



1685 West Higgins Road, Hoffman Estates, Illinois 60169
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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, JULY 18, 2017
7:00 P.M.**

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF COMMITTEE MINUTES
 - A. May 2, 2017
 - B. June 20, 2017
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
 - A. Roof Repairs / M17-081
 - B. Parks Board Report and 2Q Goals / M17-079
 - C. Planning & Development Report and 2Q Goals / M17-076
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
May 2, 2017**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Building and Grounds Committee was held on May 2, 2017 at 7:03 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner Kilbridge, Comm Rep Bettencourt, Dekirmenjian, Friedman, Chairman McGinn

Absent: Comm Rep R. Neel, S. Triphahn

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 Course Superintendent Huguen

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

2. Approval of Agenda:

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

3. Recognition of Remaining B&G Reps (BOH for February):

Chairman McGinn recognized Comm Rep Bettencourt for his service to the park district.

4. Minutes:

Comm Rep Bettencourt made a motion, seconded by Comm Rep Freidman to approve the minutes of the April 4, 2017 meeting as presented. The motion carried by voice vote.

5. Comments from the Audience:

Mr. K. Evans made mention regarding the noise above the locker room at TC as it related to the off-ice training area. He said that while it was noticeable, it was not overly invasive.

6. Old Business:

None

7. New Business:

A. PSSWC Wet Areas Renovation/M17-052:

Deputy Director Talsma gave an overview of the financial and general project.

Director Buczkowski explained that the district was in receipt of 5 bids, a complete schedule of projects and had moved the project back for better pricing on the project. He explained that the references had spoken highly on the low bid from Opcon, Inc. as well as Shannon Baird from DLA recommending the company. Director Buczkowski noted that he talked with the VP of the company explaining the critical issue of timing and noted that the VP said they prided themselves on meeting timelines. Director Buczkowski also explained that the district would be going with Option 1 and that the project was scheduled from July 10 to September 29.

Commissioner McGinn asked if with only 5 returns if the scope was too big and Director Buczkowski said he felt it was an issue of finding the time to go after a project of this size. Deputy Director Talsma answered Commissioner McGinn's questions as they related to the locker's accessibility and Deputy Director Talsma clarified the numbers in the bid bond.

Mr. K. Evans asked how they would move members and Director Kies explained the process.

Director Buczkowski noted that trying to split the project brought the cost of the project to \$1 million/\$1.1 million. Deputy Director Talsma noted that the district would offer credits to the monthly membership if there were issues.

Mr. K. Evans said he understood the Community locker rooms, Commissioner R. Evans asked if the various trades were involved and being the busy year was staff concerned about the limitation of labor or competition for projects. Director Buczkowski highlighted the deadline requirements within the bid specs and penalties involved for not completing the project in the appropriate time line. Commissioner Kilbridge asked about the impact the locker room project would have on lap swimming. Director Kies responded that the only limitation would be to enter from the Community Pool/Locker room entrances.

President Bickham asked about the approval from the Village and the percentage of contingency to hard cost for DLA. Director Buczkowski responded that the Village approval had been obtained and explained the specifics as it pertained to the hard costs from DLA.

Comm Rep Bettencourt made a motion, seconded by Commissioner Kilbridge to recommend that the B&G Committee recommend to the board approval of the PSSWC locker room renovation project for a total amount of \$800,000 as follows:

\$702,050 to Opcon, Inc. which includes Alternate #1 (floors in toilet area) and includes an owner's allowance contingency of \$50,000.
\$66,695 to DLA Architects for services
\$12,300 for environmental monitoring
\$18,955 Additional contingency

The motion carried by voice vote.

B. Crack fill and seal coating/M17-046:

Director Buczkowski reviewed the item noting that Patriot Maintenance, Inc. of Mundelein was new to the bidding but their bid was in order and their recommendations high.

Commissioner Kilbridge made a motion, seconded by Comm Rep Bettencourt to recommend the board approve Patriot Maintenance, Inc. in the low bid amount of \$34,078. The motion carried by voice vote.

C. Maintenance Facility Supply and Install of New Fuel Pumps/M17-056:

Deputy Director Talsma reviewed the item; Director Giacalone asked for questions. Commissioner Kilbridge asked how many pumps and Director Giacalone noted there were two.

Mr. K. Evans asked how the holding tanker condition was and Director Giacalone noted that it was fine.

Comm Rep Friedman made a motion, seconded by Comm Rep Bettencourt to recommend the board award a contract for the parks maintenance fuel pump replacement to Accurate Tank Technologies in the amount of \$20,465. The motion carried by voice vote.

D. Balance Scorecard/M17-055:

Executive Director Bostrom reviewed the item.

Commissioner Kilbridge made a motion, seconded by Comm Rep Friedman to recommend the board approve the Balanced Scorecard as presented for the 1st Quarter 2017. The motion carried by voice vote.

E. Parks Board Report/M17-057:

Director Giacalone reviewed the item.

Comm Rep Friedman made a motion, seconded by Comm Rep Bettencourt to send the parks report to the board as presented. The motion carried by voice vote.

F. P&D Report/M17-053:

Director Buczkowski reviewed the item. He noted that Innovation Landscapes was out every day and that Seascape Family Aquatic Center playground was completed Friday.

Chairman McGinn asked about who was responsible for the GIS program /system and Director Buczkowski explained that GIS/Parks Services Admin Wozny was responsible for this program /system.

Comm Rep Bettencourt made a motion, seconded by Commissioner Kilbridge to send the P&D Report to the board as presented. The motion carried by voice vote.

8. Committee Member Comments:

None

9. **Adjournment:**

Commissioner Kilbridge made a motion, seconded by Comm Rep Friedman to adjourn the meeting at 8:05 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean Bostrom
Executive Director

Peg Kusmierski
Recording Secretary



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**MINUTES
BUILDING AND GROUND COMMITTEE/PARK TOUR
June 20, 2017**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Building and Grounds Committee was held on June 20, 2017 at 6:55 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner K. Evans, Comm Rep Castillo, President Kaplan, Chairman McGinn

Absent: Comm Rep Bettencourt, Dekirmenjjan, Friedman, S. Triphahn

Also Present: Executive Director Bostrom, Rec/Facilities Director Kies, Director of Parks & Facilities Services Hugen,

Audience: Commissioner Bickham, R. Evans, Kilbridge, Kinnane, Comm Rep Henderson, Utas, Digital Media Assoc. O'Brien

2. Approval of Agenda:

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

3. Comments From the Audience:

None

4. New Business:

Executive Director Bostrom and Director Hugen provided a detailed description of the park improvements visited on the park tour and those park sites included in the CAMP for renovation within the next couple of years. An overview on the

GIS system was also provided and as well as how it was integrated within the CAMP.

A. Annual Park Tour:

Director Hugen provided 3 options to address the current deficiency within the Eisenhower Track.

Chairman/Commissioner McGinn made a motion, seconded by Commissioner K. Evans to not proceed with the full replacement of the track at Eisenhower Park included in the 2017 Capital Budget for \$60,000 and to allow staff to contract out the work to patch identified areas of the track requiring work. Motion carried by voice vote.

Discussion was also held regarding the recent vandalism of Field Park. The committee consensus was to agree with staff's recommendation to replace the existing, vandalized fountain with new plantings in the area where the current water fountain is located.

5. Committee Member Comments:

None

6. Adjournment:

Commissioner K. Evans made a motion, seconded by Comm Rep Castillo to adjourn the meeting at 9:22 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom
Secretary

Peg Kusmierski
Recording Secretary

MEMORANDUM NO. M17-081

TO: Building & Grounds
From: Dean R. Bostrom, Executive Director
Craig Talsma, Deputy Director/Dir of A&F
Dustin Hugen, Director of Parks and Facilities Services
Gary Buczkowski, Director of Planning & Development
RE: Building Roof Repairs
DATE: July 12, 2017

Background:

Over the past 25 years the Hoffman Estates Park District has constructed and/or developed outstanding recreation centers that served the Hoffman Estates and surrounding communities. Over this period, upgrades and improvements have been made to the interior spaces and to some of the mechanical systems that support the operations conducted within these facilities.

Certain assets, such as roofs, exterior walls, and mechanical equipment, have been difficult to evaluate and easier in nature to try and extend their useful lives as they often do not directly impact our customers or their activities. As we approach the end of their life cycles and continue to evaluate areas where we have extended those life expectancies, more attention is needed so as not to impact operational efficiencies.

The district currently maintains approximately 218,000 square feet of roof and 158,000 square feet of exterior roof systems at six different facility locations. Understanding HEPD staff lacks experience in maintaining and evaluating these systems, the District contracted with an outside evaluator. *Inspect Inc.* from Minneapolis, MN was identified as a knowledgeable resource and was commissioned to evaluate five out of the six roof systems throughout the District.

This initial roof assessment was done in late spring 2017 and the report was presented to staff in June. Staff is still evaluating these initial results and plans to incorporate the findings into our multi-year Capital Asset Management Plan (CAMP).

Implications:

Currently a number of roof leaks were identified by the consultant. The first task recommended by the consultant was to repair certain "significant" areas to minimize future repair costs. To be assured the best chance of success, according to the consultant, this work should be done by a qualified experienced roofer. It has been estimated that these one-time repairs at all locations could be completed for a cost not to exceed \$24,500.

Due to the nature of the problems (punctures in particular) finding the source of these leaks is a time consuming process. Not knowing the extent of working hours needed to accomplish this task, staff has acquired three proposals from qualified roofing

contractors for time and materials. Olsson Roofing was \$100 per man hour, while Sullivan Roofing was \$108 per man hour and Riddiford Roofing was \$118 per man hour for roof repairs plus materials. Olsson and Sullivan Roofing have a 10% markup on materials while Riddiford has a 12% markup on materials.

The roof repairs would be completed prior to the 2017 winter season. These repairs are unbudgeted in 2017; however, staff believes additional savings within the Maintenance Department of the General Fund will offset these costs.

Recommendation:

Staff recommends that the B&G Committee recommend to the full Board authorization to expend an amount up to \$24,500 for required roof repairs at District facilities to be performed by Olssen Roofing.

MEMORANDUM NO. M17-079

TO: Buildings & Grounds Committee
FROM: Dean R. Bostrom, Executive Director
Dustin Hugen, Director Parks & Facilities Services
RE: Parks Board Report
DATE: July 12, 2017

1. Installed three RTU at PSS&WC, RTU 3, 4 and 8 were replaced.
2. Mini split AC system in the PSS&WC server room was replaced.
3. Kids play feature at PSS&WC activity pool had a new pump and motor installed.
4. Kids Korner hallway had a new drinking fountain installed at PSS&WC
5. A new boiler was installed for the Spa at PSS&WC.
6. Preventative maintenance was completed on all RTU's, pumps, motors, bearings and filters on mechanical devices.
7. The wall at Highland Parks was reconstructed with drainage behind the wall.
8. New Slide was installed at Fairview.
9. New park sign was built and installed at Fabbrini.
10. Re-installed benches and garbage cans at Evergreen.
11. Elliptical repaired at Sheffield.
12. Weekly water meter readings.
13. Playground inspections and repairs based on playground inspections.
14. Windscreen repaired at Willow Skate Park and added at PSS&WC for new outdoor shower unit.
15. Crack repairs at Olmstead basketball courts.
16. Fixed spring Rockers at Community, Southridge and Huntington
17. Aquatic weed control was completed in the district ponds.
18. The third round of monthly bed maintenance throughout the district was completed.
19. Invasive weed control for Phragmites, Thistle and Teasel is ongoing as weather permits and is about 75% completed.
20. Hazard Willow tree removals were done at North Ridge Park, 3 were removed and will be replaced this fall with Bald Cypress.
21. Hazard Willow tree was removed at South Ridge Park.
22. Removed hazard tree near Victoria, other hazard tree removals will continue throughout the district as needed.
23. Treated all high-profile turf areas for broadleaf weed control.
24. Started over-seed regimen on all high-use athletic fields.
25. Treated playgrounds for weeds.
26. Treated North Ridge pond for algae.
27. Repaired irrigation leaks at Cannon.
28. Continued with scheduled mowings.
29. Van 508 transmission replaced, front brake pads and rotors.
30. Mower 570 had left wheel motor replaced.
31. Truck 515 needed "u" joints replaced on drive shaft.
32. Truck 538 oil leak on lift gate was repaired.
33. Truck 505 was serviced.
34. Recharged AC on vehicles 493 and 453.
35. Vehicle 500 replaced front right wheel bearing.
36. Shop air compressor replaced electric motor.
37. Daily maintenance and repair on all mowers and vehicles.

**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
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
	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	Scheduled for August
	A volunteer Seed Collection is scheduled for September, at Charlemange Park	IP	Scheduled for September
	Adopt a Park Program. Increase by 2 sites.	IP	Actively advertising
	Increase the parks tree memorial program By 5	IP	Actively advertising
	Increase the park bench memorial program By 2	IP	Actively advertising

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	
	PSSWC replace RTU-5	C	
	PSSWC replace RTU-8	C	
	Seascape rebuild pump # 4	C	
	Replace riding field striper	C	Striper has arrived
	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
	Replace parks fuel pumps	IP	Scheduled for fall completion
	Fabbrini park install lake aerator	NB	
	WRC replace RTU-1	IP	Evaluating need
	WRC multi unit replace compressor	IP	Evaluating need
	WRC replace RTU-6	IP	Evaluating need
Chino park Lay out garden plots	IP	Developing plans and prices	
Perform a capacity usage analysis	Purchase and plant trees, shrubs, and flowers throughout district. Complete by end of 4 th quarter.	IP	Evaluating areas for completion in the fall

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

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.
	Control burns at Black Bear, Hunters Ridge and Roherson Parks. Annually.	C	Contract 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.	IP	Reviewing criteria
Maintain PDRMA accreditation	Achieve a division score of 95% or better	IP	Collecting data

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

MEMORANDUM NO. M17-076

TO: Building & Grounds Committee
FROM: Dean Bostrom, Executive Director
Gary Buczkowski, Director of Planning & Development
RE: Board Report
DATE: July 7, 2017

1. Playgrounds:

The installation contractor has struggled between the rain drops to complete Colony's 2-5 playground. As of this writing the playground is 60% complete. Due to a damaged post which has been reordered from the manufacturer, the park will most likely not be completed and open to the public until August 1. The goal is to complete all turf restoration within the next two weeks and install the post by hand so that the installation does not require additional restoration due to machine damage.

2. Paving Work:

2017 paving patch work was completed on June 26th with the patching of Westbury path and Hassell Rd maintenance garage. Approximately 32,000 sq. ft. of asphalt was replaced at the maintenance garage and adjacent driveway.

3. Seal Coating:

Seal coating was completed on July 6th and the following lots were crack filled, seal coated and striped:

- BPC
- Cannon Crossings
- Canterbury Fields
- Canterbury Park Place
- Freedom Run

Crack filling was also completed at Triphahn Center and PSSWC.

4. Bergman Point Playground:

The playground and shelter at the park site located at the corner of Algonquin and Ela Roads was completed around the middle of June. Staff is currently working with developer to turn over the property to the park district. Two items in the park remain unfinished; that being the establishment of the turf and the multi-use path along Ela Rd. Should the park district accept title to the park site, an agreement will have to be entered in by MNI Homes and the park district whereby MNI will be responsible for completing the turf establishment and the creation of the multi-use path. Completion of these items will be backed up by

the Village's acceptance of the Bergman Point Subdivision. In addition to the park site development, staff is working with the Village on the Bergman House and the future relationship between the park and that property as it relates to the access drive off of Algonquin Road.

5. Devonshire Woods Subdivision/Black Bear Park:

CAL-Atlantic Home Inc. has purchased the uncompleted portion of Devonshire Woods and has constructed the remaining streets between the home sites and Black Bear Park. With this improvement, Black Bear Park is now accessible from Shoe Factor Rd. In addition to the public improvements, CAL-Atlantic has begun construction on a number of residential homes in that development.

6. Amber Meadows Development:

CAL-Atlantic Homes Inc. has also begun the development located on the northeast corner of Shoe Factory and Essex. Approximately 100 homes will be built in this subdivision. The playground will be located north at Beacon Point Park and will be constructed by the park district when 50% of the residential properties have been occupied.



**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 1st 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 1st 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.	IP	Met with Maintenance staff to discuss access to proposed garden area.

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.	NB	
	Incorporate if possible any practical plans for renovation and update of parks and playgrounds. Meetings fall 2017 for 2018 projects.	NB	

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.	IP	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.	IP	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.	IP	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 center.	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 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

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 1st
	Replace Colony aged 2-5 yr old Playground. Complete by August 2017.	IP	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.
	Replace Seascape Sand playground equipment. 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 1st
	Repair and color coat Fabbrini Tennis courts. Complete by July 2017.	IP	Contractor has been secured for this project which will be done during the month of August.
	Repair major cracks on tennis courts (All locations). Complete by July 2017.	IP	Contractor has been secured for this project which will be done during the month of August.

	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 11th
	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 11th
	Patch and sealcoat Willow and 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 6th
	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 6th
	Coordinate roof study /Triphahn, PSSWC, Willow, Hassell Maintenance Building Complete by May 2017.	IP	Contractor has been secured for this project which will be done during the month of August.
	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 13th

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 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	Recycled materials were separated during demolition of Triphahn Center. Old 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
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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.
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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.