

# Board Memo

**To:** Board of Commissioners

**From:** Jim Reuter, Executive Director

**Date:** August 13, 2018

**Re:** Capital Improvement Notes/Narrative – Financials as of **June 30, 2018**

---

This narrative and the accompanying spreadsheet provides an overview of the District's Capital Improvement Plan as reconciled against the June 30, 2018 financials.

It is provided to explain what money has been spent, what funds are committed, and what funds remain for future projects.

**1. Elk Trail Recreation Center:**

Kluber Architects & Engineers prepared a comprehensive Assessment and Deferred Maintenance Plan for Elk Trail Recreation Center. A formal property appraisal was also prepared by Valuation Compliance, Inc. A taskforce comprised of staff and a Board representative are gathering information for presentation to the entire Park Board to use in a discussion about the future of this facility.

<b>Elk Trail Recreation Center</b>	
2010-2017	44,389
2018 YTD & Encumbered	1,600
Deferred Maintenance Analysis Completed	
<b>Multi-Year Total</b>	<b>45,989</b>

**2. Armstrong Park:**

Armstrong Park’s renovation is complete. Several projects are being recommended to the Board for consideration. Staff identified the north parking lot (nearest Kids World playground) for a complete renovation. Board will be asked to consider a paver lot or other water retention options (County’s Klein Creek Master Plan) in lieu of asphalt with grant funds potentially offsetting the higher cost. Funds are still set aside for possible removal of the Tot Lot for replacement with a fabric shade structure. In response to community feedback, staff has obtained an engineering proposal for improving the Armstrong Park Sled Hill. No cost estimate for the actual improvement yet has yet been solicited; there has been no funding set aside for this project.

<b>Armstrong Park</b>	
2010-17	2,093,559
2018 YTD & Encumbered	.
Proposed- Estimates Only:	
Armstrong North Parking Lot	75,000
Tot Lot Removal/Fabric Shade Structure Added (HOLD)	15,000
Armstrong Park Sled Hill Engineering (HOLD)	5,300
Armstrong Park Sled Hill Enhancement	?
<b>Multi-Year Total</b>	<b>2,190,359</b>

**3. Simkus Recreation Center:**

Staff continues to follow the Board’s direction to make aesthetic changes that improve revenue production, operating cost reduction, and customer perception.

Improvements to SRC Kitchen and adjoining room are underway. This will benefit in-house concession sales, maintain a kitchen space for rentals and special events at SRC, and provide alternate space for voice/music lessons. The adjoining room was the former “Kids Nursery” and will become a multi-function room /lounge/concession seating area. Dutch-doors have been installed between the kitchen and lounge area, carpeting has been replaced in the multi-purpose room, and walls have been painted. Staff is repurposing some old tables as well.

Proposed Future Projects include:

- Installation of north perimeter landscaping plan – phase I
- Staff is conducting a comprehensive assessment of storage areas (what is being stored, are we using space efficiently). This will help us determine if conversion of any locker room space is feasible, or if it will have a negative impact on programming.
- Explore costs for converting unused SRC locker room area to storage space. The Engineering & Design proposal would be \$10,050; it will produce an estimated budget for the actual conversion. There has been no funding set aside for the actual locker room conversion.

<b>Simkus Recreation Center</b>	
2010-17	2,423,026
2018 YTD & Encumbered	12,956
Balance of SRC Kitchen Remodel (\$20k Total Budget)	7,044
<b>Proposed- Estimates Only:</b>	
North Perimeter Landscaping - Phase I	15,000
SRC Locker Room to Storage-Design & Engineering	10,050
SRC Locker Room Conversion - UNKNOWN	?
<b>Multi-Year Total</b>	<b>2,470,076</b>

4. Coral Cove:

2018 identified significant gutter issues. Staff anticipates that a full gutter repair in the zero-depth portion of the pool will have to take place prior to the 2019 season. Inlets in the main tank were leaking and were repaired prior to the 2018 season. Prior to this season, all outdated chemical controllers were replaced and now seem to be controlling and reading the chemical levels properly. The main pool pump was suspected of being at the end of its life and a quote was obtained to replace it. Further research discovered that it was actually a seal that needed to be replaced at a much lower cost.

<b>Coral Cove Water Park &amp; CONCESSIONS</b>	
2010-2017	988,753
2018 YTD & Encumbered	10,650
<b>Proposed:</b>	
Main Pool Gutter Replacement- PLACEHOLDER ONLY	30,000
<b>Multi-Year Total</b>	<b>1,029,403</b>

5. Trails/Paths/Parking Lots/Lighting:

Work completed through 2017 totaled \$596,768. Staff obtained a cost estimate of \$235,755 for future repaving of 5,000 feet of 8-foot wide bituminous trail around Mitchell Lake; the estimate includes engineering design plans, contract specification and pavement cores, construction management bidding, permitting, and site inspections. The project would be planned to align with a future Pathway Grant which could fund up to 80% of the cost. There has been no funding set aside at this time for this project.

<b>Trails / Paths/Parking Lots/Lighting</b>	
2010-2015	596,768
<b>Mitchel Lakes Trail Reconstruction - Est \$235,755 is not currently funded</b>	
<b>Multi-Year Total</b>	<b>596,768</b>

## 6. Parks & Playgrounds

Playground & Parks improvements through 2017 totaled \$1,084,380.

- A. **Pleasant Hill:** Staff has met with the School District regarding the south pathway. They have confirmed that they will equally share in the cost to replace it. The District's all-inclusive portion of the cost is \$34,935. Funds have been shifted to accommodate this project.
- B. **Weeks Park / East:** This site received some minor improvements and will remain as a neighborhood park. Any future improvements would be funded by a shift in contingency funds.
- C. **Veteran's Memorial Plaza at Town Center:** Staff is working with the Carol Stream Parks Foundation, the VFW, the American Legion and the Memorial Plaza Task Force to raise funds for this project.
- D. **Community Park:** This Park will be a good candidate for a future Community Development Block Grant (CDBG). \$100,000 is currently being held for this project; a CDBG grant would bring the total to \$200,000. Under the existing intergovernmental agreement the Park District maintains the washrooms and park area. The District has proposed to the Village the areas it wants to acquire; Village Board is being presented with the proposed plan. Next steps include a formal survey of the property, conveyance of property, phase 1 environmental study, acquisition of community input. We want to be prepared for any future OSAD/CDBG cycle that may open. Any additional funding would need to be transferred from other projects, or contingency.
- E. **Carolshire Park:** The District gathered input from surrounding residents. The total estimated budget for the project is \$400,000 and includes ADA accessible features which qualify for funding through the Special Recreation budget. The District has been awarded a \$200,000 CDBG grant. Cash-in-Lieu funds of \$85,807, and \$72,000 from Special Recreation would reduce the District's portion of the project to \$42,193. We have earmarked \$45,000 to complete the park.
- F. **Cambridge Park:** The rubber tiles surrounding the play structure need replacement. Staff is obtaining a quote to remove and reinstall a new rubber tile surface. \$20,000 has been earmarked for this project while we await a formal quote. Staff is also considering feasibility of in-house replacement.

<b>Playgrounds &amp; Parks (include Carolshire, Community, Memorial Plaza, Horizon, etc.)</b>	
2010-2017	1,084,380
2018 YTD & Encumbered	44,431
<i>Carolshire Park</i>	
<i>Veteran's Memorial Plaza @ Town Center</i>	
<b>Carolshire Park Balance</b>	<b>45,000</b>
* Budget Est \$400,000; other funding totals \$357,807	
Cash-in-Lieu Funds	85,807
Possible Special Rec Funding	72,000
CDBG	200,000
<b>Proposed:</b>	
Cambridge Playground-Rubber Tile Rplcmnt - PLACEHOLDER ONLY	20,000
Pleasant Hill Path Removal	34,933
Community Park	100,000
**Potential CDBG Grant Match	100,000
<b>Multi-Year Total</b>	<b>1,328,806</b>

**7. Land/Shoreline Restoration:**

Bedrock Construction completed a project to improve and stabilize the shoreline area surrounding the bridge at Veterans Park, additional work was done to second area of Mitchell Lake. Staff is assessing other areas for future improvement

<b>Land / Shoreline Restoration</b>	
2010-2017	1,848,371
2018 YTD & Encumbered	-
<i>Unassigned for Future Shoreline Repairs</i>	<i>16,150</i>
<b>Multi-Year Total</b>	<b>1,662,721</b>

- 8. FVRC:** Staff has addressed the functionality of the geothermal system through the services of E-Cube who has been contracted to evaluate the entire system, investigate a possible well leak and eventually balance and recommission the system. Tri-County was hired to detect and repair the leak in the well. One well was isolated as part of that investigation. Estimates of the work completed to be completed were as high as \$200,000.

Staff is looking into for more cost effective solutions to the ongoing conversion to LED with the lighting over the indoor pool. A possible conversion of the existing fixtures and an analysis of the existing cables is being driven by staff.

<b>FVRC Recreation Center</b>	
2010-2017	21,553,858
2018 YTD & Encumbered	47,833
<i>E-Cube, Tri-County</i>	
<b>Proposed:</b>	
Bill. of Geothermal from \$200,000 -ROUGH PLACEHOLDER	132,317
Indoor Pool Area Lighting-PLACE HOLDER ONLY	50,000
<b>Multi-Year Total</b>	<b>21,803,858</b>

**9. McCaslin:**

YTD expenses include the design services for a future storage garage near the hub; the project has been halted until further direction from the Board. An replacement freezer was also purchased for the Concession building.

While the County has approved a variance to accommodate installation of an electronic sign along North Avenue, the project is on hold. There is no funding set aside for the sign at this time; staff will return to the Board for direction on whether or not to move forward.

<b>McCaslin Park &amp; CONCESSIONS</b>	
2010-2017	5,350,180
2018 YTD & Encumbered	6,107
<i>Design Plans for Garage/HOLD</i>	<i>New Freezer</i>
<b>Multi-Year Total</b>	<b>5,366,287</b>

**10. Coyote Crossing Mini Golf:**

The putting greens were replaced in 2017; the party room has been converted to a secure concession storage area, and some minor improvements were made to accommodate our in-house concession sales. Staff is seeking options for replacing the shade cover over the outdoor eating/picnic area.

11.

<b>Coyote Crossing Minigolf</b>	
2010-2017	45,684
2018 YTD	0
<b>Multi-Year Total</b>	<b>45,684</b>

**12. Equipment/Vehicles:**

The fleet replacement schedule is reviewed annually, and will now be funded through the Capital Repair & Replacement Fund.

<b>Equipment/Vehicles</b>	
2010-2017	221,033
<i>*Now funded through Capital Repair &amp; Replacement Fund (42-11)</i>	
<b>Multi-Year Total</b>	<b>221,033</b>

**13. PMO (Project Management Office)**

Total costs for PMO services were \$949,435.

<b>PMO</b>	
2010-2017	949,435
<b>Multi-Year Total</b>	<b>949,435</b>

**14. CIP Admin:**

A portion of staff salaries (of those involved in capital project management) were charged to this line item between 2010 -2015.

<b>CIP Admin</b>	
2010-2017	708,963
<b>Multi-Year Total</b>	<b>708,963</b>

**15. Legal:**

The total cost for legal fees paid for the claim was \$114,047. The unused balance of transferred funds will be returned to contingency.

<b>Legal Fees</b>	
2014-17 YTD	114,047
<b>Multi-Year Total</b>	<b>114,047</b>

**Based on the Year-to-Date expenses, encumbrances and the “proposed” plans outlined above, there is a balance of \$170,189 in unassigned funds. There is also a balance of \$1,309,168 in the CAPITAL REPAIR & REPLACEMENT FUND.**