



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 2, 2016
7:00 P.M.

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF COMMITTEE MINUTES
 - January 12, 2016
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
 - A. Playground equipment bids / M16-016
 - B. Tennis court/rink repair bids / M16-017
 - C. Pick-up truck purchase / M16-011
 - D. Emergency backstop replacement / M16-013
 - E. Balanced Scorecard 4Q2015 / M16-018
 - F. Parks Board Report / M16-015
 - G. Planning & Development Report / M16-014
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. WE INVITE THOSE WHO MAY NEED AN ACCOMMODATION DUE TO A DISABILITY TO CONTACT US 48 HOURS IN ADVANCE. PLEASE CONTACT JANE KACZMAREK, EXECUTIVE ASSISTANT, AT 847-885-7500.



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**MINUTES
BUILDING AND GROUNDS COMMITTEE MEETING
January 12, 2016**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Building and Grounds Committee was held on January 12, 2016 at 7:00 pm at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner Mohan, Comm Rep Friedman, Snyder, Triphahn, Chairman Kilbridge

Absent: Comm Rep Bettencourt, Dekirmenjian

Also Present: Executive Director Bostrom, Deputy Director/A&F Director Talsma, Rec/Facilities Director Kies, P&D Director Buczkowski, Parks and Risk Director Giacalone, Golf Director Bechtold

Audience: President Bickham, Commissioner Kaplan, Kinnane, McGinn, R. Evans, Comm Rep Koltz, Dressler, Wittkamp, Mr. K. Evans, Dr. R. Steinberg

2. Approval of Agenda:

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

3. Minutes:

Comm Rep Triphahn made a motion, seconded by Comm Rep Snyder to approve the minutes of the December 1, 2015 meeting as presented. The motion carried by voice vote.

4. Comments From the Audience:

None

5. Old Business:

None

6. New Business:

A. Victoria North Playground name/M16-003:

Executive Director Bostrom reviewed the item noting that the park board had tentatively approved the name change in the November meeting. He explained the policy was to wait 60 days for public input prior to officially changing the name. He also explained that the public had been notified and that this issue had gone to all committee meetings. He explained that Pete Smith had been a past commissioner and that he had made an exceptional contribution to the Village of Hoffman Estates as a champion and advocate for individuals with disabilities.

He also explained that the playground would be renovated in the Spring/Summer of 2016 and would be the most accessible playground in the district; feeling that the renaming was appropriate to this site.

Comm Rep Triphahn asked if there was family in the area and Executive Director Bostrom said that he believed that 2 children lived in Hoffman Estates and 2 others nearby.

Dr. Steinberg addressed the committee asking them to review the minutes from Pete Smith's terms in office noting that he was not an outstanding Commissioner although he had done outstanding things for the Village. He said that there were other commissioners that had done more for the park district. He expressed concern for requirements for future naming of parks and playgrounds.

Comm Rep Friedman noted that he had been impressed with the information provided on Peter Smith's contribution.

Executive Director Bostrom explained that the basis for the recommendation was on what Peter Smith had done for the community. He also explained that he had received a favorable email on the item and that Mayor McLeod had said he knew Pete and his efforts had helped to propel the ADA movement in Hoffman Estates.

President Bickham asked about other areas named for past people and it was noted that Cannon Crossings was named after Volunteer Bill Cannon, Triphahn Center after past Commissioner Scott R. Triphahn and co-founder of the Friends of HE Parks Foundation, and Fabbrini Park after Mr. Fabbrini, one of the founding park board commissioners and the park district's first volunteer Executive Director.

Commissioner Mohan made a motion, seconded by Comm Rep Snyder to recommend the board name the Victoria North playground the Peter M. Smith Playground after the 60 day waiting period.

B. PSSWC Fitness Equipment Space/M16-005:

Executive Director Bostrom reviewed the item noting that because the equipment had been on back order and would not be received until 2016, it could not be a 2015 budgeted expense.

Director Giacalone explained that his staff would do the work in-house; however, they would use W-T Engineering for the specifications as it related to the setup of the structural integrity of the wall and that it would take about a week.

Executive Director Bostrom explained that the recommendation was not to exceed \$10,000; however, it would cost approximately \$3,000 - \$5,000.

Chairman Kilbridge asked if there would be an impact to the budget moving from 2015 to 2016 and Director Kies explained that some of the equipment on the 2016 replacement plan might have to be put off a bit.

Chairman Kilbridge asked if the equipment was expected to generate revenue and Director Kies said that they were hoping that it would increase use of the personal trainers on this equipment as well as providing added value to the membership overall.

Comm Triphahn asked about the cost and Director Kies noted that it was about \$15,500 plus \$3,000 for an attached rowing piece.

Commissioner Kaplan asked if there were be any compensation for the back order and it was noted that there would not.

Comm Rep Snyder asked about the ceiling height and possible damage to the sprinkler heads and it was explained that the piece could be positioned as to not do any damage to the ceiling.

Comm Rep Triphahn asked if it would be available to the members and it was noted that it would. She also asked if it was a structural bearing wall that was being removed and it was noted that it was not.

Mr. K. Evans asked if there would be enough room around the equipment to walk and to use the ropes and it was noted that there would. He also asked how large the massage rooms were and Director Kies explained that they were approximately 10 feet x 12 feet.

Commissioner R. Evans asked if there would be a video available for instruction on the machine at all times and Director Kies said that staff would look into that.

Commissioner Mohan made a motion, seconded by Comm Rep Friedman to recommend the board approve the request for the parks maintenance to remove the existing wall between the group exercise room #2 and the main back fitness area based on the design and recommendation from W-T Engineering with a cost not to exceed \$10,000. The motion carried by voice vote with Comm Rep Triphahn abstaining.

C. Parks Board Report and 4Q2015 Goals/M16-002:

Mr. K. Evans asked about access to piping for the whirlpool system for repair needs. Director Giacalone noted that he had never seen that offered. Comm Rep Snyder explained that it would not be cost effective to create that type of access. Executive Director Bostrom explained that they used the services of a professional that could locate the leak so that the entire piping system did not have to be dug up.

Comm Rep Triphahn made a motion, seconded by Comm Rep Snyder to send the Parks Board Report and 4QGoals to the board as presented. The motion carried by voice vote.

D. P&D Report and 4Q2015 Goals/M16-001:

No questions.

Commissioner Mohan made a motion, seconded by Comm Rep Triphahn to send the P&D Report and 4Q Goals to the board as presented. The motion carried by voice vote.

7. **Committee Member Comments:**

Commissioner Mohan asked if there would be a financial benefit to renaming the playground and it was noted that there would not.

Comm Rep Triphahn reminded everyone of the coming GNO on 2/18 at First Place Sports Bar and Grill. She also reminded all of the Foundation Giving Tree and the leaves available for purchase.

Comm Rep Friedman said that he had heard about Yorkville 1st/2nd grade basketball games and parents being removed for behavior explaining that he coached that grade for the park district and was happy to say he did not have those issues.

Chairman Kilbridge also reminded those present of the Foundation events.

8. Adjournment:

Comm Rep Friedman made a motion, seconded by Comm Rep Triphahn to adjourn the meeting at 7:45 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom
Secretary

Peg Kusmierski
Recording Secretary

MEMORANDUM NO. M16-016

TO: Building & Grounds Committee
FROM: Dean R. Bostrom, Executive Director
Gary Buczkowski, Director of Planning and Development
RE: Supply of Playground Equipment bid
DATE: January 27, 2016

Background:

As part of the Park District's 2016 Capital Improvement Plan, \$255,000 has been earmarked for the redevelopment of playgrounds at Sheffield and Canterbury Park Place Parks. In addition \$190,000 has been set aside for the redevelopment of the playground at Victoria North which is not addressed in this memo. 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. 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 designs concepts for both of these projects were developed by staff and presented to the public and the Board in November and December of 2015. Vendors were encouraged to develop similar plans based on their proprietary amenities or products. Three designs were chosen as equal by staff and included in the bid package. Playground vendors were contacted and public notices were given in December for supply of this equipment. A total of seven 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 comparable to the overall play value as required by staff. One of the vendors backed out of the process due to time limitations. The other six vendors were able to submit plans for each of the playground projects and with minor adjustment to their plans were able to be qualified by staff.

Implications:

At the time of the bid opening, staff received bids from six vendors all of which were pre-qualified for the projects. 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. In most cases the sum totals submitted did not add up to the sum of the parts. These totals represent additional discounting. Since each of the vendors' designs had been pre-qualified, there was no need to re-qualify as part of the official bid. Zennon Companies bid proposal represented the low bid for both Sheffield and Canterbury playground projects individually. In addition, Zennon's low bid price of \$75,300 for both Sheffield and Canterbury Park Place playgrounds and the two swing alternates was also the lowest total combined bid price.

Zennon's bid did not include an alternate pricing for the three outdoor adult exercise pieces to be installed adjacent to the Sheffield Park playground. This is due to the fact that Zennon did not represent a company who could supply this type of equipment.

These items were identified as alternates and not required as part of any base bid. Based on the funds available for purchase of new equipment, staff is recommending that these pieces be purchased from Play Illinois for the low combined bid price of \$4,703. The addition of adult exercise equipment was a resident request that came from the public input meeting. Staff agreed to consider the idea if the purchase price would not exceed the budgeted amount. In this case the purchase of all items is still under staff's budgeted amount.

Recommendation:

Staff recommends that the B&G Committee recommend the full board award the bid for playground equipment at Sheffield and Canterbury Park Place to include the Canterbury alternates 1 and 2 to Zennon Company for the low bid price of \$75,300. Further, the committee recommends the Board award the supply of outdoor fitness equipment to Play Illinois for the combined low bid price of \$4,703.

Total awarded bid cost for the supply of this equipment is \$80,003. Staff's budget amount for this equipment in the two projects was \$86,500.

1/26/16

	Play & Park Structures of Norther IL 4516 21st Ave Moline, IL 61265 309-339- 0536 ppuebla@playandpark.co m	Zenon Company 400 W. Dundee Rd, Ste 110, buffalo Grove, IL 60089 847-548- 1143 larry@zenoncompany.com	Play Illinois 4716 Roslyn Downers Grove, IL 60515 630-514-5405 Mike@PlayIL.Today	Parkreation, Inc. 27 E. Palatine Rd, Prospect Heights, IL 60070 847-419-7744 john@parkreation.com
SHEFFIELD				
1a. 2-5 yr	\$6,621.29	\$7,565.00	\$7,825.00	\$5,631.00
1b. 5-12	\$32,880.67	\$27,895.00	\$45,216.00	\$34,155.00
1c. 3bay 2 bucket swing	\$3,862.70	\$4,653.00	\$3,102.00	\$3,261.00
1d. Spinner	\$525.00	\$875.00	\$646.00	\$580.00
Freight	\$3,864.44			
SHEF TOTAL	\$47,754.10	\$37,719.00	\$56,789.00	\$42,282.00
Shef Alt 1	\$2,822.00	no bid	\$1,865.00	\$2,232.00
Shef Alt 2	\$3,037.00	no bid	\$1,230.00	\$2,532.00
Shef Alt 3	\$3,732.00	no bid	\$1,608.00	\$2,525.00
Freight	\$900.00			
SH Total + alt	\$10,491.00			save \$820 for all 3
CANTERBURY				
2a. 2-5 yr	\$5,860.21	\$6,246.00	\$7,445.00	\$5,631.00
2b. 5-12 yr	\$42,956.50	\$32,780.00	\$35,807.00	\$48,666.00
2c. Spinner	\$525.00	\$857.00	\$646.00	\$580.00
Freight	\$4,378.42			
CANT TOTAL	\$53,720.13	\$38,590.00	\$43,898.00	\$54,674.00
Cant Alt 1	\$2,472.85	\$4,559.00	\$3,130.00	\$3,475.00
Cant Alt 2	\$1,531.40	\$2,089.00	\$1,278.00	\$1,412.00
Total delivered cost 1a,b,c,d + 2a,b,c + Alt 1+2	\$104,478.48	\$75,300.00	\$76,870.00	\$100,134.00

	Reese Recreation, 3327 N. Ridge Arlington Hts, IL 885-206-4861 skoch@reeserec.com	GameTime c/o Cunningham Rec 2135 city Gate Lane Ste 300, Naperville, IL 60563 800-942-1062 doug@cunninghamrec.com		
SHEFFIELD				
1a. 2-5 yr	\$6,903.00	\$5,500.53		
1b. 5-12	\$37,580.00	\$32,626.92		
1c. 3bay 2 bucket swing	\$2,955.00	\$3,506.69		
1d. Spinner	\$742.00	\$729.47		
Freight				
SHEF TOTAL	\$48,180.00	\$41,999.86		
Shef Alt 1	no bid	\$3,488.71		
Shef Alt 2	no bid	\$3,976.39		
Shef Alt 3	no bid	\$4,484.48		
Freight				
SH Total + alt				
CANTERBURY				
2a. 2-5 yr	\$5,185.00	\$5,500.53		
2b. 5-12 yr	\$43,458.00	\$39,769.57		
2c. Spinner	\$742.00	\$729.47		
Freight				
CANT TOTAL	\$49,385.00	\$46,999.57		
Cant Alt 1	\$3,101.50	\$3,951.18		
Cant Alt 2	\$1,311.30	\$1,616.93		
Total delivered cost 1a,b,c,d + 2a,b,c + Alt 1+2	\$94,767.00	\$91,175.24		

MEMORANDUM NO. M16-017

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 bid
DATE: January 26, 2016

Background:

As part of the 2016 Capital Improvement Plan, funds have been earmarked for improvements to tennis courts, basketball courts and inline hockey rinks throughout the district. 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 Victoria Tennis Courts
- Repair cracks and resurface Victoria Basketball Courts
- Repair cracks Olmstead Tennis Courts
- Repair cracks Olmstead Basketball Courts
- Repair cracks Willow Tennis 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 Fabbriini Pickle and Tennis Courts
- Repair cracks Charlemagne Tennis Courts
- Repair cracks Charlemagne Basketball Courts
- Repair cracks South Ridge Tennis Courts

Implications:

On January 26, 2016, staff opened bids for court repair work. Attached is a summary of the results. Because of the timing of this bid, staff believes the district received extremely competitive bids. The low bidder, 10-S Court Solutions, was selected by the park district as the low bid contractor and has completed all contracted courts work to staff's expectations on past projects. It should be noted that 10-S Court Solutions' bid price for the Olmstead and Evergreen court work was \$0. These items will be done as warranty items associated with their 2015 contract with the district. Typically recurring cracks are not considered warranty items.

Recommendation:

Staff recommends the B&G Committee recommend the board award the court repair work for 2016 to 10-S Court Solutions for the low bid price of \$18,970 and based upon project and unit pricing provided in that bid. Furthermore the committee recommends that the board authorize staff to expend up to the budget amount of \$20,000 should additional crack work be determined necessary.

Court Repair/Color Coat/Stripe

Victoria, Olm, Willow, Ever, SRidge, Pine, Charle, Fabrinni, Cannon, Community 2/26/2016

	First Impression, Inc. 1951 N. Ross (25th Ave) Franklin Park, IL 60131 847-455-4646 lobb4646@sbcglobal.net	10-S Court Solutions PO Box 656, Lake Forest, IL 60045 773-598-5980 10Scourtsurface@gmail.com	Perm-A-Seal, Inc. PO Box 1216 South Holland, IL 60473 708-333-8838 keith@permaseal.com	American Sealcoating of Indiana, 109 Coolspring Cr, Michigan City. IN 219-229-0025 american-sealcoating@yahoo.com	US Tennis Court Const Co, 204 Industrial Dr, Lockport, IL 60441 815-588-3700 ustenniscourt@gmail.com
BOND	X	X	X	X	X
1. Vic Tennis	\$11,950.00	\$9,400.00	\$12,368.00	\$11,400.00	\$10,200.00
2. Vic Basketball	\$3,340.00	\$4,500.00	\$4,792.00	\$3,800.00	\$3,600.00
3. Olm Tennis	\$490.00	\$0.00	\$525.00	\$150.00	\$350.00
4. Olm Basket	\$625.00	\$0.00	\$610.00	\$262.50	\$612.50
5. Willow Tennis	\$475.00	\$250.00	\$540.00	\$187.50	\$437.50
6. Evergreen Tennis	\$540.00	\$0.00	\$550.00	\$210.00	\$490.00
7. Pine Hockey	\$400.00	\$200.00	\$525.00	\$150.00	\$350.00
8. Sridge Tennis	\$640.00	\$320.00	\$1,050.00	\$240.00	\$560.00
9. Fabrinni Tenn/Pickleball	\$3,290.00	\$2,200.00	\$3,850.00	\$1,650.00	\$3,850.00
10. Charle Tennis	\$1,275.00	\$850.00	\$2,100.00	\$637.50	\$1,487.50
11. Charle Basket	\$940.00	\$530.00	\$1,250.00	\$397.50	\$927.50
12. Comm Inline	\$580.00	\$320.00	\$1,250.00	\$240.00	\$560.00
13. CC Tennis	\$400.00	\$200.00	\$525.00	\$150.00	\$350.00
14. CC Basket	\$400.00	\$200.00	\$525.00	\$150.00	\$350.00
TOTAL	\$25,345.00	\$18,970.00	\$30,460.00	\$19,625.00	\$24,125.00
Per Lin Foot	n/a	\$2	\$3.50	\$1.50	\$3.50

Courts 3,4,6 at \$0 due to warranty from 2015 work

MEMORANDUM # M16-011

TO: Building & Grounds Committee
FROM: Dean R. Bostrom, Executive Director
John Giacalone, Director of Park Services / Development & Risk Mgt.
SUBJECT: Pick-up Truck Purchase
DATE: January 18, 2016

Background

The 2016 capital budget allows \$32,000.00 for the replacement of a Park's Division pick-up truck with snow plow and accessories. The pick-up it is replacing is a 1995 pickup with 115,000 miles and numerous mechanical and rust issues due to it being a 21 year old plow vehicle.

Implications

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

The replacement is a Chevrolet 1500 series pick-up with four wheel drive totaling **\$23,072.00** from Miles Chevrolet of Decatur Illinois. Miles Chevrolet will deliver the vehicle to Hoffman Estates.

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 foot Western snow plow, 1) Rear window protector, 1) set of tube steps, 1) class 3 hitch, 1) Pintle hook, 1) Light bar, 1) bolt kit, and 2) side mount tool boxes, all totaling **\$6,800.23**.

From Pro Safety of Elk Grove Illinois 1) First aid kit, 1) Fire extinguisher, and 1) Triangle kit, all totaling **\$100.00**

From Rhino Lining of Carol Stream Illinois 1) Spray-on bed liner totaling **\$489.00**.

The total vehicle cost with accessories is **\$30,461.23**

Recommendations

Staff recommends awarding contracts to:

Miles Chevrolet of Decatur Illinois in the amount of \$23,072.00
Adams Enterprises of McHenry Illinois in the amount of \$6,800.23
Pro Safety of Elk Grove Illinois in the amount of \$100.00
Rhino Lining of Carol Stream Illinois in the amount of \$489.00

MEMORANDUM #M16-013

TO: B&G Committee
FROM: Dean R. Bostrom, Executive Director
John Giacalone, Director of Park Services / Development & Risk Mgt.
SUBJECT: Emergency backstop replacement
DATE: January 29, 2016

Background

On November 21, 2015 we experienced a substantial snow storm resulting in very wet and heavy accumulated snow which collapsed the arched backstop at Canterbury Park.

Due to PDRMA's tight timeline and in order to have the backstop replaced in time for the start of the 2016 spring baseball season, this item was presented to the Board for approval on January 26, 2016 (see attached Memo M16-012) instead of waiting to present to the February Buildings & Grounds Committee.

Implications

PDRMA has assigned a value of the backstop at \$24,277.00 and has issued us a check for \$18,421.60 which is the value of the backstop less depreciation of \$4,855.40. Once the replacement is completed by Northern Illinois Fence, we will submit the completed invoice to PDRMA and they will then release the depreciation check of \$4,855.40 resulting in a total payment to replace the back stop of \$23,277.00. The park district is responsible for the \$1,000.00 deductible.

Recommendations

As this has already received Board approval, this memo is for informational purposes only.

MEMORANDUM #M16-012

TO: Board of Commissioners
FROM: Dean R. Bostrom, Executive Director
John Giacalone, Director of Park Services / Development & Risk Mgt.
SUBJECT: Emergency backstop replacement
DATE: January 21, 2016

Background

On November 21, 2015 we experienced a substantial snow storm resulting in very wet and heavy accumulated snow. The heavy wet snow was enough to collapse the arched backstop at Canterbury Park. See the attached picture.

Implications

Upon discovery of the collapsed backstop staff submitted a claim to PDRMA. PDRMA sent out an adjuster who verified the loss. That same snow storm also collapsed 6 – 8 other backstops at other park districts all under PDRMA's insurance. PDRMA secured competitive pricing to repair the failed backstops. Our backstop was assigned a value of \$24,277.00 with the replacement being completed by Northern Illinois Fence Co. In conversations with Northern Illinois Fence they feel if they can start on the replacement as soon as possible they will have the replacement completed by the start of the 2016 spring baseball season. Canterbury Park is a programmed baseball field and is needed for the 2016 season. The tight time line is why we are coming directly to the board and not going through committee. PDRMA has assigned a value of the backstop at \$24,277.00

PDRMA has issued us a check for \$18,421.60 which is the value of the backstop less depreciation of \$4,855.40. Once the replacement is completed we submit the completed invoice to PDRMA and they will then release the depreciation check of \$4,855.40 resulting in a total payment to replace the back stop of \$23,277.00. The park district is responsible for the \$1,000.00 deductible.

Recommendations

Staff recommends awarding a contract to Northern Illinois Fence in the amount of \$24,277.00 for the replacement of the Canterbury Park backstop.



MEMORANDUM NO. M16-018

TO: Buildings and Grounds Committee
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: January 27, 2016

Background

The attached Balanced Scorecard report documents the full year performance measure for 2015 as well as the previously documented full year performance measure for 2014. As discussed at previous committee meetings, some of the performance measures used in 2015 were modified so they do not provide a direct comparison to 2014 performance measures.

When the 1Q2016 Balanced Scorecard report is presented in May, staff plans to modify the format under which the report is presented.

Recommendation

Staff recommends the Board approve the Balanced Scorecard for 4th quarter 2015.

BALANCED SCORECARD 2015

District Goals	District Objectives	Measures	2014	YTD thru March 31, 2015	YTD thru June 30, 2015	YTD thru September 30, 2015	YTD thru December 31, 2015
Provide healthy and enjoyable experiences for all people	Offer healthy and enjoyable experiences that promote equal access	Number of programs/sessions/ participants	2,880 sessions 24,397 participants	734 sessions offered 464 sessions ran 3,878 participants (annual program #s will be reported in Q4)	1,286 sessions offered 828 sessions ran 6,925 participants	2,375 sessions offered 1,601 sessions ran 16,019 participants	3,366 sessions offered 2,240 sessions ran 23,434 participants
		Number of facility memberships/visits	7,470 memberships 288,268 visits	6,839 memberships 83,352 visits	7,287 memberships 157,630 visits	7,360 memberships 232,005 visits	7,268 memberships 301,531 visits
		Number of demographically targeted programs	2	Offered: 1 Ran: 1	Offered: 3 Ran: 1	Offered: 7 Ran: 3	Offered: 8 Ran: 4
		Daily paid facility useage	\$381,487	\$42,187	\$96,058	\$216,493	\$250,442
		Number rounds (inc BPC events) / baskets	29,122 rounds 18,436 baskets	593 rounds 419 baskets	11,316 rounds 7,731 baskets	26,389 rounds 17,204 baskets	30,645 rounds 18,543 baskets
	Achieve customer satisfaction and loyalty	Community and participation survey data related to overall satisfaction and retention by percentage	92.7% overall satisfaction	See CMP	See CMP	See CMP	See CMP
	Connect and engage our community	Number of special events (not inc free) & participation	29 events	2 events 349 participants	10 events 804 participants	14 events 900 participants	17 events 1,563 participants
		Number of free events	53	1	9	24	38
		Number of Partnerships/ Coop agreements	36	36	36	36	36
		Increase in Digital Marketing/Social Media Engagement	Mobile Ap Users 1,137 Heparks.org Hits 204,559 Online Brochure Hits 5,314 WebTrac Hits 25,483 Social Media/FB Likes 1,405	Mobile App Users 1,395 Heparks.org Hits 50,910 Online Brochure Hits 2,752 WebTrac Hits 6,424 Social Media/FB Likes 1,774	Mobile App Users 1,489 Heparks.org Hits 105,922 Online Brochure Hits 6,157 WebTrac Hits 13,474 Social Media/FB Likes 1,878	Mobile App Users 1,354 Heparks.org Hits 163,072 Online Brochure Hits 9,875 WebTrac Hits 19,553 Social Media/FB Likes 1,975	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
		Number of Foundation events/participants	4 events/315 participants 4 board mtgs	1 event/76 participants 1 board mtg	2 events/252 participants 3 board mtgs	3 events/316 participants 4 board mtgs	3 events/316 participants 5 board mtgs

District Goals	District Objectives	Measures	2014	YTD thru March 31, 2015	YTD thru June 30, 2015	YTD thru September 30, 2015	YTD thru December 31, 2015
<i>Deliver Financial Stewardship</i>	Achieve annual and long range financial plans	Percent of operational revenues to expenses (excludes D/S and Capital)	100.84%	131.13%	99.72%	109.98%	104.62%
	Generate alternative revenue	Total revenue: Grants	\$120,152	\$5,620	\$14,860	\$31,620	\$35,220
		Total revenue: Sponsorships	\$50,866	\$12,450	\$40,882	\$69,355	\$135,610 Includes marquee signs
		Total revenue: Rentals	\$1,199,851	\$327,901	\$558,140	\$846,839	\$1,378,015 Includes addtl cell tower pymt
		Total revenue: Misc.	\$63,256	\$20,894	\$43,756	\$52,457	\$66,162
	Utilize our resources effectively and efficiently	Percentage of assets to liabilities	115.00%	Annually	Annually	Annually	Available after 1st Qtr (post audit)
<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	93.7% overall satisfaction Survey Year 2013	Next survey 2019	Next survey 2019	Next survey 2019	Next survey 2019
	Utilize best practices	Accreditation score: CAPRA	100% Review Year 2013	Next review 2018	Next review 2018	Next review 2018	Next review 2018
		Accreditation score: Illinois Distinguished	97% Review Year 2010	Next review 2016	Next review 2016	Next review 2016	Next review 2016
		GFOA-Certificate of Achievement for Excellence in Financial Reporting	Accredited FYE 2013		Applied for FYE 2014		Accredited for FYE 2014
		PDRMA score	98.75% Review Year 2013	Next review 2017	Next review 2017	Next review 2017	Next review 2017
		NAEYC	Accredited Formal Review Year 2013	Next review 2018	Next review 2018	Next review 2018	Next review 2018
		Transparency score	93.4% Review Year 2013	Unchanged	Unchanged	Unchanged	Unchanged
	Advance environmental and safety awareness	PDRMA score	98.75% Review Year 2013	Next review 2017	Next review 2017	Next review 2017	Next review 2017
		No. of accident reports	197 reports filled out	21 reports filled out 0 generating insurance claims	122 reports filled out 3 generating insurance claims	156 reports filled out 3 generating insurance claims	186 reports filled out 3 generating insurance claims
		Environmental Scorecard	Parks 100%	Parks score is 100%	Parks score is 100%	Parks score is 100%	Parks score is 100%
		Natural Area/Wetland Parks Burned	93 total parks 70 in-house 23 contract	(24) In House (4) Contracted	(24) In House (4) Contracted	(24) In House (4) Contracted	(24) In House (4) Contracted

<u>District Goals</u>	<u>District Objectives</u>	<u>Measures</u>	<u>2014</u>	<u>YTD thru March 31, 2015</u>	<u>YTD thru June 30, 2015</u>	<u>YTD thru September 30, 2015</u>	<u>YTD thru December 31, 2015</u>
<i>Promote Quality Leadership and Services</i>	Develop leadership that ensures workforce readiness	Number of internal training sessions	Staff Meetings: 5 Hoffman U: 9 CHEER: 4 Medic: 5	(1) FT Staff mtg (2) AED Medic courses (2) Hoffman U	(2) FT Staff mtg (3) AED Medic courses (9) Hoffman U (40) Parks	(3) FT Staff mtg (4) AED Medic courses (12) Hoffman U (40) Parks	(4) FT Staff mtg (5) AED Medic courses (14) Hoffman U (41) Parks
	Build organization culture based on 1-2 Care Values	Team building events / Discussions With Dean	(14) Discussions with Dean (6) Team Builder	(3) Discussions w/Dean (1) Team Builder	(7) Discussions w/Dean (1) Team Builder	(10) Discussions w/Dean (2) Team Builder	(15) Discussions w/Dean (4) Team Builder
	Promote continuous learning and encourage innovative thinking	External conferences, sessions, workshops and seminars	IAPD Conference, NRPA Conference, IPRA, PDRMA, Club Industry, PGA, AMA (Amn Marketing Assoc), AIGA (Amn Institute of Graphic Artists), IDEA Conference	IAPD, PGA, PDRMA, IPRA, PGA, AMA	IAPD, PGA, PDRMA, IPRA, PGA, AMA, Steven Covey, Ken Blanchard, Schaumburg Business Assoc.,MIPE	IAPD, PGA, PDRMA, IPRA, PGA, AMA, Steven Covey, Ken Blanchard, Schaumburg Business Assoc.,MIPE, NRPA	IAPD, PGA, PDRMA, IPRA, PGA, AMA, Steven Covey, Ken Blanchard, Schaumburg Business Assoc.,MIPE, NRPA, CPO, Pesticide Use, Legal Symposium, SHRM-CP, Club Industry

MEMORANDUM NO. M16-015

TO: Buildings & Grounds Committee
FROM: Dean R. Bostrom, Executive Director
John Giacalone, Director Parks & Risk Management
RE: Parks Board Report
DATE: January 26, 2016

1. Staff replaced inducer motor and gas valve for RTU 7 at TC. Replaced a 3- way valve before heating coil at the air handler in maintenance office at TC.
2. Rewire emergency lights in men's locker-room at TC.
3. Staff repaired windscreens in TC parking lot.
4. Staff replaced bench seat in sauna at TC.
5. Staff ran new wire and thermostats to RTU units 1, 11, 4 and 13 for them to produce heat at PSSWC. Staff worked on RTU unit 2; heat was not working.
6. Staff replaced the tile around hot tub in damaged areas.
7. Night-shift staff painting women's and men's locker room walls at PSSWC. Clean women's vents and high ceiling and vents cleaning.
8. Staff is working on repairing Park ID signs at North Greenway, Cottonwood and Olmstead Parks.
9. Staff repaired No Ice Use Flags at Hunters Ridge and South Ridge Park.
10. Staff replaced fence on north side of maintenances shop due to fallen tree.
11. Staff replace electrical box and switch in mew house at Vogelei.
12. Replaced fan motor on refrigerator at BPC.
13. Several small snow events occurred that were covered by the maintenance crews. Snowfall accumulation this winter has been more than last year at this time by 8 inches, while temperatures have averaged 5 degrees higher than last season.
14. Maintenance staff attended Mandated Reporter Training as part of the PDRMA continuing education program.
15. Inventories have been completed of pesticides and fertilizer and the spring order is being prepared.
16. Spring trees (50) were ordered for our spring planting to replace Ash trees throughout the district.
17. Work continues on brush cleanup and removal at Essex Park, within the new section formerly known as the Summit property.
18. Bus 534 replaced front and rear brake pads, rotors, right rear brake caliper and repaired exhaust system.
19. Truck 519 transmission rebuilt, new radiator and thermostat.
20. 518 replaced ignition switch.
21. 498 replaced front wheel bearings and changed transmission fluid and filter.
22. Skid loader 821 replaced parking brakes inside wheel motors.
23. Maintenance and repair on mowers and small equipment.

MEMORANDUM NO. M16-014

TO: Building and Grounds Committee
FROM: Dean R. Bostrom, Executive Director
Gary Buczkowski, Director of Planning and Development
RE: Planning & Development Board Report
DATE: January 25, 2016

Playground redevelopment 2016:

Canterbury and Sheffield Playground Equipment bids were received on January 26. The bid recommendations will be presented to the B&G committee at their February meeting. Assuming Board approval, the low bid equipment will be included as part of the playground installation package which will be out on the street for bid in February.

Victoria Park

Staff has been working with a number of vendors to develop a fall surface system that will not be affected by the flooding that occurs at Victoria Park. The original plan was to utilize the existing fall surface system in its entirety and cover it with synthetic turf carpet. With this methodology, the assumption is that the existing fall surface rating would be within the required fall surface criteria. Should the addition of the synthetic turf and degradation of the existing system result in a rating that exceeds the criteria, the plan would be to add an additional foam pad over the existing rubber surface in critical areas. The synthetic turf would then be installed over the new pad and the existing rubber. Because the foam pad will most likely be buoyant under flooding situations, the additional padding would need to be anchored to the substrate. These attachment points would also need to meet the same fall surface criteria. Should this prove to be unsuccessful, staff would then explore plan B which involved removal of the rubber surface and the reuse of the existing ground rubber chunks. To prevent the ground rubber chunks from being displaced, the material would be placed in specially designed and manufactured bags. The synthetic turf would then be installed over the filled bags of rubber chunks. This back-up plan would ultimately cost more than the original concept and staff is optimistic that it can be done at or near budgeted levels. In any event, a final plan will be presented to the committee as soon as the March meeting.

GIS/Asset Management project:

Planning staff, along with other staff, is currently researching better methodologies of accounting for and tracking the district assets. In the past this responsibility was shared between an accounting function and the individuals responsible for ongoing maintenance and upkeep of those particular assets. As the district has grown, oversights of those assets have been passed around so that we now operate from many different asset lists. Planning & Development is responsible for courts, playgrounds, hard surfaces. Parks Maintenance is responsible for all mechanical equipment except for Ice Operations. The facilities are responsible for their capital recommendations and/or in some cases, based on budget results. With the existing

method, the district is susceptible to assets getting lost in the shuffle or deleted because it is assumed someone else is responsible for those items. With a new asset management system, the entire district's assets will be evaluated based on comparative needs versus other district assets. Better long range projections are a key goal for the new asset system. Staff's goal would be to have the new system in place by fall of 2016 and ready for use in preparing the 2017 budget objectives.

Park Rules Signs:

Staff is currently soliciting bid pricing for the printing of the new park rules signs. Once a vendor is identified, production of the signs will commence. The goal is to have 80 -100 park rules and 45 playground rules signs installed by the end of the calendar year 2016. The 2016 budget for Park Signs is \$30,000.