



**GLENCOE PARK DISTRICT
COMMITTEE OF THE WHOLE MEETING
Thursday, December 6, 2018 | 7:00pm
Takiff Center**

Consistent with the requirements of the Illinois Compiled Statutes 5 ILCS 120/1 through 120/6 (Open Meetings Act), notices of this meeting were posted.
Meeting Location: Takiff Center, 999 Green Bay Road, Glencoe, IL 60022

AGENDA

- I. Call to Order
- II. Roll Call
- III. Matters from the Public
- IV. Discussion on Three Year Capital Projects Plan (PGS 2-12)
- V. Discussion on Fund 65 Proposed Capital Budget – FY19/20 (PGS 13-27)
- VI. Updates on Park Projects - (PG 28)
- VII. Other Business
- VIII. Adjournment

The Glencoe Park District is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or facilities, are asked to contact the Park District at 847-835-3030.
Executive Director Email: lsheppard@glencoeParkDistrict.com

IV. Discussion on Three-Year Capital Projects Plan

Glencoe Park District

December 6, 2018

Committee of the Whole Meeting



INTEROFFICE MEMORANDUM

TO: Board of Commissioners
FROM: Lisa Sheppard
SUBJECT: Fund 69
DATE: December 3, 2018
CC:

At tonight's committee meeting, we will be discussing Fund 69 Capital Projects for the fourth time. We have had great discussion and community feedback and have narrowed down the FY19/20 projects below. I hope to come out of tonight's meeting with a consensus of the Board to approve FY19/20 capital projects at the December Board meeting.

As you recall, the Board was in agreement to advance the Lakefront - North Schuman Overlook Stabilization for inclusion in the Fund 69 Capital Projects.

North Schuman Overlook Stabilization - Lakefront:	\$315,000
Park Infrastructure and Playground renovation- Lincoln & Crescent:	\$275,000
Park Infrastructure and Outdoor Play Area renovation – Takiff Early Childhood Area:	\$525,000
Detail Design Fees – Old Green Bay Linear Parks – Trail, Playground, and Infrastructure improvements for some of the other future elements:	\$250,000
Annual – ADA improvements, per ADA Transition Plan:	\$100,000
Feasibility Study – Fundraiser:	\$ 25,000
Fundraiser Consultant – Annual, if feasibility study warrants:	\$ 45,000
Annual Takiff Roof Sinking Fund - replacement in 2026:	\$ 50,000
Contingency:	\$ 25,000

Below are justifications on the larger items:

Justification:

Park Infrastructure and Outdoor Play Area renovation – Takiff Early Childhood Area

The outdoor play area is in need of renovation. The play structure is at the end of its useful life. The safety surface has noticeable wear lines at the seams and other places, which is indicative of an entire surface failure and is unrepairable. While we cannot check the wooden support system below grade, based on the life spans of other wood

structures in our agency's inventory, we believe the support beams may be rotting below the surface. We can confirm the playground is splintering in some visible areas accessible to participants. Furthermore, there are a number of areas in the play space where the concrete sidewalk has cracked and heaved. Our certified playground inspectors and PDRMA are recommending replacement within the year. The play area is crucial to the program, which serves our all day preschool program, Children's Circle, ELC and GJK. Since this play area was built, the ages of the children in the program changed. The starting age is now six weeks versus 2.5 years in 2008 and this younger age group requires different play elements that are not currently in place. Furthermore, the program has expanded by an additional 26 participant slots, which has increased the daily use of the outdoor play area.

The budgeted number includes an allowance for infrastructure improvements to the entire play area and represents the worst case scenario budget. We will be looking at the retaining walls, lighting, drinking fountains, site drainage, pathways, fencing, shade structures, and natural play areas (hills, etc.). If any of those items do not need improvement and will last the life of the new playground, we will not end up utilizing the entire budget and the funds will go back into Fund 69. The requested budget funds are similar to when it was installed approximately ten years ago. We will not know the final cost estimates until detail design development is completed with our architects and engineers.

Staff is highly recommending this be included in the next year's budget. A playground is a requirement of a DCFS Early Childhood program, so it is imperative that we strategically plan the replacement of this playground and not wait until it has to be removed due to failure or serious safety concerns. CC, ELC, and GJK have contributed over \$2,000,000 of program surplus to Fund 69 over the last four years in anticipation of the outdoor play area's eventual needed renovation.

Justification:

Park Infrastructure and Playground Renovation- Lincoln & Crescent

Like most of the playground structures in our system, it is a wood playground with an estimated life of 10 years. By law, wood playgrounds can no longer be constructed from chemically treated lumber, outside of playgrounds, treated lumber is an industry standard for outdoor construction. Untreated lumber quickly rots and splinters when exposed to the elements, by constructing the playground of wood there is a significant reduction in the lifespan of the equipment when compared to other construction materials, such as the coated metal/aluminum posts and rubber coated steel decks in use throughout the District's new playground equipment inventory.

A number of play components have already been removed at the Lincoln & Crescent playground based on condition and safety concerns. The playground itself is splintering and rotting above grade and the exposed painted components are rusting. Due to a lack of drainage, the supporting wood members of main structure are constantly wet and are rotting.

We are budgeting for a “neighborhood playground”, so the size will be similar to the recent Vernon Playground. Design elements will be flushed out in the detail design process. Other play area renovations ideas and improvements are included in the Old Green Bay Trail design fees.

While this playground renovation does not take on the same urgency of the Takiff outdoor play area renovation, because the existence of this playground is not necessary to the operation of our Early Learning Center, it is however a well-used neighborhood amenity.

The risk of not including this in the budget is when the rot below-grade makes the entire structure unstable, we will have to remove the playground. We cannot say for sure when this will happen but the playground is at the end of its useful life.

Detail Design Fees – Old Green Bay Linear Parks – Trail, Playground and Infrastructure improvements for some of the other future elements

This is a new infrastructure improvement to the District. This is a Board decision on whether or not to proceed with the project. The one staff recommendation is that if you are going to spend the money for detailed design fees for this project that, barring any unforeseen circumstances, you plan to budget and proceed with Green Bay Linear Parks Trail construction in the FY2020/21 Fund 69 Capital Budget.



INTEROFFICE MEMORANDUM

TO: Board of Commissioners
FROM: Lisa Sheppard, Executive Director
SUBJECT: Discussion on Three-Year Capital Plan
DATE: October 31, 2018

Attached is the updated Summary of Capital Plans based on the discussion from the last Board meeting. The Board needs to continue discussion started at the last committee meeting to reach a consensus for approval by the December Board meeting.

There have been questions from commissioners on various aspects of capital project funding, capital projects, and designs. I felt it best to review all questions with the entire Board:

What is the annual transfer from Corporate to Fund 65?

The transfer from Corporate to Fund 65 has remained \$500k the past 5 years or so. Prior to that it was \$450k, and prior to that it was \$400k. This transfer is due to the philosophy of using the Corporate tax levy to fund annual capital projects rather than non-referendum debt (i.e. additional costs for interest). We had no such authority after the tax cap. This account typically funds “keeping the lights on” purchases and projects such as roof replacements, vehicle/equipment replacements, plumbing repairs, painting, software updates, flooring, computer replacements, and boilers, etc.

What is the annual transfer from Corporate and Recreation Funds to the Master Plan Capital Fund 69?

Transfers from Corporate and Recreation to Fund 69 are completely based on fund balance levels OVER and above the 50% guideline per our fund balance policy. Annual amounts have NOT been consistent in the past six years we have been making the transfer. Below is the history for the past four years:

Fund	2015	2016	2017	2018
Corporate Fund	\$150,000	\$600,000	\$500,000	\$300,000
Recreation Fund	\$250,000	\$1.1 million	\$500,000	\$700,000

Does spending on capital improvements/facilities directly reduce Master Plan Capital Fund 69?

Yes. The funding is contingent on the transfer from Corporate and Recreation Funds. With the rise in minimum wage and potential for property tax freeze, our desire to keep programs affordable as well as increased expectations from the community on excellence in programs and facilities, we can expect that the transfer may not be as high in future years.

If we have money left over from a prior year's project, do we add that to our future playground project resources and if so, how does this appear?

We carryover any unused amount to be used for future year Master Plan Capital Projects in Fund 69. Our Fund 69 master plan projects are not totally funded, as shown in the current three-year Master Plan.

Why do we use a landscape architect to design our playgrounds instead of the playground manufacturer?

We require a landscape architect/civil engineer to design the park and create the bid package. Manufacturers can only design playground equipment - not parks. This can be done when districts are replacing code compliant infrastructure in existing parks with new equipment or when the new playground equipment can reuse the existing curbing and sidewalk because it meets current regulations for fall zones. All of our parks are non-compliant and require redesign to accommodate new equipment and regulations. Playground manufacturers cannot design drainage, sidewalks, curbs, ADA ramps, etc.

Professional design services are required for the following:

- Develop project bid specification/construction documents/CAD documents
- Apply for MWRD permitting
- Manage the submittal process
- Drainage piping-Village storm water system tie-in details, playground drainage is required by CPSC code
- Design ADA accessible flat work (sidewalks/curbs/ramps)
- Ensure that land grading is designed/executed in a fashion that improves site conditions and does not detract from the park
- To design potable water supply systems (drinking fountain)
- To design a storm water pollution prevention plan (SWPP) as required by law
- To transfer liability to outside firms away from the park district
- To use professional expertise to design a visually appealing project
- To manage supply vendors

The landscape architect is design fee is a percentage of what?

- A design fee is a percentage of the total project budget/scope. Project components trigger additional design costs. Experienced landscape architecture firms charge between 10.5%-14% of the total project budget based on size, complexity, owner/community input needs, necessary revisions, and project components. The Glencoe Park District Board interviewed, negotiated, and chose the current landscape architect, Altamanu, in 2016.

Can we negotiate equipment cost with playground manufacturers?

Equipment can be purchased in two ways:

1. Equipment is specified by the landscape architect in the legal bid and is included in the contractors bid package. The contractor pays for the equipment, manages delivery, and is liable for the condition of the equipment prior to install. The contractor is then responsible if equipment is damaged, delivered, ordered wrong, or shipments are incomplete. This is the preferred method for districts that can't install their own equipment. The legal bid process is required by law.

MEMO FROM THE NOVEMBER 2018 SPECIAL PROJECTS AND FACILITIES COMMITTEE MEETING

2. The park district sends out a general RFP for equipment with a fixed budget. Playground suppliers provide designs that meet the criteria of the RFP and the budget. This ensures apples to apples bids and avoids bid rigging. All manufacturers submit an equipment package that costs the same amount. The park district then purchases the best possible design in the staff/board opinion. The district is then responsible if equipment is damaged, delivered, ordered wrong, or shipments are incomplete. This is typically done by Park Districts that install their own playgrounds.
- There is very little to negotiate, as costs are public record and playground companies do not want to undermine the value of their product by charging districts different prices for the same piece in the same timeframe.

What is the explanation for playground equipment cost (i.e., why does an additional piece cost \$30,000)?

Difficult to answer, it all depends on the scope of what is asked. For example, a new play area between the existing play areas at Vernon would require design, curbing, drainage, subbase, safety surface, equipment, and install. Most of the cost is labor. If a new piece is added during design the costs can be variable. Typically install costs are 40%. So a piece that can be delivered for \$10,000 will cost \$14,000 total installed. That cost is without curbs, subbase, drainage, design, safety surface, and accessibility.

Mini Project Budget 35'x35' area (1225 square feet):

Assumptions (Adding a piece of equipment during an existing project like Vernon):

- No additional bonding fees / no connecting sidewalk necessary / bordered by curbs on two sides
- Excavated topsoil can be moved onsite (no hauling or certification costs), no barrier fencing required
- Small piece of playground equipment

Description	Cost
Small piece of playground equipment	\$10,000
Install	\$4,000
Additional drainage 20 LF @ \$25.00 ft	\$500
Excavation/grading estimate	\$3,500
Erosion control fence	\$640
Concrete ramp	\$500
12.25 cubic yards stone base \$110 CY installed	\$1,347
GeoFabric	\$210
Concrete curb 35ft (estimate) @\$30 LF	\$1,050
Playground safety mulch 36.75 cubic yards	\$1,000
Total	\$22,747
Contractor/change order markup 15% total cost	\$26,159
Design fee @ 11.5%	\$2,615
Total Install Cost	\$28,774

Regarding the cement ramps in our playground pods:

1. Are they required?

Yes. Engineered playground mulch is considered ADA accessible when a ramp is included.

2. Is this paid out of the Special Recreation Fund?

We have typically paid a portion of each capital project out of Fund 30 (Special Recreation). This covers a portion of the project costs without being specifically tied to one specific component. The historical transfer of approximately \$125,000-\$150,000 to fund 69 (Master Plan projects) per year covers some of the cost of ADA required elements.

3. Would we expect to see these in all new area playgrounds? What is the cost of one ramp?

Yes. They have been included in every single project so far that has a wood fiber safety surface. Typically they are more visible on new builds because they haven't been covered with chips. In this particular bid cycle the park district paid \$500 per ramp.

Information on the Takiff playground and the best process to determine the “what and when” for this project:

Why is staff recommending the replacement of this playground next year?

In 2010, the Takiff Community Center playground was built as part of the community center renovation project. Like most of the playground structures in our system, it is a wood playground with an estimated life of 10 years. By law, wood playgrounds can no longer be constructed from chemically treated lumber, outside of playgrounds, treated lumber is an industry standard for outdoor construction. Untreated lumber quickly rots and splinters when exposed to the elements, by constructing the playground of wood there is a significant reduction in the lifespan of the equipment when compared to other construction materials, such as the coated metal/aluminum posts and rubber coated steel decks in use throughout the district's new playground equipment inventory.

While the playground may look “ok” on the surface, posts have already begun to rot below grade which will eventually impact the integrity of the structure. Additionally, a number of pieces are splintering in the play area. Due to the high volume of use and the original material used for the safety surface, the surface is at its end of life and needs to be replaced within the year. Repairing the surface wear points is not a viable option. The surface has not failed based on use patterns; it has suffered a total material failure across the entire playground.

A playground is a requirement of a DCFS program, so it is imperative that we strategically plan the replacement of this playground and not wait until it has to be removed due to failure or serious safety concerns.

How did we determine the recommended budget amount for this playground?

Below is a breakdown of the original cost for the Takiff playground. Ten years later, the amount we are predicting for a high use playground is not unrealistic. In addition, we now have more children and younger ages using the playground due to our recent Children's Circle expansion.

MEMO FROM THE NOVEMBER 2018 SPECIAL PROJECTS AND FACILITIES COMMITTEE MEETING

Takiff Community Center Playground Actual Cost Breakdown:

(This does not include professional fees)

Description	Cost	Contractor
Excavating	\$15,096	PR Grading
Landscaping	\$94,594	County Line
Concrete	\$26,864	Vacala Construction
Electrical	\$5,865	Benson Electric
Playground package	<u>\$322,448</u>	Great Lakes
Subtotal	\$464,867	
Shade structure – added in 2013	<u>\$16,795</u>	Cost does not include installation
Grand Total	\$481,662	

Shouldn't ELC, CC, and GJK pay for this playground since they are the prime users?

Children's Circle Full Day Preschool, ELC, and GJK have been contributing the Recreation Fund balance, and as such Fund 69 for years. These three programs meet all their direct expenses and also contributes to the indirect expenses associated with running the program, such as Takiff facility repairs, improvements, utilities, cleaning, etc. while still adding fund balance for the eventual replacement of the playground at Takiff. Below is the net surplus that has added to the Recreation Fund balance for the last four years.

Program	FY14/15	FY15/16	FY16/17	FY17/18	Total By Program
Children's Circle Daycare	\$170,204	\$154,418	\$171,379	\$226,616	\$722,617
ELC	\$172,154	\$185,747	\$191,357	\$169,121	\$718,379
GJK	\$180,339	\$196,868	\$160,649	\$169,662	\$707,518
Grand Total – Program Surplus					\$2,148,514

How will we determine what is in this Playground?

- As this playground serves primarily as a program space, the first step is to develop an understanding of the programmatic need of the space. This is not just a community or neighborhood park, the design must reflect the needs of the programs that use the space.
 - Quantify the current use of the space and future use?
 - How does the current space function, what works well, what doesn't?
 - Will our new design accommodate future growth and changing program/community needs?
 - How can we make the space easier to manage from a maintenance perspective, program perspective, and parent/community access?
 - How does this play space differ from other parks including surfacing, frequency of use, type of use, parent expectations?
 - Age of users? This playground was originally designed for youth 2-5 years old and now we need to consider elements for younger children as well.

We will utilize our landscape architects to work with staff including ELC, CC, GJK, and Board representatives to give input for design elements. We will set a "not to exceed budget amount." The landscape architects will then develop a plan in cooperation with Chris and me based on the

above criteria and input. They will provide a couple of designs for review. The designs will then be presented to the community, parents, and Board for feedback.

How do our costs compare to published reports of other area playgrounds?

That is a difficult question to answer due to the many variables that go into playground design and how they are publishing their final cost. For example, Winnetka Park District has a landscape architect on staff. Do they figure in that staff member's salary and benefit costs into the overall cost of the playground? Are they just replacing equipment in an area that meets all other CPSC codes? What type of equipment are they purchasing, do they include other elements in their published reports such as benches, mulch, staff time, etc.? If a Board member sees a published report, please forward it on so I can ascertain if all those intangibles are in the report.

What is the reason the GB Linear path came in at 800K? Is it ½ mile?

- Actually, the 800K amount was given in error because the demolition and excavation costs were listed separately due to how it was displayed for the OSLAD grant. The amount for the trail estimate was \$845,665 and excavation and site work was \$362,406 for a total of 1.2 million. It is based on the square footage identified in the Master Plan process and the expenses necessary to make adjustments in the intersections. As the intersections are all part of the public sidewalk, improvements have to be done in hardscape that is ADA accessible. These costs are based off real construction estimates. The trail is ½ mile long, is 31,000 square feet of trail, and crosses seven streets each with two unique intersections. This is a very large jobsite, which has triggered additional costs; estimates include \$40k in construction fencing alone.

Is the Village responsible for the improvements to roads/crosswalks and does this include drainage?

- The Village would not be responsible for changes at the intersections, this is park improvement. The Village is responsible for maintaining the existing sidewalk and intersections, these improvements are specifically related to the trail system. While the Village could pay for the improvements, they are not obligated to do so. They are not obligated to even allow the Park District to make these intersection improvements.
- The estimates include everything necessary for a turnkey project including drainage.

How is cost impacted by alternative design of path that involves tree saving measures?

- Anywhere that root aeration is included increases the costs. Alternate path routing in Sculpture Park could save between 20k-50k. Currently, root aeration is estimated at \$150,000 in the project scope.

Why did it come in at 40% more than the original estimate?

- There was no original construction estimate; the number in the capital plan was a budget placeholder to allocate funding to the project. An estimate cannot be created without a scope of project. No scope existed before the site's master plan process.

PROPOSED 3YR Master Plan - Staff Recommendation						
October 3, 2018	Actual 2016/17	Actual 2017/18	Current 2018/19	Proposed 2019/20	Proposed 2020/21	Proposed 2021/22/later
Estimated Beginning Balance, 3/1/xx	2,480,432	1,500,569	1,673,805	1,121,095	706,095	(31,905)
Funding Sources:						
Transfer from Corp Fund	150,000	600,000	500,000	300,000	300,000	300,000
Transfer from Recreation Fund	250,000	1,100,000	500,000	700,000	500,000	500,000
Transfer from Impact Fund	24,040	28,313	8,000			
Donations	10,100	2,000				
Sale of Linden house				TBD		
Interest Income	925	22,270	20,000	20,000	15,000	15,000
Annual ADA monies - Special Recreation Fund	150,000	Shown as reduction of expense moving forward				
New bonds (Non-Referendum - Watts Debt retires 12/1/2020)					TBD	
Total Funds Available	3,065,497	3,253,152	2,701,805	2,141,095	1,521,095	783,095
Projects To Be Funded:						
Design Services-Dog Park (for potential donor)	15,307					
Central Park/Berlin Project	824,593	41,524				
Shelton Park Playground	263,865					
Kalk Park Project	279,504					
Watts BB Court Project	9,823	47,603	25,000			
Design Services-Astor Park	3,246					
Design Services-Lakefront	1,383	35,636				
Design Services-West Playground Renovation	16,105					
Design Services-Takiff Parking Lot	1,102					
ADA Monies-Special Recreation Fund	150,000	(120,000)	(175,000)	(175,000)	(175,000)	(175,000)
Playground - West School (approved base bid)/design svcs		506,076				
Less: SD 35 contribution		(262,310)				
West Playground (Alternates 1, 2, and 3)		165,805				
Less: SD 35 contribution for Alternates 1, 2, and 3		(165,805)				
Playground - Astor Place (appvd bid/design svc/owner items)		162,987				
Fitness Center including Fitness Equipment		392,821				
Lakefront Park Improvements - <i>tabled for this year - wait for geotech</i>						
Takiff Parking - Phase A,B,C		637,495	113,500			
Takiff Parking-UST		40,453	15,000			
Beach Geotech and LT Maintenance Plan - <i>moved from 18/19</i>		951	80,000			
Shelton Pathway (grading and minor drainage)			20,000			70,000
Park Infrastructure and Playground renovation- Lincoln & Crescent		2,160		275,000		
Playground Replacement - Vernon and Jefferson		21,267	201,230			
Playground Replacement - Old Elm (Behind Takiff)		19,117	205,880			
Takiff Parking Lot-Phase D		9,102	447,000			
Playground Replacement - Woodlawn		41,520	458,100			
Secret Garden Park and WLC Park Retaining Walls						200,000
Everly Wildflower Sanctuary - <i>moved to operating</i>						
Park Infrastructure and Outdoor Play Area renovation - Takiff Early Childhood Area				525,000		
Park Infrastructure, Playground and Pathway renovation - Milton Park (Off Dundee Rd)						130,000
Park Infrastructure and Playground Replacement - Lakefront Park						225,000
Playground Improvements-Friends Park Phase 2						325,000
Veterans Park Memorial					200,000	
Lakefront - North Schuman Overlook Stabilization				315,000		
Lakefront - Center/South Bluff						302,000
Lakefront - Halfway House						156,000
Lakefront - Tennis Court						150,000
Lakefront Park Entry/Pathways						1,250,000
Bluff and Beach Surface Water Management						265,000
Pier Replacement						TBD
Beach House Improvements						56,000
Park Maintenance Garage						3,000,000
Watts Ice Rink/Board Replacement						300,000
Old Green Bay Linear Parks -Trail			65,000		1,208,000	
Old Green Bay Linear Parks-Other Components						1,000,000
Replacement Skate Park						350,000
Kalk Park - Phase 2						300,000
Sports Fields at West Park						800,000
Sports Fields at Watts Park						400,000
Park Areas That Retain Water						TBD
Lighted Tennis Court						100,000
Contingency		2,945	25,000	25,000	25,000	
Design Fees for the FOLLOWING Year Projects			100,000		100,000	
Design Fees - Old Green Bay Linear Parks				250,000		
Annual - ADA Improvements, per ADA Transition Plan				100,000	100,000	100,000
Annual Takiff Roof Sinking Fund - replacement in 2026				50,000	50,000	900,000
Feasibility Study-Fundraiser				25,000		
Fundraiser Consultant-Annual, if feasibilty study warrants				45,000	45,000	TBD
Dog Park						TBD
North Field (Takiff) Athletic Field						TBD
Total Projects	1,564,928	1,579,347	1,580,710	1,435,000	1,553,000	10,379,000
Ending balance, 2/28/xx	1,500,569	1,673,805	1,121,095	706,095	(31,905)	(9,595,905)

V. Discussion on Fund 65 Proposed Capital Budget – FY19/20

Glencoe Park District
December 6, 2018
Committee of the Whole Meeting



INTEROFFICE MEMORANDUM

TO: Board of Commissioners
FROM: Lisa Sheppard
SUBJECT: Fund 65-Proposed Capital for FY19/20
DATE: December 4, 2018

This year, staff is providing prioritized proposed capital projects for the FY19/20 budget year earlier than in the past to allow more discussion.

Typically, the Fund 65 Capital Projects budget includes higher priced capital items which help us keep the doors open, operate our agency with efficiency, keep our programs interesting and of high quality, and keep our facilities and parks looking like new. Typically, lower priced projects, and primarily maintenance related items are included in the operational budgets of specific departments.

Our process to compile this list is to reach out to all management staff with items that they need for their departments. The Executive Director and department heads meet to review the initial list and discuss more specific details/rationale related to each capital item, and why it is needed or why it is a priority. We then receive direction from the Director of Finance/HR on where the capital monies available for funding. We then prioritize the list with new and carryover projects.

Attached is the list of proposed Fund 65 capital projects and an explanation for each. I have also included our vehicle replacement matrix, which we use as a guide when replacing vehicles. We also look at the condition of the vehicles yearly.

**Glencoe Park District
Fund 65 Capital-Rec/Facilities
Proposed FY19/20**

<u>Item Description</u>	<u>Total Cost</u>	<u>Justification</u>
Tot Gym Improvements-Floor Replacement	\$17,000	Safety/condition Floor was installed in the 2008 renovations (10 yrs old) The floor is corrugated rubber which was originally designed to provide limited fall cushioning. The floor is no longer soft and the corrugated rubber has gotten rough to the touch. Small children crawl on the floor and experience rug burn type injuries. With infant care more children are crawling in the tot gym than in previous years.
Tot Gym Improvements-Gross Motor Equip	\$13,000	Safety/condition. Replace a cracked climber, which has already been removed. Add additional infant/tot gross motor climbers/equipment to account for infants now using the gym. Repaired are needed to the walls, cabinets and coat hooks
Kids Club Mini-Van	\$23,000	During the school year -Increase in enrollment in Kids Club has lead to transporting more kids to afternoon enrichments from South, West, Central, Takiff and back again. Getting participants to class on time can be challenging. We see having efficient busing as a major benefit to partipants enrolling in our programs. During summer we have camps at many different facilities, field trips and facilities. The districts bus is used to transport summer school students to camp but camps can be at different locations (example- Sun Fun and Camp Adventure). We need the additional van for our program managers and camp directors to successful support their programs/camps.
Beach ATV - Replace 2008 ATV	\$5,000	Equipment is used to move heavy items between beaches including garbage. Equipment has suffered major break downs in 2017 and 2018.

Total-Recreation/Facilities	\$58,000
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<u>Summary of ALL Departments:</u>	
Recreation/Facilities	\$58,000
Parks	\$317,000
Administration	\$217,000
Marketing	<u>\$34,200</u>
Total Proposed FUND 65 Capital-FY19/20	\$626,200

**Glencoe Park District
Fund 65 Capital-Parks
Proposed FY19/20**

<u>Item Description</u>	<u>Total Cost</u>	<u>Justification</u>
Takiff Paint/Abatement 1928 Wing Phase 2	\$55,000	Removal of lead paint and rotted wood on the eaves of the 1928 Takiff Section. Eaves require repairs and paint. Recommended by ACG in Takiff Paint Assesment done in 2017. This is the final phase of this project which was started in FY 18/19
Replace Fire Alarm Parks Garages	\$23,000	Current Fire Alarm System is not functional. Wires have corroded and the entire system requires replacement.
Replace Floor-Daycare/EC-Phase 2 of 3	\$16,500	The floor has significant wear, the finish has worn off and stains cannot be removed. Age group in this class room crawls on the floor. Floor was installed in 2008 renovation . (10yrs old)
Watts Park Tennis Court Color Coat	\$15,000	Regular Court Maintenance last done in 2000.
TakiffEarly Childhood Parking Lot Repairs/Seal Coat	\$9,500	The lot requires routine maintnenace and sealcoating/stripping. 2-3 year cycle. Last done Aug. 2016.
Site Furnishing (Bench/Tables/Cans)	\$15,000	Routine replacements. Will replace concrete benches along Green Bay Rd. Rotted wood benches on Vernon. Wood Trash cans along Vernon, Bird Sanctuary Etc. Continue to replace rotted picnic tables.
Replace 2001 Chevy 2500	\$38,500	This 18 year old truck is rusty, mechanically not reliable. Scheduled for replacement in GPD vehicle replacement matrix. (see attached)
Replace 2010 Grass Hopper 725 Power Broom. With Kubota RTV with Broom. (Snow Removal/Trail Maint)	\$28,500	This eight year old equipment has suffered major break downs during snow storms in 2017 and 2018. Was originally purchased as a lawn mower, eventually converted to power broom. Equipment is used to clear Takiff Walking Loop, Facility Front Entrances, Brick Pavers. Very worn out.
Baseball Field Maint. Berlin/South/West	\$45,000	Routine maintenance of pitchers mounds, infields, outfields and dugouts. This is focused on keeping the fields in good condition for recreational level play for drop in and organized play.

**Glencoe Park District
Fund 65 Capital-Parks
Proposed FY19/20**

Watts Center (Exterior Paint/Tuck Point/Roofing)	\$75,000	Flat Membrane Roof is leaking in the kids club room. Exterior eaves are rotted and require paint/repairs. Tuckpointing is necessary on the second floor and chimney. Flat roof is 18 years old. All identified in the ACG Property Assesment completed in 2016.
Mill and Overlay Watts Soccer Walkway	\$9,000	Minor Repair scompleted in 2018. Delay total mill and overlay 3 years or as conditions warrant.
Mill and Overlay Lakefront Park Asphalt Pathway.	\$10,000	Walkway is cracking and spalling throughtout the park. This is routine maintenace. Last done 2001
Mill and Overlay Watts Park Asphalt Pathway	\$25,000	Walkway is cracking and spalling throughtout the park. This is routine maintenace. Last done 2006
Frisbee Golf Improvements	\$10,000	Replace torn and worn tee mats. Existing matts are 18 yrs old.
Replace Benches Beach-In Fund 70(Safran)	\$12,000	Replace 14 benches on the Boardwalk and Pier at Glencoe beach which were installed in 1998. Benches will repalce existing.
Subtotal	\$387,000	
Less: Budgeted in Fund 70	\$12,000	
Less: Eliminated in FY19/20	\$57,500	
Total - Parks	\$317,500	

**Glencoe Park District
Fund 65 Capital-Administration
Proposed FY19/20**

<u>Item Description</u>	<u>Total Cost</u>	<u>Justification</u>
Replacement of Servers, SAN, Other Hardware, per Excalibur (Given Board consensus at 11/6 meeting)	\$60,000	Two of the current servers are now beyond useful life. Will need to upgrade also to Microsoft Office 2016.
Related costs for IT Closet Expansion pending assessment of options by Wight & Co.	\$95,000	Final Cost Estimate \$75K-\$95K...TBD per Wight & Co.
Replacement of current workstations in District to new workstations/laptops	\$50,000	Current workstations are 5+ years old and need to be replaced and brought up to current Microsoft Windows and Office levels.
Hardware/Software Upgrades-Mitel Phone System (Carryover of Controller Upgrade and Upgrade Repartee VM system to Mitel VM on VMWare server).	\$12,000	Repartee was bought out by AVST, and now Repartee VM system is used mainly by hotels. Controller Upgrade is currently in budget, rep is recommending we do at same time.
Total - Administration	\$217,000	

**Glencoe Park District
Fund 65 Capital-Marketing
Proposed FY19/20**

<u>Item Description</u>	<u>Total Cost</u>	<u>Justification</u>
New Website-Consultant	\$20,000	We re-skinned the website in 2014, but kept the same content management system which is cumbersome. Would like to hold focus groups and make sure navigation and content are communicated clearly. More items could be automated or refined to meet current trends. This should be discussed further. Alternatively, could hire a consultant to help lead a study on how users use website and spend a year developing a strategic plan.
Park ID Signs	\$3,200	New Park ID signs for Milton, North Field, Watts Baseball, and Everly
Information Kiosks	\$6,000	New signage for wildlife information at Everly, Lakefront, Shelton
Park Kiosks	\$5,000	New kiosks for Woodlawn, Old Elm, and Shelton
Total - Marketing	\$34,200	

Glencoe Park District Licensed Vehicle Replacement Matrix

Replacement Recommendation Criteria: The General Services Administration or GSA is the brach of the Federal Government which is charged with managing facilities and providing product and service proccument guidelines. The equipment lifespans recommended in this document are based on GSA recommendations.

Vehicle Year	Veh. #	Vin	Type	Make	GSA Rec. Service Life	Replacement FY
2001	6	1GCHK24U12Z217321	Medium Duty 4x4	Chevy 2500HD	10yrs/100,000 miles	2019/2020
2004	7	1GCHK24U51E361328	Medium Duty 4x4	Chevy 2500HD/PLOW	10yrs/100,000 miles	2019/2020
2008	3	1FTNF21559EA14051	Medium Duty 4x4	Ford F-250/PLOW	10yrs/100,000 miles	2020/2021
2011	1	1FTKR1AD2BPA84891	Light Duty 4x4	Ford Ranger/Dump	7yrs/65,000 miles	2021/2022
2011	2	1FTNF1EF6BKD95574	Light Duty 4x4	Ford F-150	7yrs/65,000 miles	2022/2023
2014	4	1FTBF2B61FEC03222	Medium Duty 4x4	Ford F-250/PLOW	10yrs/100,000 miles	2023/2024
2015	9	1FDEE3F6SFDA04259	Medium Duty Shuttle	Ford E-350/BUS	8yrs/150,000 miles	2024/2025
2017	11	2C4RDGFG9HR762310	Passenger Vehicle	Dodge Mini-Van	5yrs/75,000 miles	2024/2025
2015	10	1FTBF2B60GEA73032	Medium Duty 4x4	Ford F-250/PLOW	10yrs/100,000 miles	2025/2026
2017	18	1FTBF2B64HED61086	Medium Duty 4x4	Ford F-250	10yrs/100,000 miles	2025/2026
2014	5	1FDRF3H69FEC15402	Heavy Truck 4x4	Ford F-350/DUMP	12yrs/100,000 miles	2026/2027
2017	13	1FDUF4HY5HED61087	Heavy Truck 4x4	Ford F-450/DUMP	12yrs/100,000 miles	2029/2030

["Replacement Years determined by GSA Fleet Minimum Vehicle Replacement Standards"](https://www.gsa.gov/cdnstatic/Vehicle_Replacement_Standards_9618.pdf)
["https://www.gsa.gov/cdnstatic/Vehicle_Replacement_Standards_9618.pdf"](https://www.gsa.gov/cdnstatic/Vehicle_Replacement_Standards_9618.pdf)

Fleet Vehicle Average Age 6yrs

Glencoe Park District Licensed Vehicle Replacement Matrix

Replacement Recommendation Criteria: The General Services Administration or GSA is the brach of the Federal Government which is charged with managing facilities and providing product and service procument guidelines. The equipment lifespans recommended in this document are based on GSA recommendations.

Vehicle Year	Veh. #	Vin	Type	Make	Notes	Replacement FY
1999		524616166	Skid Steer Trailer	Custom		2024/2025
2005		712H	Utility	R&R		2025/2026
2018		8HBG69834	Dump Trailer	Big Tex		2028/2029
2018		5NHUTWV28JN085449	Utility	Big Tex		2029/2030
2017		654654654	Covered Trailer	Erhardt		2029/2030
2008		4YMUL10168M009780	Light Utility 5x10	Custom		2030/2031

Glencoe Park District Equipment Replacement Matrix

Replacement Recommendation Criteria: Staff has based replacement recommendations on equipment condition, and frequency of use. Equipment used for snow removal has a shorter lifespan.

Year	Veh. #	Vin	Type	Make	Notes	Replacement FY
2011		301611	Power Broom	Grass Hopper	Snow Removal	2019/2020
2004		524616166	Wheeled Skid Steer	Bobcat		2020/2021
2011		70638	Medium Duty Loader	Kubota		2022/2023
2011		15648	Tractor Snow Thrower	Erksine	Mounts on Kubota 70638	2022/2023
2011		4565	Beach Rake	Barber		2023/2024
2018		39715	RTV X/Plow	Kubota		2025/2026
1991		B7100HST-D	Light Turf Tractor	Kubota		2026/2027
2018		3022237394	Beach Tractor	Kubota		2027/2028
2018		402690486	Dingo TX1000	Toro		2027/2028
2011		71338	Light Duty Backhoe	Kubota		2028/2029
2014		84091-0001654	Powered Sprayer	Cushman-Spraytek	Purchased Used 2017	2029/2030
1999		UV31888	Turf Tractor	Ford 2121		2029/2030
2018		45-204-A	Ballfield Drag	Smitcho		2029/2030
2006		AT3507823	Forklift	Caterpillar	Purchased Used 2017	2033/2034

Glencoe Park District Equipment Replacement Matrix

Replacement Recommendation Criteria: Staff has based replacement recommendations on equipment condition, and frequency of use.

FY 19/20

Vehicle Year	Veh. #	Vin	Type	Make	Notes	Replacement FY
2001	6	1GCHK24U12Z217321	Medium Duty 4x4	Chevy 2500HD	10yrs/100,000 miles	2019/2020
2004	7	1GCHK24U51E361328	Medium Duty 4x4	Chevy 2500HD/PLOW	10yrs/100,000 miles	2019/2020
2008		LTA400FK8	ATV	Suzuki		2019/2020
2011		301611	Power Broom	Grass Hopper	Snow Removal	2019/2020

FY 20/21

Vehicle Year	Veh. #	Vin	Type	Make	Notes	Replacement FY
2008	3	1FTNF21559EA14051	Medium Duty 4x4	Ford F-250/PLOW	10yrs/100,000 miles	2020/2021
2004		524616166	Wheeled Skid Steer	Bobcat		2020/2021
2003		KG6511400108Z	6 Pass Beach Cart	Carry All		2020/2021

FY 21/22

Vehicle Year	Veh. #	Vin	Type	Make	Notes	Replacement FY
2011	1	1FTKR1AD2BPA84891	Light Duty 4x4	Ford Ranger/Dump	7yrs/65,000 miles	2021/2022

FY 22/23

Vehicle Year	Veh. #	Vin	Type	Make	Notes	Replacement FY
2011	2	1FTNF1EF6BKD95574	Light Duty 4x4	Ford F-150	7yrs/65,000 miles	2022/2023
2011		70638	Medium Duty Loader	Kubota		2022/2023
2011			Tractor Snow Thrower	Erksine	Mounts on Kubota 70638	2022/2023
2010		310000478	Gang Mower	Toro		2022/2023

FY 23/24

Vehicle Year	Veh. #	Vin	Type	Make	Notes	Replacement FY
2014	4	1FTBF2B61FEC03222	Medium Duty 4x4	Ford F-250/PLOW	10yrs/100,000 miles	2023/2024
2011		4565	Beach Rake	Barber		2023/2024

FY 24/25

Vehicle Year	Veh. #	Vin	Type	Make	Notes	Replacement FY
2015	9	IFDEE3F6SFDA04259	Medium Duty Shuttle	Ford E-350/BUS	8yrs/150,000 miles	2024/2025
2017	11	2C4RDGFG9HR762310	Passenger Vehicle	Dodge Mini-Van	5yrs/75,000 miles	2024/2025
1999		524616166	Skid Steer Trailer	Custom		2024/2025

FY 25/26

Vehicle Year	Veh. #	Vin	Type	Make	Notes	Replacement FY
2015	10	1FTBF2B60GEA73032	Medium Duty 4x4	Ford F-250/PLOW	10yrs/100,000 miles	2025/2026
2017	18	1FTBF2B64HED61086	Medium Duty 4x4	Ford F-250	10yrs/100,000 miles	2025/2026
2005		712H	Utility	R&R		2025/2026
2018		39715	RTV X/Plow	Kubota		2025/2026
2017		K4400120	Z-Turn 48"	Cheetah		2025/2026
2017		L6800425	Z-Turn 61"	Cheetah		2025/2026
1997		5999	Model 500	Zamboni	Rebuilt 2016	2025/2026
2016		AVB58247G314	Power Boat Hull 14ft	Zodiac		2025/2026
2015		3156109	6 Pass Beach Cart	Cushman		2025/2026

SCENARIO:	Current	Upgrade Current	PS in 2020	PS / O365	Azure / O365	Full Cloud	Notes
MONTHLY COST:							
HOSTING GPD SERVER	-	-	\$583	\$583	\$731		Current AEK server, will become DC02 (2nd Domain Controller, MS standard)
HOSTING GPD APPS01	-	-	\$492	\$492	\$731		Incode (financial software) and Email Journaling/FOIA compliance
HOSTING GPD-EXCH01 (60 users)	-	-	\$612				Email Server
HOSTING GPD-DC01	-	-	\$1,152	\$1,152	\$731		RecTrac / Domain Controller
GPD-MGMT01	-	-					Management Server / Backups
Hosting WebTrac + TSS Support	\$749	\$749	\$749	\$749	\$731		Excalibur Managed Services (Support)
TSS for 5 OnPremise servers	\$2,495	\$2,495	\$2,495	\$1,996	\$1,996	\$499	Excalibur Managed Services (Support)
O365				\$210	\$210	\$210	Office 365, this would replace Exchange OnPremise
RecTrac / WebTrac						\$2,000	RecTrac/WebTrac fully hosted with VSI (not possible at this point)
Incode						\$1,800	Incode fully hosted with TylerTech (not possible at this point)
Online Email Archiving/Backup Solution				\$1,000	\$1,000	\$1,000	Office 365 does not include backups of email. This would be done by a different cloud solution.
ISP cost	\$1,500	\$1,500	\$3,000	\$3,000	\$3,000	\$3,000	Internet service needs to increase from the current 200 Mbps speed. This would be required when servers are no longer on premise.
2nd ISP line			\$200	\$200	\$200	\$200	A 2nd internet connection would be required for failover when everything is hosted/cloud based
Sub Total Monthly	\$4,744	\$4,744	\$9,283	\$9,382	\$9,330	\$8,709	

ONE TIME COST:							
SAN (7/2014)		\$21,249					Device that handles all the data storage for all servers (OS, software, data, etc.)
DRHOST (01/2016)		\$20,499					Failover host that can handle all functionality for productivity in case the main server room has a disaster
HOST1 (3/2014) and HOST2 (10/2012)		\$15,442					Hosts that run Vmware (Operating System that makes it possible to run virtual Windows Servers)
MGMT SERVER (3/2017)		\$6,224				\$7,000	Handles all backups and monitoring for the park district
RDS License PS				\$4,785			Microsoft Licensing for running Remote Desktop in case of hosting servers
VM LICENSE		\$3,000					Licensing to run Vmware
EXCHANGE LICENSE		\$4,675	\$4,675				Licensing to run Exchange (Microsoft's email services)
MS OS /SERVER/ CALS		\$6,013	\$6,013	\$6,013		\$2,500	Microsoft licensing for Windows Server 2016 and Client Access Licenses
Sub Total One-Time		\$77,102	\$10,688	\$10,798	\$0	\$9,500	

Estimated Cost to Expand IT Closet \$90,000 \$90,000

TOTAL for 3 years	\$170,784	\$337,886	\$344,876	\$348,550	\$335,880	\$323,024	
TOTAL for 5 years	\$284,640	\$451,742	\$567,668	\$573,718	\$559,800	\$532,040	
TOTAL for 7 years	\$398,496	\$565,598	\$790,460	\$798,886	\$783,720	\$741,056	

SCENARIO NOTES:	Current	Upgrade Current	PS in 2020	PS / O365	Azure / O365	Full Cloud
	Existing setup with current TSS Diamond maintenance agreement with Excalibur. Excludes TSS for workstations/laptops	Upgrading aging hardware and upgrading to current software licensing	Moving current infrastructure to cloud hosting (Excaltech datacenter)	Moving current infrastructure to cloud hosting and removing email server. Office 365 would be used with a cloud backup solution for O365.	Moving current infrastructure to cloud hosting and removing email server. Office 365 would be used with a cloud backup solution for O365. This would be hosted with Microsoft Azure.	Incode and RecTrac would require a cloud based solution, which is not possible at this moment as the vendors are not offering this solution. On premise versions were purchased in 2013 for RecTrac and 2015 for Incode

Additional information and rationalization for the IT closet expansion is forthcoming and will be emailed to the Board prior to the meeting.

VI. Updates on Park Projects

No Documents

Glencoe Park District

December 6, 2018

Committee of the Whole Meeting