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**MEMORANDUM**

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**TO:** BOARD OF COMMISSIONERS  
**FROM:** VICKI MAYES  
**SUBJECT:** NEW PLANNING AND OPERATIONS FACILITY  
**DATE:** 12/8/2009  
**CC:** TIM BARTLETT, CORKY EMBERSON, DOROTHY LIERMAN, ELLEN KIRSANOFF, DANA MANCUSO, BETSY WONG

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**NEW PLANNING AND OPERATIONS FACILITY  
CRITICAL ISSUES IDENTIFIED IN THE STRATEGIC PLAN:**

- 1. Life/Safety**
- 2. Efficiency**
- 3. Durability**
- 4. Environmentally Sensitive/Sustainable Design**
- 5. Able to Expand As Required for Future Growth\***

The 2007 Urbana Park District Strategic Plan stressed the critical need for the district to build a Planning and Operations Facility that has the capacity to care for existing parks and recreation facilities and has the ability to be expanded in the future as park land increases. The need for a new Planning and Operations Facility is reflective of one of the highest expectations of the citizens of Urbana - to take care of existing parks and recreation facilities. The district's services are available 365 days a year.

The most pressing issue for the district is to provide a safe working environment for its employees. The next most pressing issues are for a facility that increases operational efficiency and that is a durable, low maintenance facility. Also it should have an environmentally sensitive and sustainable design. In November 2008, the Board authorized BLDD to complete a site analysis, preliminary planning and development of a program statement. The goal is to replace UPD's 52 year old facility with a new facility that is practical, functional and complies with workplace codes and regulations. A preliminary program statement has been completed and is under review by the staff and board.

The Chief Shemauger site was selected after a thorough review of other locations and included the possibility of collaborating with other agencies. The site evaluation also included a review of the existing location in Crystal Lake Park. The evaluations of other sites considered the industrial functions of a facility of this type, neighborhood impact, costs of renovation and acquisition. The 2007 Strategic Plan and the updated site master plan for Crystal Lake Park stressed that a facility of this type and size is not suitable in Crystal Lake Park.

The next steps are to authorize completion of engineering and construction documents, to determine the best funding options and to determine when construction will begin.

**NEW PLANNING AND OPERATIONS FACILITY continued:**

**BACKGROUND:**

UPD's park acreage has increased 450% in 50 years and the indoor space managed has more than doubled since the 1990's. The Strategic Plan projected an increase of park land of more than 500 acres by 2020\*.

**1950's:** 135 acres of park land, 2 facilities (Crystal Lake Pool and the 901 N. Broadway office/operations facility), 5 Full Time employees, 6,000 sq.' garage/woodshop and 3,000 sq.' cold storage (note: cold storage cannot be used as workspace)

**1990's:** 335 acres of park land, 6 facilities (33,000 sq.' indoor), 14 Full Time employees at 901 N. Broadway facility, 6,000 sq'. garage/woodshop, and 3,000 sq.' cold storage

**2010:** 600 acres of park land, 9 facilities (76,000 sq' indoor), 20 Full Time and a minimum of 22 Part Time employees at 901 N. Broadway, 6,000 sq.' garage/woodshop, and 13,000 sq.' cold storage (10,000 sq.' located at Hickory St.)

**PROGRAM STATEMENT:**

The objectives of the project as defined in the program statement are to:

- Resolve the workplace Life/Safety issues,
- Reduce and manage exposure to high level workplace liability risks,
- Design a facility that is environmentally sensitive,
- Design a facility for energy efficiency, including the thermal performance of the wall, window and roof systems and mechanical and electrical systems,
- Design a building with low maintenance and longevity (a 50-75 year building),
- Enable the implementation of sustainable maintenance operation processes and practices,
- Significantly increase the efficiency of maintenance operations,
- Create capacity for current service needs,
- Create capacity to expand to meet future service needs.

**FUNCTIONS THAT MUST BE ACCOMODATED:**

- General Shops/Mechanic Shops
- Vehicle Maintenance
- Ground Equipment Maintenance
- Wood and Sign Shop
- Light Construction
- Natural Areas
- Arbor
- Landscape/Grounds
- Athletic Field Maintenance
- Aquatic Maintenance Services
- Maintenance Equipment/Supplies Storage
- Fleet Storage
- Grounds Equipment Storage
- Custodial/Janitorial Services
- Crew Assembly and Support Functions
- Offices for Planning, Project Management, Facility Maintenance, Grounds Maintenance, Natural Area Maintenance

**NEW PLANNING AND OPERATIONS FACILITY continued:  
COMPLIANCE WITH REGULATORY CODES:**

The new facility must comply with these regulatory codes:

- City of Urbana Zoning Regulations
- International Building Code 2003 – IBC
- International Fire Code 2003
- International Mechanical Code 2003
- International Plumbing Code 2003
- National Electric Code 2002
- Illinois Energy Code
- Illinois Plumbing Code 2004
- Illinois Accessibility Code
- Americans with Disability Act – ADA
- Environmental Protection Agency

**FUNDING CONSIDERATIONS:**

- Currently, there is a highly competitive bidding climate, especially for over-winter and multiple year projects.
- Materials costs currently are both good and stable.
- Build America Bonds are available to government units until 12/31/2010 (will give a 35% rebate to the district of interest paid annually against taxable yields through the life of the bond).
- Grants and incentives for energy efficiency and sustainability are available.
- Illinois has established a new capital grant program for park infrastructure and this project would be eligible.
- This project represents a continued investment in Urbana.
- Long-term bonds (up to 25 years) are possible. The most appropriate bond type is an Alternate Revenue Bond.
- The district's existing funding level is sufficient to repay the debt.
- As a result of an adequate facility, there will be a significant increase in operational efficiency.
- As a result of an adequate facility, there will be significant reduction to exposure of high level workplace risks.