

**PARK DISTRICT OF LA GRANGE
SPECIAL MEETING
BOARD WORKSHOP
MONDAY, MARCH 14 2016 – 6:30 P.M.**

The Board of Commissioners of the Park District of La Grange will meet at 6:30 p.m. on Monday, March 14, 2016 at the Park District's Administrative/Recreation Facility located at 536 East Avenue, La Grange, Illinois

1.0 CONVENING THE MEETING

- 1.1 Roll Call, President's Introduction, Announcements & Changes to the Agenda

2.0 COMMUNICATIONS, PRESENTATIONS & DECLARATIONS

- 2.1 Public Comments \Participation (Board Manual Section #152)

3.0 BOARD BUSINESS

- 3.1 Discussion of PDLG MBO's for Fiscal Year 2015-2016
3.2 Discussion and Development of MBO's for Fiscal Year 2016-2017
3.3 Board and Staff Discussion on General Operations Budget for 2016-2017
(A Draft Copy of the 2016-2017 General Operations Budget is currently on display as of March 8, 2016)

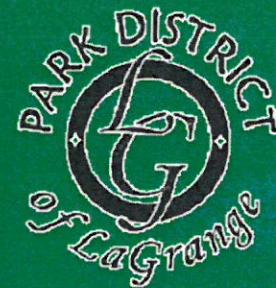
4.0 PUBLIC COMMENTS\PARTICIPATION (Board Manual Section #152)

5.0 BOARD COMMENTS

6.0 ADJOURNMENT

3-11-2016
Dean Bissias
Board Secretary

Parks & Recreation... The Benefits are Endless!



Park District of La Grange

PDLG Goals and “Management By Objectives (MBO)” Process



Version 7/6/12



PDLG MBO Process

Key activities for the MBO process are:

Generating and collecting potential objectives

- How are new objectives identified and collected?

Screening / Filtering potential objectives

- What criteria define an appropriate objective?

Defining, categorizing and quantifying qualified objectives

- What, specifically, will accomplishing the objective deliver (pro-forma's)? What steps are required to meet the objective? How will progress or success be measured?

Prioritizing qualified objectives

- Relative to other qualified objectives, what can and should be accomplished in a defined time period? Relative to the available funds, which should be pursued?

Reporting on objective status

- How will qualified, high-priority objectives be measured and reported?

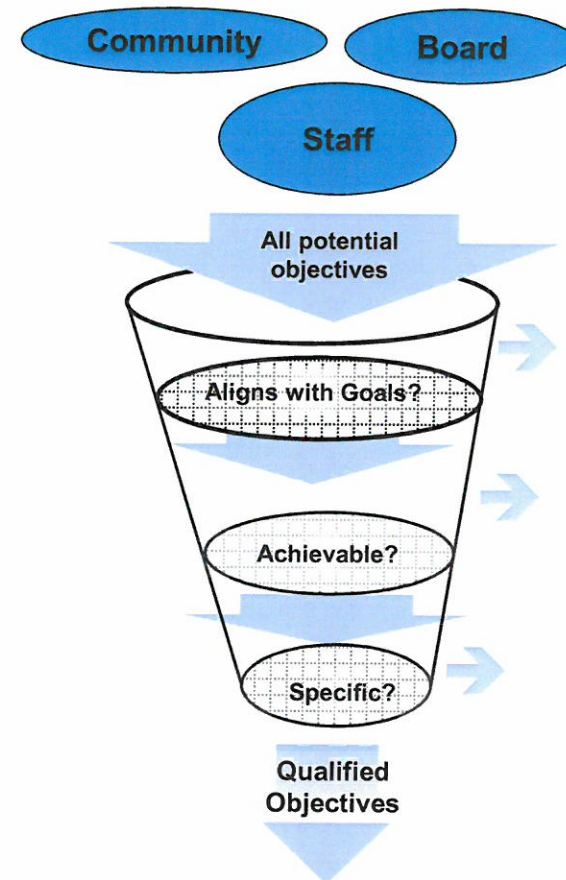
MBO Process Steps – Gathering and Filtering

GATHERING IDEAS

- This is done at the staff level with input from Board, community, outside organizations.
- Staff should determine the best way to keep a running list of ideas to be considered each year.

FILTERING THE IDEAS

- This should be done at a staff level first, and then done at a board level.
- Does the objective meet one or more of our goals? If not, revise or remove. If so, define which goal it meets.
- Is the objective realistic? If yes, continue. If not, revise or take off list.
- Is it possible to complete the objective (as stated) in the next 12 months? If yes, continue. If not, revise, provide alternate completion date or take off list.
- Are there actionable steps defined that are understandable by the staff and board? If yes, continue. If not, revise or take off list.





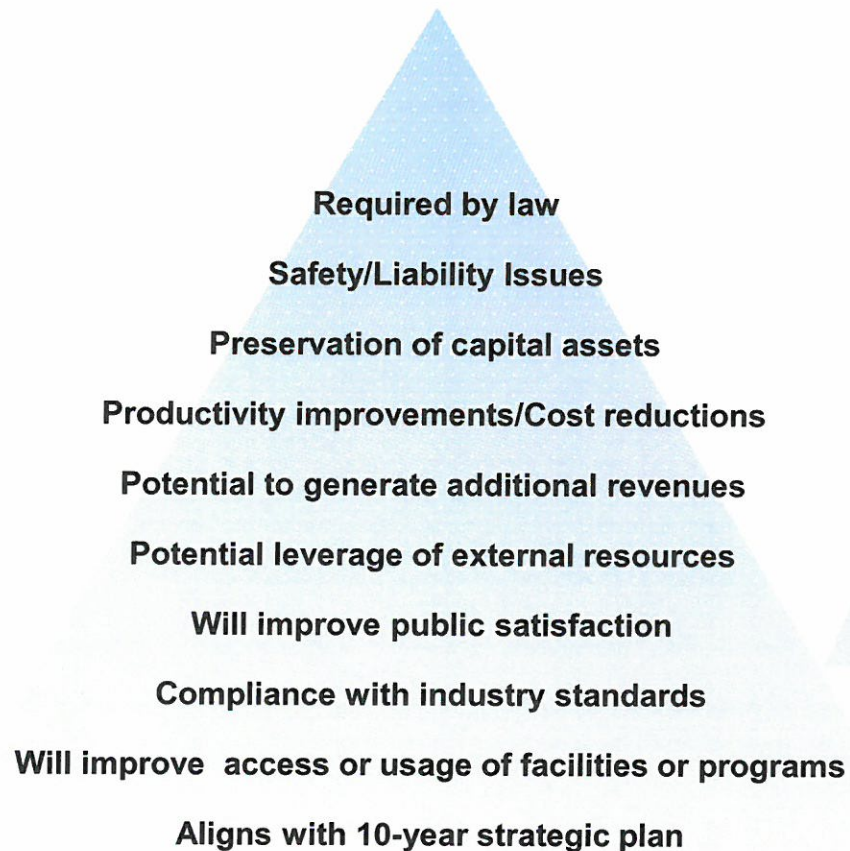
MBO Process Steps – Defining

CATEGORIZE/DEFINE THE OBJECTIVE:

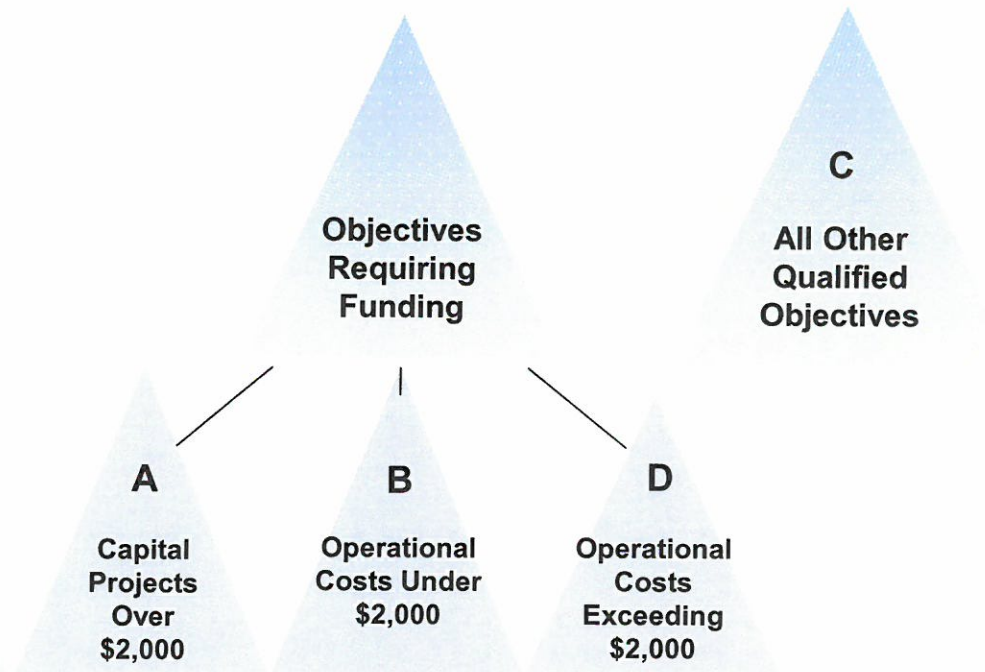
- ☐ Is the objective meant to improve a process for business as usual.
(Improvement can include efficiency, reducing operational costs, improving customer service, etc.)
- ☐ Is the objective required by law? If so, provide required completion date.
- ☐ Is the objective required for safety compliance? Or intended to improve safety?
If so, provide required completion date.
- ☐ Is the objective needed to preserve capital assets of the PDLG?
Determine whether or not if this is not done, will it cost more to do it next year,
or will it negatively affect another capital asset in a significant way? (i.e. roof leak)
- ☐ Is the objective needed to continue to offer programming at current levels?
- ☐ Does completion of the objective cost money? If so, estimate how much. Categorize the expense
as capital expense or operational expense. Does this objective require a pro-forma analysis to
answer some of these categorization questions?
- ☐ Is completion of the objective necessary to bring us up to industry benchmarks?
Or best practices?
- ☐ Does the objective move us forward toward meeting our 10-year strategic plan?
- ☐ Will completion of this objective generate revenue in the short term? Mid-term? Long-term?
- ☐ Is there an outside funding or other external deadline?
- ☐ How do you measure progress or completion?
- ☐ Other

MBO Process Steps – Prioritizing

Prioritization Hierarchy



Prioritize objectives with costs relative to one another





MBO Process - Reporting

REPORTING ON PROGRESS OF OBJECTIVES

- Quarterly reports
- Objective in priority order based upon points
- Expected completion date
- Progress % completion
- Flag/highlight any objective that is not likely to be completed by target date



PDLG Goals

Our goals are consistent with our mission statement and establish a concise, actionable structure for organizational objectives

PDLG mission statement:

“Our mission is to provide quality recreation programs, facilities, and parks that enhance the health, happiness, and quality of life of park district residents and program participants”

Goals for 2012-2013

- Provide clean, safe, attractive parks and facilities
- Provide programs that improve the health and quality of life of our community
- Maximize the benefits to our residents with the funds we receive
- Provide a work environment which maximizes the productivity and enthusiasm of our professional staff

Capital/MBO Analysis Form

Capital/MBO Evaluation Form

Date: _____ Project Title: _____

Submitted By: _____ Location: _____

Department: Recreation _____ Facilities _____ Parks _____ Administration _____

Description: _____

Classification: A _____ B _____ C _____ D _____

A: Capital Projects (Costs over \$2,000)

B: Operational Costs (Costs under \$2,000)

C: Projects that require time but no money

D: Operational Budgetary Costs (Costs over \$2,000)

Scoring Range between 0 and 5 points. Greatest need is 5 points.

_____ 1) Legal Requirement: **If required by law, objective moves to top priority.**

_____ 2) Safety: **If item presents a safety hazard, score as a 5 and move to the top of the list.**
Otherwise, to what degree with this improve safety. **To what degree will this improve safety?

_____ 3) Future Capital Expense: To what degree will this avoid greater capital expenses in the future?

_____ 4) Operation Costs: To what degree will this avoid significant operational costs?

_____ 5) Revenue: To what degree will this generate revenue?

_____ 6) Outside Funding: To what degree will this be funded by outside sources, agencies or ventures?

_____ 7) Internal Productivity: To what degree will this improve productivity for staff and/or volunteers?

_____ 8) Efficiency: To what degree will this improve efficiency of PDLG or community wide?

_____ 9) Usage: To what degree will this increase use of the Park District?

_____ 10) Industry Standard: To what degree will this improve compliance with industry standards or allow PDLG to offer service typically provided by most other park districts?

_____ 11) Public Opinion: To what degree will this enhance the public perception?

_____ 12) Community: To what extent does this fill a need in the community?

_____ 13) Strategic Plan: To what extent does this help us achieve our 10-year Strategic Plan?

_____ Total Points

Est. Cost _____

Est. /Hours _____

Black = prior to 2014 carry-over
 Red = 2014-2015 carry-over
 Blue = 2015-2016 new/proposed

Park District of La Grange
Approved MBO Objectives for 2015-2016
March 10, 2016

Waiting to Start	Not Funded
In Progress	Completed


Objective Classification A Capital Projects Over \$2,000		Legal	Safety	Class	Points	Est. Cost/Hrs.	Progress	%	Staff
1	Website redevelopment	Yes		A	30	\$9,500	In progress	60%	Dean/Teresa
2	Implement Recreation Center Phase I ADA Transition Plan	Yes	Yes	A	25	\$92,000/150 hrs.	In progress	70%	Dean/Chris
3	Replace remaining half of roof at Rec Center not replaced previous fiscal year		Yes	A	31	\$200,000	Budgeted for repairs as needed	X	Chris
4	Purchase additional bus (used)		Yes	A	29	\$6,000/25 hrs.	Bus Schedule to be lettered and striped	100%	Dean
5	Seek to obtain NICOR property for additional parking		Yes	A	25	unknown	Working with their Attorney for an agreement from NICOR	50%	Dean
6	Install small shelter near splash pad at Gordon Park-to be funded by Rotary		Yes	A	22	Outside funding \$10-\$15,000	Waiting for LG Rotary	20%	Chris
7	New fitness center construction			A	33	\$2,200,000	Waiting for grant money	X	Dean
8	Implement plan for fitness room based on proforma results (see proforma MBO in Classification C)			A	32	\$25,000 plus buildout of room \$435,000 100 hrs.	On Hold until a decision is made regarding Grant Award	X	Laura
9	Install a picnic shelter at Sedgwick Park			A	28	\$40-50,000	Not funded in Capital budget	X	Chris
10	Purchase and display a memorial tree sculpture to recognize contributors, promote our commemorative tree program and utilize as a fundraiser			A	24	\$3,000	Not funded in capital budget	X	Claudia
11	Replace both Denning Park ID signs			A	22	\$7,000	Not funded in capital budget	X	Claudia
12	De Sitter Room kitchen remodel			A	19	\$20,000	Scheduled to start in Dec.	100%	Dean/Chris Katie
13	New flooring at Sedgwick building			A	18	\$8,000	Waiting for installation	25%	Diana/Chris

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March 10, 2016

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In Progress	Completed

Objective Classification A
Capital Projects Over \$2,000

		Legal	Safety	Class	Points	Est. Cost/Hrs.	Progress	%	Staff
14	Update PDLG master plan			A	17	\$3,000	In Progress Working on Updating Goals & Objectives	20%	Dean
15	Improve interior aesthetics of Rec Center with artwork, photos, murals, etc.			A	16	\$4,500	In Progress	35%	Staff
16	Gordon Park ID sign			A	14	\$10,000	In Progress	25%	Dean
17	Community Garden sign & fence			A	11	\$4,000	Not Funded		Claudia

Objective Classification B
Operational Costs Under \$2,000

		Legal	Safety	Class	Points	Est. Cost/Hrs.	Progress	%	Staff
1	Work to achieve the Distinguished Agency Award from IAPD/IPRA; process based upon a two year program			B	23	\$500/300 hrs.	In Progress; Working on Updating Job Descriptions	25%	Dean
2	Add senior socials with entertainment funded by outside sources			B	23	\$0	Starting in January 2016		Teresa
3	Develop collaborative maintenance plan for soccer fields			B	22	\$1,000	Completed	100%	Claudia
4	Evaluate current BASE fee structure and possibly minimize service choices			B	12	40 hrs.	Completed	100%	Leanna, Leynette, Linda
5	Paint park signs starting with Denning			B	10	\$50/5 hrs.	In Progress		Claudia
6a	Donate Sedgwick playground equipment			B	4		Completed	100%	Diana/Staff
6b	Repair ground under Sedgwick playground equipment			B	4	\$1,500	Completed	100%	Claudia/Staff

Objective Classification C
Projects requiring time but no money

		Legal	Safety	Class	Points	Est. Cost/Hrs.	Progress	%	Staff
1	Investigate installation of child size toilet			C	16	\$0/5 hrs.	Completed	100%	Dean/ Diana
2	Investigate room divider for banquet room			C	10	\$0/20 hrs.	Completed	100%	Dean/Katie/Chris

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Park District of La Grange
Approved MBO Objectives for 2015-2016
March 10, 2016

		Waiting to Start		Not Funded					
		In Progress		Completed					
3	Investigate funding for new fitness center (relates to objective A-9)			C	8	100 hrs.	Completed	100%	Dean

Objective Classification D Operational Budgetary Costs Over \$2,000		Legal	Safety	Class	Points	Est. Cost/Hrs.	Progress	%	Staff
1	Revise board policy manual	Yes		D	30	\$5,000/100 hrs.+	In Progress Working on Updating Sections Current ly working on Job Discriptions	35%	Dean/attorney
2	Update and implement records retention program	Yes		D	24	\$5,000/100 hrs+	Waiting for the State Division to Review Currently scheduled for February on 2016	75%	Dean/staff
3	Investigate and test feasibility of teen after-school program			D	25	\$5,000/70 hrs	Planning for teen events in the Spring	20%	Teresa
4	Upgrade RecTrac software			D	17	\$7,500/60 hrs	Rescheduled for May 23, 2016	50%	Dean/ Linda/Staff