



1685 West Higgins Road, Hoffman Estates, Illinois 60169
heparks.org t (847) 885-7500 f (847) 885-7523



The mission of the Hoffman Estates Park District is to offer healthy and enjoyable experiences to our residents and guests by providing first class parks, facilities, programs and services in an environmentally and fiscally responsible manner.

**AGENDA
BUILDINGS & GROUNDS COMMITTEE MEETING
TUESDAY, FEBRUARY 7, 2017
7:00 P.M.**

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF COMMITTEE MINUTES
 - November 1, 2016
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
 - A. Purchase of Z-Turn Mower / M17-011
 - B. Purchase of Pick-up Truck w/Plow / M17-012
 - C. Purchase of Dump Truck / M17-013
 - D. Purchase of Pick-up Truck – M17-014
 - E. Seascape Sand Play Area / M17-005
 - F. Court Repair Bid / M17-007
 - G. Supply of Playground Equipment Bid, Victoria & Colony / M17-016
 - H. Conference Education Summaries / M17-009
 - I. Balanced Scorecard 4Q2016 / M17-008
 - J. Parks Board Report and 4Q2016 Goals / M17-010
 - K. Planning & Development Report and 4Q2016 Goals / M17-006
7. COMMITTEE MEMBER COMMENTS
8. ADJOURNMENT

All meetings are held in the boardroom of the Scott R. Triphahn Community Center & Ice Arena at 1685 W. Higgins Road in Hoffman Estates, unless otherwise specified. If an accommodation or modification is required to attend this public meeting please call 847-885-8500 with at least 48 hours' notice.



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**MINUTES
BUILDING AND GROUNDS COMMITTEE MEETING
November 1, 2016**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Building and Grounds Committee was held on November 1, 2016 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner Kilbridge; Comm Reps Dekirmenjjan, R. Neel, S. Triphahn, Chairman McGinn

Absent: Comm Reps Bettencourt, Friedman

Also Present: Executive Director Bostrom, Rec/Facilities Director Kies, P&D Director Buczkowski, Parks and Risk Director Giacalone

Audience: President Bickham, Commissioners Kaplan & Kinnane, Mr. K. Evans

2. Approval of Agenda:

Commissioner Kilbridge made a motion, seconded by Comm Rep S. Triphahn to approve the agenda as presented. The motion carried by voice vote.

3. Minutes:

Commissioner Kilbridge made a motion, seconded by Comm Rep R. Neel to approve the minutes of the October 4, 2016 meeting as presented. The motion carried by voice vote.

4. Comments From the Audience:

None

5. Old Business:

None

6. New Business:

A. Victoria South Playground Renovation/M16-121:

Director Buczkowski reviewed the memo noting that this was the beginning of the playground renovation cycle for 2017.

Chairman McGinn asked about not taking the posts out as they had at Victoria North and Director Buczkowski noted that the savings had come from not having to remove the rubber fall surface but that Victoria South did not have that surface so they were not seeing as much savings by reusing the posts.

Mr. K. Evans asked where the park was located and it was noted that it backed up to Bode Road.

Chairman McGinn noted that it was a dark spot and a cut through. Director Buczkowski said that they could consider a solar light in the area.

Comm Rep S. Triphahn made a motion, seconded by Comm Rep Dekirmenjian to recommend the board approve the conceptual plans as proposed in the implications and instruct staff to solicit bids for supply of equipment, installation of equipment and report back to the committee with the results of those bids for further recommendations as outlined in M16-121. Motion carried by voice vote.

B. Triphahn Center North End Renovation Bids/ M16-126:

Director Buczkowski reviewed the memo noting that he was acting as the Construction Manager of the project for the district. He noted that while they had re-bid the concrete portion of this project in an effort to get more than one concrete bid, they had been unsuccessful. He explained that they had received a single concrete bid on the original bid opening day and had elected not to open it and returned it to the bidder, hopefully for resubmission at the re-bid opening. However, Schaeffges Brothers had been the only bid received at the rebid opening. He also explained that Pinnacle Services Inc. for electric was \$30,000 less than the next low bid. While staff was recommending Pinnacle and had worked well with them in the past, in the event that they would be unable to attain a bid bond due to the discrepancy in the job cost, staff was asking that they be able to proceed with the next lowest bidder. He also explained that the project was at budget.

Director Buczkowski explained what a helical foundation was and Commissioner Kilbridge noted that the reference for the stoop should be for the new early **learning exit** door.

Comm Rep R. Neel asked if the floor plans would be updated with the new construction information and Director Buczkowski noted that they would. He also asked about Pinnacle's initial no response on the electric for the partition and Director Buczkowski explained that it was an alternate for an electric partition, however, it had been determined that the partition would be manually operable.

President Bickham asked about the discrepancy in the Contingency Funds and Executive Director Bostrom explained that the first Contingency amount was with the low bid of Pinnacle and the second Contingency amount reflected the higher bid from Ridgeview reducing the amount of funds for the Contingency.

Commissioner Kinnane asked if the district would be responsible for the permits and Director Buczkowski noted that they would.

Executive Director Bostrom reminded the board that the district had used Director Buczkowski in the position of Contract Manager very effectively in the past.

Mr. K. Evans asked why they thought that the bonding would be an issue for Pinnacle and Executive Director Bostrom noted that it was based solely on the \$30,000 difference between the low bid and other bidders and that the bonding companies might question those bid amounts.

Comm Rep R. Neel asked about the warranty and Director Buczkowski explained that it was the standard one year.

Commissioner Kilbridge asked about the \$33,000 in netting and Director Buczkowski explained that it was the off-ice area; that they needed to keep the pucks from hitting lights, ceiling and flying off the shelf area into the gym below.

Commissioner Kilbridge made a motion, seconded by Comm Rep Dekirmenjian to recommend the board approve awarding these contracts to the low bidder as follows:

- Efraim Carlson & Sons (\$248,800)
- Jensen's Plumbing & heating Inc. (\$32,900)
- Cyril Regan Heating (\$92,706)
- S.G. Krauss Co. (\$54,000)
- Automatic Fire Systems, (\$17,956)
- Vortex Commercial Flooring (\$95,585)

- Midwest Decorating (\$18,300)
- Schaeffgas Brothers, Inc. (\$45,000)

Furthermore staff recommends the committee recommend the board award the electrical work to Pinnacle Services Inc. in the amount of \$116,900 however should Pinnacle Services not be able to obtain a 100% performance and payment bond, the electrical contract should then be awarded to Ridgewood Electric in the amount \$146,750.00. Should the award to Ridgewood be necessary, the committee recommends staff come back to the committee with a recommendation as to how to allocate additional funds for the contingency line item as outlined in M16-126. The motion carried by voice vote.

C. Park Report/M16-128:

Chairman McGinn asked about the installation of playground safety surface and Director Giacalone noted that it was mulch.

Commissioner Kinnane asked if there had been a savings doing the furnaces in-house and Director Giacalone noted that there had at Vogelei.

Comm Rep S. Triphahn made a motion, seconded by Comm Rep R. Neel to send the Park Report M16-128 to the board. The motion carried by voice vote.

D. P&D Report/M16-127:

Comm Rep R. Neel made a motion, seconded by Comm Rep Dekirmenjian to send the P&D Report M16-127 to the board. The motion carried by voice vote.

7. Committee Member Comments:

Commissioner Kilbridge said she was looking forward to the North Side Project.

Chairman McGinn noted that he had been to the Halloween Bash and it had been well attended.

8. Adjournment:

Commissioner Kilbridge made a motion, seconded by Comm Rep S. Triphahn to adjourn the meeting at 7:30 p.m. The motion carried by voice vote.

Respectfully submitted,
Dean R. Bostrom, Secretary

Peg Kusmierski, Recording Secretary

MEMORANDUM No. M17-011

TO: Building & Grounds Committee
FROM: Dean R. Bostrom, Executive Director
John Giacalone, Director of Park Services / Development & Risk Mgt.
Brad Hansen, Mechanic Supervisor
SUBJECT: Purchase of one Z-Turn mower
DATE: January 2, 2017

Background

The 2017 Capital Development budget allows for \$20,000 for the purchase of one 2017 Z-Turn mower. The requested mower is replacing a model year 2007 Z-Turn mower which has about 1,000 operating hours on it. Mechanical issues with the mower include transmission and clutch problems, worn out gear boxes, and suspension problems. Repairing this mower is no longer cost effective to the district.

Implications

The Parks Division typically purchases equipment through a cooperative purchase program in order to secure the pricing benefits that go along with either a state level or national level cooperative purchasing program.

For this purchase we will be using the State of Illinois Joint Purchase Program. The successful supplier is MTI Distributing Inc. of Brooklyn, Minnesota for a Toro 25 horsepower turbo diesel Z-Turn mower with a 52 inch cutting deck, for a cost of \$11,644.00.

Recommendations

Staff recommends awarding a contract to MTI Distributing Inc. of Brooklyn, Minnesota for the purchase of one Z-Turn mower in the amount of \$11,644.00

MEMORANDUM M17-012

TO: Building & Grounds Committee
FROM: Dean R. Bostrom, Executive Director
John Giacalone, Director of Park Services / Development & Risk Mgt.
Brad Hansen, Mechanic Supervisor
SUBJECT: Pick-up Truck Purchase
DATE: January 20, 2017

Background

The 2017 capital budget allows \$33,000.00 for the replacement of a Park's Division pick-up truck with snow plow and accessories. The pick-up it is replacing is a 1988 pickup with 85,000 miles and numerous mechanical issues due to it being 29 years old. Some of the mechanical issues are the valve guides worn out, transmission leaking, the body and bed are rotted out and it needs tires.

Implications

Staff researched joint purchasing and found a suitable replacement on the State of Illinois Joint Purchase Program.

The replacement is a Ford F-250 pick-up with four wheel drive totaling **\$25,349.00** from Landmark Ford of Springfield, Illinois.

In addition to the truck, some accessories are also needed to equip the vehicle to our needs. Staff secured competitive pricing for all accessories.

From Adams Enterprises of McHenry, Illinois: (1) 7.5 foot Western snow plow, (1) Rear window protector, (2) Side tool boxes, (1) set of running boards, (1) Class 3 hitch, (1) Pintle hook, (1) Bolt Kit, and (1) Light bar totaling **\$6,562.31**

From Pro Safety of Elk Grove, Illinois: (1) First aid kit, (1) Fire extinguisher, and (1) Triangle kit, totaling **\$80.00**

From Rhino Lining of Carol Stream, Illinois: (1) Spray on bed liner totaling **\$509.00**.

The total vehicle cost with accessories is **\$32,500.31**.

Recommendations

Staff recommends awarding contracts to:

Landmark Ford of Springfield, Illinois in the amount of \$25,349.00
Adams Enterprises of McHenry, Illinois in the amount of \$6,562.31
Pro Safety of Elk Grove, Illinois in the amount of \$80.00
Rhino Lining of Carol Stream, Illinois in the amount of \$509.00

MEMORANDUM No. M17-013

TO: Building & Grounds Committee
FROM: Dean R. Bostrom, Executive Director
John Giacalone, Director of Park Services / Development & Risk Mgt.
Brad Hansen, Mechanic Supervisor
SUBJECT: Dump Truck Purchase
DATE: January 20, 2017

Background

The 2017 capital budget allows \$39,300.00 for the replacement of a Park's Division dump truck with accessories. The truck it is replacing is a 1996 dump truck with 78,000 miles and numerous mechanical issues due to it being 21 years old. The truck is no longer useful for the parks division being used on a daily basis.

Implications

Staff researched joint purchasing and found a suitable replacement on the Illinois Joint Purchase Program.

The replacement is a Ford F-350 dump truck with four wheel drive totaling **\$37,283.00** from Bob Ridings Ford of Taylorville, Illinois.

In addition to the truck, some accessories are also needed to equip the vehicle to our needs. Staff secured competitive pricing for all accessories:

From Adams Enterprises of McHenry, Illinois: (1) set of running boards, (1) class 3 hitch, (1) Pintle hook, and (1) bolt kit, totaling **\$355.06**.

From Pro Safety of Elk Grove, Illinois: (1) First aid kit, (1) Fire extinguisher, and (1) Triangle kit, totaling **\$80.00**

The total vehicle cost with accessories is **\$37,718.06**.

Recommendations

Staff recommends awarding contracts to:

Bob Ridings Ford of Taylorville, Illinois in the amount of \$37,283.00

Adams Enterprises of McHenry, Illinois in the amount of \$355.06

Pro Safety of Elk Grove, Illinois in the amount of \$80.00

MEMORANDUM M17-014

TO: Building & Grounds Committee
FROM: Dean R. Bostrom, Executive Director
John Giacalone, Director of Park Services / Development & Risk Mgt.
Brad Hansen, Mechanic Supervisor
SUBJECT: Pick-up Truck Purchase
DATE: January 20, 2017

Background

The 2017 capital budget allows \$35,000.00 for the replacement of a Park's Division pick-up truck and accessories. The pick-up it is replacing is a 1993 pickup with 70,000 miles and numerous mechanical issues due to it being 24 years old. The vehicle is no longer useful to the parks department being used on a daily basis, but would be beneficial to the golf course because it would have limited use.

Implications

Staff researched joint purchasing and found a suitable replacement on the State of Illinois Joint Purchase Program.

The replacement is a Ford F-250 Crew Cab pick-up totaling **\$25,857.00** from Landmark Ford of Springfield, Illinois.

In addition to the truck, some accessories are also needed to equip the vehicle to our needs. Staff secured competitive pricing for all accessories.

From Adams Enterprises of McHenry, Illinois: (1) Rear window protector, (1) Side tool box, (1) set of running boards, (1) class 3 hitch, (1) Pintle hook, (1) bolt kit and (1) Light bar totaling **\$1,328.31**.

From Pro Safety of Elk Grove, Illinois: (1) First aid kit, (1) Fire extinguisher, and (1) Triangle kit, totaling **\$80.00**.

From Rhino Lining of Carol Stream, Illinois: (1) Spray on bed liner totaling **\$509.00**.

The total vehicle cost with accessories is **\$27,774.31**.

Recommendations

Staff recommends awarding contracts to:

Landmark Ford of Springfield, Illinois in the amount of \$25,857.00
Adams Enterprises of McHenry, Illinois in the amount of \$1,328.31
Pro Safety of Elk Grove, Illinois in the amount of \$80.00
Rhino Lining of Carol Stream, Illinois in the amount of \$509.00

MEMORANDUM NO. M17-005

TO: Building & Grounds Committee
FROM: Dean R. Bostrom, Executive Director
Gary Buczkowski, Director of Planning & Development
RE: Seascape Sand Play Area
DATE: January 31, 2017

Background:

The Seascape Family Aquatic Center sand and play area dates back to the park's original construction. Back in 2010 the dry playground was replaced and a new rubber surface added to that area. The existing sand play area equipment was originally constructed of wood and has begun to show signs of wear and tear. With this in mind, \$46,300 was budgeted in the 2017 capital fund to replace this equipment.

Staff has identified a vendor who manufactures water play equipment and has procured a price for two pieces known as the Mermaid's Fountain and the Waterfall. Attached to this memo are pictures of that play equipment. In addition to the water play equipment, staff is recommending that a Dinosaur Bone Dig be included within that sand area. That item would be purchased separately from the water play equipment.

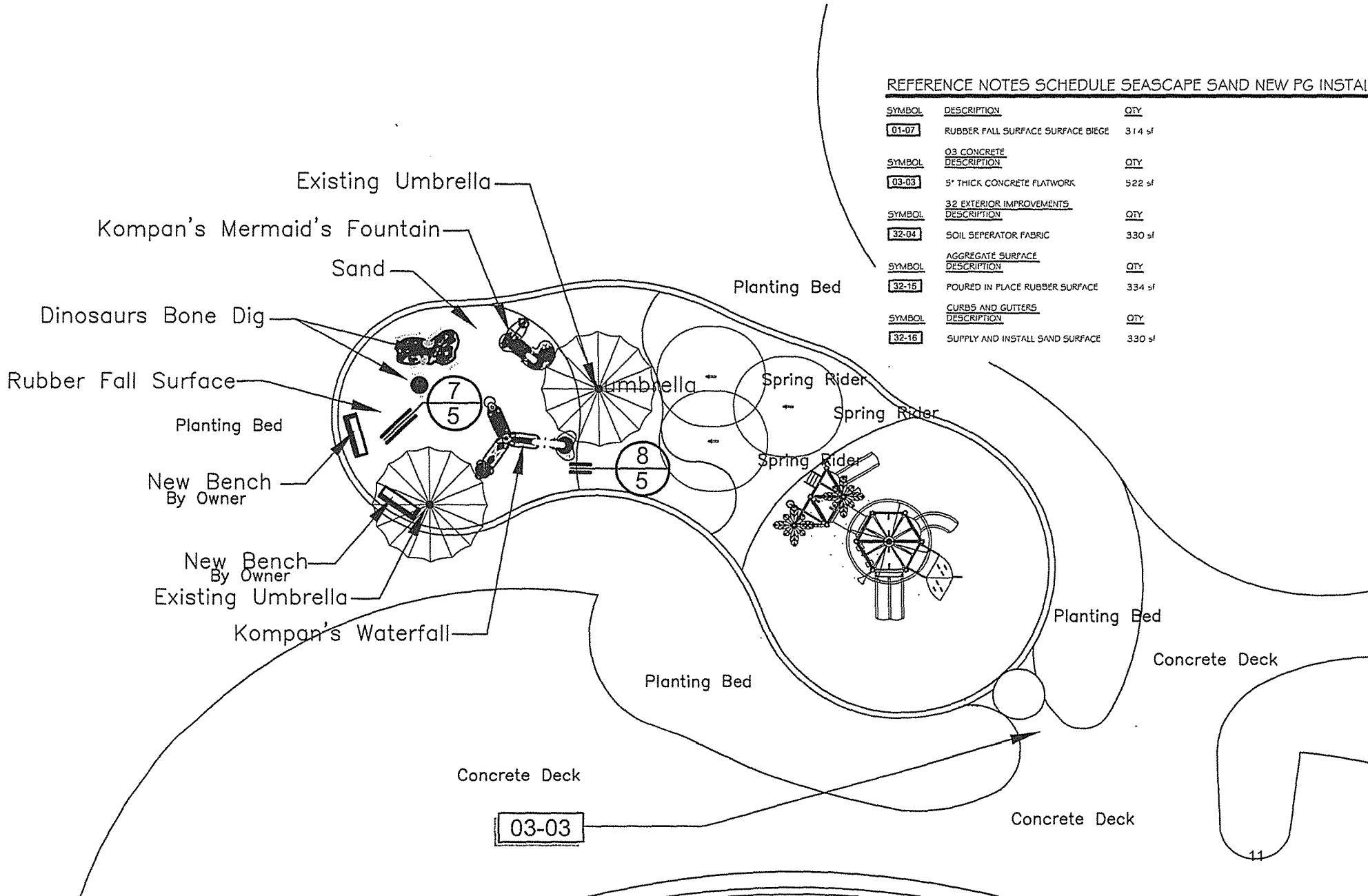
The sand surface would be replaced and the existing poured in place rubber surface would be extended to allow for wheelchair access to the new sand/water play features.

Implications:

The two sand/water play features manufactured by Kompan are considered to be proprietary and thus competitive pricing would be difficult. Kompan is part of the US Communities Government Purchasing Alliance, an organization that the Park District has recently joined for the purposes of procuring best possible pricing for this equipment. Total cost including freight for the two items is \$17,330.50.

Recommendation:

Staff recommends that the B&G Committee recommend the board approve the purchase of the Kompan water/play Mermaid's Fountain and the Waterfall in the amount of \$17,330.50.



REFERENCE NOTES SCHEDULE SEASCAPE SAND NEW PG INSTAL

<u>SYMBOL</u>	<u>DESCRIPTION</u>	<u>QTY</u>
01-07	RUBBER FALL SURFACE SURFACE BIEGE	314 sf
03 CONCRETE		
<u>SYMBOL</u>	<u>DESCRIPTION</u>	<u>QTY</u>
03-03	5" THICK CONCRETE FLATWORK	522 sf
32 EXTERIOR IMPROVEMENTS		
<u>SYMBOL</u>	<u>DESCRIPTION</u>	<u>QTY</u>
32-04	SOIL SEPERATOR FABRIC	330 sf
AGGREGATE SURFACE		
<u>SYMBOL</u>	<u>DESCRIPTION</u>	<u>QTY</u>
32-15	POURED IN PLACE RUBBER SURFACE	334 sf
CURBS AND GUTTERS		
<u>SYMBOL</u>	<u>DESCRIPTION</u>	<u>QTY</u>
32-16	SUPPLY AND INSTALL SAND SURFACE	330 sf

03-03



SALES PROPOSAL

COROCORD

KOMPAN, INC. * 930 Broadway, Tacoma, WA 98402 * Tel 1-888-579-8223 * Fax 1-888-579-8224 * www.kompan.com

KOMPAN is a proud supplier partner of



Date 01/05/17
 Expiration Date
 Proposal No. SP48876
 Project Hoffman Estates Park District
 Ship to State/Zip IL 60169
 Customer Service Representative Asha Rochwani
 Sales Representative Imagine Nation, LLC
 Payment Terms DEP50%&N30

Site Location: 810012
 Seascape Aquatic Center
 1300 Moon Lake Boulevard
 Hoffman Estates, 60169
 United States

Invoice-to: 810012
 Hoffman Estates Park District
 1685 W. Higgins Rd.
 Hoffman Estates, IL 60169
 United States

Ship-to:
 Seascape Aquatic Center
 1300 Moon Lake Boulevard
 Hoffman Estates, IL 60169
 United States

Qty.	Item No.	Description	Unit Price	Retail Price	Disc. %	Net Price
		U.S. Communities Contract #110171				
1	M59070-3413P	MERMAID'S FOUNTAIN 60CM INGROU	8,560.00	8,560.00	15.00	7,276.00
1	M59170-3417P	WATERFALL& CHAIN-IN GROUND	11,250.00	11,250.00	15.00	9,562.50
1	FRT-PA	Freight for the equipment	492.00	492.00		492.00
Total						17,330.50

Comments:

- This quote assumes direct delivery.
- This quote is for equipment only. No site work, surfacing or installation is included in this proposal.
- A deposit will be required before order can be processed.
- Please provide us with a copy of your tax-exempt certificate if applicable.
- Permanent plumbing for the M590 Mermaid's Fountain is not included in this pricing. Please ask for quote if this is required.
- Permanent plumbing for the M591 Waterfall is not included in this pricing. Please ask for a quote if this is required.
- Customer is responsible to self-install play equipment.
- Please allow 6-8 weeks for product delivery upon order placement.

Summary:

	Retail Price	Discount	Net Price
Subtotal - KOMPAN Products	19,810.00	2,971.50	16,838.50
Subtotal - Other Products	0.00	0.00	0.00
Subtotal - Surfacing	0.00	0.00	0.00
Subtotal - Installation & Other Services	0.00	0.00	0.00
Subtotal - Freight	492.00	0.00	492.00
Subtotal	20,302.00	2,971.50	17,330.50

(Applicable sales tax will be added unless a valid tax exemption certificate is provided. This amount is only an estimate of your tax liability.)

Estimated Tax Rate	0.00
Total	17,330.50

<p>Your acceptance of this proposal constitutes a valid order request and includes acceptance of terms and conditions contained within the Master Agreement, which is hereby acknowledged. Acceptance of this proposal by KOMPAN is acknowledged by issuance of an order confirmation by an authorized KOMPAN representative. Prices in this quotation are good for 60 days.</p> <p>This proposal may be withdrawn if not accepted by 03/06/17.</p> <p>KOMPAN Products are "Buy American" qualified, and compliant with the Buy American Act of 1933 and the "Buy American" provision of the ARRA of 2009.</p>	<p>KOMPAN Authorized Signature:</p> <p>Accepted By (signature): _____</p> <p>Accepted By (please print): _____</p> <p>Date: _____</p>
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KOMPAN Product Info

MERMAID'S FOUNTAIN - M590P



Best User Age: 2-5 years

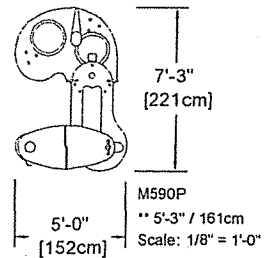
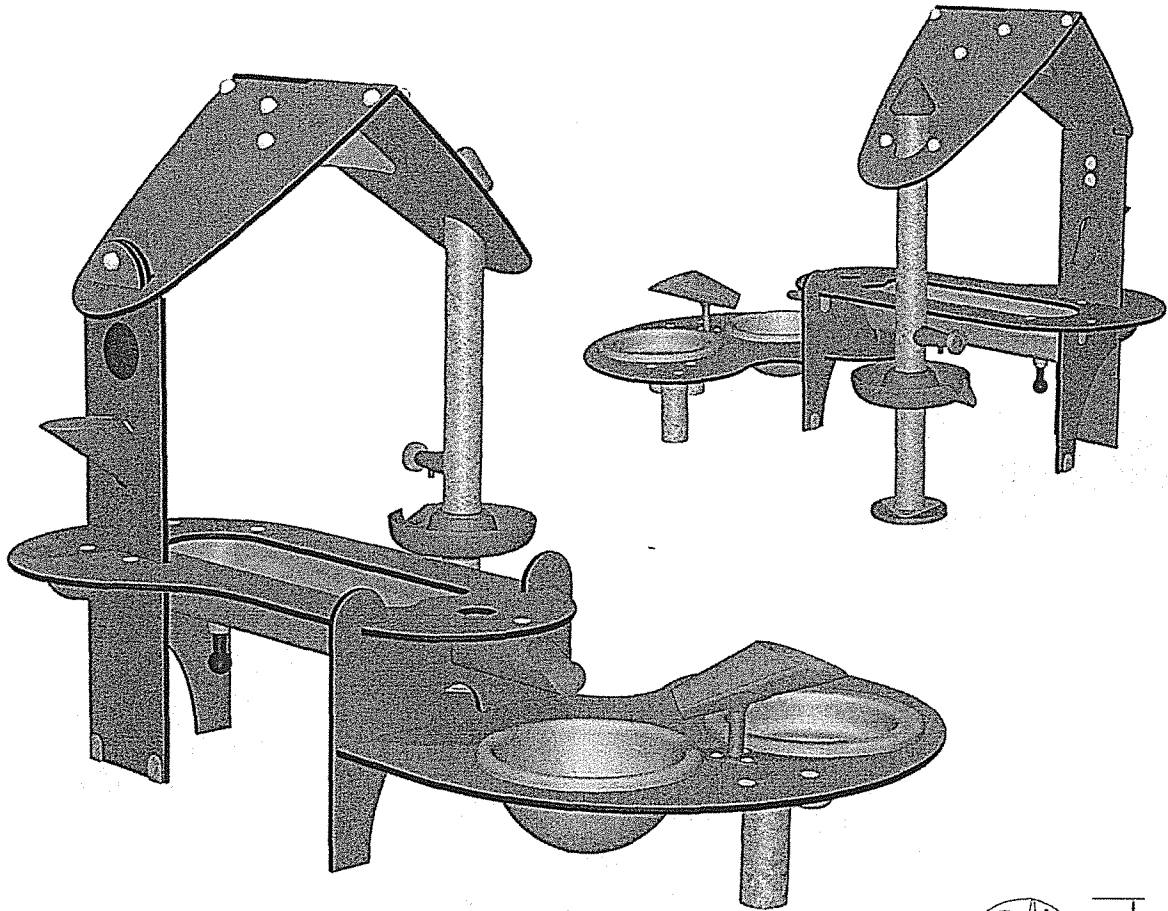
Footings: In-ground posts
Surface installation also available

Technical information available at kompan.com

ADA ANALYSIS	Elevated Activities: 0	Accessible Elevated Activities	Accessible Ground Level Activities	Accessible Ground Level Play Types
Present		0	1	1
Required		0	1	1

SUNFLOW

Plumbing: Available with hose quick connect or permanent plumbing.



To verify product certification, visit www.ipema.org

* = Highest designated play surface.
** = Total height of product.

Highest designated play surface and space required are according to ASTM F1487.

Equipment must be installed over resilient surfacing appropriate to the safety guidelines in your area.

Product development is an ongoing process. We reserve the right to make modifications on all our products. This product may not be mirrored, scaled or altered in any way. Safety zones must be retained for proper placement of equipment. If any changes are required, please contact your KOMPAN representative at 1.800.426.9788.

KOMPAN Product Info

WATERFALL - M591P



Best User Age: 2-5 years

Footings: In-ground posts
Surface installation also available

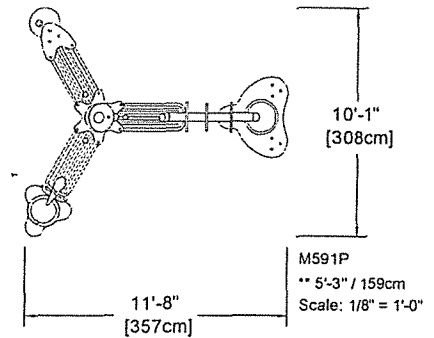
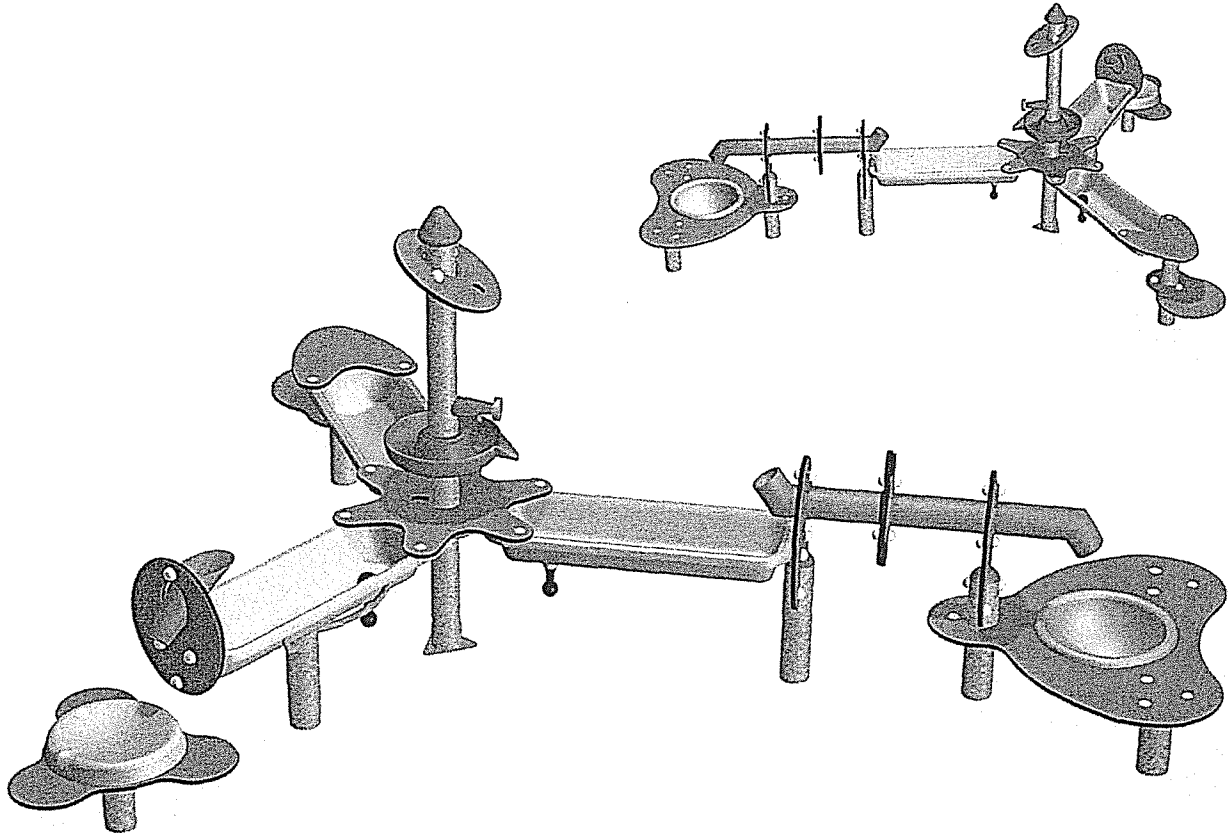
Technical information available at kompan.com

ADA ANALYSIS

Elevated Activities: 0	Accessible Elevated Activities	Accessible Ground Level Activities	Accessible Ground Level Play Types
Present	0	1	1
Required	0	1	1

SUNBEAM

Plumbing: Available with hose quick connect or permanent plumbing.



To verify product certification, visit www.ipema.org

* = Highest designated play surface.
** = Total height of product.

Highest designated play surface and space required are according to ASTM F1487.

Equipment must be installed over resilient surfacing appropriate to the safety guidelines in your area.

Product development is an ongoing process. We reserve the right to make modifications on all our products. This product may not be mirrored, scaled or altered in any way. Safety zones must be retained for proper placement of equipment. If any changes are required, please contact your KOMPAN representative at 1.800.426.9788.

MEMORANDUM NO. M17-007

TO: Building and Grounds Committee
FROM: Dean R. Bostrom, Executive Director
Gary Buczkowski, Director of Planning and Development
RE: Court Repair, Color Coating, Striping of Courts/Rinks
DATE: January 31, 2017

Background:

As part of the 2017 Capital Improvement Plan, \$65,300 has been budgeted for Court Repair, Color Coating, and Striping of the courts/rink projects. The bid for this work was released early in December to allow contractors the chance to visit sites prior to the onslaught of the winter weather. Below is a chart listing the projects to be completed for this work:

- Repair cracks and resurface Fabbrini Pickle and Tennis Courts
- Repair and resurface the indoor courts at PSSWC
- Repair cracks Olmstead Tennis Courts
- Repair cracks Olmstead Basketball Courts
- Repair cracks Evergreen Tennis Courts
- Repair cracks Pine Inline Hockey Rink
- Repair cracks Evergreen Tennis Courts
- Repair cracks Community Park Inline Hockey Rink
- Repair cracks Cannon Crossings Tennis Courts
- Repair cracks Cannon Crossings Basketball Courts
- Repair cracks Charlemagne Tennis Courts
- Repair cracks Charlemagne Basketball Courts
- Repair cracks South Ridge Tennis Courts

Implications:

At 10 am on January 31, 2017, staff opened five bids for court repair work. At 10:20 am UPS delivered a sixth bid. This bid was not opened and will be returned to the bidder. Attached is a summary of the bids received and opened.

As has been the case in the past, the district has once again received competitive pricing due to early bidding. The Low Bidder, 10-S Court Solutions has resurfaced our courts for the past two seasons. Their workmanship and quality have met all of staff's expectations.

New to the process this year is the use of crack repair seaming material which is intended to prevent the recurrence of the cracks for a longer period of time. Historically, repaired cracks utilizing the old method showed signs of recurrence in 8-12 months. It is staff's hope that utilizing this new technology, repaired cracks will not appear for 5- 7-10 years. The "Rite Way System" comes with a 3-year unconditional crack proof guarantee. The cost of this crack seaming was bid as an alternate to the Fabbrini courts which get a lot of pickle ball play. In addition to the alternate, an additional cost was negotiated with the low bidder for two color courts at PSSWC.

The bid specified green on green for both courts and out of bound areas, however, staff is requesting the courts be painted blue with green out of bounce areas. The extra cost to make this change is \$4,500 for the three courts.

Assuming award of this bid, the courts at PSSWC will be scheduled for late March into early April. The rest of the courts will be completed as soon as weather permits.

Recommendation:

Staff recommends the B&G Committee recommend the board award the court repair work for 2017 to 10-S Court Solutions for a total cost of \$57,210 which includes their low bid base price of \$38,710 the crack seaming Alternate of \$14,000 and the additional cost for a two color system for PSSWC's 3 courts of \$4,500.

Court Repair/Color Coat/Stripe

Fabbrini, PSSWC, Victoria, Chrlemagne, Olmstead, S Ridge, Pine, WRC, Evergreen, Community Cannon Jan 31, 2017

	First Impression, Inc. 1951 N. Rose St (25th Ave) Franklin Park, IL 60131 847-455-4646; Fred Lobb	U.S. Tennis court Construction Co, 204 Industrial Dr, Lockport, IL 60441 815-588-3700 ustenniscourt@gmail.com Michael Laniosz	Tennis Courts Unlimited Inc PO Box 156 Watervliot, MI 49098 269-463-7103tenniscourtsunlimited@gmail.com	Perm-a-Seal, Inc. PO Box 1216, South Holland, IL 60473 708-333-8838 keith@permaseal.com	10S Court Solutions 736 N. Western Ave, Lake Forest, IL 60045 773-598-5980
BOND	X	x	X	X	X
1. Fabbrini Tennis/Pickle	\$28,325.00	\$25,200.00	\$32,410.00	\$21,329.00	\$18,800.00
2. PSSWC Tennis	\$18,240.00	\$13,200.00	\$19,600.00	\$16,669.00	\$14,100.00
3. Victoria Tennis	\$1,340.00	\$875.00	\$11,250.00	\$975.00	\$0.00
4. Victoria Basketball	\$500.00	\$875.00	\$2,275.00	\$975.00	\$0.00
5. Olmstead Tennis	\$900.00	\$630.00	\$3,125.00	\$730.00	\$360.00
6. Olmstead Basketball	\$480.00	\$420.00	\$1,312.50	\$580.00	\$240.00
7. WRC Tennis	\$1,240.00	\$1,315.00	\$6,000.00	\$1,400.00	\$750.00
8. Evergreen Tennis	\$1,540.00	\$1,050.00	\$8,912.50	\$1,150.00	\$600.00
9. Pine Hockey	\$1,100.00	\$875.00	\$1,875.00	\$975.00	\$500.00
10 S. Ridge Tennis	\$740.00	\$560.00	\$6,250.00	\$660.00	\$320.00
11. Charlemagen Tennis	\$2,240.00	\$2,275.00	\$8,375.00	\$2,300.00	\$1,300.00
12. Charlemagne Basketball	\$1,240.00	\$1,260.00	\$5,237.50	\$1,360.00	\$720.00
13. Community Inlink Rink	\$940.00	\$700.00	\$5,300.00	\$800.00	\$400.00

Court Repair/Color Coat/Stripe

Fabbrini, PSSWC, Victoria, Chrlemagne, Olmstead, S Ridge, Pine, WRC, Evergreen, Community Cannon Jan 31, 2017

14. Cannon Tennis	\$740.00	\$525.00	\$1,762.50	\$625.00	\$300.00
15. Cannon Basketball	\$740.00	\$560.00	\$1,250.00	\$660.00	\$320.00
TOTAL (Not including Alt #1)	\$60,305.00	\$50,320.00	\$114,925.00	\$51,188.00	\$38,710.00
Alt	\$12,940.00	\$13,300.00	\$15,400.00	\$9,655.00	\$14,000.00
TOTAL	\$73,245.00	\$63,620.00	\$130,325.00	\$60,843.00	\$52,710.00
Lin. Ft	varies	\$3.50	\$1,250.00	\$3.90	\$2.00

	Robyn Resch Flex Court Athletics 4328 US Highway 34, Kewanee, IL 61443 309-852-0899				
	Rec'd 10:20 am via UPS after 10 am deadline. Returned unopened.				

MEMORANDUM NO. M17-016

TO: Building & Grounds Committee
FROM: Dean R. Bostrom, Executive Director
Gary Buczkowski, Director of Planning and Development
RE: Supply of Playground Equipment Bid Opening – Victoria & Colony
DATE: February 2, 2017

Background:

As part of Park District's 2017 Capital Improvement Plan, \$155,000 has been budgeted for the redevelopment of playgrounds at Victoria Park (South playground) and Colony (2-5 year old playground). As part of the process, staff normally bids out supply of equipment to be purchased directly from vendors and that equipment is supplied to the installation contractors. Staff's budgeted amount for equipment for the two projects is \$66,000. The installation bid portion of the project will be released once the equipment vendors are known and will be presented at the March meetings.

Playground design concepts for both of these projects were developed by staff and presented to the public and the Board in December of 2016. From the comments received, staff developed a performance playground design which was to be used in the bid process. A total of six vendors expressed interest in supplying this equipment. To be qualified, the vendor had to present a manufacturer's product of a certain quality and be able to provide a design with an overall similar play value as the performance specified playground design. Five of the six vendor's designs were qualified as equal by staff.

Implications:

At the time of bid opening, staff received four bids and read them aloud. Attached is a summary of bids received. The bids received represent extremely aggressive discounts based on the competitive process and the timing of the bid. Since each of the vendor's designs had been pre-qualified, there was no need to re-qualify as part of the official bid. In addition to the composite structures, staff included two alternates in the bid and made it clear to all that award of the composite structures was not tied to a combined price for all bid items. These two sand diggers were separated because not every manufacturer produces these elements and staff wanted to get as many vendors involved in the process. Zennon Company, (the low bidder) assumed both playgrounds would be shipped at the same time and provided a combined discounted cost in the final total. Zennon, who represents Play Craft Equipment Company, has supplied the district's playgrounds for the past two years. Their quality and service have met staff's expectations in every case.

Recommendation:

Staff recommends that the B&G Committee recommend the board award the bid for playground equipment at Victoria and Colony and alternates 1 and 2 to Zennon Company for the low bid price of \$58,377.

Playground Equipment Victoria S Colony
2/2/17 10 am

	Play Illinis/BCI Burke 4716 Roslyn Rd, Downers Grove, IL 60515 630-514-5405 mike@playil.today	Team REIL, Inc. 17421 Marengo Rd, Union, IL 60180 815-923-2099 marv@getreil.com	Zenon Company 400 W. Dundee Rd, Ste 110, Buffalo Grove, IL 60089 847-548-1143 larry@zenoncompany. com	Game Time/Cunningham Recreation 5932 Old Pinville Rd, Charlotte, NC 28217 800-438-2780 Doug@cunninghamrec.co m	
VICTORIA SOUTH					
1a. 2-5 PG	\$5,541.00	\$7,799.00	\$5,988.00	\$9,304.26	
1b. 5-12 PG	\$38,712.00	\$49,995.00	\$41,649.00	\$50,309.68	
1c. Swings	\$3,029.00	\$2,575.00	\$3,584.00	\$4,316.50	
1d. Bucket Spinner (1)	\$659.00	\$499.00	\$967.00	\$603.06	
TOTAL A-D	\$47,941.00	\$60,868.00	\$45,742.00	\$64,533.50	
COLONY PARK					
2. 2-5 PG	\$12,948.00	\$13,441.00	\$14,969.00	\$17,625.95	
Alternate	\$838.00	\$989.00	\$996.00	\$914.24	
Sand Digger	\$812.00	\$989.00	\$882.00	\$902.32	
TOTAL 1a-d, 2	\$60,889.00	\$74,309.00	\$56,499.00	\$82,159.45	

MEMORANDUM NO. M17-009

TO: Building and Grounds Committee
FROM: Dean R. Bostrom, Executive Director
Gary Buczkowski, Director of Planning & Development
John Giacalone, Director Park Services/Dev & Risk Management
RE: 2017 IAPD/IPRA Conference Session Summaries
DATE: February 2, 2017

Background:

Below is a summary of a few sessions which were attended by Parks staff and Planning & Development staff at the 2017 IAPD/IPRA Conference. Summaries from Rec staff and A&F staff will be presented at their respective committee meetings in February. All Conference Education Summary forms will be compiled and shared with staff and Commissioners by the end of the month.

Pest Risk Analysis

Valuable information:

Some key points were how to utilize GIS to map and inventory trees to help manage forested areas that may be susceptible to serious pests and tree disease.

Practical applications for HEPD:

A tree inventory would be highly valuable to the district, especially considering we have the GIS mapping capabilities and administrator to be able to better manage our timber inventory so that we may minimize the effects of a major disease or pest outbreak.

Capital Projects – Approaches for improving efficiency and success

Valuable information:

The most valuable information was the developmental process and application of capital projects within a park district. Speakers discussed steps taken from designing and fundraising to implementation as well as all of the obstacles in between.

Practical applications for HEPD:

One notion was the concept of involving every possible stakeholder in capital projects from those who will fund and maintain it, all the way to the end user. A great example given was allowing children to pick the colors for a new playground.

Drones

Valuable information:

The use of drones in parks will only increase as technology advances and they become as common as the automobile. Mail is currently delivered by drones in Switzerland. Amazon is currently negotiating with the FAA and testing drone delivery systems. Drones are here to stay. The FAA has published guidelines for commercial drone use but has not put forth anything for the recreational or private use of drones.

Practical applications for HEPD:

The District should take a positive approach and evaluate regulations which govern the use of drones within the district. Currently all drones are banned from park district property. The FAA may or may not help in meeting the district's intents and wishes as it relates to drone use.

Recommendations:

This is for informational purposes only. No recommendation is necessary.

MEMORANDUM NO. M17-008

TO: All Committees
FROM: Dean R. Bostrom, Executive Director
Craig Talsma, Deputy Director/Director A&F
Mike Kies, Director of Recreation
John Giacalone, Director Park Services/Dev & Risk Mgmt
Gary Buczkowski, Director Planning & Development
Brian Bechtold, Director Golf Operations
RE: Balanced Scorecard
DATE: February 2, 2017

Background

According to the definition from Wikipedia, “*the **Balanced Scorecard (BSC)** is a strategy performance management tool - a semi-standard structured report, supported by design methods and automation tools, that can be used by managers to keep track of the execution of activities by the staff within their control and to monitor the consequences arising from these actions*”

The phrase 'Balanced scorecard' is commonly used in two broad forms:

- 1. As individual scorecards that contain measures to manage performance, those scorecards may be operational or have a more strategic intent; and*
- 2. As a Strategic Management System, as originally defined by Kaplan & Norton.*

Key components in utilizing the Balanced Scorecard methodology

- its focus on the strategic agenda of the organization concerned*
- the selection of a small number of data items to monitor*
- a mix of financial and non-financial data items.”*

Implications

The District continues to refine our Balanced Scorecard and have made certain adjustments to ensure that the measurement values that we utilize are relevant and functional. The goal is to provide a snapshot view of these key components at a specific point in time and to have an annual year to year comparison. This allows us to determine on a very broad spectrum the direction in which the District is moving.

These key components are not being analyzed on a valuation to current budgets or forecasts as much as to the same time period in previous years. Those types of evaluations are provided in the monthly Recreation Committee participation reports and the financial statements in the A&F Committee reports. The Balanced Scorecard comparison gives us a broad overview as to the direction the District is moving with regard to our overall mission, values and goals. The Balanced Scorecard has been updated to report quarterly numbers and compare these numbers to previous quarters. This is then done for the year to date (YTD) totals as well.

Certain numbers that are included may have changed and if significant we have included a small note under the measurement definition.

Recommendation

Staff recommends the Board approve the Balanced Scorecard for the 4th Quarter 2016.

Balanced Scorecard 2016

District Goals	District Objectives	Measures	Quarter 4 2015	Quarter 4 2016	YTD thru December 31, 2015	YTD thru December 31, 2016
<i>Provide healthy and enjoyable experiences for all people</i>	Offer healthy and enjoyable experiences that promote equal access	Number of programs/sessions/participants	820 sessions offered 499 sessions ran 4,446 participants	757 sessions offered 474 sessions ran 4,245 participants	3,315 sessions offered 2,218 sessions ran 23,285 participants	3,010 sessions offered 2,024 sessions ran 22,970 participants
		Number of facility memberships/visits 2016 includes new BPC passes	BPC 0 members DOG 602 members PSSWC 3,045 members GE 436 members SEA 0 members TC 892 members WRC 370 members 50+ 586 members 69,526 qtr visits	BPC 0 members DOG 694 members PSSWC 2,940 members SEA 0 members TC 863 members WRC 349 members 50+ 673 members 73,030 qtr visits	BPC 180 members DOG 602 members PSSWC 3,045 members GE 436 members SEA 1,337 members TC 892 members WRC 370 members 50+ 586 members 301,531 annual visits	BPC 415 members DOG 694 members PSSWC 2,940 members GE 0 members SEA 1,459 members TC 863 members WRC 349 members 50+ 673 members 338,766 annual visits
		Daily paid facility useage	\$33,949	\$28,751	\$250,442	\$248,271
		Number rounds (inc BPC events) / baskets	4,256 rounds 1,339 baskets	5,194 rounds 1,761 baskets	30,645 rounds 18,543 baskets	31,262 rounds 19,050 baskets
	Achieve customer satisfaction and loyalty	Community and participation survey data related to overall satisfaction and retention by percentage	92.7% overall satisfaction	92.7% overall satisfaction	92.7% overall satisfaction	92.7% overall satisfaction
	Connect and engage our community	Number of free events/programs	14	2	38 events 1 programs	39 events 2 programs
		Number of Partnerships/ Coop agreements	36	36	36	36
		Increase in Digital Marketing/Social Media Engagement	Mobile App Users 40 Heparks.org Hits 39,359 Online Brochure Hits 860 WebTrac Hits 4,778 Social Media/FB Likes 94	Mobile App Users (141) Heparks.org Hits 41,712 Online Brochure Hits 2,605 WebTrac Hits 4,124 Social Media/FB Likes 63	Mobile App Users 1,394 Heparks.org Hits 202,431 Online Brochure Hits 10,735 WebTrac Hits 24,331 Social Media/FB Likes 2,069	Mobile App Users 1,467 Heparks.org Hits 202,535 Online Brochure Hits 11,393 WebTrac Hits 25,056 Social Media/FB Likes 2,496
		Number of Foundation events/participants	0 events 1 board mtg	0 events 1 board mtg	3 events/316 participants 5 board mtgs	3 events/341 participants 5 board mtgs 1 retreat

<u>District Goals</u>	<u>District Objectives</u>	<u>Measures</u>	<u>Quarter 4 2015</u>	<u>Quarter 4 2016</u>	<u>YTD thru December 31, 2015</u>	<u>YTD thru December 31, 2016</u>
<i>Deliver Financial Stewardship</i>	Achieve annual and long range financial plans	Percental of operational revenues to expenses (excludes D/S and Capital)	95.25%	89.04%	104.62%	107.03%
	Generate alternative revenue	Total revenue: Grants	\$3,600	\$4,168	\$35,220	\$7,388
		Total revenue: Sponsorships	\$66,255	\$57,395	\$135,610	\$218,864
		Total revenue: Rentals	\$531,176	\$389,610	\$1,378,015	\$1,287,783
		Total revenue: Misc.	\$13,705	\$13,805	\$66,162	\$64,046
	Utilize our resources effectively and efficiently	Percentage of assets to liabilities	2014 - 103.00%	2015 - 103.00%	2014 - 103.00%	2015 - 103.00%
<i>Achieve Operational Excellence and Environmental Awareness</i>	Create and sustain quality parks, facilities, programs and services	Community survey data related to overall condition of parks and overall quality of programs and services	Next survey 2019	Next survey 2019	Next survey 2019	Next survey 2019
	Utilize best practices	Accreditation score: CAPRA	Next review 2018	Next review 2018	Next review 2018	Next review 2018
		Accreditation score: Illinois Distinguished	Next review 2016	Accredited for FYE 2016 Score 498 out of 500	Next review 2016	Accredited for FYE 2016 Score 498 out of 500
		GFOA-Certificate of Achievement for Excellence in Financial Reporting	Accredited for FYE 2014	Accredited for FYE 2015	Accredited for FYE 2014	Accredited for FYE 2015
		PDRMA score	Next review 2017	Next review 2017	Next review 2017	Next review 2017
		NAEYC	Next review 2018	Next review 2018	Next review 2018	Next review 2018
		Transparency score	Unchanged	Unchanged	Unchanged	Unchanged

District Goals	District Objectives	Measures	Quarter 4 2015	Quarter 4 2016	YTD thru December 31, 2015	YTD thru December 31, 2016
	Advance environmental and safety awareness	PDRMA score	Next review 2017	Next review 2017	Next review 2017	Next review 2017
		No. of accident reports	30 reports filled out 0 generating insurance claims	36 reports filled out 0 generating insurance claims	186 reports filled out 3 generating insurance claims	262 reports filled out 3 generating insurance claims
		Environmental Scorecard	97% Review Year 2015	97% Review Year 2015	97% Review Year 2015	97% Review Year 2015
		Natural Area/ Wetland Parks Burned	(0) In House (0) Contracted	(0) In House (0) Contracted	(24) In House (4) Contracted	(24) In House (4) Contracted
<i>Promote Quality Leadership and Services</i>	Develop leadership that ensures workforce readiness	Number of internal training sessions	(1) FT Staff mtg (1) AED Medic courses (2) Hoffman U (1) Parks	(1) FT Staff Mtg (1) AED Medic Course (1) Hoffman U (0) Parks	(4) FT Staff mtg (5) AED Medic courses (14) Hoffman U (41) Parks	(4) FT Staff Mtg (4) AED Medic Course (20) Hoffman U (76) Parks
	Build organization culture based on 1-2 Care Values	Team building events / Discussions With Dean	(5) Discussions w/Dean (2) Team Builder	(2) Discussions w/Dean (0) Team Builder	(15) Discussions w/Dean (4) Team Builder	(8) Discussions w/Dean (5) Team Builder
	Promote continuous learning and encourage innovative thinking	External conferences, sessions, workshops and seminars	CPO, Pesticide Use, Legal Symposium, SHRM-CP, Club Industry, Joint Conference, Exhibit Committee	NRPA, Legal Symposium, D54 Partnership, Club Industry, Joint Conference, Exhibit Committee	IAPD, PGA, PDRMA, IPRA, PGA, AMA, Steven Covey, Ken Blanchard, Schaumburg Business Assoc., MIPE, NRPA, CPO, Pesticide Use, Legal Symposium, SHRM-CP, Club Industry, Joint Conference, Exhibit Committee	IAPD, PGA, PDRMA, IPRA, Chamber, Schaumburg Bus. Association, District 211 Focus Grp, NWSRA, Mayor's Update, Hoffman HS Advisory, ProConnect, MIPE, Mayor Recept., Village Bon Appetite, NIU, Legal Symposium, NRPA, Legal Symposium, D54 Partnership, Club Industry, Joint Conference, Exhibit Committee

MEMORANDUM NO. M17-010

TO: Buildings & Grounds Committee
FROM: Dean R. Bostrom, Executive Director
John Giacalone, Director Parks & Risk Management
RE: Parks Board Report
DATE: February 1, 2017

1. Truck 538 replaced lift gate motor.
2. Truck 515 installed new tires and new front tires on truck 524.
3. Bus 534 replaced two batteries.
4. Completed maintenance and repair on all mowers, ballfield groomers and stripers.
5. Staff installed a new controller and inducer motor on RTU-1 at PSSWC.
6. A new gear box was installed on the front entrance ADA door at PSSWC.
7. Staff is in the process of retro fitting the interior up lights to L.E.D at PSSWC.
8. The spa pumps at PSSWC had two new gauges and a new flow meter installed on them.
9. The entire demolition and demo punch list for the north end remodel has been completed at TC.
10. Bridges of Poplar Creek, the marquee signs logo change was finished up. All the marquee signs now have the new logo.
11. A new outlet was installed for the steam table in the upstairs kitchen at BPC.
12. Staff has been installing no smoking signs in all parks.
13. Voagelei Barn downstairs hall and main stairwell to second floor was patched and painted.
14. Additional brush mowing was done at Essex Park.
15. Frisbee Golf pathways at Black Bear were re-mulched.
16. Due to the absence of snow cover, bed cleanup was started and a round of general park cleanup was done.
17. Job specific Safety Training is 75% complete for full-time employees and will be completed mid-February.
18. Orientation meetings are being held in preparation for the 2017 PDRMA Loss Prevention Review.

**HOFFMAN ESTATES PARK DISTRICT
2016 GOALS & OBJECTIVES
PARKS DIVISION**

Key: C = Complete / SC = Substantially Complete / IP = In Progress / NB= Not Begun / NA = Not Accomplished

DISTRICT GOAL 1: PROVIDE HEALTHY AND ENJOYABLE EXPERIENCES FOR ALL PEOPLE

District Objective 3: Connect and engage our community

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Expand marketing communications with the use of social media and mobile applications	Provide useful public landscaping information through the park perspective social media and web site. Update a minimum of 4 times per year.	C	Seasonally topical turf and gardening tips have been sent to the C & M department to be posted on the web site at their discretion
Increase volunteer involvement in District operations	Conduct a Queen Ann's Lace removal event. By 2 nd quarter	C	Scheduled for July 16 th 9:00am-11:00 am 12 people
	Conduct a teasel removal event. By 3 rd quarter.		Scheduled for 8-13-16; location to be determined 3 people
	Conduct a wild flower seed collection event. By 3 rd quarter.	C	Scheduled for 9-24-16 at Charlemagne Park About 40 people
	Conduct an Adopt a Park program. Increase by 2 sites.	NA	Adopt-a-park opportunities will be posted on the marquee signs
	Conduct a park clean up event. By 4 th quarter.	NA	Scheduled for 6-11-16 at Essex Park No volunteers signed up

DISTRICT GOAL 2: DELIVER FINANCIAL STEWARDSHIP

District Objective 1: Achieve annual and long range financial plans

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Achieve District annual budget to maintain fluid balance reserves	Administrate the Parks Division budget. Meet 100% of the timelines established by the finance division	C	Parks budget has been entered into the system
	Develop the Parks and Risk Mgt sections of the 2015 CMP. Complete by the district's adopted schedule	C	Risk Mgt budget items are in the system
Perform internal control audits	Monitor budget to ensure expenses do not exceed budget and are in line with revenue projections and revenues are meeting	C	Most line items are currently within budget

	financial goals and objectives. Meet budget expectations.		
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District Objective 3: Utilize our resources effectively and efficiently

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Utilize best practices to maximize operational efficiencies as a District	Replace Seascape ice maker. Compete by end of 1 st quarter	C	Ice machine has arrived
	Replace 1995 CHEVY 4X4 PICK-UP. Compete by end of 4 th quarter	C	Vehicle has arrived
	Replace 2003 JOHN DEERE SKID STEER. Compete by end of 4 th quarter	C	Skid Steer has arrived
	Seascape rebuild pumps #1 & #5. Compete by end of 4 th quarter	C	Pumps have been rebuilt
	Replace 2003 Redi-haul trailer. Compete by end of 4 th quarter.	C	Trailers has arrived
Perform a capacity usage analysis	Purchase and plant trees, shrubs, and flowers throughout district. Compete by end of 4 th quarter.	C	Spring tree order has been planted Fall tree order has been planted

DISTRICT GOAL 3: ACHIEVE OPERATIONAL EXCELLENCE AND ENVIRONMENTAL AWARENESS

District Objective 1: Create and sustain quality parks, facilities, programs and services

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Implement best practices for allowable expansion of natural areas	Enhance high visibility natural areas by adding additional wild flower seeds. Complete by end of 4 th quarter per budget allowance.	C	Natural areas overseeding is complete
Continue to address park and recreation needs according to the district's ADA transition plan	Complete assigned ADA projects. Complete by end of 4 th quarter.	NB	No projects have been assigned

District Initiative 2: Utilize best practices

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Enhance overall quality of natural areas	Enhance natural areas by controlling invasive plants to 20% or less. Maintain/monitor on quarterly basis for compliance.	C	Invasive plants are less than 8%
	Control burns at Black Bear, Hunters Ridge and Roherson Parks. Annually.	C	All controlled burns are complete

District Objective 3: Advance environmental and safety awareness

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Implement best practices to maintain a minimum score of 95% in the District-wide IPRA environmental report card	Maintain Park Division's compliance with IPRA's Environmental Report Card. Complete by end of 4 th quarter.	C	The parks division is compliant with the report card

DISTRICT GOAL 4: PROMOTE QUALITY LEADERSHIP AND SERVICES

District Objective 1: Develop leadership that ensures workforce readiness

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Develop a new hire training program that addresses District policies and procedures	Hire Supervisor of Aquatics and Facilities. Complete by end of 1 st quarter	C	Currently reorganizing the Parks Division supervisor's level current and future org charts; have been developed
Continue to evaluate and create procedures and training to promote a high level of internal customer service	Train and document 100% of all staff on job specific and mandatory training within the Park's division. Within one month of their employment start date.	C	All full time and seasonal parks staff have been trained.

District Objective 3: Promote continuous learning and encourage innovative thinking

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Continue emphasis on cross-training and ensure workforce readiness	Instruct & train members of the training committee on district wide trainings. Complete by end of March.	C	Training team has been trained
Promote furthering educational opportunities of staff by encouraging participation in workshops, conferences and other educational opportunities	Conduct two Parks Division team building events. Complete by end of 2 nd and 4 th quarters.	C	PDRMA back safety school is complete PDRMA chipper safety is in October and hosted by the parks division. September 22 we had a lunch for the parks division full time and seasonal staff where park supervisors cooked for staff

MEMORANDUM NO. M17-006

TO: Building and Grounds Committee
FROM: Dean R. Bostrom, Executive Director
Gary Buczkowski, Director of Planning & Development
RE: Board Report
DATE: January 31, 2017

1. TC Renovation

Work on the renovation project is progressing and in-line with the proposed schedule and at budget levels. The concrete footings were installed the last week of January without having to do any subsoil modifications. Testing was performed by an outside consult and the soils proved to be satisfactory for the proposed loads. Steel fabrication was completed on January 30th and the steel was set in place on February 6th and 7th. The masonry fill-ins and pier column were completed January 27th. Electrical rough-in on the ceiling began on January 23rd and will continue into the first week of February. At that time, the electricians will transition to wall rough-in which will begin on February 2nd. The off-ice nets are scheduled to be installed the latter part of the first week of February with the wall padding due the 2nd week of February. Once the wall padding has been installed, the off-ice area will be considered 95% complete with the only remaining item to be the two wooden doors leading to the running track. All the wooden doors for the project were ordered the 3rd week of January with a 6-8 week delivery time. All the material submittals except for the casework have been approved by the architect and are on order for delivery within the next 30-45 days.

2. Playgrounds:

With the supply of playground equipment vendor known, staff has prepared and released the playground install package which is to be submitted by the end of February. Once those bids have been opened, they will be presented to the committee in March so that construction on the install of the playground equipment can begin in April as soon as the weather permits.

3. Paving Bid:

The paving bid package was released and will be due at the end of February along with the install of playground equipment. Both the paving and playground install involve some of the same projects; namely Victoria

Park, Westbury Path Improvements. Concrete work would begin as soon as weather permits and the paving would follow as soon as the asphalt batch plants are open in the spring.

4. PSSWC shower area renovation:

Staff has met with the architects to identify key dates in the planning process. In addition, the architects have been instructed to identify methods of construction and materials to be used that will be presented to staff for review and comment within the next 35 – 45 days. The architects will also be contacting the IL Department of Health Public Pools Division to determine whether or not a State Pool Permit will be required for this project. The project is still slated for construction during the months of June, July and August.

**HOFFMAN ESTATES PARK DISTRICT
2016 GOALS & OBJECTIVES
PLANNING & DEVELOPMENT**

Key: C = Complete / SC = Substantially Complete / IP = In Progress / NB= Not Begun / NA = Not Accomplished

DISTRICT GOAL 1: PROVIDE HEALTHY AND ENJOYABLE EXPERIENCES FOR ALL PEOPLE

District Objective 1: Offer healthy and enjoyable experiences that promote equal access

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Develop plans to meet increased program needs 50+ population	Maximize the use of existing space for active adults / rental programs based of a ROI evaluation. Redesign space to convert more effective and efficient use. As part of the Triphahn Architectural study that will be completed in the spring of 2016.	IP	Williams and staff presented their proposal to the full board in March and the plan was approved by the Board. Williams and staff are now developing construction documents to go out for bid in the fall of 2016. Williams Architects have completed 80% of the design development drawings for the project. To ensure the process moves along smoothly, Williams Architects and staff met with Village code enforcement reviewers. That meeting was productive and comments will be incorporated into the review documents scheduled to be submitted at the end of August. Architectural plans were completed in August and submitted to the village for review. The Village saw no problems with the design and only requested some documentation regarding energy conservation. The bid was completed and released in mid-September with bids to be due on October 11 th . Project under contract with demolition underway.

District Objective 2: Achieve customer satisfaction and loyalty

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Provide parks, facilities and opportunities that promote healthy and enjoyable experiences.	Renovate and rebuild Victoria, Canterbury Park Place and Sheffield playgrounds.	C	Bids for supply and installation were received and awarded in March for these projects.

	Complete projects by August 1 st 2016.		Contractor to begin work in April. Sheffield Playground was completed the first week of June. Victoria playground will be completed the first week of July. The playgrounds were completed the 1 st week of August and opened to the public.
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District Objective 3: Connect and engage our community

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Solicit input and engage residents in the planning process.	Conduct public input meetings on all projects that involve a new addition or alteration to an existing facility. Meetings October for 2016 projects.	C	Interested parties were invited to the presentation meeting regarding renovation plans for the north end of the Triphahn Center. A public informational meeting has been scheduled for October 5 th to discuss plans to renovate the playground at Victoria south.
	Incorporate if possible and/ or practical in plans for renovation and update of parks and playgrounds. Meetings fall 2016 for 2017 projects.	C	Limited input due to limited attendance at the meeting

DISTRICT GOAL 2: DELIVER FINANCIAL STEWARDSHIP

District Objective 1: Achieve annual and long range financial plans

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Achieve District annual budget to maintain fund balance reserves.	Complete all overseen capital projects at or below budget amounts. September 2016.	C	Bids for 2016 projects have come in under budgeted amounts. Currently all projects at or below budget levels. All capital projects under the supervision of the Planning and Development Department have been completed under budgeted amounts.
	Monitor all projects and adjust program plans to maintain projects with budgeted amounts. On a weekly basis.	C	Staff continues to monitor funding availability to maintain that trend. All projects have been completed at less than Budgeted levels.

District Objective 2: Generate alternative revenue

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Achieve District annual budget to maintain fund balance reserves.	Oversee and maintain Community marquee signs in operational order. Ongoing.	C	To increase sales and net profitability, ad sales have been brought in-house and are currently

			under the direction of the Administrative Finance department.
Develop strategies to attract additional sponsors and new partnerships	Continually monitor and track operational performance so as to provide constant programming ability for communication of district and community events. Ongoing.	C	To increase sales and net profitability, ad sales has been brought in-house and is currently under the direction of the Administrative Finance department

District Objective 3: Utilize our resources effectively and efficiently

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Achieve District annual budget to maintain fund balance reserves.	Come up with a plan to reuse playground equipment and refurbish same. Replace only items that have worn out or have no future purpose. Victoria Park Playground redevelopment. Renovate playground by the end of July 2016.	C	Victoria playground renovation was designed to reuse the existing post structure which has resulted in less construction debris and less new material. In addition this has allowed the reuse of the majority of the existing fall surface rubber. The old posts were repainted using an electrostatic process.

DISTRICT GOAL 3: ACHIEVE OPERATIONAL EXCELLENCE AND ENVIRONMENTAL AWARENESS

District Objective 1: Create and sustain quality parks, facilities, programs and services

Division Objectives	Measures/Action	Status	Achievement Level/Comments
*Maintain district infrastructure to utilize proven best practices that provide first class parks and facilities	Replace Victoria Playground. Complete by July 2016.	C	Bids awarded and materials are now in production. 100% completed
	Replace Canterbury Playground. Complete by August 2016.	C	Installation began June 28 th and will be completed prior to the end of July. 100% completed August 5 th 2016.
	Replace Sheffield Playground. Complete by July 2016.	C	Bids awarded and materials are now in production. Completed
	Repair and color coat Fabbrini Tennis courts. Complete by July 2016.	C	Contractor identified and work will commence once weather is conducive for this type of work. Completed
	Repair and color coat Victoria Tennis courts. Complete by July 2016.	C	Contractor identified and work will commence once weather is conducive for this type of work. Completed
	Repair and color coat Victoria Basketball Court. Complete by July 2016.	C	Contractor identified and work will commence once weather is conducive for this type of work. Completed
	Repace BPC Roadway. Complete by July	C	Contractor identified and work will commence

	2016.		once weather is conducive for this type of work. Completed
	Patch and sealcoat Triphahn Center parking lots. Complete by July 2016.	C	Contractor identified and work will commence once weather is conducive for this type of work. Completed
	Crack fill all parking lots (ongoing process). Complete by July 2016.	C	Contractor identified and work will commence once weather is conducive for this type of work. Completed
	Coordinate architectural study /Triphahn north wing renovation plans. Complete by May 2016.	C	Concept plans were completed, presented and approved in March. Williams Architects is now preparing construction documents and specifications with the intent of going out to bid in the fall of 2016.
	Coordinate architectural study. Construction 2017.	C	Williams Architects is now preparing construction documents and specifications with the intent of going out to bid in the fall of 2016. Drawings 100% completed. Village review 85% completed. Out for public bid with bids due October 11 ^h 2016.

District Initiative 2: Utilize best practices

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Specify environmentally sound programs and opportunities on environmentally best practices.	Work w/outside contractors involved with district projects to reduce garbage & require contractors to have metal waste picked up by scrapers. Offer mulch to the public for residential garden use. Locally dispose of 85% existing mulch materials. Utilize 10% organic waste mulch to improve soils on the former site of Summit (Essex Park) residence	C	Old mulch will be made available to the public beginning in April. Mulch was delivered to distribution points throughout the Village. The public consumed every bit available.

District Objective 3: Advance environmental and safety awareness

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Specify environmentally sound programs and opportunities on environmentally best practices.	Develop and implement a best use practice to utilize the existing rubber tire fall surface at Victoria Park playground. Reuse 95% of existing material.	C	100% of the used rubber tires contained in the Victoria Playground fall surface were re-used in the new fall surface system. The ground rubber crumb material used in the poured in place surface came from ground rubber tires.

DISTRICT GOAL 4: PROMOTE QUALITY LEADERSHIP AND SERVICES

District Objective 1: Develop leadership that ensures workforce readiness

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Promote further educational opportunities of staff by encouraging participation in workshops conferences and other educational opportunities.	Coordinate the registration of personnel to attend the 2016 IL Landscape Contractors Association Meeting and conference in Schaumburg. Requires training budget for registrations. Involve two staff members minimum.	C	Director of Planning has completed 31 hours of off-site training which included 14 hrs of hands on GIS training that was completed at NIU in Naperville.

District Objective 2: Build organization culture based on I-2 CARE Values

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Continually expand and update Hoffman University training curriculum to enhance workforce knowledge and readiness.	Lead one Hoffman Workshop program. One minimum in 2016.	C	Planning staff organized and held a Hoffman U along with representatives from North West Special Recreation regarding the ADA law and how it impacts our facilities and programming.

District Objective 3: Promote continuous learning and encourage innovative thinking

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Promote further educational opportunities of staff by encouraging participation in workshops conferences and other educational opportunities	Attend ILCA conference (Participate in a minimum of 6 CEU hrs.) Spring 2016.	C	Gary Buczkowski attended 7 hrs of programs at this conference
	Attend IPRA, ASLA or NRPA conference. Fall 2016.	C	Gary Buczkowski attended 9 hrs of programs while at the IPRA conference in January.
	Attend 2 training programs or classes. By end of 2016.	C	Gary Buczkowski attended 14 hrs over two days of technical hands on GIS Training.