



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, MAY 3, 2016  
7:00 P.M.**

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF COMMITTEE MINUTES
  - April 5, 2016
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
  - A. PSSWC Pool Surfaces / M16-055
  - B. PSSWC Pool Filtration Systems / M16-056
  - C. PSSWC Pool Ceiling Painting / M16-060
  - D. Seascape Fire Suppression System / M16-062
  - E. Balanced Scorecard 1Q2016 / M16-059
  - F. Parks Board Report / M16-061
  - G. Planning & Development Report / M16-064
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 MEETING  
April 5, 2016**

**1. Roll Call:**

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

Present: Commissioner Mohan, Comm Rep Bettencourt, Dekirmenjian (7:02), Friedman, Triphahn, Chairman Kilbridge

Absent: Comm Rep Snyder

Also Present: Deputy Director/A&F Director Talsma, P&D Director Buczkowski, Parks and Risk Director Giacalone

Audience: President Bickham, Commissioner McGinn, Kinnane, R. Evans, Kaplan, Mr. K. Evans, Carrie Matlock DLA Architects

**2. Approval of Agenda:**

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

**3. Minutes:**

Commissioner Mohan made a motion, seconded by Comm Rep Triphahn to approve the minutes of the March 1, 2016 meeting as presented. The motion carried by voice vote.

**4. Comments From the Audience:**

Commissioner R. Evans commented on how good the new logo looked.

**5. Old Business:**

None

**6. New Business:**

A. Montessori Academy Easement Agreement/M16-046:

Deputy Director Talsma reviewed the item noting that they were looking to amend the easement to encompass the area and tree already inside the fencing.

Chairman Kilbridge asked if this issue had not already come before the board, noting that it was an Executive Session item and Deputy Director Talsma noted that it had.

Mr. K. Evans asked if the district would have leverage if the trees within the fence needed to be removed now that they would be the responsibility of the Montessori Academy. Director Giacalone noted that if needed, the park district could get the Village involved and Director Buczkowski noted that the Montessori Academy would be liable for the trees.

Comm Rep Triphahn made a motion, seconded by Commissioner Mohan to recommend the board approve the Permanent Easement Agreement contingent upon the Academy paying all related expenses plus a 10% administrative fee. The motion carried by voice vote.

B. PSSWC DLA Architects/M16-049:

Deputy Director Talsma noted that the project had been identified in the CMP for \$300,000; however, it was closer to \$600,000. He also explained that it was a major project to be done at PSSWC in 2017.

Director Buczkowski introduced Carrie Matlock, Architect for DLA. Ms. Matlock explained that she and DLA had worked for public entities such as the park district for 33 years and with DLA specifically for 21 years. She explained that they were looking at the locker rooms and seeing some moisture issues, delamination of tile and some very wet areas.

She explained that the walls would be demolished and that the board would see contingency plans within the bid documents depending on what was discovered during the demolition. She also explained that they would be

looking at the exhaust system as well as creating a schedule that will inconvenience the members the least. She also noted that the new design would offer larger tiles that would be easier to maintain and have fewer grout lines.

Comm Rep Triphahn asked about the drains and Ms. Matlock explained that they were originally trough drains and would be grandfathered into the design. Deputy Director Talsma noted that as the project developed they would be looking at items like replacing the plumbing in the walls.

Commissioner Kaplan asked why they were not just doing the entire area. Ms. Matlock explained that they would be addressing the core of the area and using a cement board versus the green board. Commissioner Kinnane asked about the stucco type surface on the ceiling and the black spots and Ms. Matlock noted that the ceilings would be replaced as part of the project. Director Buczkowski explained that they would also be looking at coating the ceilings with epoxy paint.

Commissioner R. Evans asked if there would be a water barrier between the tile and cement and Ms. Matlock noted that there would and that the flooring would also be addressed.

President Bickham asked about the expected life span of the initial project and the future project. Ms. Matlock explained that the replacement would have longevity but noted that the district might still choose to remove the items for aesthetic and/or updating reasons. Deputy Director Talsma explained that they would be looking to make sure that the next time the area needed attention it would not be due to damage.

Commissioner Kinnane asked about the lockers and the broken hinges and Deputy Director Talsma explained that staff was already in the process of addressing other items around the facility like benches, pads, lockers, and locks to address in the near future.

Mr. K. Evans asked about the mechanical and Ms. Matlock noted that they would be looking to make sure that the area was being properly exhausted. Director Buczkowski explained that the toilet and shower areas were exhausted to the outside, but the rest of the area was exhausted to the lap pool area and that the pool area was not being properly dehumidified added to the issue. Deputy Director Talsma explained that the issue would be addressed with the new HVAC units going in this summer.

Chairman Kilbridge asked about the family room and Director Buczkowski noted that they were not seeing the same problems there, primarily because there was no steam room contributing to the humidity factor. Chairman Kilbridge asked about a time line and it was noted that it would take several months to get through the drawings and then start the bidding process.

Director Buczkowski noted that the district would also dictate the time of the project based upon the district and PSSWC's schedules. He explained that they could be looking at a 6-8 week process with steel studs or an 8-10 week process with concrete block work.

Commissioner Kinnane asked about the contingency and if they found mold inside the walls. Director Buczkowski explained that they had an Environmental Engineer on retainer and would be using employee and public safety programs depending on what they found behind the walls.

Commissioner Kinnane suggested they look at a complete duct cleaning in the area. President Bickham asked how many other health clubs DLA had done and Ms. Matlock noted that there had been hundreds over the years and that they had just finished the Schaumburg Police Station.

Commissioner Mohan made a motion, seconded by Comm Rep Bettencourt to recommend the board authorize staff to negotiate an agreement with DLA Architects to design and prepare specifications for the PSSWC locker room renovation project. The motion carried by voice vote.

C. Crack fill & Sealcoat/M16-047:

Director Buczkowski reviewed the memo noting that it was an annual bid. Chairman Kilbridge asked why there was such a difference in pricing and Director Buczkowski noted that he did not have an answer to that.

Comm Rep Triphahn made a motion, seconded by Comm Rep Bettencourt to recommend the board award the project to Maul Enterprises, Inc. in the amount of \$29,082.17. The motion carried by voice vote.

D. Skid Loader/M16-048:

Director Giacalone explained that the specs were designed after the Bobcat because of the trouble they had had with the John Deere product.

Commissioner Mohan made a motion, seconded by Comm Rep Dekirmenjian to recommend the board award the contract to Atlas Bobcat of Elk Grove Village in the amount of \$57,532 for the skid loader, trailer, broom and pallet forks. The motion carried by voice vote.

E. Parks Board Report and 1Q 2016 Goals/M16-051:

Commissioner Kinnane noted that maintenance staff had done a great job on removing the wall from the old Pilates room.

Comm Rep Triphahn made a motion, seconded by Comm Rep Bettencourt to send the Parks Report and 1Q 2016 Goals to the board as presented. The motion carried by voice vote.

F. P&D Report and 1Q 2016 Goals/M16-050:

Director Buczkowski pointed out that they were making progress again with the CNN Railroad on the Bike Trail.

Commissioner Mohan made a motion, seconded by Comm Rep Bettencourt to send the P&D Report and 1Q 2016 Goals to the board as presented. The motion carried by voice vote.

**7. Committee Member Comments:**

Comm Rep Friedman said he was glad to see the port-o-let installed and the season to begin.

**8. Adjournment:**

Comm Rep Triphahn made a motion, seconded by Commissioner Mohan to adjourn the meeting at 7:55 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Deputy Director

Peg Kusmierski  
Recording Secretary

## MEMORANDUM # M16-055

TO: Building & Grounds Committee  
FROM: Dean R. Bostrom, Executive Director  
John Giacalone, Director of Park Services / Development & Risk Mgt.  
Mike Kies, Director of Recreation & Facilities  
SUBJECT: **PSSWC re-apply Diamond Bright to swimming pools surfaces**  
DATE: April 20, 2016

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### **Background**

The PSSWC pool surfaces were scheduled to be resurfaced in 2017 as part of the CAMP. However, with the PSSWC aquatic areas scheduled to be closed for approximately one month in July/August for other planned projects, staff is recommending to move up the schedule to resurface the pools during the summer 2016 to avoid having to shut down the pools again in 2017. The current pool surfaces are a plaster product called Diamond Bright. Diamond Bright is durable surface that has served us well in the past. Due to the age of the pools and the corrosive nature of chlorinated water, our Diamond Bright finish has gotten very thin; less than 1/8 inch thick in some areas and in the activity pool, hard water stains have become unsightly.

### **Implications**

Staff developed specifications to renovate both the lap pool and activity pool that include removing any of the current loose Diamond Bright finish by water blasting and scraping, listen for hollow areas under the finish and address all that might be found, recoating the entire interior swimming pool surfaces bottom and walls with the exception of the areas that are currently tiled with ½ inch of new Diamond Bright plaster.

A formal bid opening was held on April 19<sup>th</sup> at 9:00 am. We received three sealed bids which were publicly opened and read.

The results are as follows.

Mid America Pool Renovation Inc. \$74,660.00  
Grandview, Missouri

Maverick Pools Inc \$125,125.00  
Lake Barrington, IL.

Continental Construction Co. \$256,200.00  
Evanston, IL.

Staff checked all references that were provided and all comments were positive. We also verified that they completely understand the scope of work and the specification, which they did.

Lastly, we questioned them at length that they understood that this is a prevailing wage project and payouts will not be released until we receive a certified pay roll verifying that everyone on our project was paid prevailing wage; again they understood and stated they have worked under these conditions many times in the past.

Mid America is currently working at a large aquatic renovation project at Brookfield Zoo.

While this is an unplanned expense for 2016, in the event there are not sufficient funds available within the 2016 Capital Budget after the completion of all planned projects, there are sufficient funds within the Capital Fund Reserve which can cover this expense in 2016.

### **Recommendations**

Staff recommends awarding a contract to Mid America Pool Renovation Inc. of Grandview, Missouri in the amount of \$74,660.00 to re-apply a Diamond Bright finish to both the lap pool and activity pool at PSSWC.



## MEMORANDUM # M16-056

TO: Building & Grounds Committee  
FROM: Dean R. Bostrom, Executive Director  
John Giacalone, Director of Park Services / Development & Risk Mgt.  
Mike Kies, Director of Recreation & Facilities  
**SUBJECT: PSSWC swimming pools filtration systems replacement**  
DATE: April 20, 2016

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### **Background**

The 2016 capital development budget allows for \$125,000 to replace two corroded swimming pool sand filter tanks at PSSWC.

Not being comfortably versed in aquatics mechanical renovation, staff enlisted the professional services of Jim Lueders of Innovative Aquatic Design in the amount of \$8,600.00. Through conversations with Jim, it was determined that the district and its customers would be better served by upgrading the entire filtration system instead of repairing a system that is already 16 years old.

The old traditional filtration systems are called High Rate Sand Filters. The sand is the medium that catches the particles and impurities in the water. When the particles build up, a backwash is required. To backwash, you reverse the flow of the water and force it backwards with water coming out of a 6 inch diameter pipe through the sand to loosen up the sand and to flush the filtered particles to waste water. This process can take as long as 6-10 minutes at PSSWC and could throw up to 500 gallons of water to waste for every backwash and at PSSWC we backwash depending upon bather load about once a week for each pool as each pool has its own filtration system.

We also need to be aware that all that waste water comes directly from the two pools and has been chemically treated and heated as it was previously the water that people were swimming in. The 2016 capital budget amount of \$125,000 was based on replacing the High Rate Sand Filters with similar type filters.

### **Implications**

The latest in swimming pool sanitation is the Regenerative Media Filtration system. Its benefits are, much less water usage, less chemical usage, reduced heating costs, and substantially clearer water.

As noted above, at PSSWC the average backwash uses about 500 gallons of water. With the regenerative system we should use about 15-20 gallons of water for each bump, which is what a backwash is called in this system.

In the Regenerative Media Filtration system, the medium is perlite, a product found in potting soil to keep it loose. When it is time to clean the system an internal bladder inflates and releases causing a bump or small shock wave inside the filter tank which

knocks the filtered particles loose which in turn fall to the bottom of the tank and when the valve is opened simply drains out, not under pressure, losing about 15-20 gallons of water.

It is difficult to exactly predict the payback time of the Regenerative Media Filtration system due to unknown future bather use, but Jim Lueders feels that a five year payback is realistic.

Based on the greater efficiency and quality of water, staff worked with Innovative Aquatic Design who developed bid specifications for two Regenerative Media Filtration systems; one for the lap pool and one for the activity pool.

Four sealed bids were publicly opened and read on April 19th at 9:30 am. The bid results are as follows.

Schaeffges Brothers \$198,990.00  
Wheeling, IL

Maverick Pools \$205,000.00  
Lake Barrington, IL

Chicagoland Construction \$218,000.00  
Bartlett, IL

B & E Aquatics \$308,280.00  
Freeport, IL

The apparent low bidder is Schaeffges Brothers in the amount of \$198,990.00. Staff checked references which were all positive and Jim Lueders verified that they are a good contractor and capable of performing the specified work.

While this is \$73,990 short of the projected budget number, not including the \$8,600 consultant fee, based on current 2016 capital expense projections vs. budget, staff anticipates that sufficient funds will be available to complete the project within the 2016 capital fund budget.

### **Recommendations**

Staff recommends awarding a contract to Schaeffges Brothers of Wheeling, Illinois in the amount of \$198,990.00 to install two Regenerative Media Filtration systems at PSSWC.

**MEMORANDUM M16-060**

**TO: Building and Grounds Committee**  
**FROM: Dean Bostrom, Executive Director**  
**John Giacalone, Director of Parks & Maintenance**  
**Mike Kies, Director of Recreation & Facilities**  
**Katie Basile, Superintendent of Facilities**  
**RE: PSS&WC Lap and Activity Pool Ceiling Painting**  
**DATE: April 20, 2016**

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**Background:**

Within 2016, the PSS&WC lap and activity pool filter tanks and HVAC system have been planned for replacement. During this time frame (anticipated to be within the months of July and August) the PSS&WC aquatic facilities will be closed for patron usage.

The PSS&WC aquatic ceilings were originally included in the Comprehensive Asset Management Plan in 2017 for \$40,000. In order to maximize resources and minimize customer inconvenience, it was decided to assess the feasibility and the cost of the renovation of the ceilings during the same time frame as the 2016 replacement of the aquatic filter tanks and HVAC system. Given that both lap and activity pool ceilings are showing significant wear, with paint peeling, cracking and chipping throughout the entire ceiling, it is a project deemed as necessary for facility improvement.

**Implications:**

Staff developed specifications for this project, which were included within a bid packet. The bid was published and announced in the Daily Herald, the bid packet was available on the HE Parks website, and multiple vendors were contacted for the invitation to bid. Four bid packets were returned, publicly opened and read on April 19<sup>th</sup> at 11:30am at the Triphahn Community Center and Ice Arena. The bid results are as follows:

	Muscat Painting & Decorating	Continental Construction Company	<b>Bomar Painting &amp; Decorating Inc.</b>	Select Construction Group
LAP POOL Scrape, Grind, Paint	\$40,539.00	\$96,000.00	\$22,000.00	\$76,534.00
ACTIVITY POOL Scrape, Grind, Paint	\$33,787.50	\$110,000.00	\$40,000.00	\$93,725.00
<b>TOTAL: LAP &amp; ACTIVITY POOL SCRAPE, GRIND, PAINT</b>	\$74,326.00	\$206,000.00	\$62,000.00	\$170,259.00
LAP POOL Hydroblast, Paint	\$68,840.00	\$121,000.00	\$32,000.00	\$70,884.00
ACTIVITY POOL Hydroblast, Paint	\$57,375.00	\$139,000.00	\$55,000.00	\$85,285.00
<b>TOTAL: LAP &amp; ACTIVITY POOL HYDROBLAST, PAINT</b>	\$126,215.00	\$260,000.00	<b>\$87,000.00</b>	\$156,169.00

**Recommendation:**

Staff recommends moving forward with the hydroblasting method to prepare the metal surface of the ceiling in advance of the painting. Hydroblasting is the most effective manner in which to properly prepare the regions for painting. Given that Bomar Painting and Decorating, Inc. was the lowest bidder, staff contacted 3 company references provided by the vendor within the bid packet. References were very positive and overall favorable, recommending the vendor. Therefore, staff recommends awarding the bid to Bomar Painting and Decorating, Inc. for a project total of \$87,000.

While this is an unplanned expense for 2016, in the event there are not sufficient funds available within the 2016 capital budget after the completion of all planned projects, there are sufficient funds within the capital fund reserve which can cover this expense in 2016.

## MEMORANDUM NO. M16-062

TO: Building & Grounds Committee  
FROM: Dean R. Bostrom, Executive Director  
John Giacalone, Director of Park Services / Development & Risk Management  
SUBJECT: **Seascape fire suppression system**  
DATE: April 26, 2016

### Background

The Village of Hoffman Estates passed a Fire Sprinkler Ordinance in January 1996 and amended it in 2009, 2012 and most recently on August 20, 2015. The Ordinance has been modified over time as building and fire codes are continually evolving. When Seascape was constructed in 1995/96, all three buildings met all building and fire codes. The Ordinance adopted in August 2015 requires that all buildings in excess of 1,000 sq. ft. fully comply with the Fire Sprinkler Ordinance no later than December 31, 2016.

The park district was unaware of this ordinance requirement until Executive Director Bostrom received correspondence from the Village in February 2016. Prior communications by the Village regarding these ordinance requirements were sent directly to Seascape and never made it to the Administrative Offices. Since receiving the correspondence in February, discussions have been held with Village Manager Jim Norris as well as Village Fire Inspector Scott Neal.

### Implications

Seascape has three buildings impacted by the ordinance. The mechanical/filter building, the concession building and the main shower/locker room/guard room building. While Seascape only operates three months of the year and the two buildings which serve the public are not heated and not insulated, discussion was held regarding whether Seascape buildings could be exempt from this ordinance requirement. However, it was determined that as the park district places a high value on public safety, that attempting to exempt Seascape from the ordinance requirement would be inconsistent with our mission and values.

Olympic Engineering was recommended by Scott Neal as they specialize in designing fire suppression systems and have worked with the village in the past. Staff solicited and received a proposal from Olympic. The scope of work is detailed below:

1. **Site visits to confirm existing conditions in pool areas .**
2. **Make sprinkler systems bid drawings, on auto-cad for dry & wet systems.**
3. **Show these new systems connected to city water mains.**
4. **Show all details of new piping and sprinklers.**
5. **All pipe sizes to be determined by hydraulic calculations**
6. **Get approval from Hoffman Estates Fire Department before going for bids.**

**Engineering fee for designing new sprinkler system: \$ 5,000.00**

Olympic Engineering estimated that the total project cost would be roughly \$60,000 to \$75,000. Both engineering and construction costs are unbudgeted in the 2016 budget. While this is an unexpected expense, based on current 2016 capital expense projections vs. budget, staff anticipates that sufficient funds will be available to complete the project in the fall of 2016 within the 2016 capital fund budget.

### **Recommendations**

Staff recommends awarding a contract to Olympic Engineering of Elk Grove Village in the amount of \$5,000 to engineer and design a fire suppression system for all three buildings at Seascape. The project would be bid over the summer and the work completed in the fall of 2016.

## MEMORANDUM NO. M16-059

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

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### **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 first quarter 2016.





BALANCED SCORECARD 2016

District Goals	District Objectives	Measures	Quarter 1 2015	Quarter 1 2016	YTD 2015	YTD 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	734 sessions offered 464 sessions ran 3,878 participants (annual program #s will be reported in Q4)	662 sessions offered 482 session ran 3,476 participants (annual program #'s will be reported Q4)	734 sessions offered 464 sessions ran 3,878 participants (annual program #s will be reported in Q4)	662 sessions offered 482 session ran 3,476 participants (annual program #'s will be reported Q4)
		Number of facility memberships/visits	6,464 memberships 83,352 visits	6,592 memberships 87,800 visits	6,464 memberships 83,352 visits	6,592 memberships 87,800 visits
		Daily paid facility useage	\$42,187	\$38,451	\$42,187	\$38,451
		Number rounds (inc BPC events) / baskets	593 rounds 419 baskets	1,871 rounds 946 baskets	593 rounds 419 baskets	1,871 rounds 946 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	2 events 349 participants	9 events 1,022 participants	2 events 349 participants
	Number of free events		1	4	1	4
	Number of Partnerships/ Coop agreements		36	36	36	36
	Increase in Digital Marketing/Social Media Engagement		Mobile App Users 1,395 Heparks.org Hits 50,910 Online Brochure Hits 2,752 WebTrac Hits 6,424 Social Media/FB Likes 1,774	Mobile App Users 1,421 Heparks.org Hits 50,495 Online Brochure Hits 2,779 WebTrac Hits 7,034 Social Media/FB Likes 2,161	Mobile App Users 1,395 Heparks.org Hits 50,910 Online Brochure Hits 2,752 WebTrac Hits 6,424 Social Media/FB Likes 1,774	Mobile App Users 1,421 Heparks.org Hits 50,495 Online Brochure Hits 2,779 WebTrac Hits 7,034 Social Media/FB Likes 2,161
		Number of Foundation events/participants	1 event/76 participants 1 board mtg	1 event/71 participants 1 board mtg	1 event/76 participants 1 board mtg	1 event/71 participants 1 board mtg

<u>District Goals</u>	<u>District Objectives</u>	<u>Measures</u>	<u>Quarter 1 2015</u>	<u>Quarter 1 2016</u>	<u>YTD 2015</u>	<u>YTD 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)	131.13%	131.26%	131.13%	131.26%
	Generate alternative revenue	Total revenue: Grants	\$5,620	\$0	\$5,620	\$0
		Total revenue: Sponsorships	\$12,450	\$32,349	\$12,450	\$32,349
		Total revenue: Rentals	\$327,901	\$358,209	\$327,901	\$358,209
		Total revenue: Misc.	\$20,894	\$22,560	\$20,894	\$22,560
	Utilize our resources effectively and efficiently	Percentage of assets to liabilities	2014 - 115.00%	Reported 2nd qtr post audit	2014 - 115.00%	Reported 2nd qtr post audit
<i>Achieve Operational Excellence and Environmental Awareness</i>	Create and sustain quality parks, facilities, programs and services	Community survey data related to overall condition of parks and overall quality of programs and services	93.7% overall satisfaction Survey Year 2013	Next survey 2019	93.7% overall satisfaction Survey Year 2013	Next survey 2019
	Utilize best practices	Accreditation score: CAPRA	100% Review Year 2013	Next review 2018	100% Review Year 2013	Next review 2018
		Accreditation score: Illinois Distinguished	97% Review Year 2010	Being reviewed 2016	97% Review Year 2010	Being reviewed 2016
		GFOA-Certificate of Achievement for Excellence in Financial Reporting	Accredited FYE 2014		Accredited FYE 2014	
		PDRMA score	98.75% Review Year 2013	Next review 2017	98.75% Review Year 2013	Next review 2017
		NAEYC	Accredited Formal Review Year 2013	Next review 2018	Accredited Formal Review Year 2013	Next review 2018
		Transparency score	93.4% Review Year 2013	Unchanged	93.4% Review Year 2013	Unchanged

<u>District Goals</u>	<u>District Objectives</u>	<u>Measures</u>	<u>Quarter 1 2015</u>	<u>Quarter 1 2016</u>	<u>YTD 2015</u>	<u>YTD 2016</u>
	Advance environmental and safety awareness	PDRMA score	98.75% Review Year 2013	Next review 2017	98.75% Review Year 2013	Next review 2017
		No. of accident reports	21 reports filled out 0 generating insurance claims	48 reports filled out 0 generating insurance claims	21 reports filled out 0 generating insurance claims	48 reports filled out 0 generating insurance claims
		Environmental Scorecard (Dec)	97% Review Year 2015		97% Review Year 2015	
		Natural Area/ Wetland Parks Burned	(24) In House (4) Contracted	(17) In House (4) Contracted	(24) In House (4) Contracted	(17) 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 (2) AED Medic courses (2) Hoffman U	(1) FT Staff Mtg (1) AED Medic Course (7) Hoffman U (27) Parks	(1) FT Staff mtg (2) AED Medic courses (2) Hoffman U	(1) FT Staff Mtg (1) AED Medic Course (7) Hoffman U (27) Parks
	Build organization culture based on I-2 Care Values	Team building events / Discussions With Dean	(3) Discussions w/Dean (1) Team Builder	(3) Discussions w/Dean (2) Team Builder	(3) Discussions w/Dean (1) Team Builder	(3) Discussions w/Dean (2) Team Builder
	Promote continuous learning and encourage innovative thinking	External conferences, sessions, workshops and seminars	IAPD, PGA, PDRMA, IPRA, PGA, AMA	IAPD, PGA, PDRMA, IPRA, Chamber, Schaumburg Bus. Association, District 211 Focus Grp, NWSRA, Mayor's Update, Hoffman HS Advisory, ProConnect, MIPE	IAPD, PGA, PDRMA, IPRA, PGA, AMA	IAPD, PGA, PDRMA, IPRA, Chamber, Schaumburg Bus. Association, District 211 Focus Grp, NWSRA, Mayor's Update, Hoffman HS Advisory, ProConnect, MIPE

## MEMORANDUM NO. M16-061

**TO: Buildings & Grounds Committee**  
**FROM: Dean R. Bostrom, Executive Director**  
**John Giacalone, Director Parks & Risk Management**  
**RE: Parks Board Report**  
**DATE: May 1, 2016**

1. PSSWC potential whirlpool leak under the pool deck. At the time of the last whirlpool underground leak in December 2015, the underground imaging company identified the leak location and staff made the necessary repairs. Through that process the underground company also detected what he believes is another very minor whirlpool leak. Through a few attempts and even coming in when the facility was closed and quieter he could not definitively pinpoint the leak. With water leaks he typically uses sophisticated listening devices to locate the leak. Staff is concerned that if there is another small leak it will eventually increase; when it does it would require another interruption of service. In an attempt to avoid that, staff is having the underground imaging company come out during the pool's renovation schedule to again attempt to find the leak. We are going to dig up the floor above the main run of whirlpool supply and return lines. We will cut the lines and pressurize them in both directions to identify which line might be leaking, and to narrow down the location of the leak. If the leak is identified we will dig down and repair it. Back-fill the holes, pour the concrete and replace the floor tile. This work is scheduled to start on July 5<sup>th</sup> with digging the hole and exposing the lines. The underground imaging company is scheduled for July 6<sup>th</sup>. This work is scheduled one week prior to the renovation work in the aquatic areas. It is important for staff to get in and make the necessary repairs prior to the painting contractor start date (July 12) because large holes in the floor could impact their ability to move their man lifts around as needed.
2. PSSWC Carrier HVAC controls. The software program that controls all of the carrier HVAC units has totally failed and being 16 years old the software is so out dated that it cannot be repaired. As a temporary fix, staff ran individual thermostats to the various rooms controlled by the software. This has kept things running and comfortable but the system is not running to its full potential and efficiencies are suffering. Staff secured a quote from Carrier to upgrade our software. Total price software and cabling is \$65,511.00. If staff runs the cabling the cost comes down to \$27,759.00. Currently everyone in the facility is comfortable and staff is investigating if this is a single source product or if it is available through multiple sources; we will bid out the product as it exceeds \$20,000.

3. Monarch Butterflies: Positive news has come from the Monarch Butterfly Conservation Fund that Monarch numbers are up this year and all signs point toward these numbers continuing to grow. Credit is being given toward the concerted effort by groups to create Monarch habitat and other green space to assist their growth. The Hoffman Estates Park District has been deeply involved in creating natural areas and specifically planting plants that promote the Monarch's comeback. The District has created 346.96 acres of natural area, and in these areas has planted over 100 lbs. of milkweed seeds totaling over several thousand plants. Milkweed is the plant the Monarch caterpillars eat as they grow to be butterflies. Once they mature, the butterflies like all types of flowers for the nectar and pollen they create, such as Bee Bomb, Cone Flower, and Black-Eyed Susans, etc. Two of our parks, Vogelei and Charlemagne, have been designated as Monarch Sanctuaries and more parks are on the list to be designated as such.
4. Truck 508 installed back up camera
5. Truck 917 installed new ignition switch
6. Truck 509 replaced oil pressure sensor and transmission output shaft seal
7. Truck 527 installed new fuel transfer tank
8. Trailer 402 installed new tires
9. Changed transmission fluid on trucks 513 and 538
10. Vehicle 500 replaced harmonic balancer intake manifold gaskets water pump housing and belt
11. Daily maintenance and repair of mowers
12. The first round of bed-edging and repair is currently underway, weather permitting.
13. All natural areas not on a burn schedule have been mowed and trimmed.
14. Work continues at Essex Park, invasive tree removal and mulching activities in progress.
15. The Thorgard Lightning Prediction System has been activated. Several components have been replaced
16. Mowing and weed control continues, weather permitting. Temperatures close to freezing on a nightly basis have slowed dandelion curling somewhat.
17. Volunteer park clean-up of Poplar Park was carried out Friday afternoon, April 22nd.
18. PDRMA presented a one half day hands-on back safety class on Wednesday April 20 that was attended by all full and part-time parks employees. A follow up observation will be scheduled in June
19. Staff laid out and striped all soccer and ballfields for the season.
20. Staff relocated Soccer goals from Cannon west field to Fabbrini Park soccer field.
21. Staff installed all canopies at playgrounds and Dog Park for the summer season.
22. Staff repaired fence from a windstorm at TC.
23. Staff installed lake fountains at South Ridge, Vogelei and TC.

24. Seascape staff installed windscreen, fun umbrellas, tent, and deck chairs, and scraped and prepared pool bottom and walls for spot painting. Staff cleaned and groomed the play sand area and volleyball pit. Staff repaired and painted water play panels and painted railing purple and orange.
25. Staff installed heat exchanger RTU 13. ADA front door replaced gearbox. Staff installed new blowers for Spa at PSSWC.
26. Staff installed 2-inch valve that cracked over winter in seascape bathhouse.
27. Staff installed RPZ valves and water meters for the season.
28. Staff turned on and checked all the water at the restrooms in the parks.
29. Staff ran data wire at TC. Staff replaced sauna controller and cover at TC.
30. Baseball backstop repair at Canterbury Park is complete.

**MEMORANDUM NO. M16-064**

**TO: Building and Grounds Committee**  
**FROM: Dean R. Bostrom, Executive Director**  
**Gary Buczkowski, Director of Planning and Development**  
**RE: Board Report**  
**DATE: April 28, 2016**

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**1. Playgrounds:**

Now that the weather has turned better, contractors have begun work on the playgrounds at Sheffield and Victoria Parks. Sheffield's mulch has been removed and has been distributed for public use on a first come, first serve basis. The new playground equipment was installed the week of April 25<sup>th</sup>. Weather permitting, the mulch surface will follow and the playground is expected to be completed by the middle of May; 2 weeks ahead of schedule.

The existing Victoria Playground equipment was removed and the posts that are scheduled to remain were repaired in preparation for the painter who is scheduled to begin work the first week of May. Once the painting is complete, the posts will be allowed to cure for 3-4 days followed by the installation of the new playground decks and features. The new fall surface is scheduled to be installed the third week of May and should be completed within 2-3 weeks, weather permitting.

Canterbury Park Place Playground equipment is being stored in the maintenance yard. That project will begin as soon as school lets out for the summer assuming that the contractor is available to begin this project at that time. Given the amount of work on the books, the contractor was unable to commit to a date, but understands that the project will be completed by the middle of August and prior to the return of students for fall classes.

**2. Concrete Walks:**

Concrete work has been completed at BPC, PSSWC and TC. This work was done to correct surface failure and to meet ADA minimum requirements.

**3. GIS:**

Staff has completed the data base elements and returned those items to the consultant for their review and insertion into the inventory software. Once the software has been completed, staff will have one last review prior to the scheduled field inventory of assets. At this time, staff is confident that the parks portion will be completed by the original scheduled completion date of October 2016. The facilities portion will be inventoried simultaneously by staff with the detailed asset information to follow in late summer or fall 2016.