

MINUTES OF LONG RANGE PLANNING COMMITTEE

DATE: January 6, 2010

TIME: 6:00 p.m.

PLACE: Geneva Community Center

PRESENT: President Susan VanderVeen, Commissioner John Frankenthal, Director Sheavoun Lambillotte, Supt. of Recreation Jay Kelly, Supt. of Parks & Properties Larry Gabriel, Mgr. of Peck Farm Park Trish Burns and Supt. of Finance & Personnel Christy Powell.

SUBJECT MATTER DISCUSSED:

Director Sheavoun Lambillotte went over the purpose of the committee meeting which was to discuss the short-term and long range plans of the Park District. She noted that these plans are reviewed and updated annually and once approved by the Board posted to the District's website.

SHORT AND LONG RANGE PLAN 2009

Sheavoun Lambillotte reviewed the previous years, 2009 Short and Long Range Plan which included notations of which objectives had been completed, partially completed, incomplete or ongoing. Those items that were partially completed, incomplete or ongoing were carried forward to the 2009 Short and Long Range Plan.

SHORT AND LONG RANGE PLAN 2010

Director Sheavoun Lambillotte reviewed and highlighted the proposed 2010 Annual Goals and objectives. Goal #1 – *The GPD will provide a safe environment at all programs, properties and facilities.* She stated that #1 goal remains the same. She also highlighted that staff is investigating a more sophisticated and detail system for conducting criminal background checks and staff is preparing for and will conduct a full re-evaluation for the Distinguished Agency Award. She also stated that staff is working on developing lockdown procedures for SPRC and SRFC and securing all entrances. Supt. of Rec. Kelly stated that he is preparing a more consistent method of performing fire and storm drills and will incorporate lockdown procedure drills at that time. Goal #2 – *The GPD will attempt to construct new facilities and acquire additional open space for new park sites and facilities to meet the needs of District residents.* Supt. Of Park & Properties Gabriel reviewed the additional bike/pedestrian trails per the City of Geneva Strategic Plan. Director Lambillotte highlighted on other long-term projects such as Peck Farm Park prairie restoration, developing Phase III & IV of Peck Farm Park, converting red metal barn at Peck Farm into a nature center, the third phase of outdoor pool renovation and renovation/expansion of Stone Creek Miniature Golf. 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.* Director Lambillotte highlighted on the future projects including updating the Braeburn Park and replacement of playground equipment, restoring the shoreline at Bennett Park and the Island Park bridge project. Supt. of Rec. Kelly discussed researching the feasibility of leasing fitness equipment for SPRC and SRFC. He also suggested researching removing and raising the drop ceiling in the SRFC to make it more open and appealing. President VanderVeen expressed the need of updating the GCC building and research into a theme similar to SPRC. Goal #4 – *The GPD will provide creative programs & facilities to meet the needs of its residents per the surveys, Master Plan and other research tools.* Director Lambillotte highlighted on procedures to utilize email as a communication link with program participants and implementing phone registration. She also stated the Rec. department is working on maximizing program space at all facilities. Goal #5 – *The BPD will continue cooperative efforts with other governmental agencies and local services organizations to build strategic alliances. Functioning as a best management requires strong partnerships as a way of developing value for taxpayers.* Director Lambillotte stated that she is active with all local parties. She stated that she and Supt. of Rec. Kelly continue to be involved in intergovernmental meetings with all agencies. Supt. of Rec. Kelly reported that they are continuing to update all agreements with the school district. Goal #6 – *The GPD will continue to meet population growth demands by hiring additional personnel as needed, by retaining competent present personnel, and by training new personnel accordingly. 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. Commissioner Frankenthal suggested adding language to Goal #6 indicating that we encourage diversity in the workplace. Director Lambillotte went into details of reorganizing the front office full-time staff members to meet the need for a full-time office staff person at SPRC. The goal at SRFC is to have the office registration counter available for all hours of operations similar to SPRC. The need for 4 full-time staff in the office has decreased due to online registration which is now over 50% and supervisors utilizing support staff less and less. The other full-time personnel consideration are a full-time parks staff member at Peck Farm Park, a second Naturalist and a Before and After School Program Coordinator. She also discussed on the cross training of all front line staff for expanded business hours and better customer service. Goal #7 – *The GPD 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.* Director Lambillotte stated that this goal is new and ongoing. Mgr. of Peck Farm Park reported on the various ways staff is continually improving on recycling and conserving energy. Goal #8 – *The GPD 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.* Director Lambillotte stated Christy Powell and herself will be working on a five year extensive detailed capital fund budget and should be ready to be presented with the budget at the March board meeting. She also stated staff is researching the possibility of utilizing a consultant to develop a formal pricing strategy for all district programs and operations.

2010 SHORT & LONG RANGE PLAN UPDATE DETAILS

Sheavoun Lambillotte reviewed the 2010 Short & Long Range Plan Update Details which included the Capital Improvement Fund Budget, Capital Project Descriptions, as well as a list of fixed cost items and vehicle and equipment replacement schedule. In addition, park acreage was reviewed as well as a playground replacement equipment schedule. Also covered were the technology budget for 2010-11 and 2011-12, new vehicles and maintenance equipment purchases for 2010-11, future full-time or part-time personnel needs for 2010-2014, future office equipment 2010-2012, future facility needs 2010-2013, and future capital projects or equipment 2010-2015.

With no further discussion the committee meeting ended at 7:35 p.m. and is in favor of recommending this plan to the entire board at the January meeting.

Secretary

Submitted By: Christy Powell/Linda Fox