

**GENEVA PARK DISTRICT  
CAPITAL PLANNING MEETING MINUTES  
STEPHEN PERSINGER RECREATION CENTER  
October 14<sup>th</sup>, 2020  
4:00 PM**

CALL TO ORDER

The meeting was called to order at 4:02 p.m.

ROLL CALL

President VanderVeen called for the roll. Commissioner Cullen, Vice President Frankenthal, Commissioner Lenski, Commissioner Moffat and President VanderVeen answered present.

Staff members present were Executive Director Sheavoun Lambillotte, Supt. of Recreation Nicole Vickers, Supt. of Parks & Properties Jerry Culp, and Supt. of Finance & Personnel Christy Powell.

Guests: None

NEW BUSINESS

Ms. Lambillotte welcomed the board and staff to the annual Capital Planning Meeting which helps plan the direction of future capital projects for the District. Traditionally this meeting is held annually as a way to identify future capital projects and how those projects will be funded. This year the focus is on the impact of COVID-19 on the CIP. Staff was tasked to identify which projects/programs could safely operate given the constraints, capacities due to COVID19. The focus of today's meeting will be what capital projects can fit into the budget within the next three years and identify those to defer to maintain a fiscally healthy budget.

Ms. Powell presented a power point presentation. She reviewed the District's mission, vision and values statements. Ms. Lambillotte stated due to COVID19 the District has been largely focused on the values of safety and customer commitment.

Ms. Powell stated the district's capital projects are identified by the Master Plan, Community Survey, and Long and Short Range Plan. Other avenues for identifying capital projects are the capital planning meeting, program evaluations, Board Member input, recreation trends, and community feedback. Projects with revenue generating potential are looked at closely as well as projects that may require future maintenance and repairs.

Ms. Powell reviewed future financial considerations including the financial impact of COVID-19 on the District's annual audit transfer. She discussed the impact of lower interest rates thru 2023 and the need to lower future year's budgeted interest income. She discussed the maturity of the S2010 Alternative Revenue Bond, reduction in debt service payments and the timing of that which has helped lessen the financial impact of COVID-19. Other considerations include potential tax freeze legislation and the aging infrastructure of SPRC. Currently about \$2M is spent on capital projects each year. The District had planned to increase that annual spend in future years to \$3M+, to allow for the funding of infrastructure maintenance projects and new large capital projects but because of the financial impact of COVID19

those projects will need to be deferred. Ms. Powell stated there are also a large amount of small and large projects identified but unfunded.

Ms. Powell reviewed the COVID-19 financial impact on the audit transfer for FY21 and FY22. The FY21 year-end estimate used YTD actuals thru August 31, 2020 and the remaining eight months of the fiscal year were estimated. When operations resumed at the end of June, after the shut-down, most program revenues were at 50% of normal operations, while fitness center revenue was at 75%. Using this trend the District estimates FY21 will end the year with an annual audit transfer of approximately \$750k. The District used that same scenario for FY22 and estimates an annual audit transfer of approximately \$800k. Ms. Powell also looked at a scenario whereby program revenues were at 25% of normal operations and fitness center revenues were at 50% which yielded an audit transfer of \$450k in FY21 and \$200k in FY22.

Ms. Lambillotte added the District was fortunate to still have a projected audit transfer as it shows the District is operating above a balanced budget. She stated while there are some projects such as a playground replacement that can be deferred for a short time there are other projects that can't be deferred such as a playground repair. We can defer paving a mile of the Fox River trail but we cannot defer repairing a pot hole on the trail. While there are some projects we can defer given the financial impact of COVID-19 there are others that we cannot which is why the audit transfer and limited bonds are so important to the CIP.

Ms. Powell reviewed the impact of the reduced audit transfer on the 10 year CIP budget. She reviewed cash flow needs of the CIP and the desired Fund Balance to maintain. Due to a reduced audit transfer staff met and identified potential projects that could be deferred. Those included the deferral of the SRFC remodel from FY21 to FY22; the deferral of land acquisition from FY21 thru FY23 to FY23 thru FY25; the deferral of the addition of pickle ball courts from FY21 to FY23; the deferral of the Sunset Pool bathhouse renovation from FY22 to FY23; and the deferral of the mini golf hut expansion from FY23 to FY24. The Board at a past board meeting already requested the deferral of the Community Survey and the update of the ADA transition plan from FY21 to FY22.

Ms. Powell stated any project having potential grant funding of 80% or more would be shovel ready should grant funding be awarded. Possible grant projects include the SRFC remodel, Sunset Pool bathhouse renovation, mini golf hut expansion and addition of pickle ball courts. Ms. Lambillotte added the District would use savings from the current year budget in architectural and engineering fees to get these projects shovel ready. A discussion was had about the estimated cost of those fees for each project.

Ms. Powell discussed the smaller projects (less than \$500k) that have been identified at past capital planning meetings and included in the CIP budget, such as, the addition of pickle ball courts, remodel of the Sunset bathhouse, the mini golf expansion, the SPRC indoor playground, the Peterson property demolition and site work. Ms. Lambillotte added that the indoor playground project will be further looked at to see if that space is still best utilized in that capacity. Ms. Powell discussed unfunded small projects that have also been identified at past capital planning meetings, such as, a teen obstacle course, Island Park stage cover, a sculpture park, adult fitness playground, wheeler turf restoration, Peck Farm ballfield lights, and Sunset ballfield lights. In addition, green initiatives will be looked at for potential grant opportunities. Supt. Jerry Culp discussed a current grant opportunity with COMED whereby the Peck Farm baseball field lights could be converted to LED lights. Comed would pay 60% (\$46,100) of the

total project cost (\$80,200). The District would save approximately \$2k per year in utility costs with a payback of 17.5 years. Supt. Culp also discussed the research done on opportunities for using solar energy.

Ms. Powell discussed larger projects (over \$500k) that have been identified at past capital planning meetings and included in the CIP budget, such as, the almost complete Peck Farm North Bike Trail/Master Plan which was budgeted at \$1.2M of which \$400k was grant funded. Ms. Lambillotte highlighted the project was budgeted at \$1.2M but came in under budget at less than \$900k. Additional large projects include the SRFC remodel, land acquisition, a new preschool site, Sunset Pool Phase III, a Peck Farm Nature Center, a West Side Athletic Complex, and a large community park on the east side. Ms. Powell discussed unfunded large projects, such as, the Island Park NE retaining wall and the Wheeler west trail (Rte. 31 to Stevens). The Wheeler west trail project is currently unfunded but could be funded in the future by a developer thru land cash.

Ms. Lambillotte reviewed smaller project cuts made in the current CIP budget. In addition, cuts have been made in operating budgets to lessen the impact of COVID19. For example, all training and conferences have been suspended, in the General Fund cuts of \$71k were made to the capital budget and cuts of \$49k were made to the recreation capital budget.

Ms. Lambillotte, stated that additional expenditures have been necessary in light of COVID19. The District has spent approximately \$40k to date and anticipates spending up to \$100k on COVID19 related expenses by the end of the fiscal year. The District has applied for grant funds from Kane County and FEMA to help assist with these additional unbudgeted expenses.

Ms. Lambillotte discussed potential opportunities to provide additional outdoor programs safely to participants if the weather holds and the possibility of having the mini golf open some weekends throughout the winter if the weather allows.

Vice President Frankenthal commended staff on a job well done during the pandemic and asked if staff have been provided mental health support during this time. Ms. Lambillotte discussed the recent full-time staff meeting whereby a consultant counseled staff on how to cope with the stress of the pandemic not only at work but also in their personal lives. The staff was very receptive to the training and indicated their biggest worry was about their families. Staff were provided additional resources in this area. Staff have also been encouraged to notify their supervisor if there are any accommodations they need to feel safer at their jobs. For example, the custodians have requested a different type of mask. A discussion was had regarding the number of confirmed cases and close contact cases of COVID19 of employees and participants at the District.

#### ADJOURN

Vice President Frankenthal made a motion to adjourn the meeting at 4:50 p.m. Commissioner Moffat seconded. All ayes. Motion carried.

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Secretary

Submitted By: Sheavoun Lambillotte / Christy Powell

