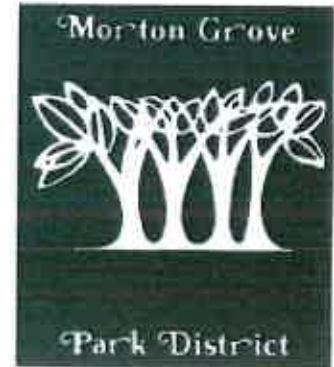


Morton Grove Park District

6834 Dempster Street • Morton Grove, Illinois • 60053 847/965-1200



MORTON GROVE PARK DISTRICT
Prairie View Community Center
6834 Dempster, Morton Grove, IL 60053
Committee of the Whole
October 7, 2015 at 6:30 p.m.

AGENDA

Call to Order

Public Comment

Administration and Finance Committee – Commissioner Ashta, Chair

Appoint IAPD Delegates
OMA and FOIA Officers
Vacation Policy and Sick Leave Policy
Computer Usage Policy

Recreation and Facility Program Committee – Commissioner Coursey, Chair

Non-Resident Rates
Payment Plan Administrative Fee
Aquatics Update

Parks and Facilities Maintenance Committee – Commissioner Manno, Chair

PVCC Carpet Replacement
Commercial Washer and Dryer
Tree Removal

Adjournment



Morton Grove
Park District

Memorandum

To: Park Board of Commissioners
From: Jeff Wait, Executive Director
Date: October 7, 2015
Subject: IAPD Annual Business Meeting

Issue:

The park district must appoint delegates for the Annual Business Meeting of the Illinois Association of Park Districts.

Discussion:

Every year at conference the Morton Grove Park Board of Commissioners participates in the IAPD Annual Business Meeting. The meeting will be held at the Hyatt Regency Hotel on Saturday, January 30, 2016.

Park Board Action:

Nominate one delegate and up to three alternates to participate at the IAPD Annual Business Meeting.

CREDENTIALS CERTIFICATE

This is to certify that a meeting of the Governing Board of the Morton Grove Park District held at 6834 Dempster, Morton Grove, IL on October 21, 2015 at 6:30 p.m. the following individuals were designated to serve as delegate(s) to the Annual Business Meeting of the ILLINOIS ASSOCIATION OF PARK DISTRICTS to be held at the Hyatt Regency Hotel, Chicago, Illinois on Saturday, **January 30, 2016** at 3:30 p.m. in the Grand F Ballroom (East Tower/Gold Level):

Name

Title

Delegate: _____

1st Alternate: _____

2nd Alternate: _____

3rd Alternate: _____

This is to certify that the foregoing is a statement of action taken at the Board Meeting cited above.

Affix Seal:

Signed: _____

President of Board

Attest: _____

Board Secretary

Return this form to: by **Nov. 25th**:
Illinois Association of Park Districts
211 East Monroe Street
Springfield, IL 62701-1186



Memorandum

To: Park Board of Commissioners
From: Jeff Wait, Executive Director
Date: October 7, 2015
Subject: OMA and FOIA Officers

Issue:

The Open Meetings Act and the Freedom of Information Act require officers to formulate applicable policy, advise agency management, and ensure compliance with federal laws governing the flow of information. The work also involves safeguarding government information while supporting accountability and transparency.

Discussion:

Normally the Park District assigns the Executive Director and his/her assistant as the Open Meetings Act Officer and Freedom of Information Act Officer. During the search for a new executive director, Marty O'Brien was appointed as the OMA and FOIA officer. With the hiring of Jeff Wait we would like to assign him to these positions. Jeff has completed the required training and his certificates are on file.

Park Board Action:

Staff request the Park Board of Commissioners approve Jeff Wait as the Open Meetings Act and Freedom of Information Act Officers.



Memorandum

To: Park Board of Commissioners
From: Laura Kee, Human Resources & Risk Manager
Date: October 7, 2015
Subject: PTO (Paid Time Off) vs Vacation & Sick Leave Policy

Issue:

PTO (Paid Time Off) versus a Vacation Policy and Sick Leave Policy.

Discussion:

After evaluating the Paid Time Off (PTO) policy (attached), it has come to our attention that there are several flaws when administering this policy. Below are examples:

- Currently PTO time must be used by December 31st or be forfeited.
- There are no extensions for PTO time.
- Staff is saving PTO time in the event they or a family member becomes ill, therefore in December there are many absentees.
- Staff comes to work sick, infecting other staff which causes more illness and less productivity.
- Staff has no sick time to use for any extended leave of absence.
- In December, staff is very lean due to everyone using the last of their PTO time.

Staff would like to propose the following changes: (Please refer to the proposed policy attached)

- Revert back to a vacation and sick policy.
- Allow a 3 month extension, with Executive Director's approval.
- Staff may donate up to 5 days vacation to other staff.
- Accrue sick time up to 120 days.

Please note that the proposed changes will have no impact on the budget, but will make for a healthier, more productive staff.

Park Board Action:

Staff requests the Park Board of Commissioners approves an update to the Personnel Policy Manual to eliminate PTO time and implement a Vacation Policy and a sick Leave Policy, effective January 2016.

Section 6.9: - Paid Time-off (Current Policy)

Paid time-off (PTO) is provided to each regular full-time employee as a means of refreshing one’s health, rest, relaxation, and pleasure. PTO shall be earned and shall be based on the length of continuous full-time employment.

Introductory employees are not eligible to take PTO until they become a regular, full-time employee (after a six-month introductory period is completed). If introductory period is not completed, no PTO time will be given. When the introductory period is completed, the employee will earn Paid Time Off “PTO” in accordance with the table in Section A below, retroactive to the first day of employment.

The PTO year is from January 1 to December 31. PTO must be taken during the PTO year in which they are earned. Unused PTO may not be carried over to future years.

A. Upon the commencement of full-time employment, employees earn PTO days on a monthly basis in accordance with the following table:

Years of Service	PTO Bank Days	Days Per Month
1	14	.86
2-5	18	1.5
6-10	23	1.92
11-14	28	2.33
15+	30	2.5

PTO days are only accrued up to the day of termination. Upon termination any remaining PTO will be prorated and based on the schedule above. (Number of months worked per year).

Section 6.9: - Vacation Time (Proposed Change)

Vacation time is provided to each regular full-time employee as a means of refreshing one’s health, rest, relaxation, and pleasure. Vacation time shall be earned and shall be based on the length of continuous full-time employment. Paid vacation shall be accrued in the year prior to that in which it is used. All paid vacation time that has not been used within one year after it has been accrued will be forfeited; however, the Executive Director shall have the discretion in appropriate circumstances, and in the best interest of the District, to allow as employee to carry forward unused vacation time for a period of up to three (3) additional months. Employees may also donate accrued vacation, up to five (5) days to other employees.

The amount of paid vacation leave granted to full-time employees is shown in the chart below.

Years of Service	Vacation Days	Accrual Per Month
0 to Less than 1 Full Year	0	1 Day per Month
1 Full Year of Service	12	1.00
2 Full Years to Less Than 5 Full Years	15	1.25
5 Full Years to Less than 10 Full Years	18	1.50
10 Full Years to Less than 15 Full Years	21	1.75
15 Full Years to Less than 20 Full Years	24	2.00
20 Full Years and Longer	27	2.25

- A. A change form must be completed and submitted to the employee’s Supervisor. The Supervisor must approve or deny the request and then submit to Human Resources.
- B. Vacation schedule shall be determined by the Supervisor or Department Head. While due consideration for individual employee convenience may be given, the needs of the District in scheduling work load shall be the controlling criteria.
- C. Failure to return to work at the conclusion of an approved vacation may be considered a voluntary abandonment of the position by the employee.
- D. Vacation days are only accrued up to the last day worked. Upon termination any remaining vacation days will be prorated and will be based on the schedule above. (Number of months worked per year).

Sick Leave Policy

All full-time employees shall accrue one half (1/2) day of sick leave for each calendar month of District employment completed. Accumulated sick leave for any full-time employee shall not exceed 120 days, except that additional sick leave may be granted by the Board.

For purposes of IMRF retirement credit only, employees may accumulate up to 240 days of unused sick leave.

- A. Sick leave shall be allowed when the employee is actually sick, injured or disabled and to attend to an immediate family member who is ill. The use of sick leave under false pretenses shall be cause for termination. For purposes of this section, immediate family member is defined as spouse, domestic partner, child (to include children by birth, adoption, step and legal guardian), sibling, or parent of the employee.
- B. Accrued sick leave may be utilized for appointments for an annual physical and/or routine, semi-annual dental exams/cleanings scheduled during staff's working hours.
- C. If staff is unable to report to work due to an illness, the Supervisor must be notified with a reason prior to the designated work day starting time on the day the illness occurs. Failure to inform the Supervisor on each day, unless a physician's statement has been submitted designating a specific period of recuperation, may result in disciplinary action, up to and including termination. If the Supervisor cannot be reached, notify the Department Head. If the Department Head cannot be reached, leave a message on both the Supervisor and the Department Head's voice mail.
- D. If sick leave lasts three (3) consecutive working days or if there is repeated need (within 3 months) for sick leave, the Supervisor may require proof of the illness in the form of a written statement from a healthcare provider.
- E. The District reserves the right to request an "authorization to return to work" for any illness, injury or medical procedure.
- F. Employees who are unable to return to work after having exhausted their sick leave credit may apply for disability benefits from the Illinois Municipal Retirement Fund (IMRF).
- G. If an employee is on disability for sixty (60) calendar days or more, the employee's position may be filled. Subject to the requirements of the FMLA where applicable, when returning to work, the employee will have to accept whatever position is available, if any are available.
- H. Failure to return to work at the conclusion of an approved sick leave may be considered as a voluntary abandonment of the job by the employee.



Memorandum

To: Park Board of Commissioners
From: Laura Kee, Human Resources & Risk Manager
Date: October 7, 2015
Subject: Computer, Electronic Communication & Social Media Policy

Issue:

To update the Personnel Policy Manual to include two new sections to the Computer, Electronic Communication & Social Media Policy.

Discussion:

Staff has been struggling with the lack of computer files from previous employees. We are not sure if the files never existed or were deleted. To prevent files from being deleted, accidentally or purposefully, staff is recommending adding the following language to our current Computer, Electronic Communication & Social Media Policy (Current policy attached):

All information and data generated or gathered by an employee, in the course of their employment and/or utilizing the Morton Grove Park District owned assets, shall be the exclusive property of the Morton Grove Park District. All information and data must be stored on the Park District's network drives and must not be stored on the individual computer's hard drive. No information or data shall be transferred to, given to, or loaned to any other organization or outside individual except for those instances where it is in the approved course of business for the Morton Grove Park District.

All software purchased by, licensed by, or created by the Morton Grove Park District is to be used exclusively by the Morton Grove Park District and may not be transferred to, given to or loaned to any other organization or outside individual without the written authorization by the Executive Director.

- A. The use of encryption, the labeling of an email or document as private, the deletion of an email or document, or any other such process or action shall not diminish Morton Grove Park District's rights in any manner.

Park Board Action:

Staff requests the Park Board of Commissioners approves adding the verbiage above to the Computer, Electronic Communication & Social Media policy which was originally approved in the fall of 2015.

Section 6.18 Computer, Electronic Communication, and Social Media Policy

I. Purpose

Computer, e-mail, voice-mail, Internet systems, social media sites, and electronic devices are very important ways for us to communicate with each other and our patrons. The purpose for use of the Morton Grove Park District's computer system and devices is to conduct public business and to obtain and convey District information in furtherance of public goals. For both legal and practical reasons, it is essential that we work together to maintain the integrity of these systems and devices.

- A. All information and data generated or gathered by an employee, in the course of their employment and/or utilizing the Morton Grove Park District owned assets, shall be the exclusive property of the Morton Grove Park District. All information and data must be stored on the Park District's network drives and must not be stored on the individual computer's hard drive. No information or data shall be transferred to, given to, or loaned to any other organization or outside individual except for those instances where it is in the approved course of business for the Morton Grove Park District.

All software purchased by, licensed by, or created by the Morton Grove Park District is to be used exclusively by the Morton Grove Park District and may not be transferred to, given to or loaned to any other organization or outside individual without the written authorization by the Executive Director.

- B. The use of encryption, the labeling of an email or document as private, the deletion of an email or documents, or any other such process or action shall not diminish Morton Grove Park District's rights in any manner.

II. Employer Monitoring of District Equipment

- A. No Expectation of Privacy.

Employees have no expectation of privacy with respect to messages or files sent, received or stored in the District's computer system, e-mail, voice-mail, Internet systems, or other electronic devices. Communications made using the District's computer system or electronic devices are subject to release under the Freedom of Information Act and may also be subject to disclosure in court or internal investigation.

- B. Right to Monitor.

1. The District reserves the right to monitor your District computer, e-mail, voice-mail, Internet systems, or other electronic device at any time to make sure employees are complying with this policy. The District reserves the right to use content-management tools to monitor, review, or block content on Internet and social media sites that violate the District's policies.
2. The District can access all communications on District equipment for any and all reasons including, but not limited to: (i) system administration and maintenance; (ii) when there is an urgent business reason; (iii) to ensure compliance with this policy; and (iv) as required to comply with a court order or legal obligation to produce records or information. (Remember, even if material is erased or deleted

from these electronic systems or devices, it can often be reconstructed and retrieved; assume, therefore, that every message you create is public information.)

3. The District also reserves the right to revoke your access to its computer, e-mail, voice-mail, Internet systems, or other electronic device with or without notice at any time for any violation of this policy.

III. Employee Use of District Electronic Equipment

We comply with all copyright, licensing, employment-related and other laws, agreements, policies, and regulations. In order to ensure compliance with these regulations, and to protect our systems from damage due to viruses, we have established the following policies which all employees and officials must follow.

A. Consent to Policy.

Use of the District's computer, e-mail, voice-mail, Internet systems, and electronic devices, including without limitation laptops, tablets, cellular phones, and similar devices, will be deemed to constitute the employee's consent to comply with this policy and recognition that any such messages or communications may be monitored or recorded.

B. District Property.

The computer, e-mail, voice-mail, Internet systems, and electronic devices provided for your use are the exclusive property of the District. Anything generated by the use of these systems and devices is the property of the District, even when created through the use of a personal password or through the use of software you downloaded from another source. Please be cautious in what you create on the computer or electronic device, since electronic communications may be saved to the computer or electronic device back-up systems and may continue to exist even though the user deletes them from his or her computer or electronic device.

C. Access to Your Account.

You are to access and use only the computer, e-mail, voice-mail, Internet accounts, and electronic devices assigned to you. You are responsible for the security of the e-mail, voice-mail, Internet accounts and electronic devices assigned to you. E-mail, voice-mail, Internet account, or electronic device passwords are not to be disclosed to anyone outside the District.

D. Access to Other's Accounts.

On occasion, you may need to access the computer or the computer files of others. This can only be done when for the purpose of serving the needs of a patron and with permission of your supervisor. Unless you have specific authorization, you are not to:

1. Access another's computer, e-mail, voice-mail, Internet accounts, or electronic devices;

2. Listen to or publish another person's e-mail, voice-mail message, text message, or Internet communications;
3. Forward the District's or client-generated e-mail, voice-mail, or text messages or Internet communications to anyone outside the District;
4. Copy, retrieve, modify or forward copyrighted materials; or
5. Install any computer programs or applications on any District computer or electronic device without the express permission of the Executive Director.

E. Limited Personal Use.

The District's computer, e-mail, voice-mail, Internet systems, and electronic devices are intended to be used for District purposes. Limited personal use may be permitted; however, it must not interfere with the activities required to perform the duties of your position. Abuses of personal use, to be determined in the sole discretion of the District, may result in loss of personal privileges, discipline or discharge.

F. Inappropriate Material.

Intentional retrieval of any Internet materials or e-mail messages that contain pornographic materials or inappropriate subject matter may lead to immediate termination of all involved (no matter when discovered).

G. Use in a Professional Manner.

The District's computer, e-mail, voice-mail, Internet systems, and electronic devices are to be used in a professional manner only. When using the District's computer, e-mail, voice-mail, Internet systems, and electronic devices, do not use derogatory, inappropriate and/or non-professional language, including, but not limited to, language which may constitute profanity, slander, obscenity, or any form of harassment. Likewise, you may not use the District's computer, e-mail, Internet systems, and electronic devices to discuss the use of alcohol and drugs or explicitly describe sexual behavior. Use of computer, e-mail, voice-mail, the Internet, or electronic devices for an inappropriate purpose or to harass or personally attack other individuals is expressly prohibited. Do not defame, publish or announce derogatory information to or about another person at the District, the District itself and/or its patrons through the use of the District's computer, e-mail, voice-mail, Internet systems and/or electronic devices. Examples of remarks that constitute harassment and bullying include, but are not limited to, comments that are derogatory with respect to race, religion, gender, sexual orientation, or disability; sexually suggestive, humiliating or demeaning comments; and threats to stalk, haze or physically injure another employee or patron.

H. Permission to Post Pictures or Images.

Employees must not post pictures of District patrons or other District employees on the Internet without obtaining written permission from the Executive Director.

I. Compliance with Laws.

Use of the District's computer, e-mail, voice mail, Internet systems, or electronic devices in a manner which is a violation of local, state or federal law will be considered a violation of this policy.

J. Report Improper Access.

If someone else gains access to your computer, e-mail, voice-mail, Internet accounts, or electronic devices with your knowledge and permission, and uses your account or device in violation of this policy, you will be held responsible for that violation. Therefore, if you feel that someone has obtained access to your password, you should immediately inform the Executive Director.

IV. Employee Use of Social Media or Other Online Sites

A. Identification as District Employee.

1. Employees who use or are a member of social networking sites are hereby on notice, by receipt of this policy, that by identifying themselves on these websites as a District employee, he or she may be perceived to be holding him or herself out as a representative of the District. Because the District has limited control over these private sites, the District encourages employees not to list the District as his or her employer.
2. If an employee does identify himself or herself as an employee of the District, any postings that are not done in order to further the business of the District or pursuant to a District marketing plan or strategy pursuant to the instructions of the employee's supervisor must contain a disclaimer that these postings are solely the opinion of the individual employee and that these positions do not reflect the views or philosophy of the District, its officials, employees, or citizens, such as the following:

*The views expressed by the author
on this site is the author's alone and do
not represent the views of the District.*

B. Online Activities.

1. An employee's online presence may reflect the District and, therefore, employees must be aware that his or her actions captured via images, posts, or comments can reflect the image of the District and its other employees. Employees are encouraged to be respectful to the District, officers, employees, agents, and citizens in their online activities.
2. All postings, photos, images or other communications by an employee regarding service to, or employment with the District, which are false or misleading about the District, its officials or employees, may subject the employee to disciplinary action consistent with this policy.

3. Information published on an employee's social networking site must comply with the District's confidentiality and disclosure policies. This also applies to comments posted on other's social networking sites.
4. The District seal or other logo, trademarks, or symbols used to identify the District may not be used in an unlawful manner.
5. No confidential, personal, or identifying information, including photos, shall be posted with regard to any services rendered by the District or relating to any District patron.
6. Posting photos of employees in their District uniforms is prohibited unless written permission is obtained.
7. District personnel are discouraged from posting any work-related complaints or specific grievances regarding the elected officials, management or supervisory staff, or other employees of the District, but shall instead utilize the procedure in place such as the complaint procedure or the union grievance procedure.
8. Nothing in this Policy should be interpreted nor will it be enforced in such a manner as to violate employees' protected labor and First Amendment rights.

V. Disciplinary Action

All employees who violate this policy may be subject to disciplinary action, up to and including termination. The District further reserves the right to take legal action where necessary against employees who engage in prohibited or unlawful conduct. The disciplinary action will be in accordance with the respective union collective bargaining agreements to which the District is a party, if applicable.

VI. Acknowledgment

District employees must sign the following written acknowledgment that they have received, read, understand, and agree to comply with this policy.

Receipt of District's Computer, Electronic Communication and Social Media Policy

I, _____, have received and reviewed the policy entitled
(Print Name)

"Morton Grove Park District Computer, Electronic Communication, and Social Media Policy for District Employees." My signature below indicates that I understand all of the terms set forth in this policy, that I hereby acknowledge receipt of the policy and that I agree to abide by all the terms specified in the policy.

I understand that if I have questions or concerns at any time about the policy, I will consult my immediate supervisor, my supervisor's manager, or the Executive Director for clarification.

Finally, I understand that the contents of the policy may change at any time.

Please read this policy carefully before you sign this document.

Signature _____

Dated: _____



Memorandum

To: Jeffrey Wait, Executive Director
From: Michael Hayes, Superintendent of Recreation
Date: October 7, 2015
Subject: Non-Resident Rates

Issue:

Upon receiving participant feedback concerning our non-resident rates, research was conducted to compare our non-resident rates with surrounding communities.

Discussion:

Detailed below is a comparison of non-resident rates and statistics on how many non-residents who use our services.

Non-Resident Rates:

- Park Ridge Park District: 50% (**considering a 25% decrease**)
- Morton Grove Park District: 35%
- Glenview Park District: 25%
- Lincolnwood Park District: 25%
- Skokie Park District: 25%
- Des Plaines Park District: 25% - (**Non-residents may buy into the resident rate for \$150 a year also, they are considering eliminating the non-resident rates altogether.**)

Morton Grove Registrations/Memberships:

Represents One Year	Program Registrations	Facility Memberships
Resident	4,679	398
Non-Resident	1,606	139

The above data indicates the number of non-residents who participate in our programs. We also learned that Morton Grove operates 10% higher than other near-by agencies. In order to become more competitive, attract more business and increase our bottom line we would like to lower our non-resident rates from 35% to 25%.

Park Board Action:

Staff recommends the Board of Commissioners approve a standard 25% non-resident rate beginning in the summer 2016.



Memorandum

To: Park Board of Commissioners
From: Michael Hayes, Superintendent of Recreation
Marty O'Brien, Finance Manager
Date: October 7, 2015
Subject: Payment Plan Administrative Fee

Issue:

The Park District is assessed a credit card processing fee by our registration software provider, Active Net, each time a credit card is used for payment. In the past twelve months, we have incurred \$11,400 in processing fees associated with just payment plans.

Discussion:

While a majority of our users pay in full for programs and memberships, a portion of our users ask to be placed on a payment plan. These payment plans can be billed monthly to the participant's credit card. Each payment is charged approximately 3% of the total amount by Active Net to process the payment.

To help recover some of the costs associated with Active Net fees, staff believes it is necessary to implement an "administrative fee" for those users who elect to use a credit card with a payment plan. This fee will be applied to all plans in which the district incurred a fee from Active Net, those users who pay their installment in cash or check will not be assessed the fee. Additionally, this fee would not be assessed to those participants who receive financial assistance from the district. This fee will only be applied to new payment plans and not existing ones.

Payment Plan Details:

Payment Plans	Length of Plan	Credit Transaction Rate	Payment Plan Debt	Service Charges
415 Plans	9 Months	3% \$3,735	\$380,000	\$11,400

If each plan is assessed the \$20 fee, the district will recover \$8,300 of the total service charges levied by Active Net.

Park Board Action:

Staff recommends the Board of Commissioners move to implement a \$20.00 fee for participants who request to use a credit card for their payment plan.



Memorandum

To: Jeffrey Wait, Executive Director
Michael Hayes, Superintendent of Recreation

From: Jeanette McNichols, Recreation Supervisor

Date: September 17, 2015

Subject: Aquatic Survey Results

Issue:

At the conclusion of the aquatic season a survey was created to obtain feedback on the facilities, programs, concessions and patron concerns. The survey was sent to 500 members and 184 members participated, which ended up being a 37% return rate.

Discussion:

After reviewing the aquatic survey, we found that five questions had the highest response rate. These five questions dealt with pool popularity (Chart 2), pool usage times (Chart 3), reason for using pools (Chart 4), membership packages (Chart 5) and programming (Chart 6).

The last question on our survey was an open-ended question asking members if they had any suggestions, comments or concerns related to either pools. The top four areas of feedback were on the upkeep of Harrer, membership rates, concessions and hours of operation (Chart 1).

To view the survey results, please see attached document. Below is a detailed explanation of the results.

Chart 1: Open-ended Responses

- Approximately 28% of patrons are not pleased with the upkeep of Harrer
- Only 9% of members believe they pay too much for their pool membership
- Nearly 24% of patrons think they should have the opportunity to bring in their own food or have park district employees operate the concession stand
- A little less than half of patrons at 39% feel the pools should be opened earlier in the day and stay open without any closing breaks

Chart 2: Pool Popularity

- Patrons prefer to use Oriole (58%) over Harrer (42%)

Chart 3: Pool Usage Times

- Approximately 62% of patrons prefer weekday afternoons and 31% prefer weekday evenings
- On the weekends 55% of patrons prefer afternoons and only 14% prefer the evenings

Chart 4: Reason for using pools

- A majority of patrons use the pools for open swim (62%) or sunbathing/fun (52%)
- The third highest usage is for lap swim (14%)

Chart 5: Membership Package

- Survey results show that 88% of our users have a household membership
- Patrons seem to have less interest in couple memberships with only 2% of our members participating in this membership package

Chart 6: Program Interest

- Approximately 44% of patrons are interested in swim lessons and 36% are interested in aquatic classes
- Nearly 20% of patrons show interest in other forms of programming such as scuba dive, adult swim club, tiger sharks swim club and junior lifeguard program

Recommended 2016 implementations:

- Pools will be open earlier in the day
- Oriole will be opened pre-season and post-season
- Harrer will only be open for regular season, due to staff reduction at the end of the season
- Pools will be opened all day with no closings for tiger sharks swim club
- Oriole will open at 5:00am for adult lap swim
- We will be offering more aquatic programming

Park Board Action:

No action needed at this time.

Aquatic Survey Results

Chart 1: Open-ended Responses (167 responses)

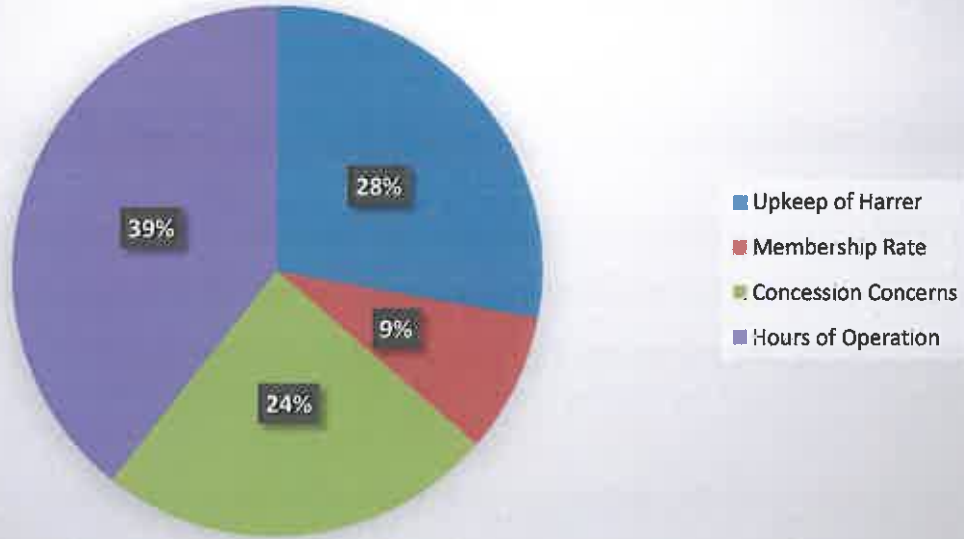


Chart 2: Pool Popularity

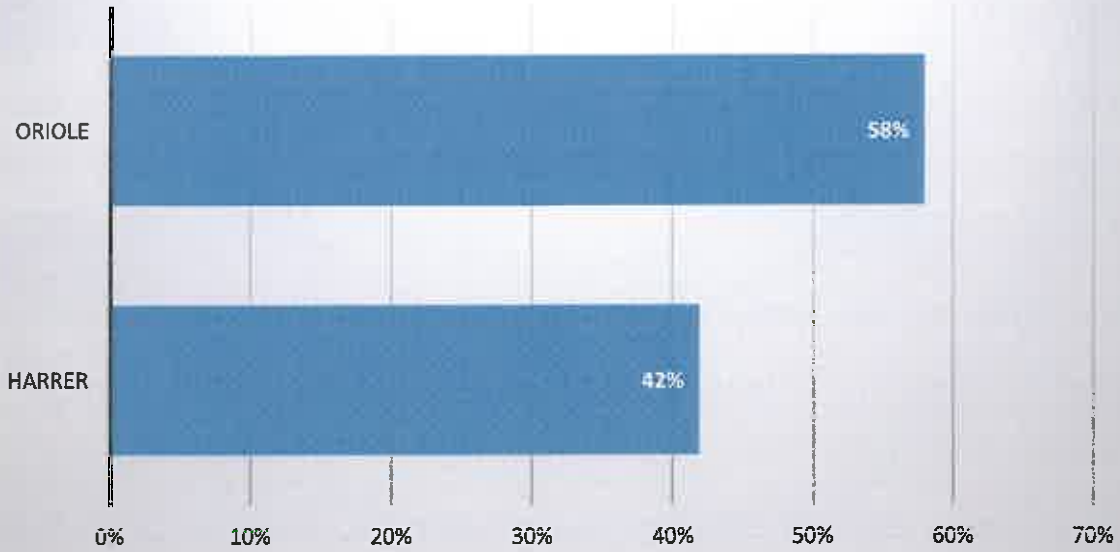


Chart 3: Pool Usage Times

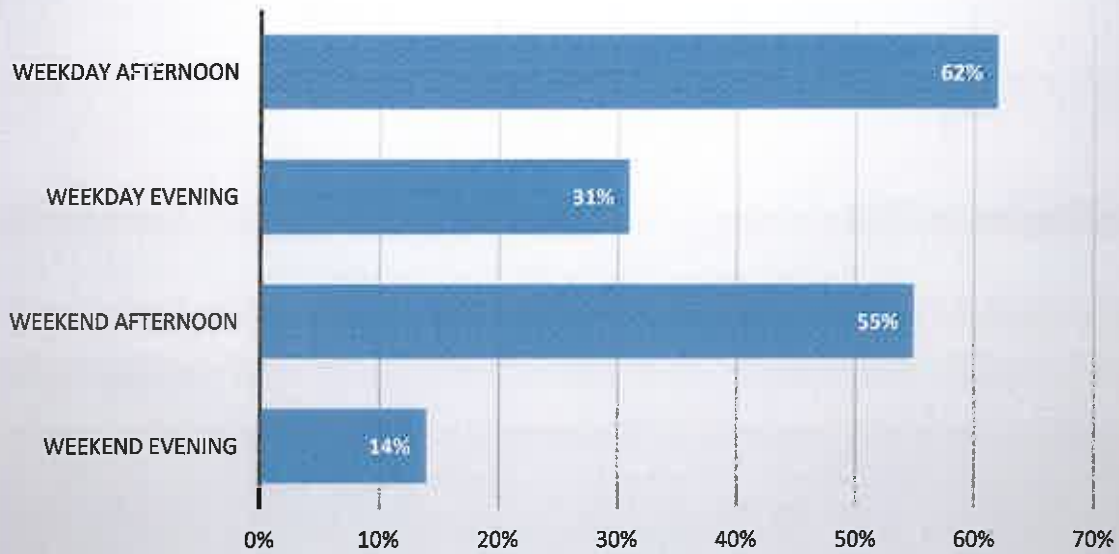


Chart 4: Reason For Using Pools

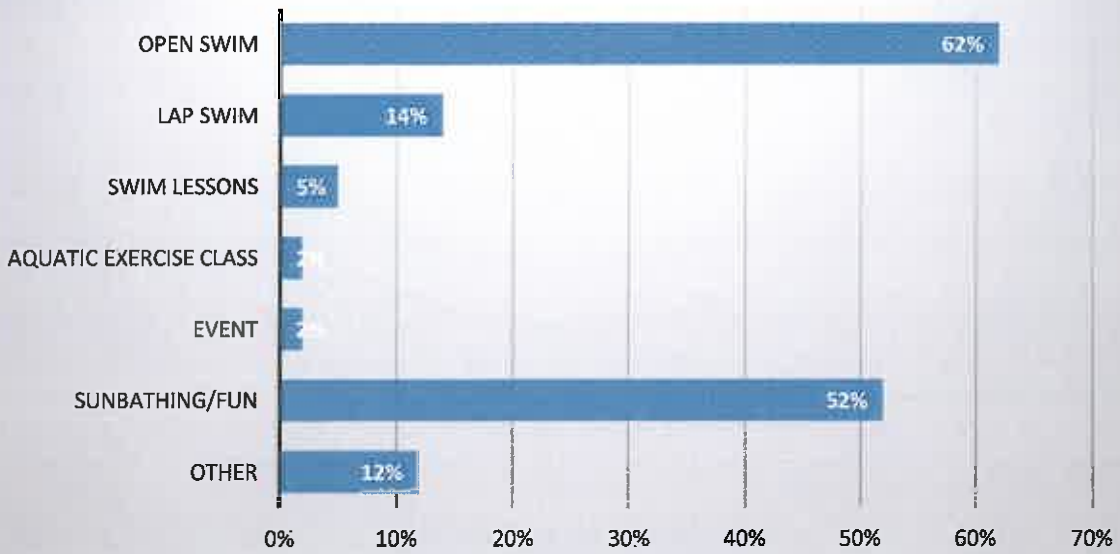


Chart 5: Membership Package

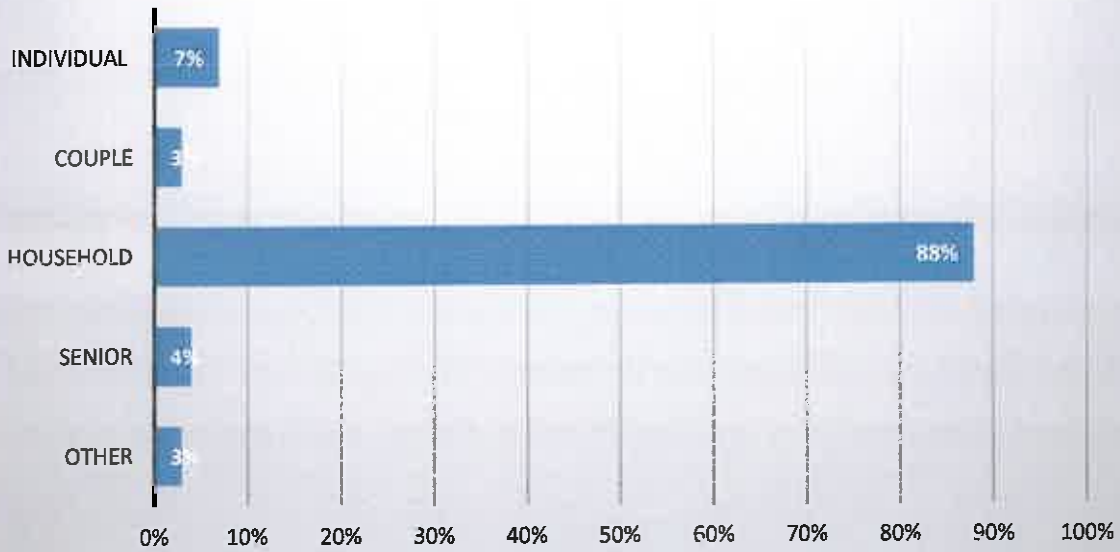
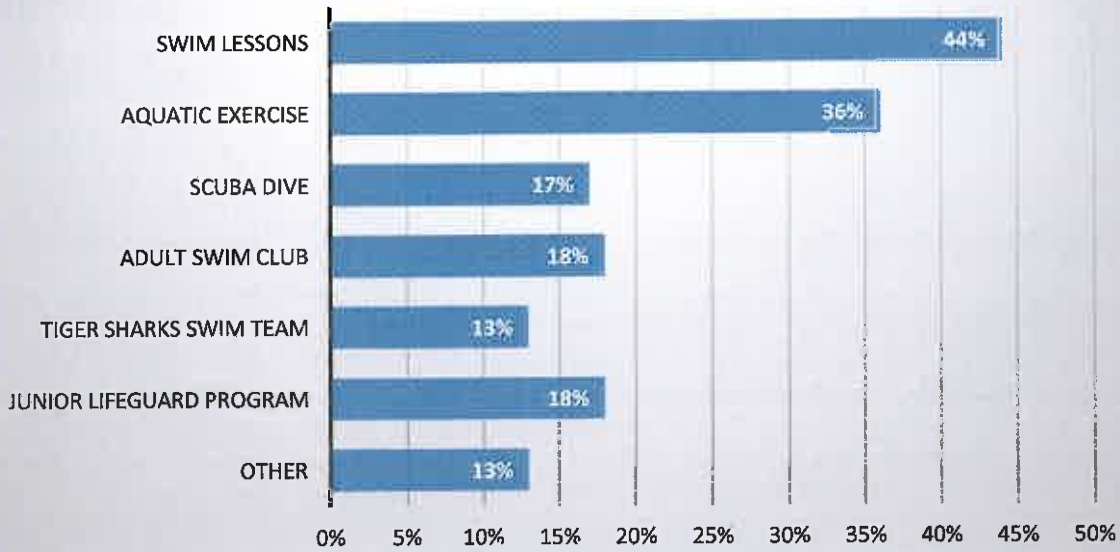


Chart 6: Program Interest



Oriole Hours Of Operation		Harrer Hours Of Operation	
2015	2016	2015	2016
<u>Pre-Season</u> May 30 – Jun 5 Weekends: 12:00 – 8:00pm	<u>Pre-Season</u> May 28 – 30: 11:00 – 7:00pm May 31 – Jun 3: 4:00-7:00pm	<u>Pre-Season</u> May 23 – Jun 5 Weekends: 12:00 – 8:00pm	
<u>Regular Season</u> Jun 6 – Aug 9 Mon – Thurs: 1:00 – 5:00pm & 7:00pm – 9:00pm Fri – Sun: 12:00 – 8:00pm *July 4th 10:00-5:00pm	<u>Regular Season</u> Jun 4 – Aug 21 Mon – Fri: 11:00 – 8:00pm Sat – Sun: 12:00 – 7:00pm *Pass holders may enter at 10:30am on weekdays *5:00am adult lap swim *July 4th 10:00-5:00pm	<u>Regular Season</u> Jun 6 – Aug 9 Mon – Fri: 12:00 – 8:00pm Sat – Sun: 12:00 – 6:00pm *July 4th 10:00-5:00pm	<u>Regular Season</u> Jun 4 – Aug 14 Mon – Fri: 11:00 – 7:00pm Sat – Sun: 12:00 – 5:00pm *Pass holders may enter at 10:30am on weekdays *July 4th 10:00-5:00pm
<u>Post-Season</u> Aug 10 – Sept 7 Weekdays: 4:00 – 8:00pm Weekends: 12:00 – 8:00pm	<u>Post-Season</u> Aug 22 – Sep 5 Mon – Fri: 4:00 – 8:00pm Sat – Sun: 11:00 – 7:00pm	<u>Post-Season</u> Aug 10 – Aug 23 Weekdays: 4:00 – 8:00pm Weekends: 12:00 – 8:00pm	

2016 Pool Programming	
Oriole	Harrer
*Weekend rentals 7:00-9:00 pm *Aquatic programs on weekends from 8:00am-12:00pm and weekdays from 8:30-10:30am *Our day camps can enter pool on weekdays with general public at 11:00am	*Weekend rentals 10:00am-12:00pm or 5:00-7:00pm *Aquatic programs on weekends from 8:00am-10:00pm and weekdays from 8:30-10:30am *Our day camps can enter pool on weekdays with general public at 11:00am



Memorandum

To: Park Board of Commissioners
From: Greg Jayne, Superintendent of Parks & Facilities
Date: October 7, 2015
Subject: PVCC Carpet Replacement

Issue:

There are several carpeting issues at the Prairie View Community Center that need to be addressed:

- The upper level carpet was installed in 2011; it is very dirty and needs to be replaced and does not match the new carpet recently installed
- The stairway carpet is also very dirty and should be upgraded to a rubber tread covering which would also serve an ADA need (a tactile 3 feet prior to the stairway)
- The women's locker room carpet is worn and in need of replacement and the men's locker room would look out of place if it wasn't replaced too

Along with the painting and carpeting already completed these improvements will give a nice updated look to the facility.

Discussion:

Three vendors were contacted for price quotes with the following results:

Duncan Flooring, Mt. Prospect, IL	\$19,110.00
Tile in Style, Willowbrook, IL	\$20,865.83
Dallia Floor and Wall Co., Skokie, IL	\$30,936.00

Park Board Action:

Staff requests the Park Board of Commissioners approve the proposal from Duncan Flooring of Mt. Prospect, IL in the amount of \$ 19,110.00 to remove, prep and replace the carpet in the second floor lobby, stairway and locker rooms.



Memorandum

To: Park Board of Commissioners

From: Greg Jayne, Superintendent of Parks & Facilities

Date: October 7, 2015

Subject: Commercial Washer and Dryer

Issue:

The current fitness club washers and dryers are residential units and do not have the capacity to handle a large amount of towels. This requires staff to continually load and unload towels taking them away from the fitness floor. There are two sets of residential washer/dryers that are used. Replacing one set with a heavy duty commercial thirty pound washer and a thirty five pound dryer similar to what is used in laundromats, would enable staff to wash and dry larger amounts of towels. This will allow them to spend more time on the floor and still provide our members with fresh, clean towels.

Discussion:

There are two regional suppliers in this area that have provided the following quotes for a set of commercial washer/dryer which includes delivery and installation:

<u>VENDOR</u>	<u>AMOUNT</u>
Haiges Machinery, Inc. Huntley, IL	\$8,469.00
Coin-O-Matic Alsip, IL	\$9,121.00

Park Board Action:

Staff requests the Park Board of Commissioners approve the purchase of a Speed Queen 30 pound washer and Speed Queen 35 pound dryer from Haiges Machinery of Huntley, IL in the amount of \$8,469.00.



Memorandum

To: Park Board of Commissioners

From: Greg Jayne, Superintendent of Parks & Facilities
Jeff Wait, Executive Director

Date: October 7, 2015

Subject: Tree Removals

Issue:

A significant number of trees throughout our parks need to be removed due to age and disease. With this in mind, a line item, "trees" has been added to the capital plan budget. This funding will be used to remove and replace aged and diseased trees.

Discussion:

After completing an assessment of all the trees within the Park District, staff has determined twenty two dangerous and diseased trees which need to be removed by a contractor. The removal of small trees and trimming will still be done in house by parks staff; however, the removal of these 22 trees requires a greater level of expertise. The work will be done during the winter.

There is \$30,000.00 budgeted for this process. Three requests for quotes were sent out with the following three vendors responding:

<u>Vendor</u>	<u>Total Cost</u>
Bartlett Tree Experts Northbrook, IL	\$12,790.00
Sav-A-Tree & Sav-A-Lawn Northbrook, IL	\$17,003.00
Kramer Tree Specialists West Chicago, IL	No Bid Submitted

Park Board Action:

Based on the above costs it is recommended the Park Board of Commissioners approve the proposal from Bartlett Tree Experts of Northbrook, IL in the amount of \$12,790.00 for the removal of 22 trees and stumps throughout the parks.