



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 21, 2020
7:00 P.M.

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF COMMITTEE MINUTES
 - December 10, 2019
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
 - A. Court Repairs and Conversions / M20-005
 - B. Parking Lot Crack Fill and Seal Coating / M20-006
 - C. Purchase of Bobcat Compact Track Loader / M20-007
 - D. Purchase of Sound Panels at The Club / M20-008
 - E. Splash Park at South Ridge / M20-009
 - F. Purchase of Princeton Park Playground Equipment / M20-010
 - G. Balanced Scorecard / M20-012
 - H. Parks, Planning & Maintenance Report & 4Q Goals / M20-011
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 847-885-7500 with at least 48 hours' notice.



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**MINUTES
BUILDING AND GROUNDS COMMITTEE MEETING
December 10, 2019**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Building and Grounds Committee was held on December 10, 2019 at 7:05 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Chairman Kinnane, Commissioner R. Evans, Comm Reps Aguilar, Bettencourt, Friedman, Poeschel, Sernett

Absent: None

Also Present: Executive Director Talsma, Director of Finance and Administration Hopkins, Director of Recreation Kapusinski, Director of Parks, Planning and Maintenance Hugen, Director of Golf and Facilities Bechtold

Audience: President Kaplan, Commissioners Chhatwani, Kilbridge, McGinn, K. Evans, Comm Rep Macdonald

2. Approval of Agenda:

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

3. Approval of the Minutes:

Comm Rep Friedman made a motion, seconded by Comm Rep Bettencourt to approve the minutes of the October 15, 2019 meeting as presented. The motion carried by voice vote.

4. Comments from the Audience:

None

5. **Old Business:**

None

6. **New Business:**

A. **Audio & Video Recording at Board meetings/M19-119:**

Executive Director Talsma reviewed the item noting that they were looking to address this in 2020. He explained that there was minimal cost to implement as the district had most of the equipment and the Executive Assistant would review the audio and video and type the minutes during normal working hours. He also explained that the tapes would be foiable as were the typed minutes, however, the tapes were only required to be kept for 60 days.

Commissioner K. Evans noted that he would prefer not to have the video. Executive Director Talsma noted that many districts live stream their meetings and that any person attending the meetings could tape them.

President Kaplan asked about the savings and Executive Director Talsma noted it would be about \$500/month.

Comm Rep Sernett asked about the cost of implementation and Executive Director Talsma explained that the district had purchased an audio mic for \$150 but everything else was in place and it would be installed in-house.

Commissioner K. Evans expressed concern with regard to the Executive Assistant having enough time to type the minutes.

Comm Rep Sernett asked if they needed a hard copy and Executive Director Talsma noted that it was a requirement to keep a permanent copy.

Chairman Kinnane asked about permanently putting the audio/video on the website. Talsma said that would be up to the Board.

Commissioner R. Evans made a motion, seconded by Comm Rep Bettencourt to recommend the board approve the audio and video recording of the District Board/Committee meetings as outlined in M19-119. The motion carried by voice vote.

B. **Ice Rink 2 Renovation/M19-122:**

Director Hugen reviewed the information noting that due to timing, the bids would be opened Friday and sent to the A&F Committee for review prior to being presented to the board.

Comm Rep Sernett asked who was the present contractor and it was noted to be Minnesota Ice.

Chairman Kinnane asked if any of the other bidders had bid on the first rink repair and Director Hugen noted that Ice Builders and CIMCO had bid. Chairman Kinnane asked if there was concern regarding Minnesota Ice's history with the present renovation and Director Hugen noted that it would be a factor in the awarding of the bid. He explained that they would be using an incentive to complete the project in a timely manner.

President Kaplan asked about the opinion of Minnesota Ice's performance and Director Hugen noted that there had been much work for the park district with Minnesota Ice and this time they would be looking for a general contractor to handle much of those decisions.

Chairman Kinnane asked if staff had not stepped up if the renovation would have been delayed and it was noted that it would have.

Commissioner R. Evans asked what steps would be taken to prevent the same issues and it was noted that there would be a completion incentive and a preventative clause for delays.

Commissioner McGinn asked about the soil issue from the first rink and Director Hugen noted that was not a part of the issue with Minnesota Ice.

Chairman Kinnane asked if the district could reject any subcontractor and it was noted that we could, but if they would not be removed by the contractor we would have to move to the next lowest bidder.

Executive Director Talsma invited all Comm Reps to attend the A&F Committee meeting next Tuesday for the bid results and final recommendation.

Information only; no motion.

C. PARC Grant Applications/M19-126:

Executive Director Talsma reviewed the item noting that there was about \$25,000,000 available for the State and the district would apply for Phase 2 of The Club renovations (work previously started could not be applied for so Phase 1 would not be eligible) as well as work at WRC for repair and renovation of the fitness area. He noted that the deadline was January 21, 2020.

Director Hugen noted that like the OSLAD grants, the district would have 2 years to complete their project. It was noted that the PARC grants were not easy to come by.

Commissioner K. Evans asked if the public was being informed at WRC about the changes and Executive Director Talsma noted that a public meeting would be scheduled.

Comm Rep Sernett asked if the district had received the PARC grants in the past and it was noted that they believed they had applied but never received.

Comm Rep Poeschel made a motion, seconded by Comm Rep Sernett to recommend the board approve staff applying for two PARC grants for WRC and The Club as outlined in M19-126. The motion carried by voice vote.

D. PPM Board Report/M19-121:

Director Hugen reviewed the item noting that South Ridge bid would be released in January and opened in February.

Comm Rep Aguilar asked about the completion date and Director Hugen noted it would be done as soon as the weather would allow.

Commissioner McGinn asked about the completion date for the Triphahn Center roof and reopening of the track. Director Hugen noted that the track would open Saturday and that he continued to meet weekly with the contractor for a final date. He noted they were anxious to complete the project within the 2019 calendar year.

Commissioner K. Evans asked what Ga Ga Ball was and it was noted to be dodge ball below the waist. President Kaplan asked about protection for the face against hitting the edge of the wall and Director Hugen noted that there were plastic caps around the entire rink for that purpose.

President Kaplan asked about TC's roof and any plans if they did not complete the project within 2019 and Director Hugen explained that staff was working with legal on the issue.

Commissioner R. Evans made a motion, seconded by Comm Rep Bettencourt to send the PPM Report M19-121 to the board as amended to include the new bid dates on South Ridge. The motion carried by voice vote.

7. **Committee Member Comments:**

Commissioner R. Evans reminded everyone of the Winterfest and Breakfast with Santa Saturday. Director Bechtold noted they had 550+ registered.

Comm Reps Aguilar and Poeschel thanked staff for all their work.

Chairman Kinnane noted that he had asked the district to assist with some tree work for the historical committee as the Forest Preserve was not able to get to it and he had

received many compliments from the committee thanking the district for their assistance. He also wanted to note that “Angie” was very grateful for the opportunity to work with the district and that he received many compliments on the clean condition of the tube and pool at The Club.

Director Hugen explained that John Anderson who was in charge of those areas was being promoted to Triphahn Center when Building Custodian Huthman retires in January.

8. Adjournment:

Comm Rep Friedman made a motion, seconded by Comm Rep Aguilar to adjourn the meeting at 8:47 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Peg Kusmierski
Recording Secretary

MEMORANDUM M20-005

TO: Building and Grounds Committee
FROM: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
RE: Court Repairs and Conversions
DATE: January 21, 2020

Background:

As part of the 2020 Capital Improvement Plan, funds have been allocated for improvements to tennis courts and basketball courts at Olmstead Park, Fabbrini Park and Willow Recreation Center. The improvements are as follows:

- Repair cracks and resurface at Olmstead Tennis Courts
- Repair cracks and resurface at Fabbrini Pickle Ball and Tennis Courts as well as the conversion of one tennis court into four pickle ball courts.
- Repair cracks and resurface at Willow Recreation Tennis Courts

Additionally, staff bid an Alternate to do the basketball court at Olmstead, if the budget will allow:

- Alternate 1: Repair cracks and resurface at Olmstead Basketball Courts

Implications:

On 1/7/2020, staff opened five bids for the 2020 court repair work. The chart below is a summary of the bids received. American Sealcoating, the lowest bidder, completed the district's court repair at both Charlemagne and Cannon Crossings in 2018. The district was pleased with the work previously performed by American Sealcoating. Additionally, the Alternate 1 is within our budget amount so that is being recommended as well.

	US Tennis	MCH Sports	Perm-A-Seal	Sports Surfacing	American Sealcoating
Item #1: Olmstead	\$12,000.00	\$11,600.00	\$15,269.00	\$13,000.00	\$10,000.00
Item #2: WRC	\$13,750.00	\$13,500.00	\$15,162.00	\$13,000.00	\$10,000.00
Item #3: Fabbrini	\$22,400.00	\$20,200.00	\$17,980.00	\$13,990.00	\$19,400.00
Alt #1 : Olmstead Basketball Court	\$6,430.00	\$4,900.00	\$8,328.00	\$6,000.00	\$5,000.00
TOTALS	\$54,580.00	\$50,200.00	\$56,739.00	\$45,990.00	\$44,400.00

The 2020 budget amount for the court resurfacing is \$30,000 and \$35,000 for the pickle ball court conversion (additional items will apply to this project).

Staff Recommendation:

Staff recommends the B&G Committee recommend the full board award the court repair and conversion work for 2020 to American Sealcoating for a total cost of \$44,400.

MEMORANDUM M20-006

TO: Building & Grounds Committee
FROM: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
RE: Parking Lot Crack Fill and Seal Coating
DATE: January 21, 2020

Background:

Bids were opened on 1/7/2020 for crack filling, seal coating and striping work to be completed at Bridges of Poplar Creek, Cannon Crossings, and Freedom Run. This work is part of an on-going preventative maintenance program with the intent of extending the life cycle of the existing parking and drive areas of the district.

Implications:

A total of seven bids were received. The bid results are attached to this memo. The low bid is from Patriot Maintenance, Inc.; after being reviewed for accuracy, staff found everything to be in order. Patriot Maintenance, Inc. performed the district's crack filling and seal coating in 2017 and 2018, completing all projects on time and meeting the district's expectations.

The 2020 budget amount for this project is \$36,500.

Staff Recommendations:

Staff recommends that the B&G Committee approve to the full board the crack filling and sealcoating bid project to Patriot Maintenance, Inc. in the low bid amount of \$28,533 plus a 10% contingency of \$2,850 for a total of \$31,383.

2020 Crack Filling/Seal Coating/Striping at Multiple Locations

	Maul Enterprises Inc.	Chicagoland Paving Contractors Inc.	Hastings Asphalt Services Inc.	Patriot Maintenance Inc.	SKC Construction Inc.	Pavement Systems Inc.	Everest Paving
BID BOND	X	X	X	Cashier's Check	X	X	X
<i>CANNON CROSSING PARKING LOT</i>							
Item #1: Rout and clean any crack greater than ¼" in width and filled with a single component hot tar joint sealant meeting IDOT specifications. (7,980 lineal feet)	\$0.55	\$0.65	\$0.73	\$0.38	\$0.43	\$0.45	\$0.87
	\$4,389.00	\$5,187.00	\$5,825.40	\$3,032.00	\$3,431.40	\$3,591.00	\$6,950.00
<i>FREEDOM RUN DOG PARK PARKING LOT</i>							
Item #1: Rout and clean any crack greater than ¼" in width and filled with a single component hot tar joint sealant meeting IDOT specifications. (1,540 lineal feet)	\$0.55	\$0.65	\$0.73	\$0.38	\$0.43	\$0.45	\$1.85
	\$847.00	\$1,001.00	\$1,124.00	\$586.00	\$662.20	\$693.00	\$2,850.00
<i>BRIDGES OF POPLAR CREEK COUNTRY CLUB MAINTENANCE DRIVE</i>							
Item #1: Rout and clean any crack greater than ¼" in width and filled with a single component hot tar joint sealant meeting IDOT specifications. (4,000 lineal feet)	\$0.55	\$0.65	\$0.73	\$0.38	\$0.43	\$0.45	\$0.74
	\$2,200.00	\$2,600.00	\$2,920.00	\$1,520.00	\$1,720.00	\$1,800.00	\$2,950.00
ALTERNATE #1: Supply and place 2" compacted surface asphalt to designated area prepped by owner, (800 square feet).	\$4.00	\$4.40	\$3.75	\$4.00	\$6.18	\$6.66	\$9.50
	\$3,200.00	\$3,520.00	\$3,000.00	\$3,200.00	\$4,944.00	\$5,325.00	\$7,600.00
<i>BRIDGES OF POPLAR CREEK COUNTRY CLUB PARKING LOT</i>							
Item #1: Rout and clean any crack greater than ¼" in width and filled with a single component hot tar joint sealant meeting IDOT specifications. (17,556 lineal feet)	\$0.55	\$0.50	\$0.73	\$0.38	\$0.43	\$0.45	\$0.51
	\$9,655.80	\$8,778.00	\$12,815.88	\$6,672.00	\$7,549.00	\$7,900.00	\$8,900.00
Item #2: Clean entire parking lot including adjacent B6-12 curb gutters, remove all debris from site. Chemically treat all oil stained areas.	\$500.00	\$550.00	\$500.00	Included	\$950.00	\$2,400.00	\$114.00
Item #3: Apply 2 coats TARCONITE or approved equal emulsion that exceeds IDOT specifications RP- 355E with 3-5 lbs per gallon of silica sand with an application coverage rate of no less than .3 gallons per square yard or 3.3 square yards per gallon.	\$0.090	\$0.110	\$0.095	\$0.073	\$0.100	\$0.056	\$0.130
	\$15,795.00	\$19,305.00	\$16,672.50	\$12,812.00	\$17,550.00	\$9,766.00	\$23,050.00
Item #4: Pavement markings: Stalls (324, white)	\$3.00	\$6.60	\$3.00	\$1.50	\$6.00	\$3.00	\$9.77
	\$972.00	\$2,138.40	\$972.00	\$486.00	\$1,944.00	\$972.00	\$3,167.00
Item #5: Pavement markings: Handicap Spaces (9 handicapped, Symbols on blue, yellow with hatch van space)	\$69.00	\$45.00	\$32.00	\$15.00	\$32.50	\$75.00	\$46.00
	\$621.00	\$405.00	\$288.00	\$135.00	\$292.50	\$675.00	\$414.00

Item #6: Pavement markings: Arrows (2 arrows, white)	\$25.00	\$35.00	\$20.00	\$15.00	\$22.50	\$30.00	\$50.00
	\$50.00	\$70.00	\$40.00	\$30.00	\$45.00	\$60.00	\$100.00
Item #7: Pavement markings: Linear Stripes (30 lineal feet, Crosswalk w/ 12" perpendicular stripes, white)	\$2.00	\$3.00	\$2.50	\$2.00	\$2.00	\$2.73	\$0.17
	\$60.00	\$90.00	\$75.00	\$60.00	\$60.00	\$82.00	\$155.00
BRIDGES OF POPLAR CREEK PARKING LOT TOTAL PROJECT COSTS	\$27,653.80	\$31,336.40	\$31,363.38	\$20,195.00	\$28,390.58	\$21,855.00	\$35,900.00
TOTAL COST OF ALL FOUR PROJECTS	\$35,089.80	\$40,124.40	\$40,732.98	\$28,533.00*	\$39,148.18*	\$33,264.00*	\$48,650.00

* : Alternate was included in TOTAL COST

MEMORANDUM M20-007

TO: Building & Grounds Committee
FROM: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
RE: Purchase of Bobcat Compact Track Loader
DATE: January 21, 2020

Background:

The district currently owns three skid loaders (two Bobcats and one John Deere), two that are kept at the parks department building and one that is kept at the golf course maintenance building. All three of these loaders have the same capability and are equipped with tires, not tracks. The unit located at the golf course is a 1995 Bobcat which is in need of major repairs in order to keep the unit in production, plus this unit was set to be replaced in 2020 per GIS.

Parks and golf course staff feel the best option is to pursue the purchase of a track loader to allow both departments to perform jobs the tire loaded units cannot perform. Due to the additional functions the parks department now does in-house, the parks department has had to rent a track loader for five weeks to allow for the removal of playgrounds at Willow, Community and Highland Parks as our tire loaded units were unable to complete the job. Additionally, the golf course will be able to complete projects such as tee renovations without rentals.

Implications:

The new setup for our skid loaders is for the parks department to have two bobcats (track unit and tire unit) and the golf course to have the John Deere (tire loaded unit). Both departments will have full access to the new track loaded unit to complete projects or use, as needed.

After research and demos, staff believe the T740 T4 Bobcat Compact Track Loader is the best option for our needs. The purchase of this unit would be from Atlas Bobcat through Sourcewell Cooperative Purchasing Contract #042815-CEC (formerly National Joint Powers Alliance). The total for the unit plus accessories is \$67,969 with an \$8,000 trade in deduction for the old golf course unit, for a total of \$59,969.

The 2020 budget amount for this project is \$60,000.

Staff Recommendations:

Staff recommends that the B&G Committee approve to the full board the purchase of the Bobcat Compact Track Loader from Atlas Bobcat for \$59,969.

MEMORANDUM M20-008

TO: Building & Grounds Committee
FROM: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
Brian Bechtold, Director of Golf and Facilities
RE: Purchase of Sound Panels at The Club
DATE: January 21, 2020

Background:

As part of the renovations at The Club, the new HIIT and LIFT areas will be equipped with a new sound system. The new sound system will require sound absorption which will be accomplished through the installation of sound panels.

Implications:

The bids for the sound panels were opened on 1/8/2020 with two vendors supplying bids. Staff invited four vendors directly to the bid. The bid results were as follows:

Commercial Acoustic

- Base Bid per panel \$266.38
- Base Bid (105 panels) \$26,638
- Freight \$950.40
- Alternate colors per panel \$266.38
- **Grand Total \$27,588.40**

Acoustic Sound Panel Corp.

- Base Bid per panel \$318.98
- Base Bid (105 panels) \$33,492.90
- Freight \$0
- Alternate colors per panel \$374.98
- **Grand Total \$33,492.90**

We will be purchasing 35 blue panels, 35 black panels and 35 grey panels for a total of 105 panels. The references for Acoustic Sound Panel were positive and there is no additional charge for color panels.

This is part of the overall Club Renovation budget and is within the estimated amount for this part of the project.

Staff Recommendations:

Staff recommends that the B&G Committee approve to the full board the purchase of the sound panels from Commercial Acoustic for a total of \$27,588.40.

MEMORANDUM M20-009

TO: B&G Committee
FROM: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
RE: Splash Park at South Ridge
DATE: January 21, 2020

Background:

Planning for the enhancements at South Ridge Park started in July of 2018, when staff started the application process for the OSLAD Grant. The major aspect of the enhancements to South Ridge is to bring a water feature to the north side. Staff, along with WT engineering, have designed the layout for the splash park. They recently sent out an RFP for design and supply of a proposed set of equipment with a budget number for vendors to work within. This process allows the district to receive designs based on the community's input and staff's advice.

Implications:

Staff designed the basic concepts for the splash park with guidelines for the vendors to work off of. The design concept is to be divided into three bays with a tot area, family area and all ages' area. A budget range from \$80,000 to \$100,000 for all features and flow through system valves and controllers was allowed.

With this concept, we would like to see the entire splash pad flow nicely and not have a definite dividing line or separation. The total gallons per minute should not exceed 150 gpm. We are looking for 18-22 features, with a minimum of 10 above ground features. An iconic feature in the design will add value as well. Above ground features that introduce play and curiosity are encouraged in the design along with features that stand tall for aesthetic value from the street. Strategically placed ground based sprays throughout the splash pad are a must with colorful pads around the ground based sprays.

We received the following five proposals from vendors:

- **Vortex – 24 features, \$89,485**
- **Water Splash – 20 features, \$83,876**
- Imagine Nation / Water Play – 20 features, \$100,000
- Rain Drop - 20 features, \$92,372
- Rain Deck – 26 features (6 identical), \$97,181

After an in-depth review, staff narrowed it down to two of the proposals: Vortex and Water Splash. After evaluating price, above ground features, below ground features, gallons per minute, functional play value and overall aesthetics, staff is recommending that we purchase the splash park components from Vortex.

Vortex has more features listed than Water Splash and different play value features. Water Splash kept a single item above ground features with water creatures on the tops of pole structures with similar spray patterns throughout, while Vortex mixed in multiple spray patterns with more features. The purchase of the splash park equipment from Vortex would be through National Purchasing Partners pricing.

This is part of the overall South Ridge grant project and within the value anticipated for this component.

Staff Recommendation:

Staff recommends that the B&G committee approve to the full board the purchase of South Ridge Splash Park from Vortex for a total of \$89,485.

An aerial view of a splashpad in a park. The splashpad is a large, circular area with a light-colored, textured surface. It features several water fountains of different heights and designs, including some with large, colorful, spherical heads. Children of various ages are playing in the water, some sitting on the ground, some standing, and some running. The splashpad is surrounded by a green lawn. In the background, there are trees, a paved path, and a picnic table. The overall scene is bright and sunny.

SOUTH RIDGE SPLASHPAD

IL, USA

OUR WATER PLAY SPACES ARE
MORE THAN ENTERTAINMENT.

THEY BECOME A FOCAL POINT OF YOUR SITE, A PLACE
WHERE VISITING BECOMES A **RITUAL.**

THEY FOSTER **GROWTH, IMAGINATION,**
INTERACTIONS.

ENDLESS **THRILLS.**

MEMORIES.

**A UNIQUELY UNFORGETTABLE
EXPERIENCE, FOR ALL.**

LET'S PLAY!

IMMERSE

THRILL

REFRESH

COMPETE

EXPLORE

DISCOVER

IMAGINE













PLAY VALUE PLANNING

SENSORY
Stimulates & develops multiple sense experiences

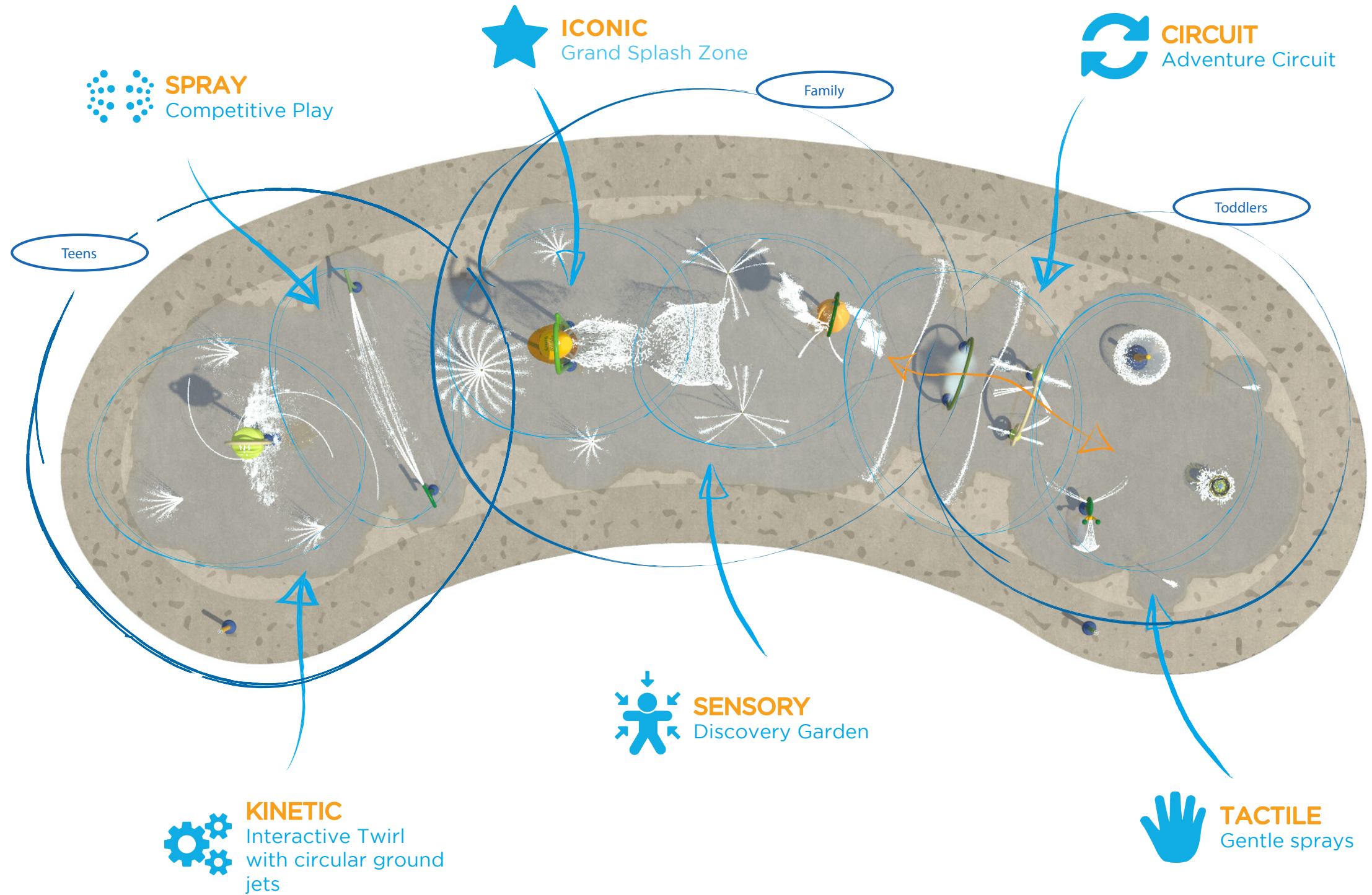
TACTILE
Promotes discovery of water textures

SPRAY
Encourages teamwork & competition

ICONIC
Features interactive fun & serves as a social gathering place

KINETIC
Features interactive fun & encourages movement

CIRCUIT
Encourages physical development

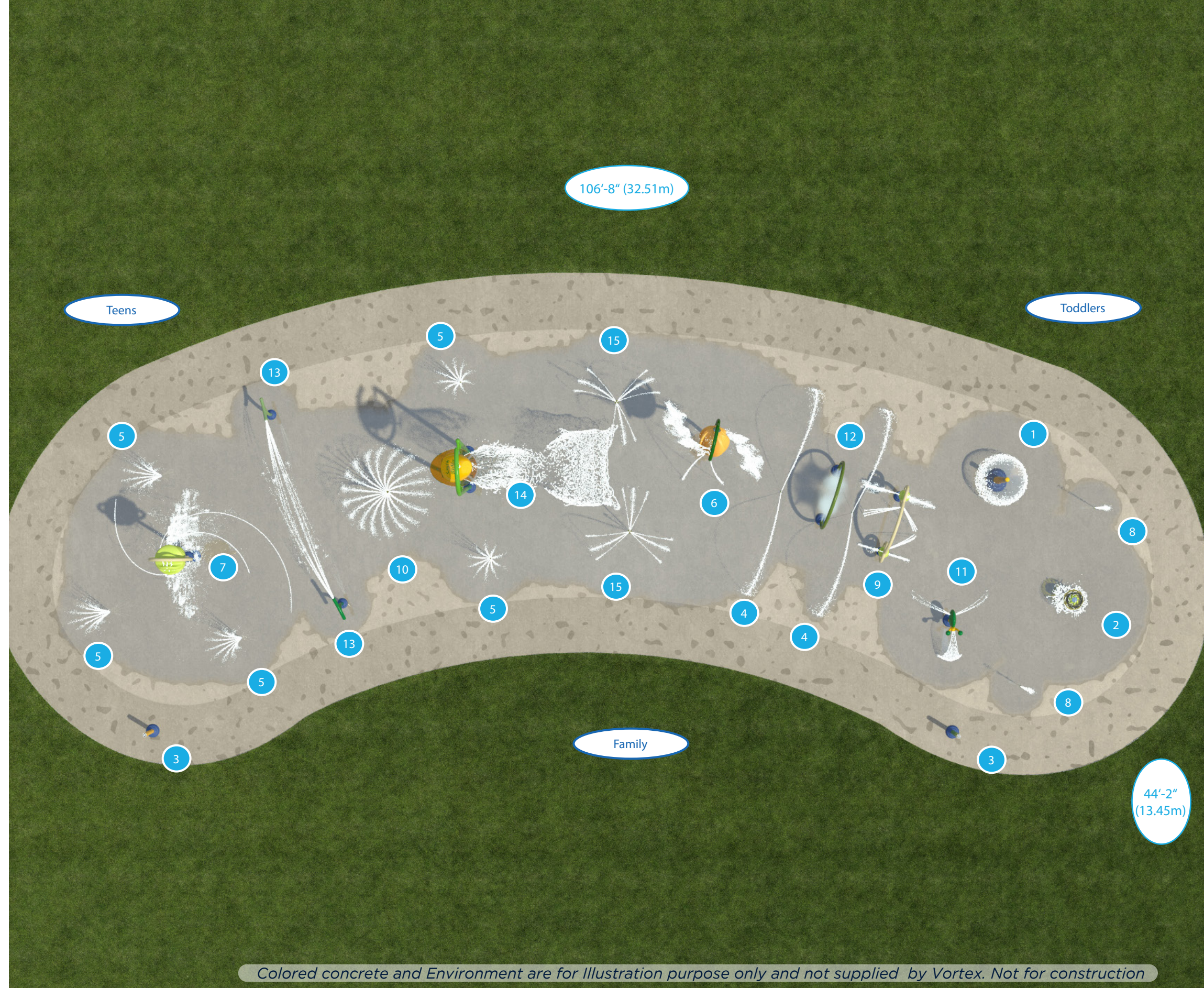


SPLASHPAD® COMPONENTS

Total area: 3500ft² (325m²)

Spray area: 2276ft² (211m²)

REF	PRODUCT	QTY	GPM	LPM
1	Aqua Dome N°1 VOR 0555	1	14	53
2	Bobble N°1 VOR 7232	1	6	22.7
3	Bollard Activator N°3 VOR 0611	2	0	0
4	Directional Jet N°2 VOR 0321	2	3	11.4
5	Geyser VOR 0301	5	22.5	85.2
6	Helio N°5 VOR 7240	1	14	53
7	Helio N°6 VOR 7241	1	13	49.2
8	Jet Stream N°1 VOR 7512	2	5	18.9
9	Luna N°1 VOR 7230	1	13.5	51.1
10	Side Winder VOR 7518	1	6.5	24.6
11	Snail N°4 VOR 7217	1	6.5	24.6
12	Spray Loop VOR 0519	1	7.5	28.4
13	Tube N°1 VOR 0220	2	8	30.3
14	Twinsplash VOR 7242	1	12	45.4
15	Water Bloom N°2 VOR 0329	2	18	68.1
TOTAL WATER FLOW		QTY	GPM	LPM
		24	149.5	565.9





**A CLEAR
SOURCE
OF
FUN**

SPLASHPAD DIMENSION

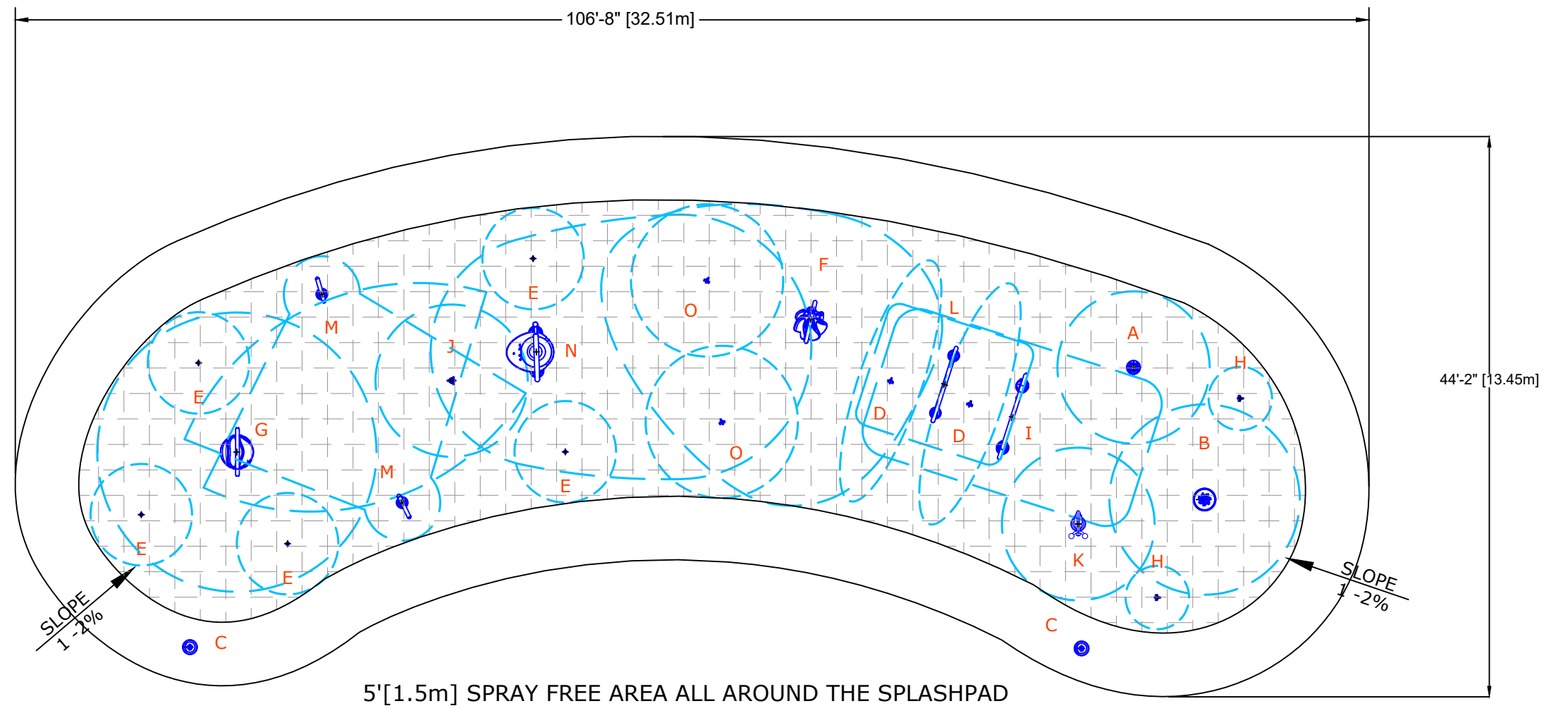
TOTAL AREA : 3500 ft² 325m²

SPRAY AREA : 2276 ft² 211m²

GRID SIZE : 2 x 2 ft 0.6 x 0.6m

PRODUCT LEGEND

REF	PRODUCT	QTY	GPM	LPM
A	Aqua Dome N°1 VOR 0555	1	14	53
B	Bobble N°1 VOR 7232	1	6	22.7
C	Bollard Activator N°3 VOR 0611	2	0	0
D	Directional Jet N°2 * VOR 0321	2	3	11.4
E	Geyser * VOR 0301	5	22.5	85.2
F	Helio N°5 VOR 7240	1	14	53
G	Helio N°6 VOR 7241	1	13	49.2
H	Jet Stream N°1 VOR 7512	2	5	18.9
I	Luna N°1 VOR 7230	1	13.5	51.1
J	Side Winder VOR 7518	1	6.5	24.6
K	Snail N°4 VOR 7217	1	6.5	24.6
L	Spray Loop VOR 0519	1	7.5	28.4
M	Tube N°1 * VOR 0220	2	8	30.3
N	Twinsplash VOR 7242	1	12	45.4
O	Water Bloom N°2 VOR 0329	2	18	68.1
	TOTAL	QTY	GPM	LPM
		24	149.5	565.9



South Ridge Splashpad, IL

24812 Version-A (*Low Flow) January 08, 2020



SPLASHPAD LAYOUT DRAWING

SCALE : 3/32":1'



MEMORANDUM M20-010

TO: B&G Committee
FROM: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
RE: Purchase of Princeton Park Playground Equipment
DATE: January 21, 2020

Background:

Princeton Park is part of the 2020 Capital Budget for replacement of the playground and splash pad. Planning for the enhancements at Princeton Park started in September 2019 when staff held the public meeting at Princeton Park. The meeting had a great turnout of residents and all were excited to hear that a new updated park and splash pad is coming to their neighborhood.

Some of the new features that residents are looking for include above ground features in the splash pad, zip line, family teeter totter, climbing aspects in the playground, full basketball court (if space is available, not taking away green space), drinking fountains for dogs, and bike racks. Staff sent out an RFP for design and supply of a proposed set of equipment with a budget number for vendors to work within. This legally approved process allows the district to receive designs based on the community's input and staff's advice.

Implications:

Following the public meetings held at Princeton, staff developed where the new splash pad would be placed along with sidewalks, shelters, drinking fountains, and bike racks. Once the layout was completed, staff then developed a park based on community input and staff's knowledge of playground development. We received five responses to the RFP from playground vendors, all listed below:

- **Team Reil – submitted two designs**
 1. \$99,795
 2. \$99,086
- **Play Illinois – submitted two designs**
 1. \$99,398
 2. \$97,219
- **Zenon Company – submitted two designs**
 1. **\$98,569**
 2. \$100,298
- **ParKreation – submitted two designs**
 1. **\$100,000**
 2. \$100,000
- **Cunningham Recreation – submitted one design**
 1. **\$99,999.91**

After taking into consideration price, zip line and family teeter totter features, six elements of play, and ability to space equipment to meet appropriate guidelines, staff narrowed it down to three of the proposals (highlighted above). From this point, we looked at these three designs completely based on play value.

Zenon provided a solid 5-12 features, but the stand alone features were not the new age equipment we are looking for at this park. ParKreation design of all of the standalone features is what staff is looking for but with the 5-12 feature we want more activity, movement and climbing. Staff feels that Cunningham Recreation provided all the aspects that HEPD staff and the residents surrounding Princeton Park are looking for. The budget for Princeton Park is \$200,000 and staff had anticipated \$100,000 of that budget to go towards playground equipment.

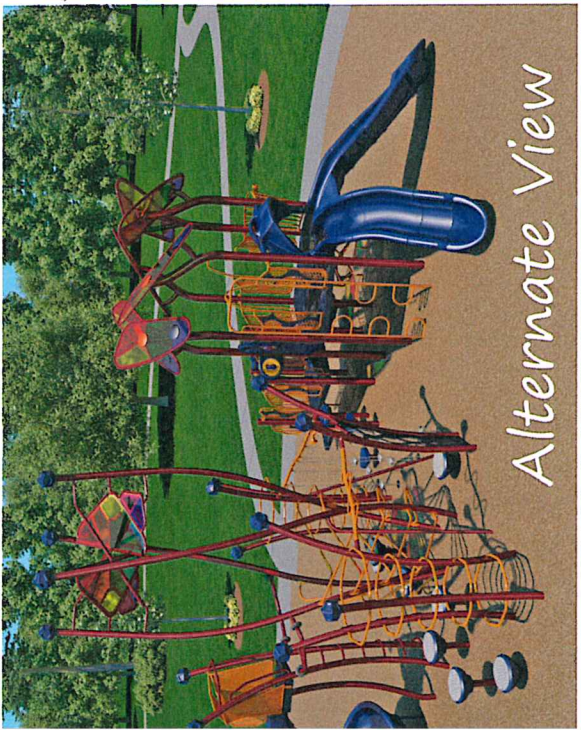
Staff Recommendation:

Staff recommends that the B&G committee approve to the full board the purchase of Princeton Playground Equipment from Cunningham Recreation (GameTime) for a total of \$99,999.91.



Princeton Park Playground, 5-12 View Hoffman Estates, IL

Design • Build •



Alternate View



150 PlayCore Drive SE
 Fort Payne, AL 35967
 www.gametime.com



A PA CODE Company



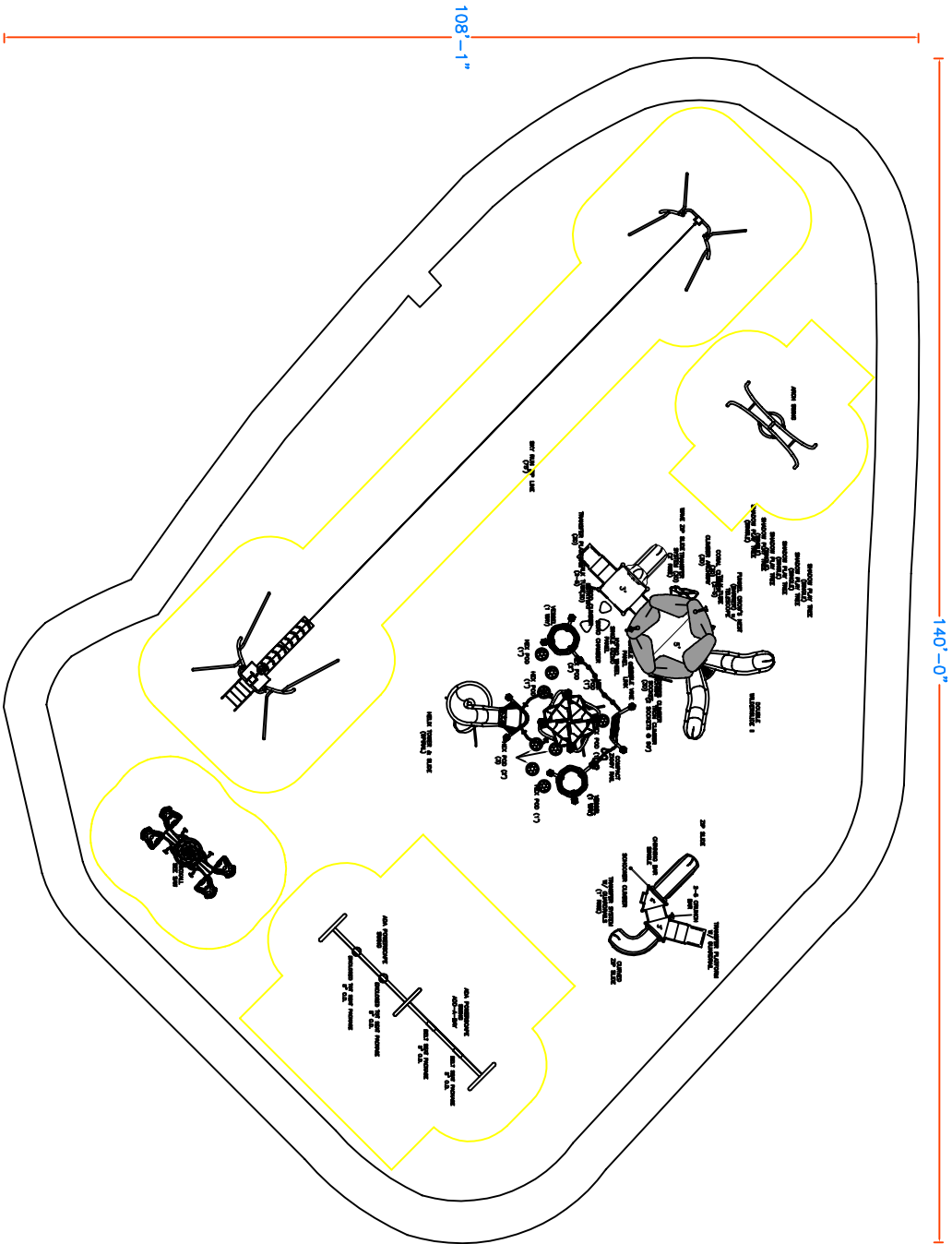
Hoffman Estates Park District
 Princeton Park Playground (option 2)
 Hoffman Estates, IL
 Representative
 Cunningham Recreation

This play equipment is recommended for children ages 2-5 and 5-12

Minimum Area Required:
 Scale: NTS
 This drawing can be scaled only when in an 11" x 17" format

IMPORTANT: Soft resilient surfacing should be placed in the use zones of all equipment, as specified for each type of equipment, and at depths to meet the critical fall heights as specified by the U.S. consumer Product Safety Commission, ASTM standard F-1487 and Canadian Standard CAN/CSA-Z-614

Drawn By: dw
 Date: 1/16/20
 Drawing Name: 150060 - 03 Princeton Park



MEMORANDUM NO. M20-012

TO: All Committees
FROM: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
Alisa Kapusinski, Director of Recreation
Brian Bechtold, Director of Golf & Facilities
Nicole Hopkins, Director of Finance & Administration
RE: Balanced Scorecard
DATE: January 21, 2020

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 Balanced Scorecard is a snapshot in time comparative analysis.

“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’s Balanced Scorecard was revised in 2018 to a more graphical and user friendly version and is reviewed each quarter 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 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.

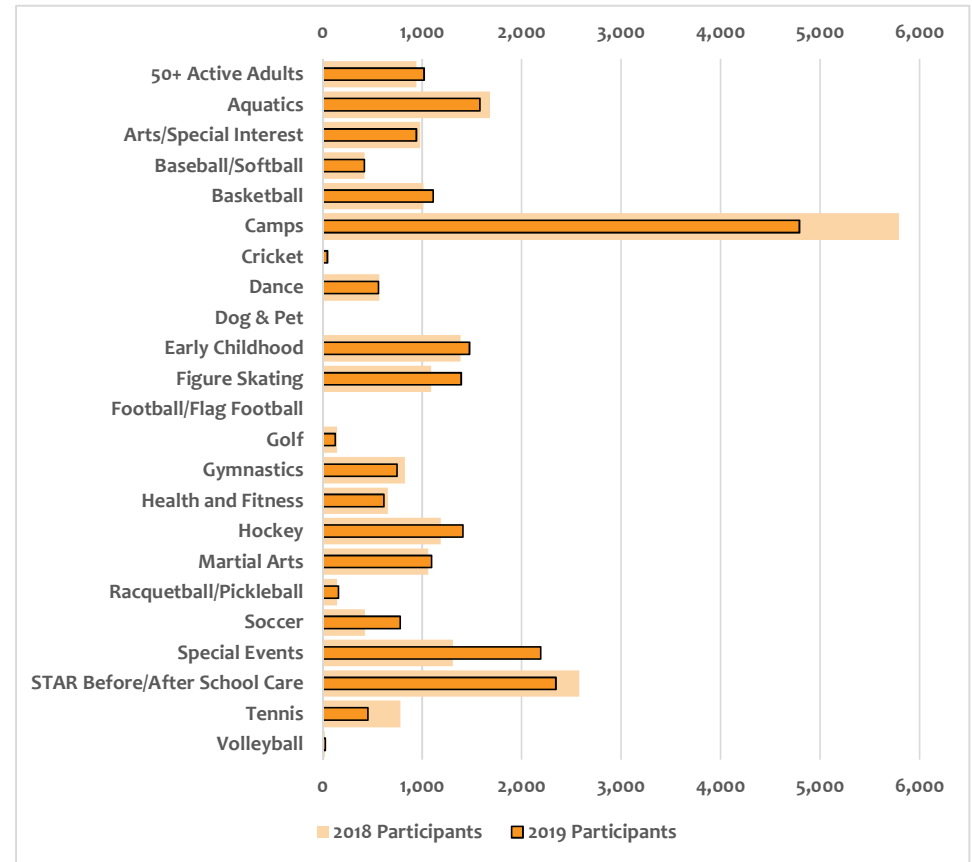
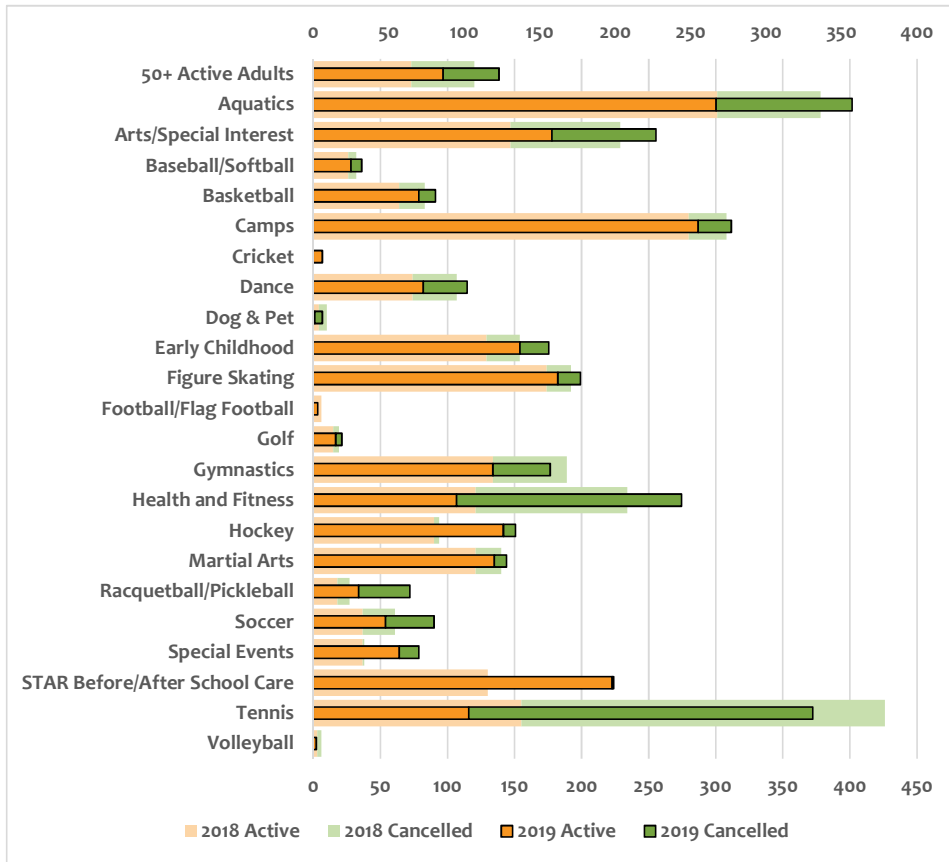
Recommendation

Staff recommends the Committee recommend that the Board approve the Balanced Scorecard for the 4th Quarter 2019.

Balanced Scorecard 2019

Year to Date through December 31

ACTIVITIES



2,983
Sessions
Offered in
2018

2,975 Sessions
Offered in
2019

844 Sessions
Cancelled in
2018

819 Sessions
Cancelled in
2019

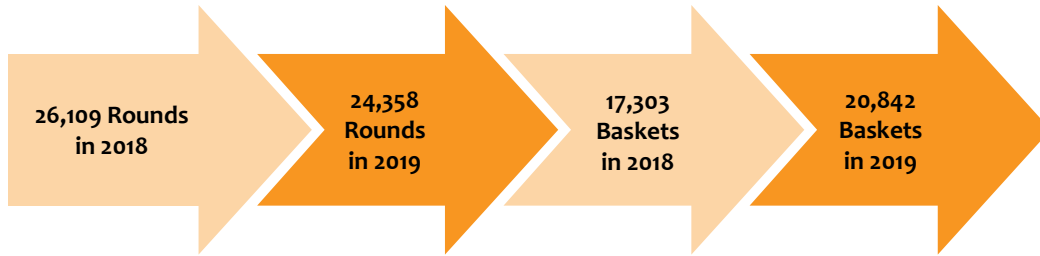
23,040
Participants
in 2018

23,301
Participants
in 2019

Balanced Scorecard 2019

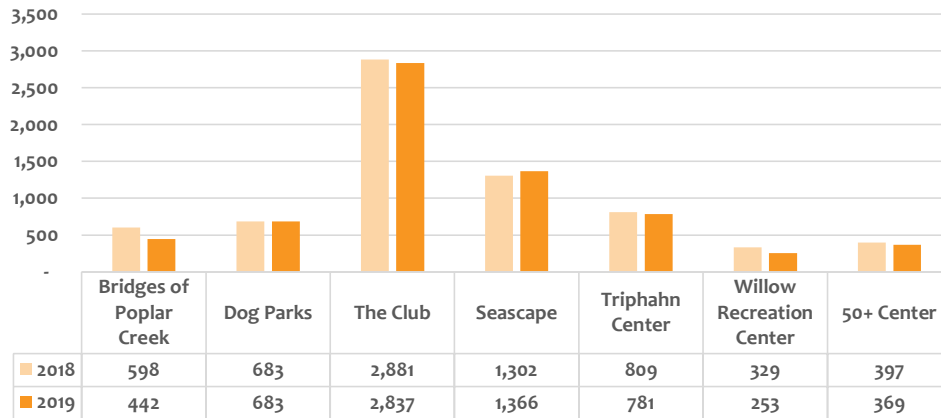
Year to Date through December 31

BRIDGES OF POPLAR CREEK



MEMBERS AND VISITS

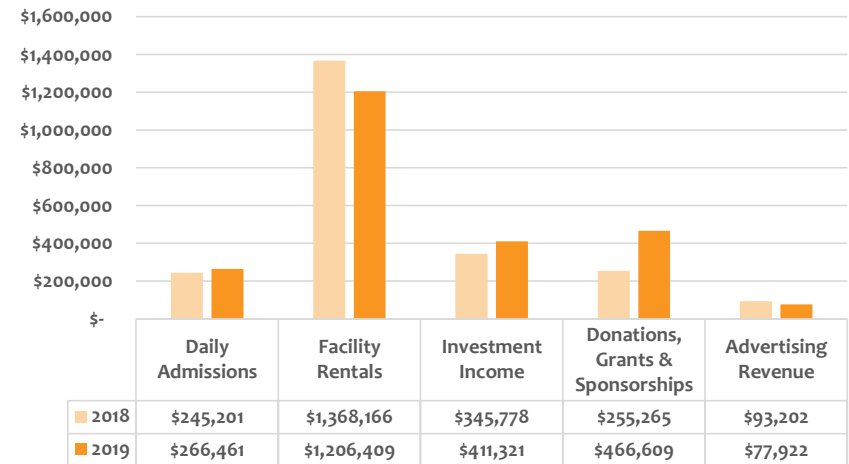
Total Members



313,563 YTD Visits in 2018

304,191 YTD Visits in 2019

OTHER



COMMUNICATION & MARKETING

42.52% of Registrations Online in 2018

50.36% of Registrations Online in 2019

223,599 Unique Visits to website
 22,507 Unique Visits to WebTrac
 4,238 Facebook Likes
 136,089 Twitter Reach
 1,015 Twitter Followers
 406 Instagram Followers

FINANCIAL SUMMARY

*2019 is Preliminary Due to Fiscal Year End

	2018	2019
Revenues	\$ 19,965,673	\$ 20,808,757
Expenses	\$ (13,699,828)	\$ (13,380,864)
Operating Net	\$ 6,265,846	\$ 7,427,893
Bond Proceeds	\$ 2,646,000	\$ 9,020,000
Capital Purchases	\$ (1,588,812)	\$ (3,798,273)
Debt Service	\$ (6,437,721)	\$ (6,500,918)
Net	\$ 885,313	\$ 6,148,702

Memorandum M20-011

To: B&G Committee
From: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
RE: Parks, Planning & Maintenance December Board Report
Date: January 21, 2020

TC NORTH ROOF

The main structures of the north roof were finished prior to the end of year. A punch list meeting was conducted to identify items that still remain and check through the install of main structures. The contractor has been working on these items during the first two weeks of January. The largest item to be finished is flashing above the Kallwall system and, as of January 15, 2020, they estimate three days of good, dry weather to finish that section. Additional updates will be provided at the B&G Board Meeting.

ICE RINK 2 RENOVATION

Rink 2 renovation project was bid out in December 2019. Minnesota Ice, the contractor that completed the rink 1 project, was awarded the bid for rink 2; the memo for this went to the A&F Committee prior to full Board approval due to the timing of the bids. After our experience with Minnesota Ice on the rink 1 project, staff wanted to address one part of the execution of the project in hopes of the rink 2 project running as smoothly as possible: a general contractor from Minnesota Ice will serve as the single point person for HEPD staff to work with, plus a penalty/incentive clause of \$750 per day will be enforced. Project start date is March 2, 2020 and the completion date is set for September 4, 2020.

BERGMAN POINTE PARK

After MI Homes completed the tear down and ground restoration to the Bergman Farm House, the Park District and Village have since approved the work that was completed. At the Village of Hoffman Estates Board meeting on January 13, 2020, approval was granted for MI Homes to deed the property to Hoffman Estates Park District directly. Staff will work with MI Homes to complete this deed. The space that occupied the farm house will become open, passive park space. A fence will need to be installed along Algonquin Road to the end of park district property. During spring 2020, a memorial tree with a plaque recognizing the Bergman Family will be installed.

ADMINISTRATION & PLANNING

A new process for purchasing playground equipment is being used this year. Staff feels this process will provide the district with the best options for value and price, while offering new, exciting playgrounds. This will relieve the Parks Department from having to complete the design phase of each project because vendors will be completing that with their professional design teams. The process as approved by legal counsel includes these steps:

1. Staff holds a public meeting at the playground site that is being renovated to gain resident input.
2. Input from residents and staff are put into the conceptual design. The conceptual plan is sent out for RFP with budget restriction.
3. Vendors complete the design process instead of staff completing the design process.
4. Once all RFPs are submitted, staff selects the design based on how much of the conceptual plan is included, play value, cost, and aesthetic appeal.
5. Playground equipment is then purchased through Cooperative Purchasing (in lieu of bids) to assure we are getting the best price for the equipment being purchased.

There was a lot of planning going on in the Parks Department during December 2019. Currently out to bid are the following: seal coating, tennis court repair, Fabbri court conversion, Splash Park at South Ridge, playground at Princeton. Staff also spent time getting ready for The Club renovation by ordering materials and drawing out the construction details utilizing an appropriate timeline.

OTHER

Other items that were worked on, completed and/or started in December at Parks, Planning and Maintenance Department:

- Bids opened for crack fill/sealcoating of parking lots and tennis court surfacing.
- Planning for the renovation of The Club and getting appropriate bids released.
- New heater installed at Seascape filter building.
- Contractor completed the new LED lights at Bridges driving range.
- Staff started installing new LED lights at The Club and Bridges parking lots.
- Heaters in all plumbing chases were inspected as well as HVAC repairs.
- Tree trimming and removal took place at Black Bear, Poplar, Oak, Greve Cemetery, and Bridges.
- Sled Hills mowed for second time and cleaned up.
- Winterfest set-up.
- Willow and Seascape annual landscape pruning.
- Litter removal and park garbage.
- Routine vehicle checks.
- Maintenance and repairs to multiple vehicles and equipment.

**HOFFMAN ESTATES PARK DISTRICT
GOALS & OBJECTIVES
PARKS, PLANNING & MAINTENANCE 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

Initiatives	Performance Measures	Action Plan	Status
Expand marketing communications with the use of social media and outreach programs.	Have the Park Improvements Page updated as park improvements happen.	Monthly reports provided to C&M department on the on-goings to Parks and what is planned at facilities and parks.	C
1 st Quarter Comments:	Working with C&M department to keep the page updated with projects that the department is doing.		
2 nd Quarter Comments:	Continue to work with C&M on updating our page.		
3 rd Quarter Comments:	Continue to work with C&M on updating our page		
4th Quarter Comments:	Parks page was continually updated in order to keep the website up-to-date with current projects and timelines.		
Increase community involvement in District operations.	Conduct a tree seedling planting event in April at locations to be determined by February 28, 2019. The event will also showcase proper tree maintenance from planting to caring for fully grown trees.		C
	Hold a volunteer park clean up in May, where residence have the opportunity to help beautify their neighborhood parks through weed removal, garbage pick, edging landscape beds, cleaning park structures and painting.	Hold the event at five parks in 2019. Locations will be determined by March 1, 2019.	C
	A volunteer Queen Anne's Lace removal will be scheduled for July based on the quantity of Queen Anne's Lace and locations.	Location will be selected during prior to June 1 st for C&M department to advertise the event.	C

	Combine our Seed Collection at Charlemagne Park with a Parks Department run educational event of shoreline management and why HEPD maintains the shorelines with native buffer zones.		C
	Adopt a Park Program. Provide HEPD residents with a clear understanding of the Adopt a Park program.	Have C&M assist in promoting the program through social media and marketing plans.	C
	Work with local boy scouts/girl scouts/local schools to hold three events per year. Events consist of bird house building projects, nature walks, school horticulture field trips and etc.	Contact local leaders during the first and second quarter to setup events.	C
1 st Quarter Comments:	Tree sapling planting is scheduled for April 26 th along with a tree planting event. Volunteer park cleanup day is schedule for May 18 th at Black Bear, Huntington and Victoria. One boy scout event took place in February with another schedule for April 11 th and the final event on May 15 th .		
2 nd Quarter Comments:	Sapling planting took place at Black Bear along with a volunteer tree planting on at Vogelei. Park Cleanup took place on May 18 th during kids to park day. Boy scout dens completed the seed bombing at Charlemagne and garden planting at Vogelei. Queen Annes Lace removal is set for July 18 th at Black Bear Park.		
3 rd Quarter Comments:	Volunteer Queen Anne's Lace was changed to an invasive plant removal schedule for November 9 th . The event will take place at Black Bear Park. The seed collection event is scheduled for October 19 th .		
4 th Quarter Comments:	Invasive plant removal took place on 11/9/2019 at Black Bear Park and the seed collections were held on 10/19/2019.		
Hold public meetings for park improvements at park locations.	To hold public meetings regarding the new playground designs at the park location to receive more input from residents that use these parks.(conference concept)	Hold the Princeton Park renovation meeting at Princeton Park to get resident input on park usage and needs.	C
1 st Quarter Comments:	These are the meeting for new playground designs for 2020 and will occur in late summer to early fall.		
2 nd Quarter Comments	Public meeting for Highland Park was held at highland Park and had good attendance from six neighboring homes.		

3 rd Quarter Comments	Princeton Park public meeting was held on September 17 th with 15-20 residents in attendance.		
4 th Quarter Comments:	Princeton Park public meeting was held on September 17 with 15-20 residents in attendance.		
New Programs to combo with fall seed collection.	Using the seeds collected at the fall seed collecting event, Parks department will create “seed balls”. The balls will be made of clay, fertilizer and seeds, and volunteers just throw them into native areas.	Complete the program in the spring of 2019.	C
1 st Quarter Comments:	Event is scheduled for Thursday evening the 11 th of April. We have a boy scout troop completing the project.		
2 nd Quarter Comments:	Event was completed with around boy scouts that made the seed bombs with seeds they had collected from the fall, mixing them with clay and forming seed bombs to throw back into the shoreline at Charlemagne.		
3 rd Quarter Comments:	Event was completed with around boy scouts that made the seed bombs with seeds they had collected from the fall, mixing them with clay and forming seed bombs to throw back into the shoreline at Charlemagne.		
4 th Quarter Comments:	Event was completed by boy scouts that made the seed bombs with seeds they had collected from the fall, mixing them with clay and forming seed bombs to throw back into the shoreline at Charlemagne.		

DISTRICT GOAL 2: DELIVER FINANCIAL STEWARDSHIP

District Objective 1: Achieve annual and long range financial plans

Initiatives	Performance Measures	Action Plan	Status
Provide stability amongst employees (proper compensation) where skill sets are applied to benefit the district. Determine proper timelines and procedures for daily operational Activity.	Monitor the parks division payroll and operational budgets.	Meet 100% of the timelines established by the finance division.	C

1 st Quarter Comments:	Compensation for employees is complete and monitoring the budget is ongoing.
2 nd Quarter Comments:	Staff meets bi-weekly to discuss budget and forecast.
3 rd Quarter Comments:	Monitoring payroll and budgets is ongoing process.
4th Quarter Comments:	Budgets and payroll were monitored all year long to be financially responsible.

District Objective 3: Utilize our resources effectively and efficiently

Initiatives	Performance Measures	Action Plan	Status
Utilize best practices to maximize capital expenses.	VOG Outdoor Unit #2	Quotes in 1 st quarter for 2 nd quarter install	C
	Seascape Hot Water Heater	Installed prior to 5/17/2019	C
	Resurface Body Slide at Seascape	Complete prior to 5/17/2019	C
	Resurface Tube Slide at Seascape	Complete prior to 5/17/2019	C
	Seascape Pool Joints and Wall Repairs	Complete prior to 5/17/2019	C
	Willow Park Playground	Complete prior to 4 th Quarter	C
	Willow Park Passive Area	Complete prior to 4 th Quarter	C
	Willow wall and door repairs	Complete by end of third quarter	C
	Ice – Repairs to underfloor heat system and structures	Complete by 9/15/2019	C
	Community Park Splash Pad	Complete by 7/1/2019	C
	Community Park Playground	Complete by 7/1/2019	C
	Community Park Asphalt Games Area	Complete by 7/1/2019	C
	Triphahn Center North Roof Replacement	Complete by 4 th quarter	C
South Ridge Community Park & Splash Pad	Complete in 2019	IP	
1 st Quarter Comments:	All IP items are in the planning stage except for the ice project, roof project and Seascape Hot Water which are all in the construction phase.		
2 nd Quarter Comments:	VOG outdoor unit #2 has been quoted but not yet installed as unit is still working. Lead time on unit is very minimal so we are pushing the current unit to its life's end so the new unit can get us more years as well. The projects at Willow and Community are in progress, the weather has set these projects back about a month. We anticipate Willow to be finished by Mid-July and Community Playground and asphalt area for Mid-August. The splash pad at community has an expected start date of July 3 rd .		

3 rd Quarter Comments	Willow walls and door replacements are in process of being completed. The ice rink is set to open on November 1 st and the North Side Roof is waiting on the production of the kalwalls, with an anticipated finish date of December 4 th .		
4th Quarter Comments:	The Ice Rink opened on 11/1/2019. The TC north roof project has been completed. South Ridge is a two year project that will finish in 2020.		
Internally evaluate park structures and landscape beds.	Park playgrounds inspections will be completed by different staff members every 30-60 days based on environmental conditions and repairing structures as needed. Update landscape beds to provide beautification with perennials plants that require low maintenance to maintain. (Well-maintained turf provides a great look and very cost effective).		C
1 st Quarter Comments:	Completed for the January, February and March.		
2 nd Quarter Comments:	Completed for April, May and in progress for June.		
3 rd Quarter Comments:	Completed for June, July, August and September.		
4th Quarter Comments:	Completed for October, November and December		
Preventative maintenance plan for building structures and mechanicals.	Buildings and all mechanicals will go through preventative checks. Checks will be evaluations completed by staff that will allow staff to stay ahead of failures and more adequately budget for repairs or changes.	Checks will be completed monthly.	C
1 st Quarter Comments:	Completed for January, February and March.		
2 nd Quarter Comments:	Completed in April and May.		
3 rd Quarter Comments:	Completed in June, July, August and September.		
4th Quarter Comments:	Completed in October, November and December.		

Implement Mobile Maintrac.	Use mobile maintrac to track work orders, park and building inspections, and preventive maintenance checks. Produce quarterly reports showing inspections results/work performed through mobile maintrac.	Work with business department and maintrac to use it to its optimum ability. Be functional by 4 th quarter.	C
1 st Quarter Comments:	Parks staff has had two trainings with the vendor and has one more to schedule with vendor for parks staff and a representative from the business department. After this we will work together to implement.		
2 nd Quarter Comments:	Final training is set for July 9 th with Parks and Business departments.		
3 rd Quarter Comments:	Working with Business Department and expect to be using the system by 11/1/2019.		
4 th Quarter Comments:	System is in place and being used. Actively working with vendor on possible upgrades.		
Develop the planning and development plans for 2020.	Continue planning the roof assessments and upcoming structure replacements. Through GIS data base evaluate assets and replacement years.	Provide 2020 plans by 9/1/2019	C
1 st Quarter Comments:			
2 nd Quarter Comments:	We are set to meet with our current consultants (WJE) on upcoming projects and timeline in July.		
3 rd Quarter Comments:	No roofs will be completed in 2020, The Club will have sections of the building completed in 2021. A roof consultant will be chosen in 2020 to aid in bid specs and overall completion of the new roof section at The Club.		
4 th Quarter Comments:	No roofs will be completed in 2020. The Club will have sections of the building completed in 2021. A roof consultant will be chosen in 2020 to aid in bid specs and overall completion of the new roof section at The Club.		
GIS to serve as an overall assets management tool.	All assets within the district will be entered into the system. Quarterly checks will be completed with department heads to assure assets are up to date	Quarterly checks will be completed with department heads to assure assets are up to date.	C
1 st Quarter Comments:	Kyle Wozny is working with staff to make sure items are current and up to date.		
2 nd Quarter Comment:	Updated assets list have been sent to staff for updating all assets and are due back to parks department by July 1 st for budgeting process.		
3 rd Quarter Comments:	Staff have updated individual list for the budget process and will have one more update to complete prior to year's end.		

4th Quarter Comments:	All updates for 2019 have been completed.		
Maximize efficiency between Parks maintenance, Golf maintenance and facilities custodial staff.	Utilize equipment sharing, combining purchases, cross training staff as well as training custodial staff on day to day maintenance and upkeep at facilities.	Ongoing process of working with custodial leads and Golf Course Maintenance Staff.	C
1 st Quarter Comments:	In the first quarter, we have had parks staff serve as custodial to cover shifts, ice maintenance members work at Bridges to help with setups and bridges maintenance and parks have shared equipment on multiple occasions.		
2 nd Quarter Comments:	Parks department continue to share equipment with Bridges maintenance and using staff to cover shifts throughout the district.		
3 rd Quarter Comments:	Equipment sharing continues throughout the district, parks has taken advantage of the aerification equipment that the golf course has for our sports fields. In late October parks staff will be aiding in the improvements to the pond wall on hole #1 at Bridges.		
4th Quarter Comments:	The Parks Department staff worked with the golf course staff to complete the improvements to the wall on hole #1 at Bridges. Sprayer equipment and topdressing were shared between Parks and Bridges to accomplish winter preparation in a timely fashion.		

DISTRICT GOAL 3: ACHIEVE OPERATIONAL EXCELLENCE AND ENVIRONMENTAL AWARENESS

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

Initiatives	Performance Measures	Action	Status
Enhance seeding practices into natural areas for expansion of plant life.	Enhance high visibility natural areas by adding additional wild flower seeds. Following burns wild flowers seeds will be planted. When changing any perennial plants in parks they will be transplanted to natural areas.	Natural areas to be burned by the end of the 2 nd quarter.	C
1 st Quarter Comments:	Burns are still ongoing as the weather has not been in our favor to accomplish as many burns as normal by this time of the year. We are going to work to get them all completed prior to the start of new growth in the native areas.		

2 nd Quarter Comments:	Due to weather restriction staff had to create a priority list of park land to be burned. All of the parks on the adjusted list were completed.		
3 rd Quarter Comments:	Burn permits for the late fall 2019 and winter of 2019-2020 have been secured.		
4 th Quarter Comments:	All burns for 2019 were completed and permits for 2020 were secured.		
Begin using new technologies and formulations to when dealing with integrated pest management issues.	Continue the quality of turf in parks by using fertilizers that contain controlled release technology that provides a longer release of nutrients, which will allow us to make one application to parks in May 2018 weather permitting.	Complete by 7/1/2019	C
	Apply Specticle Total (non-selective herbicide) to all landscape beds and tree rings to stop weed growth prior to applying mulch.		C
1 st Quarter Comments:	Process will start once soil temperatures reach at least 55 degrees.		
2 nd Quarter Comments:	Fertilization to park land is complete and herbicide applications to landscapes beds will be ongoing through the fall.		
3 rd Quarter Comments:	Herbicide applications are still in progress at landscape beds. The last herbicide application for pre-emergence of dandelions will take place in late October.		
4 th Quarter Comments:	All herbicide applications were made to landscape beds and late fall application to control spring dandelions were completed.		

District Objective 2: Utilize best practices

Initiatives	Performance Measures	Action	Status
Enhance overall quality of natural areas, parks, ballfields and facilities.	Enhance natural areas by controlling invasive plants to 20% or less. Maintain/monitor on quarterly basis for compliance.	Maintain/monitor on quarterly basis for compliance.	C
	Proper fertilizer and herbicide application in parks/ballfields based on high priority areas to low priority areas.	All fertilizer and first round herbicides application will be made by July 1 st	C

	Continue installing new-engineered mulch in playgrounds; add an additional three parks to our yearly schedule of eight parks.	Complete by end of second quarter.	C
1 st Quarter Comments:	Natural burns and mowing shorelines is part of the process for controlling invasive weeds and this has been ongoing since the beginning of March.		
2 nd Quarter Comments:	Natural area management is a yearlong process of identifying invasive species and removals and will be ongoing through the fall. All ballfields have been fertilized for the year along with first round of herbicide applications. EWF is currently being installed into parks throughout the district and will be finished by July 3 rd . The parks that receive mulch is based on our park inspections.		
3 rd Quarter Comments:	Seed collection is scheduled for October 19 th . Seed collection is part of our natural area management. Mowing and burning of natural areas will also start in late fall and continue into winter.		
4 th Quarter Comments:	All natural area maintenance plans were completed in 2019. Fertilizer applications to parks and sports fields were completed with weather and activities in mind. Playground mulch was added to the appropriate parks and the mulch was maintained for the duration of the season.		
Preventative maintenance checks at Seascape Family Aquatic Center prior to opening dates.	Continue practices of checking piping and water flow at Seascape.	Complete prior to 5/15/2019	C
1 st Quarter Comments:	With the leaks this winter at seascape we actually had to blow the lines again and were able to confirm that the lines are clear. Process will start again in May.		
2 nd Quarter Comments:	All piping was tested for leaks at seascape prior to opening. All lines were filled with water using city pressure and left in the lines for two days. After two days the lines were all still completely full, after this process that water was drained through all the lines and complete cleaning process started before filling the pool.		
3 rd Quarter Comments:	All piping was tested for leaks prior to opening at Seascape. A leak develop during the year and will be investigated.		
4 th Quarter Comments:	A leak in a two inch pipe was detected under the pool, concrete was cut, removed and leak was repaired. Leak Detection company will be back in 2020		
Continue the new shutdown procedure at Seascape Family Aquatic Center.	When the pool season has ended, all water lines inside the pool deck will be blown out from the pool pit and capped on the surface. This will prevent freezing and possible rain water entering the lines.	Complete by 10/1/2019	C
1 st Quarter Comments:			

2 nd Quarter Comments:	Shut down process will take place in September.		
3 rd Quarter Comments:	The pool at seascape has been drained and cleaned. American Leak Detection has been scheduled for 10/1/2019, to test all piping and see where possible leaks are located.		
4 th Quarter Comments:	A leak in a two inch pipe was detected under the pool, concrete was cut, removed and leak was repaired. Leak Detection company will be back in 2020		
Enhance Parking Lot Islands at TC	Begin with TC, replacing mulch in the islands with decorative/washed stone or approved plant material. Cost will be more upfront then mulch but save over the long run in mulch and maintenance.	Complete TC in 2019.	C
1 st Quarter Comments:	Unwanted plants have been removed from landscapes, islands have been mulched and new ground cover plants have been purchased.		
2 nd Quarter Comments:	At TC the north entrance island have been planted with lily turf (material that will completely fill the island in two years allowing us to remove the mulch. The main entrance island was planted with a variety of plants that are hardy to salt damage and will fill that island as well. TC is being used our test site to begin the process of removing mulch areas in parking lots. This is to avoid runoff of mulch into drains lines.		
3 rd Quarter Comments:	The lily turf that was planted at TC, has been on a watering cycle all year long as is growing nicely. We anticipate a complete coverage of the island within two years of establishment.		
4 th Quarter Comments:	The lily turf that was planted at TC, has been on a watering cycle all year long, and it is growing nicely. We anticipate a complete coverage of the island within two years of establishment.		
Gain Arboretum Status at designated parks.	Through ArbNet locate and tag all the different species of trees at Vogelei Park to gain Arboretum status. Gain knowledge of what species need to be added to further our accreditation.	Be enrolled in the program by 4 th quarter.	C
1 st Quarter Comments:			
2 nd Quarter Comments:	ID has begun and once completed a list of new species needed will be compiled prior to submittal.		
3 rd Quarter Comments:	Tree ID is complete and submittal plan is in process.		

4th Quarter Comments:	We are currently enrolled in the program and working towards accreditation.
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District Objective 3: Advance environmental and safety awareness

Initiatives	Performance Measures	Action	
Provide Environment Awareness opportunities.	Working with Illinois Audubon Society to provide three posting of events or newsletters via Park District website.	Complete by end of 4 th quarter.	C
1 st Quarter Comments:			
2 nd Quarter Comments:	We are looking at working with them on our queen annes lace and seed collection events.		
3 rd Quarter Comments:	We have posted our Seed Collection event and two Hoffman Walks events with Audubon Society.		
4th Quarter Comments:	We have posted our Seed Collection event and two Hoffman Walks events with Audubon Society.		
Employee Training	All employees will be trained on specific job related task.	Complete within 30 days of employment.	C
1 st Quarter Comments:	A program for seasonal staff members has been develop and training is going to take place on April 10th.		
2 nd Quarter Comments:	All staff has been trained.		
3 rd Quarter Comments:	All staff has been trained.		
4th Quarter Comments:	All staff have been trained.		
Safety Meetings	The Parks and Facilities department will hold 12 safety meetings throughout the year that correspond to work being completed at that time of year.	Monthly safety meetings	C
1 st Quarter Comments:	Safety meetings are ongoing all year long.		
2 nd Quarter Comments:	Safety meetings are ongoing all year long.		
3 rd Quarter Comments:	Safety meetings are ongoing all year long.		
4th Quarter Comments:	Safety meetings have been completed.		

DISTRICT GOAL 4: PROMOTE QUALITY LEADERSHIP AND SERVICES

District Objective 1: Develop leadership that ensures workforce readiness

Initiatives	Performance Measures	Action	Status
Provide clear direction/training to all employees that fit with that employee's job description.	Document all training procedures that outline job descriptions along with expectations.		C
1 st Quarter Comments:	This is a constant task of keeping employees up to speed on new equipment and techniques within their jobs. Employees have attended specialized classes and will continue to receive training. Outside education and internal training is being documented.		
2 nd Quarter Comments:	This is a constant task of keeping employees up to speed on new equipment and techniques within their jobs. Employees have attended specialized classes and will continue to receive training. Outside education and internal training is being documented.		
3 rd Quarter Comments:	This is a constant task of keeping employees up to speed on new equipment and techniques within their jobs. Employees have attended specialized classes and will continue to receive training. Outside education and internal training is being documented.		
4th Quarter Comments:	Employees were trained on all new equipment and attended numerous continuing education events within their respective fields.		
Hold employees to a higher standard; understanding that all employees are district employees working toward one goal.	Learn goals of individual employees and departments and use those goals to achieve our standard of service.	Quarterly meetings with full time staff to evaluate failures and success of the quarter and discuss department goals for the next quarter.	C
1 st Quarter Comments:	We have had two full time staff meetings within the department so far in 2019 to discuss upcoming projects and how everyone plays a part. The TC upgrades to the fitness center were completed by four departments from the Parks Division.		
2 nd Quarter Comments:	Staff held their third full time staff meeting. Complete department goals are being meet with cooperation from all departments to achieve task. All departments have played a role in playground removals and the community park splash pad.		
3 rd Quarter Comments:	Staff has held our 4 th and 5 th full time staff meetings to discuss project being completed and time frames of work to be completed through the fall.		

4th Quarter Comments:	Staff held our final meeting of the 2019 year, plus we held a planning meeting for the 2020 year.
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District Objective 3: Promote continuous learning and encourage innovative thinking

Initiatives	Performance Measures	Action	Status
Promote furthering educational opportunities of staff by encouraging participation in workshops, conferences and other educational opportunities.	Provide full time staff members with educational opportunities in their fields that will directly benefit the district and personal work related efficiency.	Supervisors and Lead staff will attend two outside education event per year.	C
1 st Quarter Comments:	Staff has attending the following events through the first quarter: IAPD, Epply Institute, Great Lakes Park Maintenance, Illinois Landscape Conference, Bids and Contracts Seminar, GIS seminar, and Energy Savings. Staff is ahead of the pace for attending the goal of two outside events.		
2 nd Quarter Comments:	Staff has attended two MIPE meetings in this past quarter.		
3 rd Quarter Comments:	Staff have attended MIPE meetings, ComED programs, Turf Education and equipment open houses at vendor locations.		
4th Quarter Comments:	Staff attended MIPE meetings as well as vendor lead educational opportunities.		
Build a strong working culture to allow innovative thinking.	Conduct two Parks Division team building events.	Complete by end of 2 nd and 4 th quarters.	C
1 st Quarter Comments:			
2 nd Quarter Comments:	Dates are set for Parks division team building events in late June and early Fall.		
3 rd Quarter Comments:	Team building events were held in June and the second one was held on 9/25/2019.		
4th Quarter Comments:	Team building events were held in June and another one was held on 9/25/2019.		

Evaluate and update succession plan.	Plan out upcoming retirements and possible promotions.	Complete by fourth quarter.	C
1 st Quarter Comments:	Mark Schwartz recently retired. We have three full time staff members that are looking to retire in 2020 and are currently working with them on planning for their retirements.		
2 nd Quarter Comments:	Mark Schwartz was replaced by Steve Bessette and we are currently accepting applications for Steve's old position of Turf Manager.		
3 rd Quarter Comments:	Laco Casillas will be retiring from the parks department on November 15, 2019; his position will not be replaced until 1/1/2020.		
4 th Quarter Comments:	Laco Casillas is being replaced by Luis Marron. Mike Huthmann retired from his lead custodian position at TC and is being replaced by John Anderson. John Anderson is being replaced as the Aquatic Technician by Bryant Espinoza, the night custodian at The Club.		