



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, JANUARY 16, 2018
7:00 P.M.**

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF COMMITTEE MINUTES
 - December 12, 2017
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
 - A. Parks Board Report and 4Q2017 Goals / M18-003
 - B. Planning & Development Report and 4Q2017 Goals / M18-001
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
December 12, 2017**

1. Roll Call:

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

Present: Commissioner K. Evans, Comm Rep Bettencourt, Friedman, S. Triphahn, Chairman McGinn

Absent: Comm Rep Dekirmenjjan, Sernett

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

Audience: Commissioner Kinnane, R. Evans, Kilbridge, Bickham

2. Approval of Agenda:

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

3. Approval of the Minutes:

Commissioner K. Evans made a motion, seconded by Comm Rep Bettencourt to approve the minutes of the November 21, 2017 meeting as presented. The motion carried by voice vote.

4. Comments from the Audience:

None

5. Old Business:

None

6. New Business:

A. 2018 Playground Renovation/M17-135:

Director Buczkowski reviewed the item. Commissioner K. Evans asked about the wheel showing on Armstrong being stationary and Director Buczkowski noted it was a web and stationary.

Comm Rep S. Neel asked if the schools funded the renovation of their playgrounds and Executive Director Bostrom noted that they paid \$1,500 towards the renovation and the park district received access to the schools for the STAR program and the school gyms for the basketball programs.

Commissioner K. Evans asked about community input and Director Buczkowski explained that the district had received that input at a public meeting on November 21.

Comm Rep Bettencourt made a motion, seconded by S. Triphahn to recommend the board approve the conceptual plans as outlined in M17-135 and instruct staff to solicit bids for the supply of equipment. The motion carried by voice vote.

B. Seascape Sand Filters/M17-143:

Director Hugen reviewed the item noting that they were the original filters. He explained that the decision had been made to also switch out the type of filter along with the rest of the system to allow for zoning of areas to be treated at the pool rather than the entire pool. He explained that the budget was for \$350,000 with an additional \$32,000 for the pumps but the bid had come in at \$530,000 and the difference would come from the Recreation Fund balance reserves.

Chairman McGinn asked about cost savings to offset the expense and Director Hugen noted that without addressing the issue, the pool would most likely be shut down for the summer. Executive Director Bostrom explained that the present filters were not filtering and with each backwash the pool lost 500 gallons of heated water and chemicals as well as having to treat the entire pool instead of just a problem section.

Deputy Director Talsma noted that the change to the budget would be reflected at next week's A&F and Board Meetings.

Commissioner Kinnane asked about the boiler which was not being replaced and Director Hugen noted that it was the original but well maintained and not expected to need replacement for another 5 years.

Commissioner R. Evans asked if this issue was related to the problems from the spring and Director Hugen noted that it was not.

Commissioner Bickham asked if all the mechanical systems were at the end of their life and Director Hugen noted that the electrical was not in need of replacement, but the present system would not allow them to zone the pool for the cost savings.

Comm Rep S. Triphahn asked about a contingency for the project and Director Hugen noted that in-house staff would be able to save approximately 5% on the \$530,075 versus setting up a contingency fund.

Comm Rep Friedman made a motion, seconded by Comm Rep Bettencourt to recommend the board approve awarding a contract to install the new filtration system at Seascape Family Aquatic Center to Schaeffges Brothers in an amount not to exceed \$530,075. The motion carried by voice vote.

C. Parks Board Report/M17-140:

Director Hugen reviewed the report noting the parks department was working with the Boy Scouts and Girls Scouts on Scout projects.

Comm Rep S. Triphahn asked about the completion of the burns and Director Hugen explained that permits had been received and burning would be ongoing as weather permitted through May. She asked about the status of the Ash trees and Director Hugen explained that 80% of free standing trees had been removed and staff was working on those in clusters; Black Bear Park is scheduled for next week.

Chairman McGinn asked about the status of the GIS system and Deputy Director Hugen noted that they were looking to deploy the GIS by the end of January.

Comm Rep S. Triphahn made a motion, seconded by Comm Rep Bettencourt to send the Parks Report/M17-140 to the board as presented. The motion carried by voice vote.

D. P&D Report/M17-138:

Director Buczkowski reviewed the report. He explained that they had received an extension for the Shoe Factory Bike Trail. Commissioner K. Evans asked if the railroad was cooperating and Director Buczkowski noted that they had worked out the details.

Comm Rep Bettencourt made a motion, seconded by Comm Rep S. Triphahn to send the P&D Report/M17-138 to the board as presented. The motion carried by voice vote.

7. Committee Member Comments:

Commissioner K. Evans noted that he had been on the bike path near Barrington and Roselle and it would be good to see that it will be completed in the spring.

Chairman McGinn noted that the Breakfast with Santa and Winterfest had been very successful.

8. Adjournment:

Comm Rep S. Triphahn made a motion, seconded by Comm Rep Bettencourt to adjourn the meeting at 7:30 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom
Secretary

Peg Kusmierski
Recording Secretary

MEMORANDUM NO. M18-003

TO: Buildings & Grounds Committee
FROM: Dean R. Bostrom, Executive Director
Dustin Hugen, Director Parks & Facilities Services
RE: Parks Board Report
DATE: January 10, 2018

1. Received bids for new filtration system at Seascape.
2. CAPRA information has been compiled nearing completion.
3. Ten In House controlled burns were completed in December.
4. Parks staff assisted at Bridges on 39 tree removals.
5. Chipper Box was constructed for one of our small dump trucks to allow tree removals to be chipped directly into the box so that we can chip multiple trees without having to dump the truck beds.
6. Swans for district ponds were cleaned, repaired and ready to go out again in April.
7. Water meter reading were taken on a weekly basis.
8. Ice usage flags were placed at all necessary ponds.
9. RTU one and six were replaced at Willow. A crane company was used to lift old units off the building and place new units. In house staff hooked up both units and on unit six General Mechanical was hired to install new duct work fittings.
10. Fuel pumps had new check valves installed by outside contractor.
11. Completed maintenance and repair on all mowers and small equipment.
12. Truck 542 had the fuel filter replaced.
13. Vehicle 485 had new tires installed.
14. Preventative maintenance completed on Defender filters at PSS&WC.
15. Replaced automatic valve at PSS&WC lap pool filter.
16. The recirculating pump at PSS&WC activity pool was replaced.
17. Blower motor was replaced on RTU one at parks maintenance.
18. Drained and cleaned boiler water pipes and check valve at TC.
19. Staff assisted with Winter Fest setup, built new stand for the snow painting area and added electric outlet for snow globe bounce house.
20. Installed five new TV's at PSS&WC.
21. Constant HVAC repairs and assistance throughout the district.
22. Two snow removals and two separate ice salting events.

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

	Increase the park bench memorial program By 2	C	Goal of two new memorial park benches has been met. Goal of two new memorial park benches has been met.
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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	C	Budget was met by Parks and Facilities Service Department.

District Objective 3: Utilize our resources effectively and efficiently

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Utilize best practices to maximize operational efficiencies as a District	PSSWC replace RTU-4	C	Completed.
	PSSWC replace RTU-5	C	Completed.
	PSSWC replace RTU-8	C	Completed.
	Seascape rebuild pump # 4	C	
	Replace riding field striper	C	Striper has arrived. New Striper in in service. Striper was used during the season.
	Replace toro Z-turn mower #563	C	Mower was in service Mower was used all season long.
	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	C	Contractor has been chosen, fall completion. All holes have been repaired at Eisenhower. Track was repaired and open for use immediately following repairs.
	Replace parks fuel pumps	C	Scheduled for fall completion. Fuel Pumps were replaced and are in service.
	Fabbrini park install lake aerator	NA	Lake
	WRC replace RTU-1	C	In Process – Prices have been obtained and install dates are being worked out. In Process. RTU was replaced on 12/12/2017
WRC multi unit replace compressor	C	Evaluating need.	

	WRC replace RTU-6	C	In Process – Prices have been obtained and install dates are being worked out. RTU was replaced on 12/12/2017
	Chino park Lay out garden plots	C	Plans are developed; board approval is the next step. Plans are developed; board approval is the next step.
Perform a capacity usage analysis	Purchase and plant trees, shrubs, and flowers throughout district. Complete by end of 4 th quarter.	C	Fall Plantings have been completed at Triphan Center, Field, Kingston, Olmstead, Charlemange, Canteberry and Blackbear Parks as well as at Seascape Aquatic Center. Fall Plantings have been completed at Triphan Center, Field, Kingston, Olmstead, Charlemange, Canteberry and Blackbear Parks as well as at Seascape Aquatic Center.

DISTRICT GOAL 3: ACHIEVE OPERATIONAL EXCELLENCE AND ENVIRONMENTAL AWARENESS

District Objective 1: Create and sustain quality parks, facilities, programs and services

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Implement best practices for allowable expansion of natural areas	Enhance high visibility natural areas by adding additional wild flower seeds. Complete by end of 4 th quarter per budget allowance.	C	Over seeding is 100% complete. Plants from Field Park were also transmitted to shoreline at Highland. Seeds from collection day are dying out and will be planted following prescribed burns.

District Initiative 2: Utilize best practices

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Enhance overall quality of natural areas	Enhance natural areas by controlling invasive plants to 20% or less. Maintain/monitor on quarterly basis for compliance.	C	Invasive plants have had at least one round of herbicide applied, another will be completed prior to flowering. Final round of invasive plants application is completed. Natural areas have less than 20% invasive, 5% of those will be eliminated during the burn process. Natural areas have less than 20% invasive, 5% of those will be or were eliminated during the burn process. 12 sites have been burned to date.

	Control burns at Black Bear, Hunters Ridge and Roherson Parks. Annually.	C	Contract burns were completed in spring. Burn permits have been obtained for 2017-2018 burn process. 12 Burn sites have been completed and 14 sites remain.
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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.	NA	Reviewing criteria. Criteria is still in the process of being reviewed for this report.
Maintain PDRMA accreditation	Achieve a division score of 95% or better	C	Review was completed and goal of 95% or better was achieved. Review was completed and goal of 95% or better was achieved.

DISTRICT GOAL 4: PROMOTE QUALITY LEADERSHIP AND SERVICES

District Objective 1: Develop leadership that ensures workforce readiness

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Continue to evaluate and create procedures and training to promote a high level of internal customer service	Train and document 100% of all staff on job specific and mandatory training within the Park's division. Within one month of their employment start date.	C	Full time staff 100% trained. Seasonal staff 100% trained. 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.	C	April team building event completed, July event scheduled. Two MIPE events attended by staff Illinois STMA event scheduled for August. Maintenance July event was a successful team building event. October full time maintenance team building event is scheduled for October 12 th . October Maintenance team building event took place at Bridges of Poplar Creek Country Club.

MEMORANDUM NO. M18-001

TO: Building & Grounds Committee
FROM: Dean R. Bostrom, Executive Director
Gary Buczkowski, Director of Planning and Development
RE: Board Report
DATE: January 10, 2018

1. Park Projects 2018:

Tennis/Basketball Courts:

Staff has advertised for the resurfacing to be done at Cannon, Charlemagne, S. Ridge and Armstrong Park and offered all vendors the opportunity to inspect the sites prior to bad weather. Bids are due to be opened on February 6, 2018 and will be presented to the Buildings and Grounds Committee at the February 20, 2018 meeting and forwarded to the board for their February 27, 2018 meeting.

Playground Equipment:

Planning staff has released the bids for the supply of playground equipment for Armstrong and MacArthur School playgrounds. Preliminary designs are due back by January 17, 2018 and the list of accepted vendor designs will be posted on January 31st. The bid recommendations will also go to the February 20, 2018 Building and Grounds Committee with final approval from the February 27, 2018 Board Meeting.

Playground Installation:

Staff is working on the bid package for playground equipment install and will be released once the playground equipment supplier has been determined. Those bids will be opened in March and go to the March 20, 2018 Building and Grounds meeting and the March 27, 2018 Board Meeting. Construction on the install of the playground equipment can begin in April as soon as the weather permits.

Asphalt:

Planning staff is working on the asphalt (paving) bid. The bid package will be released and will be due to be opened for the March/April committee meeting recommendations. The asphalt projects include Pine Path, PSSWC Parking Lot Patch, Cannon Parking Lot Patch and Freedom Run Entry Path. The asphalt projects will begin as soon as the asphalt batch plants are open in the spring.

2. Architectural Services for Building Envelopes:

Planning staff has released the RFQ (Request for Qualifications) for the Building Envelopes for the Hoffman Estates Park District. Twelve architectural firms have been contacted and forwarded a copy of and link to the RFQ that is posted on-line at the district's website.

**HOFFMAN ESTATES PARK DISTRICT
2017 GOALS & OBJECTIVES
PLANNING & DEVELOPMENT**

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DISTRICT GOAL 1: PROVIDE HEALTHY AND ENJOYABLE EXPERIENCES FOR ALL PEOPLE

District Objective 1: Offer healthy and enjoyable experiences that promote equal access

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Develop plans to meet increased program needs 50+ population	Oversee the construction and or redevelopment of the north end of the Triphahn Center into a Senior Center. All construction work to be completed by the 3 rd Quarter 2017.	C	Construction on the project is at a 75% completion level with an anticipated completion date for hard cost items being May 1 st . Completed May 1 st 2017.

District Objective 2: Achieve customer satisfaction and loyalty

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

District Objective 3: Connect and engage our community

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Solicit input and engage residents in the planning process.	Conduct public input meetings on all projects that involve a new addition or alteration to an existing facility. Meetings October for 2017 projects.	C	Meetings have been scheduled with the Principles of Armstrong and McArthur Schools and the public to discuss playground improvements at those two locations As part of the 2018 capital replacement program. Two resident families attended the meetings and a third called in with their comments. All those in attendance were in favor of

			what was being proposed by staff. In addition to the public meeting planning staff met with maintenance personnel. Maintenance suggested utilizing a turf fall surface instead of rubber tiles, to not reuse the swing structures but rather replace them with new units and to save the geodesic dome climber.
	Incorporate if possible any practical plans for renovation and update of parks and playgrounds. Meetings fall 2017 for 2018 projects.	C	In an effort to save capital dollars and the environment the existing swings at McArthur school will be re-used in the new plan. The existing posts and rails will be electrostatically repainted to match the new playground and new swing seats, chains and hardware will be installed. As part of the 2018 Capital replacement program. It was determined that the existing swing posts and hardware could not be safely reused for a period beyond 2018 due to corrosion and the leaning of structural supports.

DISTRICT GOAL 2: DELIVER FINANCIAL STEWARDSHIP

District Objective 1: Achieve annual and long range financial plans

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Achieve District annual budget to maintain fund balance reserves.	Complete all overseen capital projects at or below budget amounts. September 2017.	C	Awarded projects are currently tracking at 5%-7% below budgeted levels. Projects are currently tracking a budgeted level.
	Monitor all projects and adjust program plans to maintain projects with budgeted amounts on a monthly basis.	C	Staff is working with the Architects and recreation staff to keep cost overruns to a minimum on the PSSWC wet areas project. Proposed work duration was established based on the least impact on customers and the lowest financial risk to the park district.

District Objective 2: Generate alternative revenue

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Develop strategies to attract additional	Continually look for private funding		Staff is currently working with Village staff to

sponsors and new partnerships.	opportunities to fund local capital projects.	IP	secure outside funding for trail improvements within the community. Staff is working with the Village and Cook County Forest Preserve to extend the funding opportunity to fund the Shoe Factory bike trail project.
Achieve District annual budget to maintain fund balance reserves.	Continually look for state and federal opportunities to fund local capital projects.	C	Maintenance personnel are currently attempting to get funding support for the electrical upgrade associated with the North end Triphahn Project. Currently the State is not funding HVAC upgrade where reheat is used. Staff continues to seek other possible grants.

District Objective 3: Utilize our resources effectively and efficiently

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Achieve District annual budget to maintain fund balance reserves.	Reuse and or refurbish existing building materials associate with the renovation and reconstruction of the North End of Triphahn 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. Playgrounds, Parking lots, Tennis Courts, Basketball Courts have all been substantiated by planning staff. The responsibility of all other assets and the maintenance of the GIS database have been turned over to the maintenance department. The database is now under the control of the maintenance Department with deployment

			scheduled for early spring 2018.
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DISTRICT GOAL 3: ACHIEVE OPERATIONAL EXCELLENCE AND ENVIRONMENTAL AWARENESS

District Objective 1: Create and sustain quality parks, facilities, programs and services

Division Objectives	Measures/Action	Status	Achievement Level/Comments
*Maintain district infrastructure to utilize proven best practices that provide first class parks and facilities.	Replace Victoria South Playground. Complete by July 2017.	C	Plans and bids complete, equipment ordered and installation contractor on board. Construction to begin in early April (weather permitting). Completed June 1 st
	Replace Colony aged 2-5 yr old Playground. Complete by August 2017.	C	Plans and bids complete, equipment ordered and installation contractor on board. Construction to begin in early April (weather permitting). Install contractor has struggled with weather. Playground 60% complete and waiting for replacement post from manufacturer. Looking to open playground to public August 1. Completed and opened to the public August 10 th 2017.
	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 1 st .
	Repair and color coat Fabbrini Tennis courts. Complete by July 2017.	C	Contractor has been secured for this project which will be done during the month of August. Completed August 18 th .
	Repair major cracks on tennis courts (All locations). Complete by July 2017.	C	Contractor has been secured for this project which will be done during the month of August. Completed August 18 th .
	Rebuild Evergreen pathway system Completed by Fall 2017	C	Contractor has been secured for this project which will be done during the month of August. Completed June 11 th .
	Repave Hassell Road Maintenance facility east exit drive. Complete by July 2017.	C	Contractor has been secured for this project which will be done during the month of August. Completed June 11 th .
	Patch and sealcoat BPC parking lots. Complete by July 2017.	C	Contractor has been secured for this project which will be done during the month of August. Completed July 6 th .

	Crack fill all parking lots (ongoing process). Complete by July 2017.	C	Contractor has been secured for this project which will be done during the month of August. Completed July 6 th
	Coordinate roof study /Triphahn, PSSWC, Willow, Hassell Maintenance Building Complete by May 2017.	C	Contractor has been secured for this project which will be done during the month of August. Consultant's report is in hand and the findings are to be incorporated into the GIS asset management by the maintenance department.
	Coordinate architectural plans to refurbish and/ or renovate the club locker room wet areas of the Prairie Stone Sports and Wellness Center. Completed by the end of the 3 rd quarter. Construction scheduled for Summer of 2018.	C	Drawings, specifications and bid packages completed. Bid opening scheduled for April 20 th with Board award May 2 nd . Construction to begin on or about June 1 st with completion by Labor day 2017. Demolition underway as of July 13 th . Substantial completion is expected on October 14 th 2017. Completed and opened to the public on October 1, 2017.

District Initiative 2: Utilize best practices

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Specify environmentally sound programs and opportunities on environmental best practices.	Work w/outside contractors involved with district projects to reduce garbage & require 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
Continually expand and update Hoffman University training curriculum to enhance workforce knowledge and readiness.	Lead one Hoffman Workshop program. One minimum in 2017.	C	Planning staff conducted a training session On GIS asset management. About 20 staff members attended this training.

District Objective 3: Promote continuous learning and encourage innovative thinking

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Promote further educational opportunities of staff by encouraging participation in workshops conferences and other educational opportunities.	Attend ILCA conference (Participate in a minimum of 6 CEU hrs.) Spring 2017.	C	Staff attended 6 hours of education sessions during the 2017 ILCA conference.
	Attend IPRA, ASLA or NRPA conference.	C	Staff attended 7 hours of education sessions during the 2017 IPRA conference.
	Attend 2 training programs or classes. By end of 2017.	C	Planning staff enrolled in CPSI 3 day training.