



Park District Board of Commissioners Board Retreat Minutes June 6, 2013

Call to Order:	President Gallagher called the meeting to order at 7:30 PM.
Commissioners Present:	Commissioners Aquilina, Collins, Bachour-Chemaly, Wheeler, Gallagher
Commissioners Absent:	Commissioner Myers, Hartwig
Staff:	Jason Herbster, Executive Director, Anne Sandor, Recording Secretary
Approval of Agenda:	Commissioner Collins moved to approve the agenda as presented. Seconded by Commissioner Aquilina
	Roll Call: Ayes: 5 (Wheeler, Bachour-Chemaly, Aquilina, Collins, Gallagher) Nays: 0
Review and Setting of 2013-2014 Proposed Goal Ideas:	<p>The Park Board reviewed the Goals and Objectives submitted by Jason Herbster, Executive Director and the Park Board Commissioners. The Park Board discussed the following goals for 2013-2014. Comments are listed below each goal.</p> <p>DISTINGUISHED AGENCY -Distinguished Agency Accreditation Process Herbster explained that this process is a good review of procedures and policies of the District. Policy revisions will be sent to Committee. The ADA Transition Plan is top priority.</p> <p>COMMUNITY CENTER Item moved to review and set a timeline in November 2013.</p> <p>BUDGET -Develop New Annual Budget Meeting Process</p> <p>Rely Less on Taxes. Become less dependent on takes by increasing revenue stream. ADA mandates; no funding provided.</p> <p>Bring Salaries In-line to no higher than 28%: Herbster presented a list of payroll percentage expenditures that listed twelve Illinois Park Districts. Crystal Lake is in-line with other comparable park districts. Herbster will research other district ranges and will make a recommendation to the board. Commissioner Collins suggested contacting Gurnee Park District.</p> <p>Insurance - 8% a good number? What Piece Of Insurance Makes Up 8%? This is the percentage of total insurance costs; PDMRA, Health, Dental, etc.</p> <p>Goal for Recreation Fund: Up by 20%. Need to compare program percentages from last year to prepare goal for next year. Need to look review each program. 20% is a standard for some programs. Recreation Services is working to cut expenses and budget smarter.</p> <p>Park Place up by 20%: Increase revenues at all facilities. Reduce loss in Aquatic Fund. Herbster stating that the aquatics department is working on staffing issues. He suggested opening West Beach after school year-end and closing it earlier.</p> <p>Minimize Expenses/Maximize Revenues. Reduce overall expenses by 3.8%. Review the Extended Time program and Barlina House Preschool expenses.</p>

Commissioner Gallagher asked that business plans for all revenue producing facilities are presented to the Park Board.

PARK BOARD

Attend 2-3 City Council meetings as a visitor to further enhance Crystal Lake Park District visibility among Crystal Lake City Council members. A schedule of meeting dates will be distributed to the Park Board. Work with local legislators to develop key initiatives that will benefit the Crystal Lake Park District and community.

MISSION STATEMENT

Have a clearer mission statement. Commissioner Bachour-Chemaly will present alternative mission statements at the next park board meeting.

GREEN INITIATIVES

Staff to work on list of green initiatives. Some examples were to save files and use email instead of making copies. Print documents in black and white and not to use the "bold" options to save on toner costs.

PROPERTY PURCHASE PROCESS

Continue to seek out properties available that would be appropriate for a Community Center and/or outdoor pool.

Complete negotiations to obtain a signed contract.

Complete the due diligence process.

Provide recommendation to Park Board to purchase or reject property based on due diligence results.

COMPLETE SCHOOL DISTRICT 155 / CRYSTAL LAKE PARK DISTRICT INTERGOVERNMENTAL AGREEMENT FOR FIELDS AND FACILITIES USE

Jason has scheduled a meeting with the Business Manager of School District #155 on Thursday, June 13, 2013 to discuss an Intergovernmental Agreement between the Park District and School District.

ESTABLISH CAPITAL REPLACEMENT MODELS

Set up a savings fund and timeline for capital replacement projects.

RECREATION DEPARTMENT EVALUATION OF PROGRAM BUDGETS

Apply programming Life Cycle Model to all programs to determine future of program; should it still be offered or should it be cancelled. Maximize revenue and minimize expenses. Look at quality of programs not the quantity. Too many sessions listed for programs. Consolidate programs. Herbster reported that this goal is in the works as Kim Buscemi, Superintendent of the Recreation Services Division is working diligently with staff and their program budgets. Better proofreading of the brochure; too many grammatical and day/date errors.

CRYSTAL LAKE PARK POLICE DEPARTMENT REVIEW

Commissioner Wheeler reminded the Commissioners to schedule a ride along tour with Chief Lyons.

Commissioner Gallagher requested that the Board discuss the budget process more in detail at a Committee of the Whole meeting in November 2013.

Adjourn:

The meeting adjourned at 8:20 pm