



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, OCTOBER 17, 2017
7:00 P.M.**

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF COMMITTEE MINUTES
 - A. September 12, 2017
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
 - A. Fertilizer and Chemical 2018 Early Order Bid / M17-113
 - B. Parks Board Report and 3Q 2017 Goals / M17-111
 - C. Planning & Development Report and 3Q2017 Goals / M17-109
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.



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



MINUTES
Building & Grounds Committee
September 12, 2017

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Building and Grounds Committee was held on September 12, 2017 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner K. Evans, Comm Reps Dekirmenjian, Friedman, S. Triphahn, Chairman McGinn

Absent: Comm Rep Bettencourt, Castillo

Also Present: Executive Director Bostrom, Deputy Director/A&F Director Talsma, Rec/Facilities Director Kies, P&D Director Buczkowski, Parks Director Huguen

Audience: Commissioners Kilbridge, Kinnane, R. Evans, Bickham; President Kaplan, Comm Reps Snyder, Wittkamp

2. Approval of Agenda:

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

3. Approval of the Minutes:

Comm Rep Dekirmenjian made a motion, seconded by Comm Rep Friedman to approve the minutes of the July 18, 2017 meeting as presented. The motion carried by voice vote.

4. Comments from the Audience:

None

5. Old Business:

None

6. New Business:

A. Chino Park Community Gardens/M17-103:

Executive Director Bostrom reviewed the item noting that the district was working to receive a grant for part of the project. He explained that staff should know if they would receive the grant prior to the 2018 budget approval so that they could determine if additional funds from the district would be needed.

Chairman McGinn asked about the access to water and if participants needed hoses. Director Hugen explained that HEPD would provide a hose to the spigot similar to what the Village did. He also noted that the Village did not lock down the spigot but that if there was an issue with overuse or non-participant use, the district could look into that option.

President Kaplan asked if May was a good time to start renting the plots and it was noted that it was.

Comm Rep Triphahn asked how they would distribute plots and Executive Director Bostrom noted that the district would probably have a lottery for the first time and after that it would be returning, open to the community and possible open to outside the community. He also explained that they may choose to go from 16 plots to 24.

Commissioner K. Evans asked about a Hold Harmless agreement and Executive Director Bostrom explained that it would be like signing up for a program complete with the Hold Harmless.

President Kaplan asked about the fencing and Director Hugen said the district would supply stakes at the corners of the plot and prepare the soil.

Commissioner R. Evans asked about the fee and Executive Director Bostrom explained it would be in keeping with that of the Village. Commissioner R. Evans asked if the district would receive more grant money if they expanded the number of plots and Director Kies noted that they have been looking at additional grants for 2018.

Director Huguen explained there would be minimal labor charges to prepare the soil and only water charges after that.

Commissioner Bickham asked about vandalism and Director Kies noted that no one he spoke with had a concern for that.

Comm Rep Dekirmenjian asked if the district would take over the Village plots and Director Kies noted that we would not; the only interest was in expanding what was becoming a very popular activity.

No vote was required.

B. Parks Board Report/M17-104:

Director Huguen reviewed the report noting that the sand filters at Seascap were going to be replaced in 2018 and they were working with Jim Leuters on the items that should be replaced the first week of January 2018.

He also noted that the new floor was down in the old hockey proshop; that he was combining the BPC and Maintenance chemical orders for early purchase and a greater savings. He explained that the order would be about \$96,000.

Executive Director Bostrom reviewed the dehumidification unit at the Ice Rink noting that it was an air blower part on the system to be replaced and that Rink #1 had replaced theirs 6 years ago.

President Kaplan asked about the trophy presentation stages and Director Huguen explained that they had not been used for 4-5 years. President Kaplan also asked about Seascap preparation and Director Huguen explained that they would be checking the lines a month earlier than in the past.

Chairman McGinn asked if Fabbrini was on the burn list and Director Huguen noted that it was on an annual burn, however, that would not address the saplings in question and they would have to be removed by staff.

Comm Rep Friedman made a motion, seconded by Comm Rep Dekirmenjian to send the Parks Board Report M17-104 to the board as presented. The motion carried by voice vote.

C. P&D Report/M17-100:

Director Buczkowski gave an update on the PSSWC shower project noting that all the floor tile was down and they had begun the wall tile in the shower. He explained that sinks and counters tops would be in this week. He noted that the installation of the large tiles was a slow process but work was scheduled to be completed by September 30th.

Comm Rep Triphahn made a motion, seconded by Comm Rep Dekirmenjian to send the P&D Report M17-100 to the board as presented. The motion carried by voice vote.

7. Committee Member/Commissioner Comments:

Comm Rep Triphahn reminded everyone of the Uncorked at BPC September 15th.

Chairman McGinn thanked Commissioner K. Evans for running the last meeting in his absence.

8. Adjournment:

Comm Rep Friedman made a motion, seconded by Comm Rep Triphahn to adjourn the meeting at 8:42 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom
Secretary

Peg Kusmierski
Recording Secretary

MEMORANDUM NO. M17-113

TO: Buildings & Grounds Committee
FROM: Dean R. Bostrom, Executive Director
Dustin Hugen, Director of Parks and Facilities
Brian Bechtold, Director of Golf Operations
RE: Fertilizer and Chemical 2018 Early Order Bid
DATE: October 13, 2017

Background:

Over the past ten years Bridges of Poplar Creek Country Club has been participating in a Fertilizer and Pesticide Early Order Program that allows you to purchase items at special pricing and obtain rebates once certain prices have been obtained. For 2018 the Parks Department and Golf Course are combing our fertilizer and pesticide orders to continue to save. Early Order Programs start in October and run through January with the best discounts and rebates applied when agreed to purchase in October with January delivery and payments. Bridges of Poplar Creek Country Club has been using different combinations of products over these years that have been working to keep the golf course in the best possible playing conditions. Parks department is looking to use some new formulations to enhance ballfields and parks.

Implications:

At the time of bid opening, staff received bids from four vendors all of which meet standards for this bid. The bids received represent prices broken down per case or bag for each product. Staff has determined that the following breakdown per item and vendor is the best available price for the district.

Specticle Total	4 x 144 fl oz	\$ 236.96	Advanced Turf	3.5	case	\$ 829.36
2-D	2 x 1 gal	\$ 164.00	Arthur Clesen	3	case	\$ 492.00
Vessel	2 x 2.5 gal	\$ 121.00	Arthur Clesen	3	case	\$ 363.00
Vivax	2 x 2.5 gal	\$ 361.76	Arthur Clesen	6	case	\$ 2,170.56
KMAG	50 lb	\$ 19.50	Arthur Clesen	45	bags	\$ 877.50
Bent Special	25 lb	\$ 24.00	Arthur Clesen	16	bag	\$ 384.00
Plant Food Kelp Iron	2 x 2.5 gal	\$ 132.00	Arthur Clesen	12	case	\$ 1,584.00
Tank Cleaner	1 qt	\$ 12.42	Arthur Clesen	12	bottle	\$ 149.00
Briskway (A)	2 x 1 gal	\$ 2,630.00	Chicagoland Turf	0.5	case	\$ 1,315.00
Chlorothalonil	2 x 2.5 gal	\$ 165.00	Chicagoland Turf	10	case	\$ 1,650.00
Dac Action (A)	2 x 2.5 gal	\$ 388.00	Chicagoland Turf	13	case (1+contact)	\$ 10,088.00
Headway (A)	2 x 1 gal	\$ 834.00	Chicagoland Turf	1	case	\$ 834.00
Interface (A)	2 x 2.5 gal	\$ 772.50	Chicagoland Turf	3	case (Pak)	\$ 2,475.00
Iprodione	2 x 2.5 gal	\$ 194.00	Chicagoland Turf	6	case	\$ 1,164.00
Lexicon (A)	4 x 21 fl oz	\$ 1,879.08	Chicagoland Turf	1	case	\$ 1,879.08
Mirage (A)	2 x 2.5 gal	\$ 892.50	Chicagoland Turf	2	case (Pak)	-
Pinpoint	4 x 60 fl oz	\$ 1,466.40	Chicagoland Turf	1.5	case	\$ 2,199.60

Secure (A)	2 x 2.5 gal	\$ 2,940.00	Chicagoland Turf	2	case (Contact)	-
Tebuconazole	4 x 1 gal	\$ 240.00	Chicagoland Turf	4.5	case	\$ 1,080.00
Phosphites	2 x 2.5 gal	\$ 99.20	Chicagoland Turf	30	case	\$ 2,976.00
Barricade (A)	2 x 1 gal	\$ 286.00	Chicagoland Turf	1	case	\$ 286.00
Defendor (A)	1 qt	\$ 184.00	Chicagoland Turf	1	qt (bundle+1)	\$ 184.00
Dimension	Bundle	\$ 1,100.00	Chicagoland Turf	5	case (bundle)	\$ 5,500.00
Teremec Bent Formula	2 x 2.5 gal	\$ 191.68	Chicagoland Turf	2	case	\$ 383.36
Anuew (A)	4 x 1.5 lb	\$ 390.00	Chicagoland Turf	8	case	\$ 3,120.00
Proxy	2 x 2.5 gal	\$ 162.70	Chicagoland Turf	2	case	\$ 325.40
Captian XTR	2 x 2.5 gal	\$ 144.44	Chicagoland Turf	7	case	\$ 1,011.08
Sonar 1	20 lb	\$ 643.00	Chicagoland Turf	3	pale	\$ 1,929.00
Meridian (A)	4 x 102 oz	\$ 1,876.80	Chicagoland Turf	2	case	\$ 3,753.60
Turfscreen	2 x 2.5 gal	\$ 530.00	Chicagoland Turf	3	case	\$ 1,590.00
TV 23	2 x 2.5 gal	\$ 74.00	Chicagoland Turf	18.5	case	\$ 1,369.00
TV Siphon	2 x 2.5 gal	\$ 235.00	Chicagoland Turf	16.5	case	\$ 3,877.50
Anderson 14-7-14 DG	40 lb	\$ 50.30	Chicagoland Turf	100	bag	\$ 5,030.00
Anderson 25-0-3 Rough	50 lb	\$ 15.45	Chicagoland Turf	240	bag	\$ 3,708.00
Anderson 25-0-8 Fairway	50 lb	\$ 23.50	Chicagoland Turf	130	bag	\$ 3,055.00
Anderson Humic Urea	50 lb	\$ 25.00	Chicagoland Turf	6	bag	\$ 150.00
Wormpower	2 x 2.5 gal	\$ 117.50	Chicagoland Turf	14	case	\$ 1,645.00
Indemnify (A)	17.1 oz	\$ 1,650.00	Chicagoland Turf	1	bottle	\$ 1,650.00
43-0-0 Shaws Surf 6	50lb	\$ 41.09	Chicagoland Turf	260	bags	\$ 10,366.20
Horse Power	2 x 2.5 gal	\$ 306.05	Chicagoland Turf	10	case	\$ 3,060.50
Primo/Trimmit Pack	1 gal each	\$ 622.00	Chicagoland Turf	2	bundle	\$ 1,244.00
Lontrel	1 qt	\$ 154.39	Site-One	3	qt	\$ 463.17
Octane	8 oz	\$ 60.00	Site-One	4	bottle	\$ 240.00
Snapshot	50 lb	\$ 73.52	Site-One	4	bag	\$ 294.08
TOTALS						
Advanced Turf	1	\$ 829.36				
Arthur Clesen	7	\$ 6,020.06				
Chicagoland Turf	30	\$ 78,898.32	3% Jan. Payment			\$76,531.38
Site-One	3	\$ 997.25				

Recommendation:

Staff recommends that the B&G Committee recommend the board to award the bid to **Chicagoland Turf** for their lowest bid products for the total of \$76,531.38, **Arthur Clesen** for their lowest bid products for the total \$6,020.06, **Advanced Turf** for their lowest bid products for the total of \$829.36 and **Site One Landscapes** for their lowest bid products for the total of \$997.25.

MEMORANDUM NO. M17-111

TO: Buildings & Grounds Committee
FROM: Dean R. Bostrom, Executive Director
Dustin Hugen, Director Parks & Facilities Services
RE: Parks Board Report
DATE: October 11, 2017

1. Monthly bed maintenance throughout the district has been completed for this year.
2. Mowing fire breaks at the parks that are scheduled to be burned are 80% completed.
3. All Controlled Burn Permits have been received and if the weather conditions permit we will begin our in house burns in November.
4. Renovation of the east soccer field at Cannon was completed, with turf now in the process of becoming established.
5. Phase two of the Seascape landscape renovation has been completed. Preparations for phase three was started and will be completed in the spring of 2018.
6. New landscape plants were installed at Field Park.
7. Five new trees were planted Kingston Park, replacing Ash trees that were removed last fall. Tulip, Hackberry, London plain (2) and a Northern Catalpa Trees were installed.
8. Fall trees and plant material planting is complete.
9. Fertilizer applications were made to Eisenhower, Victoria and Sycamore fields.
10. Two new heat exchangers were installed on RTU3 at PSS&WC.
11. Installed new pool grates at PSS&WC in the activity pool.
12. Installed new blower motor for RTU 3 at PSS&WC.
13. Staff replaced all non-working ballasts at PSS&WC men's & women's locker rooms.
14. Staff installed new controller & board for RTU 7 in the main office area at TC.
15. Staff installed new ballasts at ice rinks at TC.
16. Electrical heater installed in the sprinkler room at Seascape.
17. Converted remaining lights at BPC maintenance shop to LED.
18. Staff installed recirculating pump @ BPC mechanical room.
19. Staff rebuilt Park ID signs at Westbury and Kingston Park due to vandalism.
20. Repainting of Park ID signs throughout the district has begun.
21. Playground fence at Poplar Park has been rebuilt.
22. Court crack fill completed at Charlemagne, Olmstead, community and Pine Parks
23. Repaired BPC gutter with a splash guard.
24. Eisenhower track repairs were completed by Midwest Track Builders.
25. Staff installed new bench at Fairview playground.
26. Playground repairs at Fabbrini to the rocker and a hanging pod at Fairview.
27. Playground Inspections were completed.
28. Ballfield setup was completed as fields were scheduled.
29. Truck 524 had the fuel tank replaced.
30. Vehicle 518 staff replaced bearings in rear differential 2 pinion bearings, 2 side bearings, and 2 axle bearings.
31. Truck 523 staff replaced oil pressure switch.
32. Bus 534 had three belts replaced.
33. Rototiller for tractor had a chain replaced.
34. Daily maintenance and repairs on mowers and equipment completed.

**HOFFMAN ESTATES PARK DISTRICT
2017 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.	IP	Information has been sent to the C & M department. Hoffman Walks and Seed Collections Days were advertised and attended by staff to educate residents on the importance of nature.
Increase volunteer involvement in District operations	Conduct a tree seedling planting event in April at Essux Park	IP	We were able to secure 100 free oak saplings for this event – Completed. No Further Action.
	A volunteer park clean up is scheduled for May location to be determined	NB	
	A volunteer Queen Anns Lace removal is scheduled for July, location to be determined	NA	Event was cancelled due to lack of Queen Anns Lace.
	A volunteer Teasel removal is scheduled for August, location to be determined	IP	Event cancelled due to lack of volunteers.
	A volunteer Seed Collection is scheduled for September, at Charlemange Park	IP	Very successful event with over 60 participants.
	Adopt a Park Program. Increase by 2 sites.	IP	Zero sites have been obtained.
	Increase the parks tree memorial program By 5	IP	Three memorial trees have been planted and one is scheduled for 10/20/17.
	Increase the park bench memorial program By 2	IP	Goal of two new memorial park benches has been met.

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	IP	Ongoing.

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	PSSWC replace RTU-4	C	Completed.
	PSSWC replace RTU-5	C	Completed.
	PSSWC replace RTU-8	C	Completed.
	Seascape rebuild pump # 4	C	
	Replace riding field striper	C	Striper has arrived. New Striper in in service.
	Replace toro Z-turn mower #563	C	Mower is in service.
	Replace pick up #509	C	Truck is in service.
	Replace extended cab pick up #450	C	Truck is in service.
	Replace pick up #912	C	Truck is in service.
	Resurface Eisenhower running track surface	IP	Contractor has been chosen, fall completion. All holes have been repaired at Eisenhower.
	Replace parks fuel pumps	IP	Scheduled for fall completion.
	Fabbrini park install lake aerator	NB	
	WRC replace RTU-1	IP	In Process – Prices have been obtained and install dates are being worked out. In Process.
	WRC multi unit replace compressor	IP	Evaluating need.
WRC replace RTU-6	IP	In Process – Prices have been obtained and install dates are being worked out.	
Chino park Lay out garden plots	IP	Plans are developed; board approval is the next step.	
Perform a capacity usage analysis	Purchase and plant trees, shrubs, and flowers throughout district. Complete by end of 4 th quarter.	IP	Fall plantings have been completed at Triphan Center, Field, Kingston, Olmstead, Charlemagne, Canterbury and Black Bear Parks as well as at Seascape Aquatic Center.

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	Over seeding is 100% complete. Plants from Field Park were also transmitted to shore-line at Highland. Seeds from collection day are dying out and will be planted following prescribed burns.

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.	IP	Invasive plants have had at least one round of herbicide applied, another will be completed prior to flowering. Final round of invasive plants application is completed. Natural areas have less than 20% invasive; 5% of those will be eliminated during the burn process.
	Control burns at Black Bear, Hunters Ridge and Roherson Parks. Annually.	C	Contract burns were completed in spring. Burn permits have been obtained for 2017-2018 burn process.

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.	IP	Reviewing criteria.
Maintain PDRMA accreditation	Achieve a division score of 95% or better	IP	Review was completed and goal of 95% or better was achieved.

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
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.	SC	Full time staff 100% trained. Seasonal staff 100% trained.

District Objective 3: Promote continuous learning and encourage innovative thinking

Division Objectives	Measures/Action	Status	Achievement Level/Comments
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.	IP	April team building event completed, July event scheduled. Two MIPE events attended by staff Illinois STMA event scheduled for August. Maintenance July event was a successful team building event. October full time maintenance team building event is scheduled for October 12th.

MEMORANDUM NO. M17-109

TO: Building and Grounds Committee
FROM: Dean R. Bostrom, Executive Director
Gary Buczkowski, Director of Planning & Development
RE: Board Report
DATE: October 9, 2017

1. PSSWC Shower Room Project:

CLOSE BUT NO CIGAR! Unfortunately, all the hard work and effort put into the project came to a disappointing end on September 26, 2017 when it was discovered that the ADA showers were an inch smaller than required. According to the ADA requirements, the shower stall needs a minimum width of 36 inches. During the Village review, the showers were measured and found to be 34 7/8 inches wide. While multiple avenues of blame could be identified, staff, the architects and OPCON quickly moved to the task of how to correct the dimensional error. After lengthy study, it was determined that the most expedient way to comply was to take two shower stalls and convert them into one stall approximately 75 inches (to include the thickness of the separating wall). The next task at hand was to line up the contractors. Work began on Wednesday, October 4, 2017 and will continue until the completion date. Included in the work process, was the need to paint the ceilings with a 2-part epoxy paint system which required paint cure duration of seven additional days. This brings our project completion date to October 17, 2107. On the 17th, the steam rooms will be commissioned and if all goes as planned, the entire facility will be open by the end of day. During this reconfiguring stage, three showers, six lavatory sinks and the locker dressing areas were open in both the men's and women's locker rooms.

2. Survey Work via Drone Technology:

Staff is currently working with W-T Engineering to explore the viability of using drone technology to conduct accurate as-built surveys. If the technology proves successful, the information generated will be used for future planning and marketing purposes. What is most interesting about this technology is that it takes approximately one-tenth of the time to complete as the traditional survey and at one-third of the cost. Accuracy is expected to meet IDOT standards and is more than acceptable to the type of planning performed by the park district. This technology will allow for the utilization of three dimensional modeling which is intended to aid in the communication of design and spatial relationships of assets. In addition to the planning opportunities, this technology can be used to chart and assess vegetation changes on our properties. Currently Armstrong Park and the event area at Bridges of Poplar Creek have been identified as test locations. So as to comply with park district policy, permits were issued by the

executive director to W-T Engineering who currently has the proper insurance, training and expertise in drone operations.

3. Playground Replacements 2018:

The replacement of playground equipment at Armstrong and MacArthur Schools is proposed for 2018. Given the timing necessary to install this equipment next summer, staff has begun the process by meeting with school officials and will be conducting an Open House prior to the November 21, 2017 B&G meeting to gather public input. The information obtained from these meetings along with conceptual designs will be presented to the B&G and Board in December.

**HOFFMAN ESTATES PARK DISTRICT
2017 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	Oversee the construction and or redevelopment of the north end of the Triphahn Center into a Senior Center. All construction work to be completed by the 3 rd Quarter 2017.	C	Construction on the project is at a 75% completion level with an anticipated completion date for hard cost items being May 1 st . Completed May 1 st 2017

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.	Oversee the construction and or redevelopment of the Triphahn Center Gym Shelf into an Off-Ice Training facility. All construction work to be completed by the 2 nd Quarter 2017.	C	Construction on the project is at a 75% completion level with anticipated completion date for hard cost items being May 1 st . Completed May 1 st 2017
Develop Community Gardens at Chino Park.	Work with Parks & Rec Divisions to provide design support to create test community garden plots at Chino Park.	C	Met with Maintenance staff to discuss access to proposed garden area. Recreation and Maintenance staff have conducted public meetings and will present final plan to the Board for their approval.

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 2017 projects.	IP	Meetings have been scheduled with the Principles of Armstrong and McArthur Schools and the public to discuss playground improvements at those two locations As part of the 2018 capital replacement program.
	Incorporate if possible any practical plans for renovation and update of parks and	IP	In an effort to save capital dollars and the environment the existing swings at

	playgrounds. Meetings fall 2017 for 2018 projects.		McArthur school will be re-used in the new plan. The existing posts and rails will be electrostatically repainted to match the new playground and new swing seats, chains and hardware will be installed. As part of the 2018 Capital replacement program.
--	--	--	---

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 2017.	C	Awarded projects are currently tracking at 5%-7% below budgeted levels. Projects are currently tracking a budgeted level.
	Monitor all projects and adjust program plans to maintain projects with budgeted amounts on a monthly basis.	C	Staff is working with the Architects and recreation staff to keep cost overruns to a minimum on the PSSWC wet areas project. Proposed work duration was established based on the least impact on customers and the lowest financial risk to the park district.

District Objective 2: Generate alternative revenue

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Develop strategies to attract additional sponsors and new partnerships.	Continually look for private funding opportunities to fund local capital projects.	IP	Staff is currently working with Village staff to secure outside funding for trail improvements within the community.
Achieve District annual budget to maintain fund balance reserves.	Continually look for state and federal opportunities to fund local capital projects.	C	Maintenance personnel are currently attempting to get funding support for the electrical upgrade associated with the North end Triphahn Project. Currently the State is not funding HVAC upgrade where reheat is used. Staff continues to seek other possible grants.

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.	Reuse and or refurbish existing building materials associate with the renovation and reconstruction of the North End of Triphahn	C	Some of the existing doors were reused on the Triphahn North project. The existing see-saw spring rockers at Colony and Victoria Park are

	center.		going to be reused. New plastic seats were ordered to replace the faded ones and a coat of paint will make the steel look like new.
--	---------	--	---

District Objective 4: Utilize our resources effectively and efficiently

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Achieve District annual budget to maintain fund balance reserves.	Coordinate the data input and utilization of the GIS asset management system. Make the GIS asset management system operational for budget formulation fall of 2017.	C	GIS database was completed and turned over to the Maintenance GIS staff member in March. Annual inspections on asset integrity will begin this spring and continue through the summer. The proposed asset replacement predictor is working as planned and will be available as a budgeting tool for the 2018 capital review process. GIS in place and being substantiated by staff. Playgrounds, Parking lots, Tennis Courts, Basketball Courts have all been substantiated by planning staff. The responsibility of all other assets and the maintenance of the GIS data base has been turned over to the maintenance department.

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 South Playground. Complete by July 2017.	C	Plans and bids complete, equipment ordered and installation contractor on board. Construction to begin in early April (weather permitting). Completed June 1 st
	Replace Colony aged 2-5 yr old Playground. Complete by August 2017.	C	Plans and bids complete, equipment ordered and installation contractor on board. Construction to begin in early April (weather permitting). Install contractor has struggled with weather. Playground 60% complete and waiting for replacement post from manufacturer. Looking to open playground to public August 1. Completed and opened to the public August 10th,2017
	Replace Seascape Sand playground	C	Plans and bids complete, equipment ordered

	equipment. Complete by July 2017.		and installation contractor on board. Construction to begin in early April (weather permitting). Completed June 1 st
	Repair and color coat Fabbrini Tennis courts. Complete by July 2017.	C	Contractor has been secured for this project which will be done during the month of August. Completed August 18th.
	Repair major cracks on tennis courts (All locations). Complete by July 2017.	C	Contractor has been secured for this project which will be done during the month of August. Completed August 18th.
	Rebuild Evergreen pathway system Completed by Fall 2017	C	Contractor has been secured for this project which will be done during the month of August. Completed June 11 th
	Repave Hassell Road Maintenance facility east exit drive. Complete by July 2017.	C	Contractor has been secured for this project which will be done during the month of August. Completed June 11 th
	Patch and sealcoat BPC parking lots. Complete by July 2017.	C	Contractor has been secured for this project which will be done during the month of August. Completed July 6 th
	Crack fill all parking lots (ongoing process). Complete by July 2017.	C	Contractor has been secured for this project which will be done during the month of August. Completed July 6 th
	Coordinate roof study /Triphahn, PSSWC, Willow, Hassell Maintenance Building Complete by May 2017.	C	Contractor has been secured for this project which will be done during the month of August. Consultant's report is in hand and the findings are to be incorporated into the GIS asset management by the maintenance department.
	Coordinate architectural plans to refurbish and/ or renovate the club locker room wet areas of the Prairie Stone Sports and Wellness Center. Completed by the end of the 3 rd quarter. Construction scheduled for Summer of 2018.	IP	Drawings, specifications and bid packages completed. Bid opening scheduled for April 20 th with Board award May 2 nd . Construction to begin on or about June 1 st with completion by Labor day 2017. Demolition underway as of July 13 th Substantial completion is expected on October 14th, 2017

District Initiative 2: Utilize best practices

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Specify environmentally sound programs and opportunities on environmental best practices.	Work w/outside contractors involved with district projects to reduce garbage & require		Recycled materials were separated during demolition of Triphahn Center. Old

	contractors to have metal waste picked up by scrapers. Offer mulch to the public for residential garden use. Locally dispose of 30% existing mulch materials.	C	playground metal was salvaged for scrap reuse. Old mulch from playground surfaces offered to community for garden use.
--	---	---	--

District Objective 3: Advance environmental and safety awareness

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Specify environmental sound programs and opportunities on environmental best practices.	Require playground manufactures to provide documentation of environmentally sustainable manufacturing practices associated with the production of their equipment.	C	Low bid supplier needed to meet this requirement for award of 2017 contract work.

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 2017.	C	Planning staff conducted a training session On GIS asset management. About 20 staff members attended this training.

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 2017.	C	Staff attended 6 hours of education sessions during the 2017 ILCA conference.
	Attend IPRA, ASLA or NRPA conference.	C	Staff attended 7 hours of education sessions during the 2017 IPRA conference.
	Attend 2 training programs or classes. By end of 2017.	C	Planning staff enrolled in CPSI 3 day training.