



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 / TOUR OF PARKS
TUESDAY, AUGUST 2, 2016
5:45 P.M.

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF COMMITTEE MINUTES
 - July 5, 2016
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
 - A. Balanced Scorecard 2Q / M16-088
 - B. Parks Board Report / M16-087
 - C. Planning & Development Report / M16-086
 - D. Annual Parks Tour
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
July 5, 2016**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Building and Grounds Committee was held on July 5, 2016 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: Comm Rep S. Triphahn

Also Present: Executive Director Bostrom, P&D Director Buczkowski, Parks and Risk Director Giacalone

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

2. Approval of Agenda:

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

3. Minutes:

Commissioner Kilbridge made a motion, seconded by Comm Rep Bettencourt to approve the minutes of the May 3, 2016 meeting as presented. The motion carried by voice vote.

4. Comments From the Audience:

None

5. Old Business:

None

6. New Business:

A. Parks Board Report and 2Q Goals/M16-081:

Director Giacalone reviewed the report. Commissioner McGinn noted that there were a few burned out trees needing attention at Chestnut Park. Staff will address the item.

Comm Rep Friedman asked about the Thorgard System and it was noted that staff was looking at replacement due to the age of the equipment but that at present, it was working well.

Commissioner R. Evans asked about the Cricket Field and it was noted that it did receive play.

Mr. K. Evans asked if the district lost every Ash tree and Director Giacalone explained that they still had about 40 to come down this year but another 25 that were still good. He also explained that with such a reduction in Ash trees, the Emerald Ash Bore was dying off for lack of a food source and those remaining 25 trees might survive.

Comm Rep Bettencourt made a motion, seconded by Comm Rep Friedman to send the Parks Report and 2Q Goals to the board as presented. The motion carried by voice vote.

B. P&D Report and 2Q Goals/M16-080:

Director Buczkowski reviewed the report. Commissioner Kilbridge asked about opening the playground at Victoria and Director Buczkowski noted that it should be any day now.

Commissioner McGinn asked about informing the residents on the website about the reason for the delay. Executive Director Bostrom noted that it was on the website, but actually needed to be updated from July 1 to week of July 5 and staff would address that Wednesday.

Mr. K. Evans asked if it was day 1 of the PSSWC Pool closing and Director Giacalone noted that it was. He explained they were looking for any leaks and would begin the Filter and HVAC replacement July 11th. Mr. K. Evans asked about the participants that used the pool and Executive Director Bostrom explained that they had been given options at Seascapes and the High School or could request a credit for the month.

Executive Director Bostrom took the opportunity to inform the committee that the Peter M. Smith Playground dedication would be July 23 at 10 am.

Comm Rep Bettencourt made a motion, seconded by Commissioner Kilbridge to send the P&D Report and 2Q Goals to the board as presented. The motion carried by voice vote.

7. Committee Member Comments:

Commissioner Kilbridge noted that the parade was great but they ran out of give-aways.

Comm Rep Bettencourt said he likes the new signs in the parks.

Commissioner McGinn said he had heard many positive comments on the new logo.

Comm Rep Friedman received recognition for his 4 years of service on the board.

8. Adjournment:

Comm Rep Friedman made a motion, seconded by Comm Rep Bettencourt to adjourn the meeting at 7:15 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom
Secretary

Peg Kusmierski
Recording Secretary

MEMORANDUM NO. M16-088

TO: All Committees
FROM: Dean R. Bostrom, Executive Director
Craig Talsma, Deputy Director/Director A&F
Mike Kies, Director of Recreation
John Giacalone, Director Park Services/Dev & Risk Mgmt
Gary Buczkowski, Director Planning & Development
Brian Bechtold, Director Golf Operations
RE: Balanced Scorecard
DATE: July 29, 2016

Background

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

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

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

Key components in utilizing the Balanced Scorecard methodology

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

Implications

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

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

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

Recommendation

Staff recommends the Board approve the Balanced Scorecard for the second quarter 2016.

Balanced Scorecard 2016

District Goals	District Objectives	Measures	Quarter 2 2015	Quarter 2 2016	YTD thru June 30, 2015	YTD thru June 30, 2016
<i>Provide healthy and enjoyable experiences for all people</i>	Offer healthy and enjoyable experiences that promote equal access	Number of programs/sessions/participants	624 sessions offered 346 session ran 3,449 participants (annual program #'s will be reported Q4)	481 sessions offered 316 session ran 2,907 participants (annual program #'s will be reported Q4)	1,286 sessions offered 828 sessions ran 6,925 participants	1,143 sessions offered 798 sessions ran 6,383 participants (annual program #'s will be reported Q4)
		Number of facility memberships/visits 2016 includes new BPC passes	7,287 memberships 74,278 visits	8,249 memberships 93,389 visits	7,287 memberships 157,630 visits	8,249 memberships 181,189 visits
		Daily paid facility useage	\$53,871	\$86,433	\$96,058	\$124,884
		Number rounds (inc BPC events) / baskets	10,723 rounds 7,312 baskets	10,546 rounds 8,210 baskets	11,316 rounds 7,731 baskets	12,417 rounds 9,156 baskets
	Achieve customer satisfaction and loyalty	Community and participation survey data related to overall satisfaction and retention by percentage	92.7% overall satisfaction	92.7% overall satisfaction	92.7% overall satisfaction	92.7% overall satisfaction
	Connect and engage our community	Number of special events (not inc free) & participation	8 events 455 participants	0 events 0 participants	10 events 804 participants	9 events 1,022 participants
		Number of free events	5	11	9	15
		Number of Partnerships/ Coop agreements	0	0	36	36
		Increase in Digital Marketing/Social Media Engagement	Mobile App Users 94 Heparks.org Hits 55,012 Online Brochure Hits 3,405 WebTrac Hits 7,050 Social Media/FB Likes 104	Mobile App Users 104 Heparks.org Hits 55,474 Online Brochure Hits 5,372 WebTrac Hits 7,710 Social Media/FB Likes 133	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 1,525 Heparks.org Hits 105,969 Online Brochure Hits 8,777 WebTrac Hits 14,744 Social Media/FB Likes 2,294
		Number of Foundation events/participants	1 event/176 participants 2 board mtgs	1 event/140 participants 2 board mtgs 1 retreat	2 events/252 participants 3 board mtgs	2 events/211 participants 3 board mtgs 1 retreat

<u>District Goals</u>	<u>District Objectives</u>	<u>Measures</u>	<u>Quarter 2 2015</u>	<u>Quarter 2 2016</u>	<u>YTD thru June 30, 2015</u>	<u>YTD thru June 30, 2016</u>
<i>Deliver Financial Stewardship</i>	Achieve annual and long range financial plans	Percental of operational revenues to expenses (excludes D/S and Capital)	73.67%	77.43%	99.72%	102.81%
	Generate alternative revenue	Total revenue: Grants	\$9,240	\$620	\$14,860	\$620
		Total revenue: Sponsorships	\$28,432	\$58,034	\$40,882	\$90,383
		Total revenue: Rentals	\$230,239	\$277,050	\$558,140	\$635,259
		Total revenue: Misc.	\$22,862	\$8,736	\$43,756	\$31,296
	Utilize our resources effectively and efficiently	Percentage of assets to liabilities	2014 - 103.00%	2015 - 103.00%	2014 - 103.00%	2015 - 103.00%
<i>Achieve Operational Excellence and Environmental Awareness</i>	Create and sustain quality parks, facilities, programs and services	Community survey data related to overall condition of parks and overall quality of programs and services	Next survey 2019	Next survey 2019	Next survey 2019	Next survey 2019
	Utilize best practices	Accreditation score: CAPRA	Next review 2018	Next review 2018	Next review 2018	Next review 2018
		Accreditation score: Illinois Distinguished	Being reviewed 2016	Being reviewed 2016	Next review 2016	Being reviewed 2016
		GFOA-Certificate of Achievement for Excellence in Financial Reporting	Accredited FYE 2014	Applied for FYE 2014	Applied for FYE 2014	Applied for FYE 2015
		PDRMA score	Next review 2017	Next review 2017	Next review 2017	Next review 2017
		NAEYC	Next review 2018	Next review 2018	Next review 2018	Next review 2018
		Transparency score	Unchanged	Unchanged	Unchanged	Unchanged

<u>District Goals</u>	<u>District Objectives</u>	<u>Measures</u>	<u>Quarter 2 2015</u>	<u>Quarter 2 2016</u>	<u>YTD thru June 30, 2015</u>	<u>YTD thru June 30, 2016</u>
	Advance environmental and safety awareness	PDRMA score	Next review 2017	Next review 2017	Next review 2017	Next review 2017
		No. of accident reports	101 reports filled out 3 generating insurance claims	122 reports filled out 3 generating insurance claims	122 reports filled out 3 generating insurance claims	170 reports filled out 3 generating insurance claims
		Environmental Scorecard	97% Review Year 2015	97% Review Year 2015	97% Review Year 2015	97% Review Year 2015
		Natural Area/ Wetland Parks Burned	(0) In House (0) Contracted	(7) In House (4) Contracted	(24) In House (4) Contracted	(24) In House (4) Contracted
<i>Promote Quality Leadership and Services</i>	Develop leadership that ensures workforce readiness	Number of internal training sessions	(1) FT Staff Mtg (1) AED Medic Course (7) Hoffman U (40) Parks	(1) FT Staff Mtg (1) AED Medic Course (7) Hoffman U (13) Parks	(2) FT Staff mtg (3) AED Medic courses (9) Hoffman U (40) Parks	(2) FT Staff Mtg (2) AED Medic Course (14) Hoffman U (40) Parks
	Build organization culture based on I-2 Care Values	Team building events / Discussions With Dean	(4) Discussions w/Dean (0) Team Builder	(2) Discussions w/Dean (2) Team Builder	(7) Discussions w/Dean (1) Team Builder	(5) Discussions w/Dean (4) Team Builder
	Promote continuous learning and encourage innovative thinking	External conferences, sessions, workshops and seminars	Steven Covey, Ken Blanchard, Schaumburg Business Assoc.,MIPE	Mayor Recept., Village Bon Appetite, NIU, Legal Symposium	IAPD, PGA, PDRMA, IPRA, PGA, AMA, Steven Covey, Ken Blanchard, Schaumburg Business Assoc.,MIPE	IAPD, PGA, PDRMA, IPRA, Chamber, Schaumburg Bus. Association, District 211 Focus Grp, NWSRA, Mayor's Update, Hoffman HS Advisory, ProConnect, MIPE, Mayor Recept., Village Bon Appetite, NIU, Legal Symposium

MEMORANDUM NO. M16-087

TO: Buildings & Grounds Committee
FROM: Dean R. Bostrom, Executive Director
John Giacalone, Director Parks & Risk Management
RE: Parks Board Report
DATE: July 29, 2016

1. Mowing operations were suspended July 21-22, and 27, 2016 due to an ozone action alert and excessive heat warnings. Turf growth has slowed dramatically during this short dry spell and is responding favorably to the recent heavy rainfalls and lightning strikes that create nitrogen to promote growth.
2. Weed control has been completed until fall, only spot spraying now necessary.
3. The fall seed order has been made and over-seeding will begin September 1, 2016.
4. Summer fertilization of outer park areas has been cancelled due to the dry spell and will be re-scheduled for September.
5. Several irrigation heads at Cannon Crossing and Eisenhower soccer fields have been replaced due to spring malfunctions.
6. Shrub and flower bed weeding and maintenance continues throughout the district with July's round 90% completed.
7. Watering of new trees and plantings is ongoing due to hot dry weather.
8. Invasive weed control continues as needed and as weather permits. Renovation of the natural area at Highland Park has begun with mowing and spraying for invasive weeds.
9. Cleanup of dead fish from a large fish kill at Fabbrini Park. The fish that died were almost all Carp all in the 10 to 24" range, approximately 1,000+ fish, Carp are an undesirable non-native invasive species of fish. This caused oxygen depletion in the pond which caused the fish to die. The pond is back to normal level now with the recent rain we've had which should correct the problem.
10. Landscape work was done at the new Victoria Playground.
11. Tree trimming work is underway throughout the district with storm damage being taken care of first followed by general trimming.
12. Truck 519 replaced water pump, idler pulley and belt
13. Truck 515 replaced front left wheel bearing
14. Truck 523 replaced water pump
15. Bus 510 replaced six electric fans for air conditioning
16. Mower 571 replaced right side lift arm and sway arm bracket
17. Trailer 402 replaced right rear leaf spring
18. Truck 528 replaced engine belts
19. Mechanic lifts safety inspected
20. Fabricated weed whip holders on z turn mowers
21. Installing new decal logos on vehicles
22. Staff repaired Tropicana and Vogelei splash pads, had bad switch and panel. No down time to the community.

23. Staff emptied lap and activity pool at PSSWC getting ready for contractors.
24. Contractor Amber for dehumidification units is installing steel in locker room to support of new units (PSSWC).
25. Contractor Schaeffges for Pool Filters removed old filters, installed new and new ones are in place, and piping has started (PSSWC).
26. Contractor Mid-America Pool Plasters prepped and installed the binder for lap pool (PSSWC).
27. Staff put stop leak in RTU-3 and topped off with R-22 at PSSWC.
28. Staff repaired RTU-12 with stop leak and added refrigerant.
29. Staff repaired a bearing housing assembly @ PSSWC boiler for laundry room.
30. Staff repaired all sections of underground pipe for whirlpool @ PSSWC.
31. Staff repaired emergency lights at PSSWC.
32. Staff is repainting walls and beams in Lap pool at PSSWC.
33. Staff installed new tile in room 104 bathroom at TC.
34. Pressure test and elevator door repair at WRC is complete. A/C unit on roof was low on refrigerant staff installed 1.5 tanks.
35. Staff repaired A/C unit at BPC. Staff repaired Air Handler at BPC
36. Staff repaired three door closers at BPC
37. Staff installed Dedication Rock, painted shelter, installed new basketball nets and installed new sand for play sand area at Playground at Victoria Park.
38. Staff installed 4x4 post for new rule signs at Victoria, Fabrinni, Sloan, Evergreen, Poplar, Eisenhower, Vogelei, Pine, Fairview, Sycamore, North and South Twin and Armstrong Park
39. Staff laid out and striped the cricket field at Canterbury Fields.

MEMORANDUM NO. M16-086

TO: Building & Grounds Committee
FROM: Dean R. Bostrom, Executive Director
Gary Buczkowski, Director of Planning and Development
RE: Board Report
DATE: July 27, 2016

1. **Triphahn north side and off ice training renovations:**

The Architects are completing the construction documents and will submit to the Village on August 17 for permit review. Assuming the Village has no problems with the design, bid will go out September 20 with bids due back October 11. Approval of bids will occur in November and demo will begin early December. Staff will be meeting with the architect's interior designers mid-August to identify color schemes and material selections to be used in the different areas.

2. **Beacon Point Park:**

Staff has met with reps from CalAtlantic which has acquired Ryland Homes and the rights to develop the residential properties north of Shoe Factory and east of Beverly Roads. This development, formerly known as the Laufenburger site was previously owned by Shoe Factory LLC. The detention basin was constructed as part of the road improvements in this area. The residential area, if approved by the Village, will begin construction late 2016 or early 2017.

3. **Canterbury Park Place Playground:**

The district's contractor completed installation of the rubber tile fall surface the last week of July and the playground was inspected by the manufacturer's representative on July 28th. With this work complete, the playground was opened the first week of August.

4. **Survey work:**

Survey work is now underway to develop as-built drawings for the proposed playground sites to be renovated in 2017. This information will be used to lay out new equipment and amenities to be included as part of these improvement projects. Once the concepts are completed, staff will meet with area residents for input.

5. GIS Asset Management System:

Staff, along with the contractor, has completed the input of approximately 75% of all the district's assets into the system. Staff continues to identify the assets within the facilities and anticipates completing this work sometime in early September. Below is a link to the read-only site that will allow you to review our progress. Please note that the User Name and Password are case sensitive.

User Name: hepdgis Password: parks123

<http://gtg.maps.arcgis.com/home/webmap/viewer.html?webmap=2c1df498d8a9471abc4d7d0e675f147e>

August 2, 2016 Park Tour Schedule

5:45pm

- 5:45p.m. Call the meeting to order in TC Board Room
- Triphahn Center Ice Renovation Project
- Board Bus
- Sheffield Park/Playground
- Victoria North Tennis Court Renovation and Playground
- Chestnut Port-o-let Enclosure
- Victoria South Playground future renovation
- Sloan Park
- Evergreen Park future path renovation
- Armstrong Park/Playground future renovation
- Canterbury Park Place Playground
- Beacon Point Playground future site
- PSSWC Aquatic renovation and future locker room/steam room renovation
- Return to TC – Conclusion of Tour
- Adjourn Meeting