

**MINUTES OF A MEETING OF THE FINANCE COMMITTEE OF THE PLEASURE DRIVEWAY AND PARK DISTRICT OF PEORIA, ILLINOIS HELD AT 5:30 PM ON WEDNESDAY, JANUARY 17, 2024 AT THE PEORIA ZOO TROPICS CLASSROOM 2320 N PROSPECT AVENUE, PEORIA IL**

**MEMBERS PRESENT:** Trustee and Chair Timothy Bertschy, Trustee Reagan Leslie Hill, Trustee Steve Montez, and Executive Director Emily Cahill

**MEMBERS ABSENT:** None

**TRUSTEES PRESENT:** Trustees Timothy Bertschy, Joyce Harant, Reagan Leslie Hill, Steve Montez, Vice President Alexander Sierra (in at 5:38 pm), and President Robert Johnson

**STAFF PRESENT:** Executive Director Emily Cahill, Brent Wheeler, Matt Freeman, Becky Fredrickson, Scott Loftus, Shalesse Pie, Karrie Ross, Attorney William Streeter, Attorney Kevin Day, and Alicia Woodworth

**OTHERS PRESENT:** None

**1. CALL TO ORDER**

Trustee Bertschy presided and called the meeting to order at 5:35 pm.

**2. ROLL CALL**

**3. CALL FOR A MOTION TO PERMIT MEMBER TO ATTEND MEETING REMOTELY**

No request to attend meeting electronically was received.

**4. MINUTES**

**4.A. Approval of November 8, 2023 Finance Committee Meeting Minutes**

Trustee Montez MOVED TO APPROVE the minutes of the November 8, 2023 Finance Committee meeting. Motion seconded by Trustee Hill and carried on the following roll call vote: Trustee Bertschy, Trustee Hill, Trustee Montez, and Executive Director Cahill (Results: 4 Ayes; 0 Nays).

**5. NEW BUSINESS**

**5.A. Review of Accounts Payable**

The Finance Committee members confirmed they had reviewed the current listing of accounts payable and bills and had no questions or comments. Trustee Montez MOVED TO RECOMMEND the accounts payable and bills be presented to the full Board for approval and payment. Motion seconded by Trustee Hill and carried on the following roll call vote: Trustee Bertschy, Trustee Hill, Trustee Montez, and Executive Director Cahill (Results: 4 Ayes; 0 Nays).

**6. PENDING BUSINESS**

Trustee Bertschy stated that there will be some financial policy work and review that will begin March/April. Karrie Ross stated that much like last year, staff is in the process of developing a listing and timeline of financial policies to be reviewed and placed on the agenda throughout the year. When completed, it will be sent to Trustee Bertschy for review and ultimately placed on

future agendas. Staff suggests the next policy to be reviewed and revised is debt issuance and capital policy. Currently there is some policy language on this but it is rather short and boilerplate and hasn't been reviewed in quite some time. In relation to standard items of the year, debt issuance/general obligation bond proposals and subsequent approval will occur in February. Tonight's meeting is the public hearing announcing the District will be issuing debt. In March, the Board will review and approve the Budget Appropriations Ordinance. Currently, staff is working on end of year entries and preparing final fund balances for the auditors. In March, staff will learn the actual EAV increase is going to be, in relation to what the budgeted EAV increase used. In addition, replacement tax revenue is tracked closely. Replacement tax payments were received in October and December 2023. The December payment was 41% lower from prior year. The October payment was 38% lower from prior year. It seems concerning, however, please recall the last couple years there have been record high replacement tax collections. At this point, the last few checks have continuously declined from prior year. Nothing at this juncture looks like it would create a large divergence from budget.

Trustee Bertschy asked where the District stands on receiving State of Illinois grant funds for certain projects. Executive Director Cahill stated that there are multiple factors affecting the release of those funds. This week is veto session week, so legislators are in session. It is hoped that during this time, legislators open up the 2023 budget as the District potentially has the opportunity to receive an allocation to support tourism. If the District does not receive those dollars at the veto session, it is unlikely that Park-a-Palooza will happen in FY24. A total of \$750,000 was requested to help support a variety of activities like Park-a-Palooza, festivals, general promotion of PPD tourist attractions, Halloween, and Winter Wonderland.

Karrie Ross stated that as part of the budget process and presentation, it was noted that Park-a-Palooza was not budgeted for 2024 because the District had not received the new fiscal year award funds. Executive Director Cahill stated that if those funds are not opened up during the current session, staff will move forward with preparations to initialize conversations around the State's FY24 which is July – June, renewal of the ICJIA grant funds and a renewal of an ask for additional dollars through tourism to make up any gaps that may happen if it is not allocated now. In addition, funding for the GLC project has moved another step forward, with the District receiving the Notice of State Award.

Vice President Sierra, for clarification purposes, asked isn't the District waiting on state funding that was allocated in FY21 forward, correct? Karrie Ross stated yes, correct. Executive Director Cahill stated that from a capital perspective, the District learned that there is not \$12M for all the capital projects allocated to those funds, but there is \$4M. It's the same \$4M that was just reallocated each year. It had appeared in the State budget that an additional \$4M was added each of the past three years, but it was actually the same \$4M each year being carried over. It was a State issuance error and is currently being administratively addressed by the legislator that promised those funds. That legislator has stated that if anyone has questions to please contact her, but she is working to repair that error. Until the District is definitively told those funds will not be coming, it will assume that they are coming and will continue to proceed as directed.

Trustee Bertschy asked, so that Trustees can respond to the community accordingly if asked, in the future could staff please give regular status updates on this particular State funding(s) issue(s). Executive Director Cahill stated yes, absolutely.

**7. OTHER BUSINESS**

**7.A. Strategic Plan Process Update**

Executive Director Cahill provided the 2024 Strategic Work Plan document for review and discussion. *Please see Attachment A.* Yesterday, the strategy plan was presented to the DEIA Committee and was well-received. As such, in order to present to all committees, working groups, and responsible staff, it is presented to the Finance Committee for review.

**8. ACTION STEPS REVIEW**

None noted at this time.

**9. ADJOURNMENT**

At 6:18 p.m., Trustee Hill MOVED TO ADJOURN. Motion seconded by Trustee Montez and carried on a unanimous aye of those present.

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Respectfully Submitted by Alicia Woodworth  
Executive Assistant and Board Secretary

2024 Strategic Work Plan  
Peoria Park District

## OUR COMMITMENT TO DIVERSITY, EQUITY, INCLUSION AND ACCESSIBILITY

### Pillar One *Equitable Access to Parks, Facilities, and Programming:*

<b>Goal: Offer programs in diverse geographic locations across the District to increase access.</b>		
Strategy 1.1	Establish measurable goals for geographic spread and fees/charges of programs and events across the District's reach.	Program staff in consultation with DEIA and Program Committees
<b>Goal: Simplify processes where possible.</b>		
Strategy 2.1	Update the rental/field trip process for recreation facilities by implementing online reservation systems (where possible) and simplifying fee structures for consistency and to support non-profit access to programs and spaces. .	Business/Recreation Administration and Rental Ad Hoc Working Group
<b>Goal: Improve physical access to parks and trails.</b>		
Strategy 3.1	Build out and implement a plan for purchase of and use of Trak Chairs.	Relevant leadership team members with input from DEIA Committee

### Pillar Two: Focus on the PPD Workforce

<b>Goal: Build a workforce that looks like the community we serve.</b>		
Strategy 1.1	Identify opportunities for middle-school and early high school workforce development opportunities that engage youth in Peoria Park District positions to include a comprehensive Counselor-in-Training (CIT) program within our camp program to provide professional development opportunities for 13-15 year olds.	Camp Leadership with support of HR Department
Strategy 1.2	Expand marketing campaign focused on building a diverse workforce.	HR/Marketing
<b>Goal: Define what success looks like and build a model that supports staff to achieve these goals.</b>		
Strategy 2.1	Build out a process for establishing measurable goals for numbers of programs/events and participation and then track as part of evaluation process.	Executive Staff
Strategy 2.2	Build out a process for establishing measurable goals for maintenance and administrative staff and track as part of	Executive Staff

	evaluation process.	
<b>Goal: Support the growth and development of existing staff.</b>		
Strategy 3.1	Develop a process for leadership/staff development training program that focuses on both general leadership and industry-specific expertise. Begin with implementation of customer service training across all PPD locations.	Executive Team/HR Department/ Consultant

### Pillar Three: Actively Promote and Encourage the Diversity, Equity and Inclusiveness of PPD-Funded Contractors and Suppliers.

<b>Goal: Proactively identify contracting and procurement needs and identify diverse vendors for each category of spend.</b>		
Strategy 1.1	Develop a strategy for increasing diverse vendor spend for goods and services and implement and report on the same semi-annually.	Purchasing, Planning
<b>Goal: Continue implementation of the District's Qualifying Construction Contracts policy and Workforce Goals.</b>		
Strategy 2.1	Continue efforts to refine vendor-facing process and materials with a focus on increasing DEIA participation and provide regular status updates on the same to DEIA Committee.	Planning and Compliance Manager
<b>Goal: Develop an internal database of diverse vendors for easy reference in direct buy, quote and bid projects.</b>		
Strategy 3.1	Establish universal database to house existing, new, and potential vendors with a column dedicated to diverse vendor business classification, using state and local resources for the same..	Planning/Purchasing
<b>Goal: Reduce administrative obstacles with a revamp of the Vendor Registration Portal.</b>		
Strategy 4.1	Build out a searchable vendor information data collection process and registry for use in administrative tracking of diverse businesses.	Purchasing

### Pillar Four: Support Community Workforce Development

<b>Goal: Implement District-wide programming focused on career engagement and exposure.</b>		
Strategy 1.1	Plan for and implement Be Anything! Week to be held the first full week in May each year to promote career exploration, utilizing World Wide Day of Play to extend the reach of the effort.	Events Team, PlayHouse staff, Workforce Development Team
<b>Goal: Enhance Internship Program</b>		
Strategy 2.1	Work cross-departmentally to target desired groups of students or groups for internship pipeline, building in park experiences and benefits to further educate and showcase the Peoria Park District.	Workforce Development Working Group, David Gray, Chanel Hargrave-Murry, HISRA
<b>Goal: Engage and collaborate with external groups to support growth of minority workforce initiatives.</b>		
Strategy 3.1	Establish relationships with local government units (city, county, school, PHA, etc) , business/trade associations, unions, special interest groups, and other relevant entities to aid in building	DEIA Officer, Compliance Manager

	network that supports increased DEIA participation in District projects.	
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## OUR COMMITMENT TO ENVIRONMENTAL SUSTAINABILITY

### Pillar One: Protection of the Biosphere

<b>Goal: Promote reclamation, acquisition, protection, and environmentally sensitive management of open space, wetlands, river corridors, natural habitats, greenways, and trails.</b>		
Strategy 1.1	Review and revise, if needed, land acquisition priorities for the District, with a focus on urbanized areas.	Parks/Planning/EIS
<b>Goal: Encourage landscape management that will provide habitat for native species of plants and animals.</b>		
Strategy 2.1	Establish criteria for moving green space in parks to native habitat restoration and/or enhancement of current no-mow areas to support native species and implement.	Parks/Planning/EIS
<b>Goal: Monitor and plan for ongoing effects of climate change on our local ecosystems and infrastructure.</b>		
Strategy 3.1	Develop and implement process for retaining an outside consultant to support mitigation efforts of climate change. These strategies may include, but are not limited to grant funding, fleet management, and facility/property management.	Parks/Planning/EIS

### Pillar Two: Environmental Education and Interpretation

<b>Goal: Create and provide programs, facilities, and exhibits which help people gain understanding and appreciation of nature, and in turn, develop an environmental ethic, throughout our operational scope.</b>		
Strategy 1.1	Define metrics for tracking program effectiveness, including participant tracking and educational goals for the Department. Assess current inventory and revise offerings to maximize impact.	EIS
Strategy 1.2	Build out and implement a marketing strategy focused on environmental stewardship and benefits of nature.	EIS and Marketing Team

### Pillar Three: Conservation of Energy

<b>Goal: Improve building efficiencies by designing landscape that works in conjunction with building design to enhance energy efficiencies (e.g. solar gain, wind infiltration, stormwater management).</b>		
Strategy 1.1	Evaluate current landscaping and build out a plan for proper tree placement around buildings and replacement of turf grass ditches with bioswales, and other efforts that will support energy efficiency.	Parks/Planning
<b>Goal: Implement steps to reduce the overall carbon footprint of the District through carbon fuel reduction strategies by focusing efforts on reducing fossil fuel usage for transportation, grounds maintenance, and building controls.</b>		
Strategy 2.1	Create fleet replacement plan that prioritizes fuel efficient, hybrid, or electric vehicles. Prioritize research of viability of purchase of electric buses.	Parks/Fleet Manager/ Energy Consultant
Strategy 2.2	Develop and operationalize a process that prioritizes energy efficiency in new construction and renovation projects (including mechanical equipment, alternative energy generation, insulation, etc.).	Planning/Design/ Construction

#### Pillar Four: Use of Environmentally Sensitive and Safe Products

<b>Goal: The District will keep up with industry best management practices for reducing environmental impacts of chemicals, products, and materials throughout the District's operations.</b>		
Strategy 1.1	Standardize District procedure for pesticide use based on best management practices established by research and science. Document District efforts on a centralized spreadsheet.	EIS/Parks/Golf/Luthy /Zoo
<b>Goal: Procurement of materials for District-wide use, should emphasize use of recycled/recyclable, and lowest impact products available when financially reasonable.</b>		
Strategy 2.1	Build out a district-wide policy/expectation for use of eco-sustainable items in District gift shops. (This should include not using plastic bags, building a plan for sale of non plastic plush toys, bird friendly, fair trade items).	Retail ad hoc working group/ EIS leadership
Strategy 2.2	Establish an administrative policy for use of eco-friendly products in warehouse and phase out non-sustainable items	Green Team/ Purchasing

#### Pillar Five: Reduction and proper disposal of waste

<b>Goal: Manage facilities, programs, and events in ways that reduce production of non-recyclable waste, or waste that can contribute to community litter.</b>		
Strategy 1.1	Prioritize use of recyclable/sustainable materials by vendors, within PPD vending, and at PPD events.	Events Team/Facility Managers
<b>Goal: Help promote community wide recycling efforts and provide on-site recycling in parks, facilities, and at events where possible.</b>		
Strategy 2.1	Develop a strategy for increasing access to recycling bins in parks, facilities and event venues. Include access at nearby community locations in analysis.	Green Team/EIS/Parks

# OUR COMMITMENT TO VIBRANCY

**Pillar One: Connection: Improve or establish better connection points to our community and each other.**

<b>Goal: Build stronger connections</b>		
Strategy 1.1	Build a measurable strategy for improved volunteer engagement and coordination and implement.	Melinda Huett and Leadership Team
Strategy 1.2	Develop a timeline and implementation strategy for moving Peoria Zoo to RecTrac to improve user registration access.	Zoo staff and RecTrac Implementation Team
Strategy 1.3	Establish a dashboard that tracks and reports metrics related to connections across the District both internally and externally	Executive and Advancement Teams
Strategy 1.4	Raise profile of the District through execution and marketing of PPD signature events to encourage increased participation.	Signature Events working group and Marketing Team
<b>Goal: Develop a consistent accessible Naming Rights process to generate revenue to support the ongoing maintenance of District assets.</b>		
Strategy 2.1	Work with board to develop policy for naming opportunities to include naming rights and parameters associated with the same, including application of income stream for maximized impact on sustainability.	Advancement Team and Board
<b>Goal Build connections between staff to improve communications and effectiveness.</b>		
Strategy 3.1	Develop clearer strategies for use of technology to improve information sharing across locations: intranet vs. synology, use of general email addresses on website/print materials, facilitate annual RecTrac training/Q&A/review.	IT and Leadership Teams, with support from Marketing Team

**Pillar Two: Resiliency: Improve our ability to adapt to change in ways that support faster recovery from environmental, social or economic shifts.**

<b>Goal: Figure out what we can take care of and make responsible choices regarding property acquisition or divestment, as well as maintenance such that all of our resources are at the highest levels..</b>		
Strategy 1.1	Complete property assessments and make recommendations for Merkle Ford and Tawny Oaks houses.	Parks/Planning/EIS
Strategy 1.2	Develop long-term timeline for improvements in golf and at Peoria Zoo and Owens Center. Build out plan for resource allocation to support these necessary improvements.	Finance Committee, Planning and Executive Team
<b>Goal: Improve capacity to expand and improve major giving from the community to support the District.</b>		
Strategy 2.1	Build out a plan to increase major and planned giving to the District.	Advancement Team
Strategy 2.2	Coordinate and support PZS capital campaign for Peoria Zoo improvements.	Executive Team



**Pillar Three: Health: Support access to education, housing, jobs, safety, and equitable allocation of resources to support a healthier community.**

<b>Goal: Plan for the future of the RiverPlex.</b>		
Strategy 1.1	Build out a plan for assessment of future operations and financial stability at RiverPlex.	Strategy Committee
<b>Goal: Assess the 3<sup>rd</sup> of July and other special events with the goal of maximizing safety and community engagement.</b>		
Strategy 2.1	Conduct an assessment of and build out recommendations for improving the safety of community public events hosted by the District.	Programming Committee
Strategy 2.2	Create a program/event checklist from start to finish including identification of a call to action at the end of the event to bridge to the next program/activity.	Marketing and Programming Teams
Strategy 2.3	Create a process and expectation for conducting an environmental impact analysis when event planning.	Staff

**Pillar Four: Inspiration: Prioritize our role as a culture builder in our community, with a focus on providing a great place to live, work and play.**

<b>Goal: Address user experience concerns in Upper Bradley Park resulting from removal of Christopher Columbus Statue.</b>		
Strategy 1.1	Build out and execute a plan to provide vibrant replacement to Columbus statue in Upper Bradley Park.	Staff/Board
<b>Goal: Serve as a community builder and connector</b>		
Strategy 2.1	Develop a sustainable model for Play It Forward program and implement.	Athletics Staff
Strategy 2.2	Develop a sustainability plan for mobile recreation programming.	Recreation Department.
Strategy 2.3	Build out strategy for celebration of both the 130 <sup>th</sup> anniversary of the District and the 25 <sup>th</sup> SoulFest, capitalizing on community building opportunities associated with both.	Leadership Team, Advancement, and Board
Strategy 2.4	Develop clear measurable objectives related to marketing campaigns that showcase the District and its expertise.	Advancement