



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, OCTOBER 4, 2016
7:00 P.M.**

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF COMMITTEE MINUTES
 - September 6, 2016
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
 - A. Exhaust hood in TC gym / M16-114
 - B. Parks Board Report and 3Q Goals / M16-115
 - C. Planning & Development Report and 3Q Goals / M16-113
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
September 6, 2016**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Building and Grounds Committee was held on September 6, 2016 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner Kilbridge, Comm Rep R. Neel, S. Triphahn, Chairman McGinn

Absent: Comm Rep Bettencourt, Dekirmenjian, Friedman

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

Audience: Commissioner R. Evans, Kinnane, President Bickham, Mr. K. Evans

2. Approval of Agenda:

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

3. Minutes:

Comm Rep R. Neel made a motion, seconded by Comm Rep S. Triphahn to approve the minutes of the August 2, 2016 meeting as presented. The motion carried by voice vote.

4. Comments From the Audience:

None

5. Old Business:

None

6. New Business:

A. TC Gymnasium/M16-104:

Director Buczkowski reviewed the memo noting that the second set of air samples had come back that morning as negative.

Chairman McGinn asked why the mold had developed. Director Buczkowski explained that there was mold everywhere and it was difficult to explain exactly why the mold had taken off when it did. He noted that it was a combination of situations starting with the resurfacing of the gym floor for which the A/C and circulation had been turned off to prevent the spread of dust; the fumes created by the resurfacing process that created the need for staff to open the front door; and the excessively humid conditions out of doors that impacted the interior of the building or in short the warm, wet conditions added to the dust food source to create optimum conditions for growing mold.

Executive Director Bostrom explained that the preliminary test with the vents closed came back negative and the second samples were with the vents open and they were also negative showing that the mold was just on the exterior of the vents. He also explained that the mold was not there prior to the resurfacing of the gym floor. He also explained that the district resurfaced the floors approximately every three years without incident and that given the situation; staff would be more alert when resurfacing other gym floors in the future.

Comm Rep R. Neel asked if the district had seen the bids for the cleaning service. Director Buczkowski explained that all three companies had visited the site and that protecting the new floor was in the bid specs.

Comm Rep R. Neel asked about the price difference and Executive Director Bostrom explained that it could be timing with regard to availability for the work and that all had been pre-qualified by MECS. Comm Rep R. Neel asked about the warranty and Executive Director Bostrom explained that the MECS would be supervising to make sure that the issue was cleaned correctly but that there was no guarantee that the mold would not return at some time, given the humid conditions. Comm Rep R. Neel explained that he saw a guarantee when the mold was removed from residential areas and asked staff to check on this item.

Chairman McGinn asked if anyone had seen this before and Director Buczkowski said they had not.

Comm Rep S. Triphahn asked if the mold could be disturbed with a basketball. Director Buczkowski explained that he believed the environmental engineers were being cautious about not disturbing the mold

explaining that the general public would not be affected by this type of mold.

President Bickham asked if the district could file a claim with PDRMA. Staff will check on that. He also asked about preventive maintenance and Executive Director Bostrom noted that the air could be periodically tested for air quality. Staff will check on that.

Mr. K. Evans asked if the vents had been checked and about the shower area.

Commissioner R. Evans asked why they would clean if they were not sure they had identified the initial source and if the mold was on the inside of the vents. Director Buczkowski explained that the negative results from the second set of samples when the vents were open showed that there was no mold on the inside. Commissioner R. Evans suggested talking to the company that did the floor resurfacing. Staff will check with them.

Mr. K. Evans asked if they would also be painting the duct work and Director Buczkowski noted that they would clean the ducts but that touch up painting would most likely be another project. It was noted that the district used a mildew resistant paint on those projects. Mr. K. Evans asked if they would do the entire area and Director Buczkowski explained they would do the outside of all the duct work in the gym. It was noted that the interior could not be reached because of a membrane over the interior, thus the need for the second set of samples with the vents open. Mr. K. Evans questioned if that was not a high cost just to clean the outside of the vents. Executive Director Bostrom explained that in order to clean the outside, the flooring would have to be protected and the area would have to be tented to prevent contamination.

Commissioner Kilbridge made a motion, seconded by Comm Rep R. Nell to recommend based upon a negative analysis of mold to open the gym to the public and recommend the board award the contract for mold mitigation to Cover Remediation in the amount of \$24,754 and to commissioner MECS to supervise the mitigation removal process for \$3,700. Motion carried by voice vote.

B. Seascope Fire Suppression System Bid/M16-0102:

Director Giacalone reviewed the memo noting the Village had mandated that Seascope meet code. Executive Director Bostrom explained that they had checked on grandfather clauses or other ways to bypass this issue but did not feel it appropriate to ask for an exception noting that they would also have to hold public hearings on the issue.

Chairman McGinn asked if the Village had recommended the project engineer and Executive Director Bostrom explained that the Village had worked with the park district to fulfill this requirement.

Comm Rep S. Triphahn made a motion, seconded by Commissioner Kilbridge to recommend the board award the contract to Automatic Fire Systems in the amount of \$52,976 to install a fire suppression system at Seascapes Family Aquatic Center as outlined in M16-100. Motion carried by voice vote.

C. ADA Transition Plan Update/M16-102:

Executive Director Bostrom and Director Buczkowski reviewed the memo. Chairman McGinn asked how the district compared to other districts. Executive Director Bostrom noted that the district had to get approval from NWSRA to spend the ADA funds on approved projects. He noted that the district did a good job of using funds on appropriate projects.

Comm Rep R. Neel made a motion, seconded by Commissioner Kilbridge to recommend the board approve the modified ADA Transition Plan Remediation schedule as outlined in M16-102. The motion carried by voice vote.

D. Parks Board Report/M16-101:

Director Giacalone reviewed the memo. Chairman McGinn asked about the ash trees and Director Giacalone noted that it was the final goal for those in open spaces and there were still some in the wooded areas.

Chairman McGinn also noted that the maintenance department had provided good support on the PSSWC pool projects.

Comm Rep S. Triphahn made a motion, seconded by Comm Rep R. Neel to send the Parks Board Report M16-101 to the board as presented. The motion carried by voice vote.

E. P&D Report/M16-099:

Director Buczkowski reviewed the memo. President Bickham asked about the age of the Seascapes playground and Director Buczkowski noted that it was the original equipment from 1996.

Comm Rep S. Triphahn made a motion, seconded by Commissioner Kilbridge to send the P&D Report M16-099 to the board as presented. The motion carried by voice vote.

7. Committee Member Comments:

Comm Rep S. Triphahn reminded all members of the Uncorked and Untapped on September 23 at BPC and encouraged all to sign up.

Chairman McGinn said he had seen the pool pics of the work done at PSSWC and they looked great. He also reminded everyone of the Wild Flower Seed Collection at Charlemagne and the coming German Fest at the Village Green this weekend.

8. Adjournment:

Comm Rep R. Neel made a motion, seconded by Comm Rep S. Triphahn to adjourn the meeting at 7:55 5p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom
Secretary

Peg Kusmierski
Recording Secretary

MEMORANDUM NO. M16-114

TO: Buildings & Grounds Committee
FROM: Dean Bostrom, Executive Director
Gary Buczkowski, Director of Planning & Development
RE: Exhaust Hood in TC Gym
DATE: September 28, 2016

Background:

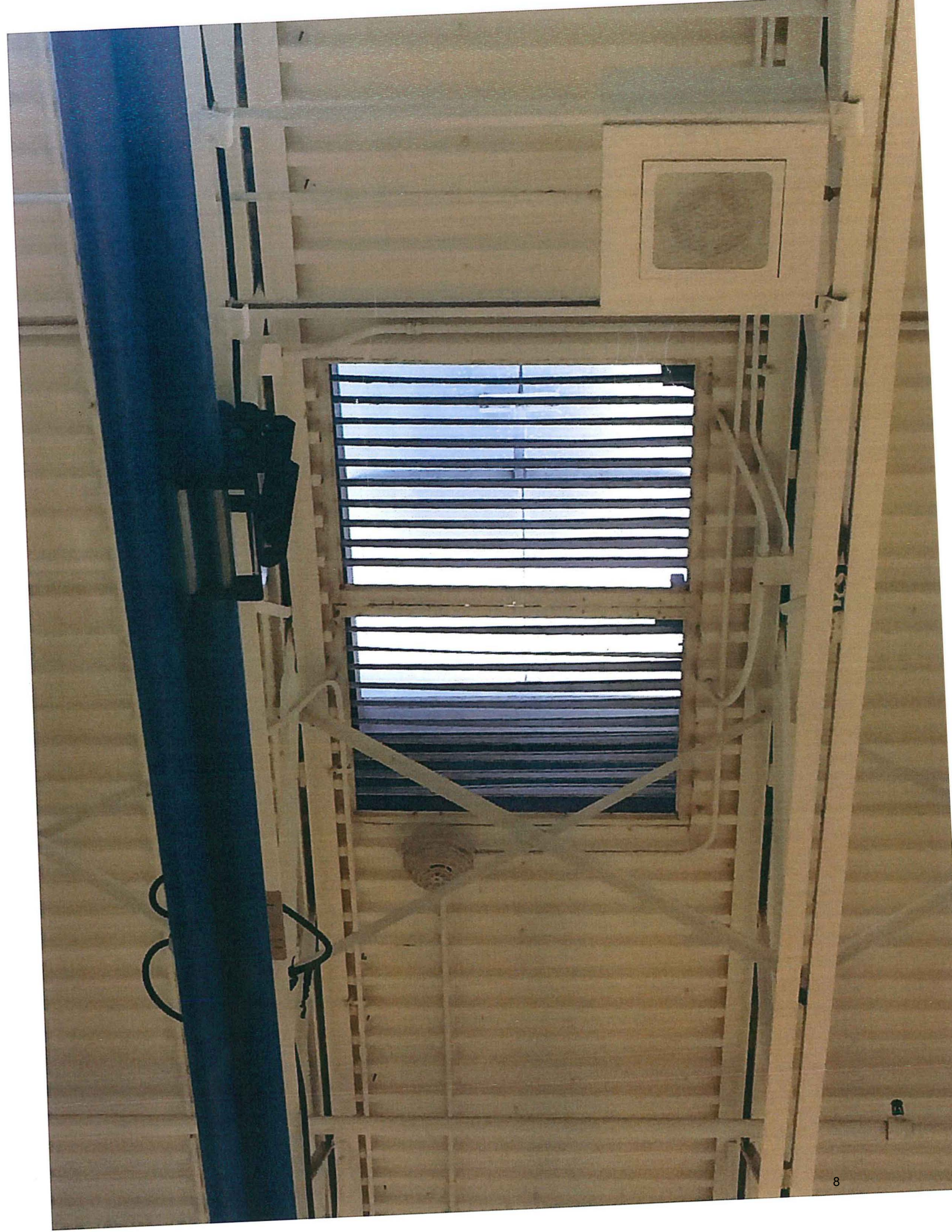
During the resurfacing of the gym at Triphahn Center the park district experienced some mold growth on the existing duct work system in the gym. This mold was removed and the area cleaned by an Environmental Company under the supervision of Midwest Environmental Surfaces. Since the mold did not occur previously during resurfacing projects, staff wanted to assess what had changed environmentally over previous conditions. Planning staff reviewed and looked at all the mechanical equipment and settings for this area. During that review, it was discovered that the exhaust hood was open to the outdoor environment. Staff spoke with personnel who are responsible for daily operations to ascertain how long the vent was open to the outdoors. Unfortunately, no one had any recollection as to when the louvres were last closed. Furthermore, staff gave no indication as to the purpose of the hood and louvres in the gym area. With no understanding of the functionality of this exhaust hood, staff contacted W-T Engineering and Mark Ventrelli came out to the facility to survey the existing equipment and possibly give some insight as to the exhaust hood and its functionality. During that onsite review, staff attempted unsuccessfully to close the louvres. As for the functionality of the exhaust hood, Mark saw no need for the evacuation of any indoor air via this device. Currently the rooftop units have air exchange economizers built into their system which are controlled by dampers. Those economizers appear to be functioning as designed. The only explanation for the need for the exhaust hood is that originally, the gym did not have air-conditioning and in the place of the 2 air-conditioning units, 2 exhaust fans were utilized to evacuate the indoor air. The exhaust hood in question would have acted as the source to draw fresh air into the space and the louvres would have been tied to the operation of the fans.

Implications:

Based upon the review, Mark is of the opinion that the exhaust hood serves no immediate purpose in the conditioning of the interior air within the gym. It was also his opinion that in its present state (open to the outdoors) it allowed indoor conditioned air to escape and in non-operational times, allowed the outdoor air to enter the gym. If and when this occurred the humidity levels on the outside could be high enough that when drawn into the building, condensed on the cold duct work and ultimately created a situation conducive for mold growth.

Recommendation:

Staff and WT (Mark) recommend that the louvres be closed and sealed to prevent the outside air from entering the space when the system is off. This move will also prevent the loss of conditioned air at a great savings to the operations of the gym.



MEMORANDUM NO. M16-115

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

1. The hot water valve actuator and cold water actuator in the class room was replaced.
2. We just had Metro door and dock Inc. come out to inspect and drop test our rolling fire doors on rink 1 and rink 2 Zamboni room doors. Of which both have passed and are good for one year.
3. The roof joining the old building to the new section has been resealed and fixed, and has no signs of leaks in the last storm we had.
4. One office was also resealed on the exterior which also had no signs of leaks.
5. We started installing new mulch in the playground and fixed a broken crawl tube on the small section. Couple of ballast were replaced, one in jerry's pro shop and the other in an office.
6. A broken discharge pipe on the spa was repaired. We installed new hooks to hold the shepherds hook as well as new signage on the wall in the lap pool area.
7. The fire alarm panel up front had some trouble codes flashing; the necessary repairs were made and is now back on line.
8. We have one of the two tv's installed in the fitness area.
9. Bridges Golf Course we repaired and resealed the entire perimeter of the roof over the main entrance doors.
10. Some gutter cleaning was done also.
11. A new vacuum breaker was installed on the garbage disposal in the upstairs kitchen.
12. All of soccer was laid out and striped.
13. New park rules signs are being installed
14. Two staff went and passed the certified pool operators class.
15. One staff is currently taking the certified playground inspectors test.
16. Truck 912 replaced Transmission shift cable
17. Truck 548 installed new rear leaf spring on each side
18. Bus 534 replaced front tie rod, drag link, front end alignment and replaced four emergency exit window latches
19. Bus 510 replaced front tires, alignment and coolant shut off valve
20. Replaced fuel pump pedestal and painted fuel pumps
21. Safety lane inspection completed on all dump trucks, busses and larger trailers

22. 495 replaced both front stabilizer links
23. Daily maintenance and repairs on mowers
24. Mowing operations continue on schedule, weather permitting. Rainfall in September ran about 1-2" deficits but irrigated athletic fields were unaffected and are now being mowed at 2 ½" as is standard.
25. Spot spraying of fall dandelions and clover continues. Grubs were not spotted in large quantities this year, presumably because of adequate rainfall in the spring and early summer. Grubs are not drawn to well irrigated areas then and the accumulation of population does not present the normal problems.
26. All athletic fields have received their Labor Day fertilization and we will be doing one more application after Halloween.
27. Fertilizer prices are not expected to rise for the 2017 season unless a petroleum shortage was to occur.
28. Ash Tree removals are complete in the parks and replacements will be done with this fall's tree order. There are approximately 8 to 10 Ash Trees remaining in the parks which at this time are not showing any signs of EAB, we will continue to monitor these. Any dead Ash in our natural areas will be addressed over this fall and winter.
29. Invasive plant control is completed for this season with good results and will resume again in the spring when vegetation is actively growing.
30. The volunteer seed collection event held at Charlemagne Park Sat. 9/24 was a success with approx. 40 participants, residents, boy scouts and girl scouts. The estimated amount of seed collected is approx. 20 – 25 lbs. which will be used at Highland Park natural area which is currently under restoration at the west end.
31. State and County burn permits have been received and we are waiting on the Village permits. There is 24 in house burns scheduled for this burn season, weather permitting.
32. Tree trimming, edging and mulching is under way and about 40% completed.
33. Quotes for contracted burns were received and the same contractor as last year had the low quote and will be conducting 3 burns in 2017, Hunter's Ridge, Rohrsen Park and Black Bear Park.

**HOFFMAN ESTATES PARK DISTRICT
2016 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	Seasonally topical turf and gardening tips have been sent to the C & M department to be posted on the web site at their discretion
Increase volunteer involvement in District operations	Conduct a Queen Ann's Lace removal event. By 2 nd quarter	C	Scheduled for July 16 th 9:00am-11:00 am 12 people
	Conduct a teasel removal event. By 3 rd quarter.		Scheduled for 8-13-16; location to be determined 3 people
	Conduct a wild flower seed collection event. By 3 rd quarter.	C	Scheduled for 9-24-16 at Charlemagne Park About 40 people
	Conduct an Adopt a Park program. Increase by 2 sites.	IP	Adopt-a-park opportunities will be posted on the marquee signs
	Conduct a park clean up event. By 4 th quarter.	NA	Scheduled for 6-11-16 at Essex Park No volunteers signed up

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	Parks budget has been entered into the system
	Develop the Parks and Risk Mgt sections of the 2015 CMP. Complete by the district's adopted schedule	C	Risk Mgt budget items are in the system
Perform internal control audits	Monitor budget to ensure expenses do not exceed budget and are in line with revenue projections and revenues are meeting	IP	Most line items are currently within budget

	financial goals and objectives. Meet budget expectations.		
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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	Replace Seascape ice maker. Compete by end of 1 st quarter	C	Ice machine has arrived
	Replace 1995 CHEVY 4X4 PICK-UP. Compete by end of 4 th quarter	C	Vehicle has arrived
	Replace 2003 JOHN DEERE SKID STEER. Compete by end of 4 th quarter	C	Skid Steer has arrived
	Seascape rebuild pumps #1 & #5. Compete by end of 4 th quarter	C	Pumps have been rebuilt
	Replace 2003 Redi-haul trailer. Compete by end of 4 th quarter.	C	Trailer has arrived
Perform a capacity usage analysis	Purchase and plant trees, shrubs, and flowers throughout district. Compete by end of 4 th quarter.	SC	Spring tree order has been planted Fall tree order arrives 9-27-16

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	Natural areas overseeding is complete
Continue to address park and recreation needs according to the district's ADA transition plan	Complete assigned ADA projects. Complete by end of 4 th quarter.	C	Installed hand rails in WRC elevator

District Initiative 2: Utilize best practices

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Enhance overall quality of natural areas	Enhance natural areas by controlling invasive plants to 20% or less. Maintain/monitor on quarterly basis for compliance.	IP	Invasive plants are less than 8%
	Control burns at Black Bear, Hunters Ridge and Roherson Parks. Annually.	C	All controlled burns are complete

District Objective 3: Advance environmental and safety awareness

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Implement best practices to maintain a minimum score of 95% in the District-wide IPRA environmental report card	Maintain Park Division's compliance with IPRA's Environmental Report Card. Complete by end of 4 th quarter.	IP	The parks division is compliant with the report card

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
Develop a new hire training program that addresses District policies and procedures	Hire Supervisor of Aquatics and Facilities. Complete by end of 1 st quarter	C	Currently reorganizing the Parks Division supervisor's level current and future org charts have been developed
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	All full time and seasonal parks staff have been trained.

District Objective 3: Promote continuous learning and encourage innovative thinking

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Continue emphasis on cross-training and ensure workforce readiness	Instruct & train members of the training committee on district wide trainings. Complete by end of March.	C	Training team has been trained
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	PDRMA back safety school is complete PDRMA chipper safety is October 19 th and hosted by HE parks division September 22 we had a lunch for the parks division full time and seasonal staff where park supervisors cooked for staff

MEMORANDUM NO. M16-113

TO: Building and Grounds Committee
FROM: Dean Bostrom, Executive Director
Gary Buczkowski, Director of Planning & Development
RE: P&D Board Report
DATE: September 28, 2016

1. TC North Renovations:

Architectural plans were completed in mid-August and submitted to the Village for code review. Reviews came back from the Village without any design issues. The only items the Village is looking for prior to issuance of the permit are some architectural standards backups and calculations. With this initial review complete, Williams Architects and staff released the drawings along with the bid information to prospective bidders. A pre-construction meeting was held September 29th. Bids from all ten trades are due on October 11, 2016 and will be presented to the November B&G Committee for review. Upon receipt of the bids and known pricing, staff will establish appropriate funding to be considered as part of the 2017 Budget.

2. Valley Park Basketball Court:

Staff has completed the designs to renovate the existing ½ court located at Valley Park. The existing court with the surface constructed of concrete has experienced some heaving over the years and if not yearly maintained, poses trip hazards to users. With the consideration of replacing the surface, staff is proposing to take the ½ court and turn it into a full court. Changing the existing court to full size was also an item suggested by the residents during the public meeting for the playground improvements at Valley Park conducted in the fall of 2014. In addition to the new basketball surface, a concrete walkway will connect the court to the public sidewalk for the purposes of ADA access.

3. GIS:

Geographic Technologies Group is currently finalizing the cleanup of data collected as part of the district's GIS asset project. Current estimates for completion of this work are some time the first or second week of October. If this should occur, staff will begin to globally populate the asset inventories with field data. In addition to cleaning up the data, GTG is completing the formulation of the asset replacement predictor widget. This widget is the prime tool of the GIS system and is intended to predict the district's future replacement needs.

**HOFFMAN ESTATES PARK DISTRICT
2016 GOALS & OBJECTIVES
PLANNING & DEVELOPMENT**

Key: C = Complete / SC = Substantially Complete / IP = In Progress / NB= Not Begun / NA = Not Accomplished

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

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

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Develop plans to meet increased program needs 50+ population	Maximize the use of existing space for active adults / rental programs based of a ROI evaluation. Redesign space to convert more effective and efficient use. As part of the Triphahn Architectural study that will be completed in the spring of 2016.	IP	Williams and staff presented their proposal to the full board in March and the plan was approved by the Board. Williams and staff are now developing construction documents to go out for bid in the fall of 2016. Williams Architects have completed 80% of the design development drawings for the project. To ensure the process moves along smoothly, Williams Architects and staff met with Village code enforcement reviewers. That meeting was productive and comments will be incorporated into the review documents scheduled to be submitted at the end of August. Architectural plans were completed in August and submitted to the village for review. The Village saw no problems with the design and only requested some documentation regarding energy conservation. The bid was completed and released in mid-September with bids to be due on October 11th.

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.	Renovate and rebuild Victoria, Canterbury Park Place and Sheffield playgrounds.	C	Bids for supply and installation were received and awarded in March for these projects.

	Complete projects by August 1 st 2016.		Contractor to begin work in April. Sheffield Playground was completed the first week of June. Victoria playground will be completed the first week of July. The playgrounds were completed the 1st week of August and opened to the public.
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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 2016 projects.	IP	Interested parties were invited to the presentation meeting regarding renovation plans for the north end of the Triphahn Center. A public informational meeting has been scheduled for October 5th to discuss plans to renovate the playground at Victoria south.
	Incorporate if possible and/ or practical in plans for renovation and update of parks and playgrounds. Meetings fall 2016 for 2017 projects.	IP	Limited input due to limited attendance at the meeting

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 2016.	C	Bids for 2016 projects have come in under budgeted amounts. Currently all projects at or below budget levels. All capital projects under the supervision of the Planning and Development Department have been completed under budgeted amounts.
	Monitor all projects and adjust program plans to maintain projects with budgeted amounts. On a weekly basis.	C	Staff continues to monitor funding availability to maintain that trend. All projects have been completed at less than Budgeted levels.

District Objective 2: Generate alternative revenue

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Achieve District annual budget to maintain fund balance reserves.	Oversee and maintain Community marquee signs in operational order. Ongoing.	C	To increase sales and net profitability, ad sales have been brought in-house and are currently

			under the direction of the Administrative Finance department.
Develop strategies to attract additional sponsors and new partnerships	Continually monitor and track operational performance so as to provide constant programming ability for communication of district and community events. Ongoing.	C	To increase sales and net profitability, ad sales has been brought in-house and is currently under the direction of the Administrative Finance department

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.	Come up with a plan to reuse playground equipment and refurbish same. Replace only items that have worn out or have no future purpose. Victoria Park Playground redevelopment. Renovate playground by the end of July 2016.	C	Victoria playground renovation was designed to reuse the existing post structure which has resulted in less construction debris and less new material. In addition this has allowed the reuse of the majority of the existing fall surface rubber. The old posts were repainted using an electrostatic process.

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 Playground. Complete by July 2016.	C	Bids awarded and materials are now in production. 100% completed
	Replace Canterbury Playground. Complete by August 2016.	C	Installation began June 28 th and will be completed prior to the end of July. 100% completed August 5th 2016.
	Replace Sheffield Playground. Complete by July 2016.	C	Bids awarded and materials are now in production. Completed
	Repair and color coat Fabbrini Tennis courts. Complete by July 2016.	C	Contractor identified and work will commence once weather is conducive for this type of work. Completed
	Repair and color coat Victoria Tennis courts. Complete by July 2016.	C	Contractor identified and work will commence once weather is conducive for this type of work. Completed
	Repair and color coat Victoria Basketball Court. Complete by July 2016.	C	Contractor identified and work will commence once weather is conducive for this type of work. Completed
	Repave BPC Roadway. Complete by July	C	Contractor identified and work will commence

	2016.		once weather is conducive for this type of work. Completed
	Patch and sealcoat Triphahn Center parking lots. Complete by July 2016.	C	Contractor identified and work will commence once weather is conducive for this type of work. Completed
	Crack fill all parking lots (ongoing process). Complete by July 2016.	C	Contractor identified and work will commence once weather is conducive for this type of work. Completed
	Coordinate architectural study /Triphahn north wing renovation plans. Complete by May 2016.	C	Concept plans were completed, presented and approved in March. Williams Architects is now preparing construction documents and specifications with the intent of going out to bid in the fall of 2016.
	Coordinate architectural study. Construction 2017.	IP	Williams Architects is now preparing construction documents and specifications with the intent of going out to bid in the fall of 2016. Drawings 100% completed. Village review 85% completed. Out for public bid with bids due October 11^h 2016.

District Initiative 2: Utilize best practices

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Specify environmentally sound programs and opportunities on environmentally 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 85% existing mulch materials. Utilize 10% organic waste mulch to improve soils on the former site of Summit (Essex Park) residence	C	Old mulch will be made available to the public beginning in April. Mulch was delivered to distribution points throughout the Village. The public consumed every bit available.

District Objective 3: Advance environmental and safety awareness

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Specify environmentally sound programs and opportunities on environmentally best practices.	Develop and implement a best use practice to utilize the existing rubber tire fall surface at Victoria Park playground. Reuse 95% of existing material.	C	100% of the used rubber tires contained in the Victoria Playground fall surface were re-used in the new fall surface system. The ground rubber crumb material used in the poured in place surface came from ground rubber tires.

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
Promote further educational opportunities of staff by encouraging participation in workshops conferences and other educational opportunities.	Coordinate the registration of personnel to attend the 2016 IL Landscape Contractors Association Meeting and conference in Schaumburg. Requires training budget for registrations. Involve two staff members minimum.	C	Director of Planning has completed 31 hours of off-site training which included 14 hrs of hands on GIS training that was completed at NIU in Naperville.

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 2016.	C	Planning staff organized and held a Hoffman U along with representatives from North West Special Recreation regarding the ADA law and how it impacts our facilities and programming.

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 2016.	C	Gary Buczkowski attended 7 hrs of programs at this conference
	Attend IPRA, ASLA or NRPA conference. Fall 2016.	C	Gary Buczkowski attended 9 hrs of programs while at the IPRA conference in January.
	Attend 2 training programs or classes. By end of 2016.	C	Gary Buczkowski attended 14 hrs over two days of technical hands on GIS Training.