

**GENEVA PARK DISTRICT  
EFFICIENCY COMMITTEE MEETING 2  
SUNSET COMMUNITY CENTER  
MARCH 19, 2024  
6:00 PM**

CALL TO ORDER

The meeting was called to order at 6:02 pm.

ROLL CALL

President Frankenthal called for roll. Daniel McGarry, Jim Kafer, Commissioner Cladis, Commissioner Cullen, Vice President Moffat, President Frankenthal and Executive Director Nicole Vickers answered present. Commissioner Jones was absent.

Staff Present were Supt. of Recreation Elliott Bortner, Supt. of Parks and Properties Carl Gorra, Supt. of Finance and Personnel Powell and Administrative Assistant Hannah Sterricker.

HEARING OF GUESTS

None.

APPROVAL OF THE MINUTES

Vice President Moffat made a motion to approve meeting one minutes from November 20, 2023. Commissioner Cullen seconded. All ayes. Motion carried.

APPROVAL OF THE AGENDA

Vice President Moffat made a motion to approve the agenda. Commissioner Cullen seconded. All ayes. Motion carried.

DISCUSSION OF DRAFT REPORT OF THE DECENNIAL COMMITTEE ON EFFICIENCY

Executive Director Vickers reviewed with the committee that the purpose of this meeting is to bring the first draft of the report to the committee for review and feedback. Ms. Vickers reviewed the committee membership and stated that the Geneva Park District is not a part of the city and is its own entity, which allows the park district to improve on efficiency and being available to service the public as it relates to recreation. The Geneva Park District is able to produce revenues and those revenues are used specifically for park district purposes. The report lists the operations, board policy and facility manuals. Ms. Vickers highlighted partnerships between the park district and other governing entities. Vice President Moffat noted that there is potential to work with the township to provide snow removal at the senior building. Ms. Vickers agreed.

Ms. Vickers continued on listing other examples of efficient operations including joint purchasing where the park district is guaranteed bid prices, use of volunteers, youth employment and the Geneva Park District Foundation. Ms. Vickers reviewed ways the park district is transparent to the community and informed the committee of those several documents and where they are located. President Frankenthal asked if staff has ever heard if community members have a difficult time finding these documents or concern that they are uneasy to find. Ms. Vickers and Supt. Powell stated that staff have not heard of that concern. Commissioner Cladis asked if there is a way staff can track how many individuals visit the website to view these documents. Supt. Bortner responded that we do not track that and he does not believe that sort of tracking is attainable. President Frankenthal asked how many FOIA requests the park district receives monthly. Ms. Powell stated that we receive approximately one FOIA request a month.

Ms. Vickers continued stating the report outlines different ways the park district seeks to provide feedback including surveys and community meetings. Providing a recent example of an open house for a playground replacement where the community members attended and voted for their new playground equipment. Commissioner Cladis asked how we inform the community members of these type of events. Ms. Vickers stated that postcards are sent to those homes within the vicinity of the new park. Ms. Vickers shared that within the report committee members will find a full list of awards, recognitions, benefits, services, facilities, parks, playgrounds, and all programs offered in a year. Noting that not all programs ran but, this list does include all programs offered. Ms. Vickers then reviewed a few items that the district could improve efficiency. Those included additional requirements or costs for FOIA requests, working with the state to bring the cost down to perform background checks, and possible adjustments to the prevailing wage.

Lastly, Ms. Vickers asked if anyone had any thoughts or comments. Mr. Kafer asked what evaluation system is used to continue offering classes that may no longer be popular. Ms. Vickers shared that a cancelation rate is used to make that determination. If the rate is found to be high staff first look to see if the program day, time, or location needs to be adjusted to accommodate community members. Mr. Bortner stated that program evaluations and surveys are sent to participants to help gauge program success or improvements needed. Mr. Kafer asked if park district staff require contracted sports to track their enrollment and come up with a program to recruit more participants. Ms. Vickers responded that staff have to be diligent and watch those contracted classes' enrollment numbers. There are shared marketing opportunities between the district and the contractor and the contracted programs are a 70/30 split so the park district is never in a position to lose money on those programs. Committee members continued to discuss trends of programs. Vice President Moffat stated that a cooperative effort could be made with the school district where we could capitalize on statistical data of age groups. Commissioner Cladis recognized Supt. Gorra for his ability to do many jobs in-house. President Frankenthal echoed Commissioner Cladis' comment and shared that the Park District needs to continue to acknowledge our accolades and show the community that the Park District is a great steward of the community. Vice President Moffat echoed President Frankenthal's statement sharing that our aquatics staff do a phenomenal job and have received a five-star rating multiple years in a row. Mr. Kafer asked if the district conducts insurance audits. Ms. Vickers responded that many audits are completed regularly and shared with our risk management agency, including but not limited to HVAC, lights, playground equipment, and facilities.

#### DISCUSSION OF UPCOMING MEETINGS

Ms. Vickers stated that the third and final meeting's goal will be to approve the report and submit it to the county. Committee members tentatively agreed on October 21, 2024 as the final meeting.

#### SURVEY OF RESIDENTS IN ATTENDANCE

None.

#### ADJOURNMENT

Vice President Moffat made a motion to adjourn the meeting at 6:38 pm. Commissioner Cullen seconded. All ayes. Motion carried.

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Executive Director

Submitted by: Nicole Vickers / Hannah Sterrick