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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  
FORWARD PLANNING COMMITTEE MEETING  
TUESDAY, JUNE 19, 2018**

**7:30p.m.**

1. ROLL CALL
2. APPROVAL OF AGENDA
3. COMMENTS FROM THE AUDIENCE
4. NEW BUSINESS
  - A. CMP Process: Forward Planning Committee / M18-065
  - B. CMP Process: Needs Assessment Recommendation / M18-067
5. COMMITTEE MEMBER COMMENTS
6. 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 these public meetings, please contact Jane Kaczmarek at [jkaczmarek@heparks.org](mailto:jkaczmarek@heparks.org) or (847) 885-8500 with at least 48 hours' notice.

MEMORANDUM NO. M18-067

**To:** Forward Planning Committee  
**From:** Craig Talsma, Executive Director  
**Re:** CMP Process / Needs Assessment Survey  
**Date:** June 14, 2018

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**Background**

As part of the district’s five year Comprehensive Master Plan, the Board shall conduct a community-wide needs assessment survey. The results shall be documented as part of the CMP. The last needs assessment was conducted in September 2013 and was incorporated into the current 2014-2019 CMP. The district is now in the process of creating the 2020-2024 CMP.

In order to conduct the community-wide needs assessment survey, a Request for Proposal was emailed to five firms and was posted on our website as well. Five firms responded to the RFP (shown below). The first four were granted phone interviews on June 14<sup>th</sup> with Executive Director Talsma and Directors Kies, Buczkowski, Bechtold and Hugen.

1.	Public Research Group	\$12,900
2.	<b>ETC (formerly Ron Vine of Leisure Vision)</b>	<b>\$23,605</b>
3.	NIU	\$18,250
4.	Pathway Resource	\$14,900
5.	aQuity Research	\$33,400

**Implications**

Staff unanimously determined and is recommending that ETC is the most qualified firm to provide the professional services that the district is seeking. ETC provided an extensive list of similar type projects and in fact, administered the district’s 2008 Needs Assessment Survey. [Click here to open ETC’s RFP.](#)

Additionally, staff recommends a 5% contingency be included in the cost should staff feel that an additional trip by ETC is necessary to conduct other stakeholder or focus group interviews.

**Recommendation**

Staff recommends the Forward Planning committee recommend that the Board approve that ETC be hired to conduct the Needs Assessment Survey in an amount not to exceed \$24,785.

## MEMORANDUM NO. M18-065

**To:** Forward Planning Committee  
**From:** Craig Talsma, Executive Director  
**Re:** CMP Process: Forward Planning Committee  
**Date:** June 14, 2018

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### **Background**

The District's Forward Planning Committee (FPC) is an ad hoc committee created to present recommendations to the Board regarding future planning (both short and long term) of the district. In order to develop recommendations, the committee provides direction to staff in gathering community input, researching alternatives, evaluating alternatives, reviewing proposals and monitoring results. Committee involvement includes, but is not limited to:

- development methods/instruments to solicit citizen input into planning process;
- evaluates results of citizen input to formulate recommended plans;
- formulates and keeps up-to-date a long range district comprehensive strategic plan.
- Reviews and recommends budget funds related to the committee purpose.

The FPC is being re-established in order to update the district's five year Comprehensive Master Plan (CMP).

Per Board Policy 5.01 (**District Wide Comprehensive Master Plan**), the Board shall adopt and maintain a current District Wide CMP at all times. The CMP shall be developed based on commissioner, staff and citizen assessment of the District's current and future park, facility and recreation needs. The CMP shall include, but not be limited to, a community profile and trends assessment, citizen input, District profile, mission statement, goals, objectives, capital projects and financial analysis. The CMP shall be updated every five (5) years and shall be published for public review.

The current 2014-2019 CMP was adopted by the park board based on the recommendation of the FPC in December 2014. This current 2014-2019 plan covers a six year period and was done so to coincide with the hiring of the new Executive Director in 2018. The newly updated CMP's timeframe will be 2020-2024.

### **Implications**

The FPC will meet as needed over the next 1-1/2 years to accomplish updating the district's CMP. Where feasible, the FPC will meet in lieu of a Recreation Committee meeting or a Buildings & Grounds Committee meeting. Attached is the preliminary schedule for the completion of the district's CMP.

### **Recommendation**

Staff recommends the Board re-establish the Forward Planning Committee for the purpose of updating the district's five year Comprehensive Master Plan.

