program space and usage as well as reducing program cancellations. Based on surveys, staff will be researching the expansion of various program days/times.

Ms. Lambillotte highlighted the introduction of the TRX and additional small group fitness programs. The current programs available are running smoothly. Ms. Lambillotte highlighted the goal of increasing participation at summer special events by creating a better awareness and incorporating more activities. Commissioner Frankenthal suggested a Ravinia styled concert might draw in more participation. Ms. Lambillotte stated concerts in the park does have those qualities but she believes the location at Island Park may be somewhat prohibitive due to location and parking. A more prominent location such as the downtown area might provide more exposure. Ms. Lambillotte highlighted the upcoming winter event at Peck Farm called Passport to Nature. Ms. Burns stated this would be a series of programs held on Saturdays.
covering different topics whereby participants could attend various ones and receive stamps in their passport for attending.

Goal#5: The Geneva Park District will continue cooperative efforts with other governmental agencies and local service organizations to build strategic alliances. Functioning as a best management organization requires strong partnerships as a way of developing value for the taxpayers.

Ms. Lambillotte stated the District meets with other governmental agencies on a regular basis. Interactions have included working with the City of Geneva regarding the development of a path between Wheeler Park and the Seven Eleven. Ms. Lambillotte stated that new development should offer that opportunity. When we do have future land acquisitions we will look at possible additions that can be made to bike/pedestrian connectivity.

Ms. Lambillotte highlighted that Nicole Vickers is in the process of working on reviewing and updating the IGA’s with the School District. Ms. Lambillotte also highlighted the work with the Forest Preserve District on their acquisition of land and the lease of that land by the Park District. Ms. Lambillotte highlighted the cooperative accomplishment with the Chamber of Commerce in regards to Swedish Days and Geneva’s Got Talent. She also highlighted the agreement with the Library to maintain the park at 7th street which includes mowing and trimming of trees. We will continue to work with them when they build on this site.

Goal#6: The Geneva Park District will continue to meet population growth demands by hiring additional personnel as needed, by retaining competent present personnel, and by training new personnel accordingly. The District is an equal opportunity employer and provides equal employment opportunities to all qualified persons. We will assure that the workplace culture for our employees fosters professional growth and assures an overall positive working atmosphere. We will dedicate ourselves toward enhanced use of technology by making improvements to the communications network, when necessary.

Ms. Lambillotte stated there has not been hiring of new staff but the District is looking at ways to restructure positions to better meet the needs of the District. Ms. Lambillotte highlighted the ongoing goal of assessing the salaries and benefits of employees. She stated the Parks and Recreation positions have been recently evaluated. Ms. Lambillotte discussed the short term goal of ID badges for all GPD employees. She stated certain staff has clothing identifying them as a GPD employees but many do not have any way of identifying themselves as, for example, an instructor of a class. Ms. Lambillotte highlighted the goal of a FT recreation staff member dedicated to aquatics, preschool and special events. Ms. Lambillotte highlighted the ongoing efforts of implementing service quality task force standards and procedures to achieve service quality goals based on Service Quality Assessment.

Goal#7: The Geneva Park District offer educational programs, classes and stewardship opportunities that increase environmental literacy of residents and will adopt environmentally friendly business practices that are fiscally responsible to conserve resources, educate the community and provide best practices in resource management.

Ms. Lambillotte stated that most of goal #7 is carried out at Peck Farm. Particularly with the work done with the Natural Resource Council and the annual Earth Day event. Ms. Lambillotte stated that while staff has identified many worthwhile environmental projects cost is still a prohibiting factor. On a smaller scale, some of these projects can be carried out, such as,
implementing composting at Peck Farm. This could be used for program demonstrations as well as for District-wide landscape compost. Ms. Lambillotte discussed a recycle plan at Peck Farm and making it more visible. Ms. Lambillotte stated that staff has looked at geothermal, wind and solar. A green roof at Sunset is a possibility once the roof is eventually replaced. She stated that many of these types of projects could be undertaken as new or renovated capital projects surface or if grant funds once again become available. Ms. Burns highlighted current projects, such as the recycled lightbulb machine that was purchased, the transition to LED bulbs, and the auto light sensors put in at facilities. Also, highlighted was the reduction of paper as a result of more technologies, such as, applitrack, ipads for board meetings, and copy machine networking.

Goal #8: The Geneva Park District will strive to strengthen and maintain fiscal health and stability. Availability of funding and overall good financial health is a prerequisite for carrying out some of the goals and objectives of the District.

Ms. Lambillotte highlighted the goal of implementing the new federal health care legislation and keeping up with updates as they occur. She highlighted that part-time staff are kept under 30 hours to avoid mandated health insurance costs. Ms. Lambillotte also highlighted the current work by District attorneys of reviewing the personnel manuals to ensure that it is in compliance with new federal and state labor laws.

2016 MASTER PLAN UPDATE DETAILS
Ms. Lambillotte reviewed the 2016 Master Plan Details. Ms. Lambillotte reviewed the CIP project descriptions highlighting the fixed cost items to provide more detail on everything that could be included. She reviewed the vehicle replacement schedule. She stated the District tries to keep expenditures spread out evenly over each year. Commissioner Frankenthal asked if replacement of vehicles was based on mileage or condition. Mr. Gabriel stated they evaluate both. They consider the mileage and need for repairs as well as the overall condition of the vehicle when replacing. Ms. Lambillotte stated there are cases when a low mileage vehicle would require replacing as it ages due to the repair costs becoming cost prohibitive. Commissioner Lenski asked if the mileage listed under equipment was hours of use. Mr. Gabriel said yes they track the hours of use on equipment.

Ms. Lambillotte highlighted and reviewed the list of playground replacements by year. Ms. Lambillotte highlighted the technology needs over the next five years. She stated the biggest item on this list was the purchase of Rectrac registration software. Ms. Lambillotte highlighted new vehicle and maintenance equipment to be purchased in 2016-17. She highlighted future full-time and part-time personnel requests for 2016-17. Right now we have no additional full time staff requested, however, we are looking at restructuring current positions to meet needs. Ms. Lambillotte reviewed future office equipment needed in 2016-17. She highlighted the need for hardware related to the new purchase of recreation software. Commissioner Frankenthal asked if all equipment associated with the purchase of the new software had been identified. Ms. Powell stated yes, a complete inventory of equipment needed to support the new system has been identified. We are hoping some of our existing equipment can be utilized and retrofitted to operate with the new software but have budgeted dollars in case there are compatibility issues. Ms. Lambillotte highlighted the future facility needs schedule and the future capital projects and equipment needed. She highlighted the Peck Farm Master Plan incorporated into the GPD Master Plan in 2014 and the upcoming plans for formal gardens, boundary markers, sun dial, solstice & PFP north path. She stated the next update to the Master Plan would occur in 2024 and the next Community Survey would be conducted in 2020.
Ms. Lambillotte reviewed the CIP. She stated fund balance in the capital fund is maintained at approximately $4M. If fund balance dips below this level then projects are delayed or removed until alternative funding can be secured. Ms. Lambillotte discussed the reduction over the years in investment income and grant revenue. She stated the $95k museum grant has still not yet been received as the funds have been frozen. Ms. Lambillotte highlighted the increase in land cash over the next two years coming from projects identified by the City of Geneva. Commissioner Lenski asked if there was a reason for increasing fund balance over the years. Ms. Lambillotte stated yes as there are many capital projects identified that do not have funds available to complete. For example, the roof and HVAC replacement at Sunset Community Center. Funds will need to be accumulated over several years in order to complete. Commissioner Lenski asked what encompassed the parking lot repairs large expense of $170,808. Mr. Gabriel stated that it includes the Wheeler Park repaving. Also, included in this amount is the shared expense of repaving the Western Avenue School and Harrison Street School parking lots whereby the District owns 50% of the gymnasiums at these schools.

Ms. Lambillotte highlighted the Mill Creek Pool expenditure in 2018-19 of $300k for the addition of a spray ground. She also highlighted the tennis court expenditure in 2016-17 of $72k for the resurfacing of the high school tennis courts. This is a 50/50 shared expenditure with the School District. Ms. Lambillotte highlighted the $30k Moore Park spray ground expenditure that took place in 2015-16 for the replacement of rubber surfacing. She highlighted the $465k expenditure in 2016-17 for the parking lot expansion and additional restroom at Peck Farm Park. Commissioner Frankenthal asked if the amounts budgeted in office equipment replacement included both the hardware and the software of the new registration program. Ms. Powell stated yes and that it also includes contingency funds in case some of the current equipment is not compatible with the new software.

With no further discussion, the committee ended the meeting at 5:40 PM and is in favor of recommending this plan to the entire board at the January meeting.

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Secretary

Submitted By: Christy Powell