



It is the mission of the Urbana Park District to:

- *Improve the quality of life of its citizens through a responsive, efficient, and creative park and recreation system,*
- *Pursue excellence in a variety of programs, parks and special facilities that contribute to the attractiveness of neighborhoods, conservation of the environment and the overall health of the community.*

**NOTICE AND AGENDA OF MEETING
URBANA PARK DISTRICT BOARD OF COMMISSIONERS
BOARD STUDY SESSION
TUESDAY, JUNE 5, 2018
6:30 – 8:00 PM
PLANNING AND OPERATIONS FACILITY
1011 E. KERR AVENUE
URBANA, ILLINOIS 61802**

Board Study Sessions are designed for the Board to study, review and discuss specific topics. Actions are not typically taken during a Study Session, unless specifically noted within the agenda.

- I. Call to Order**
 - A. Remote Attendance
The Board may authorize, by a voice vote of the physically present board members, any Commissioner wishing to attend remotely, pursuant to the UPD Remote Attendance Policy (Ord 2017-03).
- II. Swearing-in of Newly Appointed Commissioner**
This Commissioner was appointed on May 30, 2018 to fill a vacancy on the board, and will serve until the term expires on May 13, 2019.
- III. Accept Agenda**
- IV. Public Comment**
Any member of the public may make a brief statement at this time.
- V. Discussion Items**
 - A. UPD Staffing Updates
 - B. Solar Updates
 - C. Receive UPDAC Nominees
- VI. Action Items**
 - A. Action to Award Urbana Indoor Aquatic Center Air Handling Unit Replacement
- VII. Comments from Commissioners**
- VIII. Adjourn**

Note: This Meeting Agenda and its supporting materials are on the UPD website at <http://www.urbanaparks.org/documents/index.html> in the "Public Meetings" category.

Urbana Park District Staffing Needs Study

May 2018

Introduction

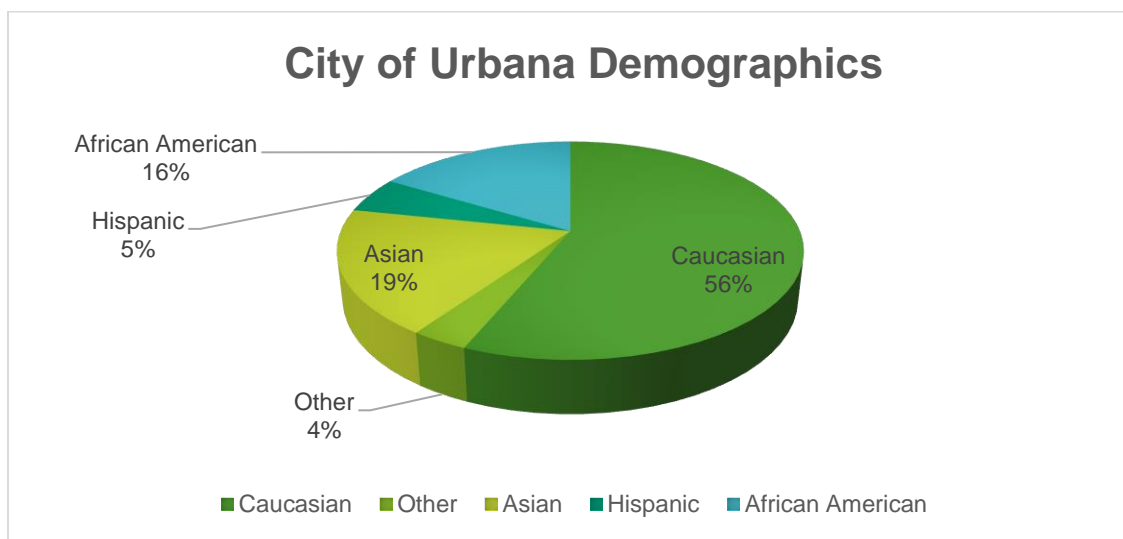
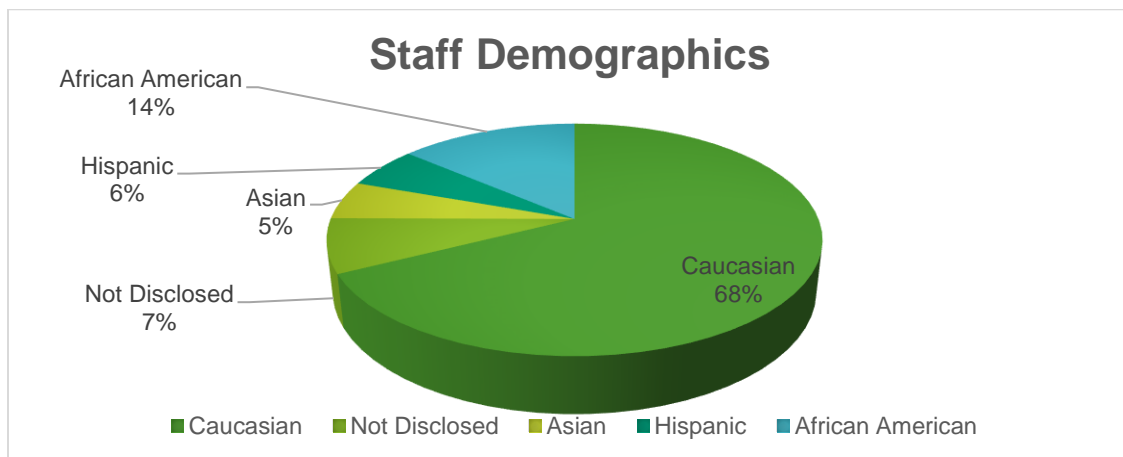
The Urbana Park District's staffing needs evolve and expand as parks and facilities continue to grow and improve. As services, amenities, and land increase, the District's needs for staffing resources may change. Staff began the Staffing Needs Study in September of 2017 to internally assess staffing levels. The core study group consisted of Tim Bartlett (Executive Director), Derek Liebert (Superintendent of Planning and Operations), Corky Emberson (Superintendent of Recreation), Caty Roland (Business Manager), Ellen Kirsanoff (Development Manager), and Alex Ivanova (Human Resources Manager). After the framework of the study was established, the group met several times to discuss the current state of staffing at the District, its departments, projected areas of departmental growth, and the staffing required to accommodate this.

The Staffing Needs Study is intended to serve the following purposes:

- To identify the demographics of the District's current staff and assess whether this is a reflection of the surrounding Urbana community as a whole. If not, the District needs to determine if it is possible to establish this as a goal and what steps are necessary to achieve this goal.
- To evaluate the current staffing levels and growth needs of each work group within the three departments (Recreation, Planning and Operations, and Administration).
- To identify the feasibility of the growth needs of the work groups. While every work group has specific needs, resources are limited and it is important to identify priorities.
- To take into account other considerations and competing needs.
- To assess the true capabilities of the District. Future development is a challenge; with more parks and facilities, comes the rightful expectation of service to match. The District must analyze how best to use limited available resources.
- To acknowledge the breadth of educational and professional experience staff bring to the District.
- To highlight internal District work teams. These multi-disciplinary teams give employees ownership over both internal and external processes and cover fields ranging from Technology to Customer Service.

Demographics

The Urbana Park District is seeking to increase diversity to better reflect the makeup of the community in the City of Urbana. However, there are challenges associated with this. Due to large student numbers and a smaller population, transient residents may alter the demographics of Urbana as compared to permanent residents. Additionally, due to the District's low rates of full-time staff turnover, hiring events are few and far between. Nonetheless, diverse hiring for both full-time and part-time staffing remains a goal. The Underserved Study is currently being evaluated and could result in a shift in programming and staff to increase diversity. Identified priorities can guide the Strategic Plan. Recreation staff is currently working with the University of Illinois as well as the Urbana High School SPLASH program to shed light to students on the wide array of professional opportunities in the field of parks and recreation.



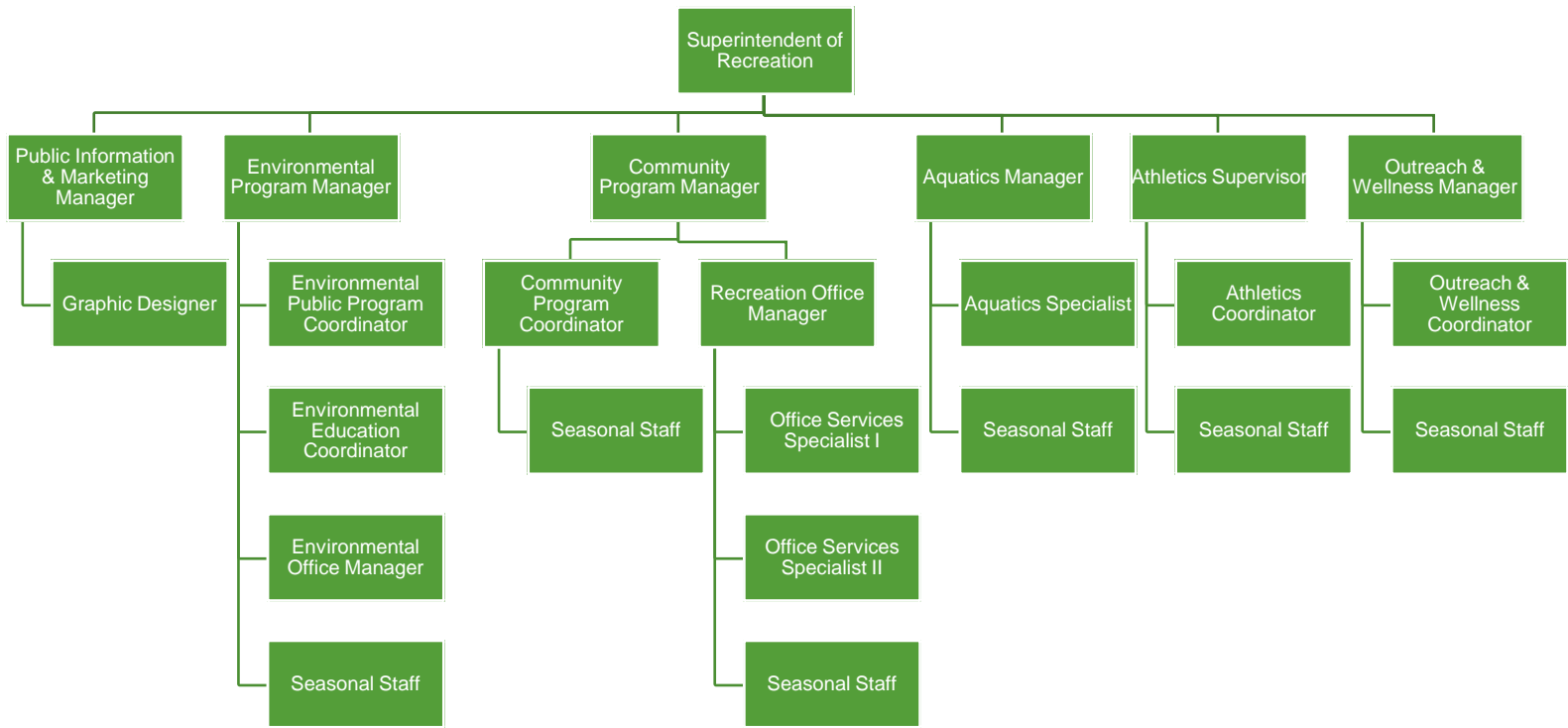
Source: <https://datausa.io/profile/geo/urbana-il/#demographics>

Departments

The District is divided into three departments: Recreation, Planning and Operations, and Administration. Between these three departments, over 400 individuals are employed throughout the year. Every department has divisions within it and employees can be found in eight (8) different District facilities: Anita Purves Nature Center, Brookens Gym, Darius E. Phebus Administration Office, Phillips Recreation Center, Planning and Operations Office, Urbana Indoor Aquatic Center, and seasonally, the Crystal Lake Park Family Aquatic Center and Crystal Lake Park Lake House. For more information regarding District facilities, please reference the Facility Space Study released in May of 2016.

Recreation Department

The Recreation Department has eighteen full-time employees, one permanent part-time employee, and approximately 350 seasonal and program-based intermittent employees divided into five areas: Community Programs, Environmental, Athletics, Outreach and Wellness, and Aquatics. The Recreation Department also oversees the Marketing and Public Information functions across the District.



Recreation Department Growth Needs

The Community Programs area based out of the Phillips Recreation Center currently has five full-time employees which include the Community Program Manager, Community Program Coordinator, Recreation Office Manager, Office Services Specialist I, and Office Services Specialist II as well as a number of part-time and seasonal employees. A growth need that has been identified is a joint position with Clark-Lindsey Village in an effort to offer more resources to the 55+ community. As an outcome, the District would play a larger role in meeting the needs of the 55+ community and that support will in turn allow Community Programs staff time to expand arts and culture programming. Part-time staffing needs may also increase as a result of programming resulting after the new learning-kitchen installation.

Environmental programming needs are currently being met sufficiently at the Anita Purves Nature Center. The full-time staff there are: Environmental Program Manager, Environmental Public Program Coordinator, Environmental Education Coordinator, and the Environmental Office Manager. The permanent part-time staff member at the Anita Purves Nature Center is the Environmental Office Assistant. If additional services are desired, an increased level of part-time staffing would be required. Some of these services might include increased programming in the future as well as the Anita Purves Nature Center offering hours on Sundays that are open to the public to support the increased public interest in the facility following the opening of the Nature Playscape. While no concrete plans to pursue this goal are currently in place, it is a service that may be beneficial to the community in the future.

The Outreach and Wellness division is the newest in the Recreation Department, housed in the Phillips Recreation Center. The Outreach and Wellness Manager role first began in August of 2017 with the Outreach and Wellness Coordinator starting in October of 2017. This division strives for continuous collaboration with other agencies and departments for program development, identifying areas of community need to address the Underserved Study and other resources. As more partnerships and activities develop, part-time staffing and internship needs will arise.

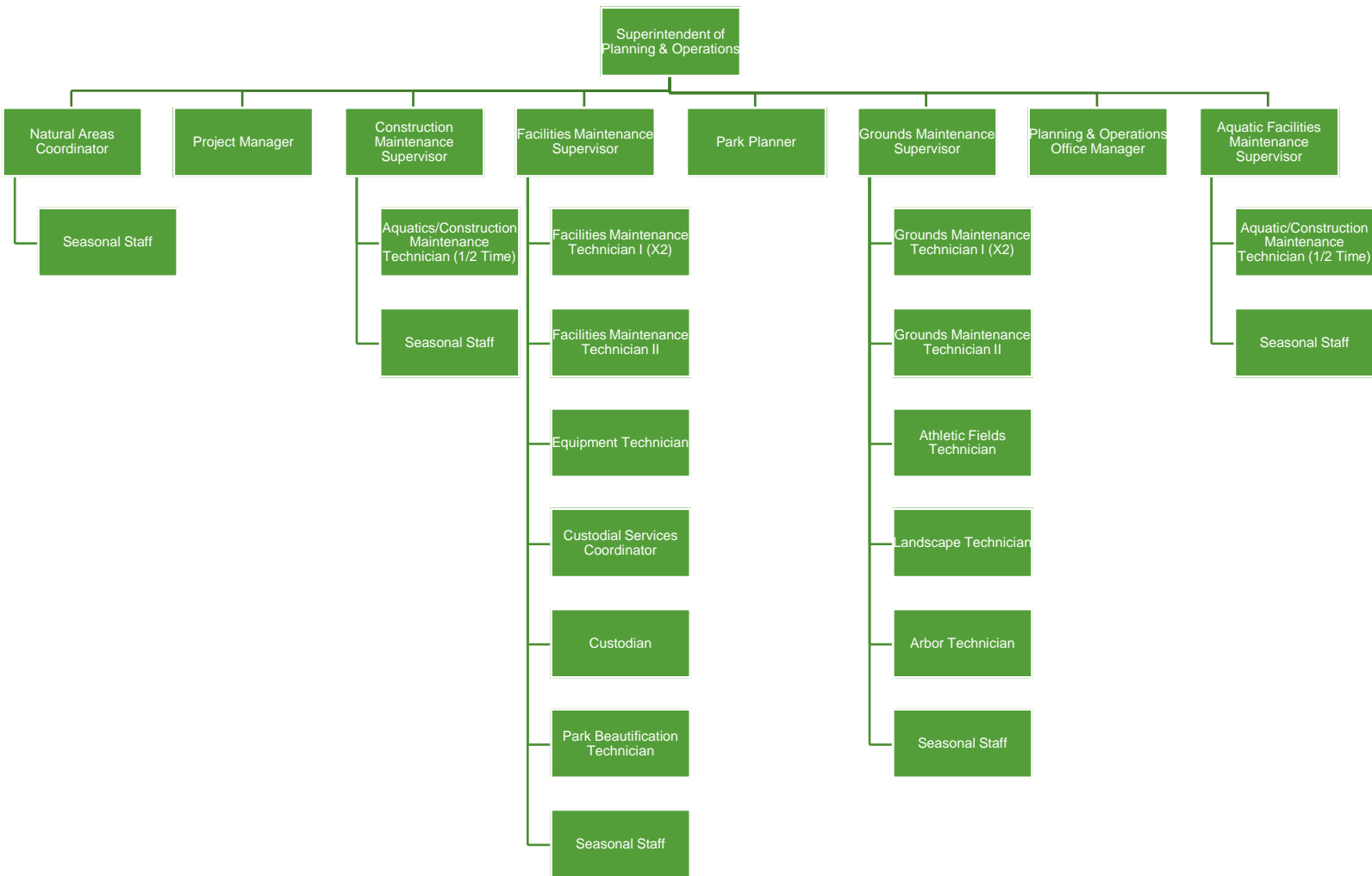
The Athletics division based out of Brookens Gym is comprised of two full-time employees: Athletics Supervisor and Athletics Coordinator. A growth need that has been identified in this area is increased part-time staff levels and office help during the busy summer months. This would allow professional staff the opportunity to expand their roles in programming, evaluation, and supervision. This can otherwise be very difficult to accomplish during the height of summer camp season.

Aquatics is a year-round operation at the Urbana Indoor Aquatic Center, and a seasonal operation at the Crystal Lake Park Family Aquatic Center. A growth need that has been identified in Aquatics is the addition of a full-time staff member. There are presently two full-time staff, the Aquatics Manager and the Aquatics Specialist. An additional full-time staff member would allow for more consistent management, supervision, and physical presence throughout all hours of operation of the indoor and outdoor aquatic facilities. This area of growth was especially emphasized when the outdoor aquatics facility was built and the lifeguarding staff increased from fifty (50) to one hundred and sixty-five (165).

The Marketing division can also be found at the Brookens Gym with two full-time employees. This facility is not the ideal space for this division, but no other space is currently available. The Marketing staff include the Public Information and Marketing Manager and Graphic Designer. As new technologies evolve, there is a potential need for another full-time staff member in this area. With this addition, the District will be better equipped to keep up with social media progression and technological changes and demands as platforms continue to grow and evolve.

Planning and Operations Department

The Planning and Operations Department has twenty-two full time employees and approximately twenty seasonal employees. The department has six divisions: facilities maintenance, grounds maintenance, aquatics maintenance, light construction, natural areas management, and capital project management and planning.



Planning and Operations Department Growth Needs

In the Project and Planning division, there are currently two full-time employees (Project Manager and Park Planner) that are sometimes assisted by interns. The Park Planner position recently transitioned from a Planning Assistant position due to an identified need

of growth. This position's expanded responsibilities to support future planning initiatives and strategic planning will result in lessened outsourcing fees and will insure a quality, internally developed product.

The Natural Areas division has one full-time employee – the Natural Areas Coordinator, who has help from seasonal staff, volunteers, and interns throughout the year. Growth needs include more part-time staff, more volunteers, and eventually, an additional full-time Natural Areas employee. The need for more staffing stems from the current natural areas growth that the District is experiencing. More staff would increase the District's capacity to care for current and growing acreage of natural areas. Examples include the naturalized lake edge at Crystal Lake Park, newly established and managed areas at the prairie at Meadowbrook, the wetland at Perkins, and Weaver Park.

The Grounds division has seven full-time employees (Grounds Maintenance Supervisor, Arbor Technician, Athletic Fields Technician, Landscape Technician, Grounds Maintenance Technician II, and two Grounds Maintenance Technician I's). During the summer months, a limited number of seasonal staff are hired. The areas of Landscape and Athletic Fields have been particularly demanding and could benefit from additional seasonal staff. More seasonal help in Landscape could assist with the existing and growing collection of gardens (including the Anita Purves Nature Center garden, the Nature Playscape garden, the Crystal Lake Family Aquatic Center garden, the Administration Office garden in Leal Park, the Phillips Recreation Center garden, and bioswales). Additional seasonal staff would also allow for the Landscape Technician to pursue increased horticulture design opportunities that could result in design savings. The Athletic Fields area would benefit from additional seasonal staff by decreasing the cost of overtime as the workload can be spread amongst more individuals.

The Facilities division is currently working on adding another employee to their current full-time staff of seven. Current staff include the Facilities Maintenance Supervisor, Equipment Technician, Custodial Services Coordinator, Park Beautification Technician, Facilities Maintenance Technician II, and two Facilities Maintenance Technician I's. There are also a limited number of seasonal staff employed, especially in the summer. A need for expanded custodial services was identified and the Facilities division is working to add a full-time custodian. Currently, custodial work is being performed by the Custodial Services Coordinator, contractual cleaning companies, and seasonal staff. A full-time Custodian scheduled in the afternoons and early evenings will provide coverage across the District in order to maintain a high level of consistent cleanliness throughout District facilities. Routine cleaning will continue to be performed overnight. The new Custodian will perform facility checks throughout the day and assist with seasonal facility closing deep cleanings.

Contractual cleaning services are currently filling gaps to the best of their abilities. While the District would ideally fill these gaps with full-time staffing, this alternative continues to be under review with consideration to cost and quality.

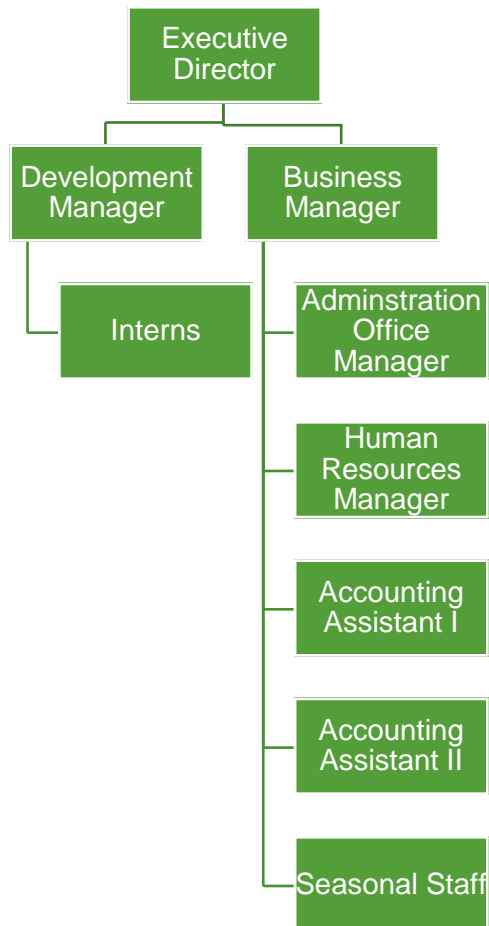
The Aquatics division of the Planning and Operations Department oversees the maintenance of both the Urbana Indoor Aquatic Center as well as the Crystal Lake Park Family Aquatic Center. Current full-time staff consist of the Aquatic Facilities Maintenance Supervisor and the Aquatic/Construction Maintenance Technician (who splits time between aquatics and construction as needed). Historically, there has also been a full-time Aquatics Custodian in this division. Unfortunately, this position has resulted in frequent turnover and staff are analyzing alternative approaches. Some options include contracting with a cleaning service, recruiting several part-time staff, reorganizing job duties, or hiring another full-time employee. In addition to current needs, growth needs require the continued development of current staff and the addition of seasonal staff as the indoor aquatic facility continues to age. This would result in the twenty (20) year-old indoor aquatics facility being maintained twenty-four (24) hours per day to ensure a high level of safety, cleanliness, and customer service. Increased staffing at the Crystal Lake Park Family Aquatic Center would help meet the District's community promise to maintain the newer pool at a high level through ongoing investments that in turn prevent the accumulation of deferred maintenance.

The Construction area has historically been a one-person unit (the Construction Maintenance Supervisor), with occasional seasonal staff. Recently, the Aquatic/Construction Maintenance Technician position was created in order to better assist both departments with reliable extra help. While this has been successful, additional employees remains a defined area of potential growth in order to develop ongoing, year-round staffing. This scenario would result in the Construction Maintenance Supervisor having consistent support for in-house projects. Many projects require a second staff member that currently has to be pulled away from other divisions when the Aquatic/Construction Maintenance Technician is not available.

Finally, in the Planning and Operations office administration realm, there is great interest in creating a multi-departmental pool of cross-trained full-time and part-time staff that can be utilized to assume the administrative functions of a facility (for example, phone and front desk coverage) if the employee who is regularly assigned to these duties is not present. This would ensure not only basic coverage, but also consistent quality of internal and external customer service across all front-line District operations.

Administration Department

The Administration Department has seven full-time employees, including the Executive Director, that all work from the Darius E. Phebus Administration Office. This department is responsible for strategic planning, business administration, accounting services, human resources, fund development, and volunteers.



Administration Department Growth Needs

In the Business Services area, positions include the Accounting Assistant I, Accounting Assistant II, Administration Office Manager, Business Manager, and Human Resources Manager. In addition to full-time employees, seasonal staff are employed occasionally. Growth needs include the addition of a seasonal part-time employee during the summer, but ideally year-round. This would be especially beneficial during busier summer months and would allow for full-time staff to continue project focus. There is also an accounting software transition planned in the near future. During this time, a part-time employee will

be necessary to maintain internal controls and separation of duties. Part-time staff and interns are valuable additions to Human Resources when available during busy months as well. Additionally, part-time staff cross-training for reception duties is desirable. This would lessen the work flow impact when full-time staff members have planned absences.

The Development Manager utilizes interns regularly with the goal of continuing the internship program and possibly hiring part-time staff to assist with the task of volunteer coordination. The continuation of the internship program maintains valuable community relationships and provides opportunities for students interested in parks and recreation to develop professionally. In turn, this creates a larger pool of professionals/applicants in the field. The addition of a part-time volunteer coordinator has been identified as a growth need because it would not only increase the ability and extent of community outreach but also create more volunteer options by working closely with program-specific managers to identify needs and opportunities.

Urbana Parks Foundation

In addition to the District's internal departments, several full-time staff devote some of their time to the Urbana Parks Foundation. The Development Manager assists the Foundation on a daily basis, while also serving on their Fundraising Committee, Marketing Committee, Finance Committee, Events Committee, and Nominating Committee. The Marketing full-time staff also assist as needed with the design of marketing materials and the Public Information and Marketing Manager serves on the Marketing Committee. Additionally, the Superintendent of Recreation and the Superintendent of Planning and Operations both serve on the Fundraising Committee. The Executive Director serves on the Finance Committee, Fundraising Committee, and the Executive Committee. Finally, the Business Manager is also on the Finance Committee. Growth goals in this area include empowering the Urbana Parks Foundation to transition ownership of tasks with the end result being that the District can be involved, but without daily support.

Other Considerations

Challenges to meeting the District's future staffing needs include cost and space. The Urbana Park District Facilities Space Study from May of 2016 is a valuable resource to reference when considering the District's space restrictions. In addition, there are also Information Technology considerations. IT staffing should be considered in the chance that the District's relationship with the City of Urbana comes to an end. Shared contractual IT services with CPD and CCFPD is an option.

Other considerations include the additional cost of part-time employees beyond certain hourly standards. By Illinois state statute, if a part-time employee is working in a position with an expectation of more than one-thousand (1,000) hours worked annually, the district must enroll them in the Illinois Municipal Retirement Fund (IMRF) which comes at an additional cost. If the employee works on average 30 or more hours per week, the District must offer the employee affordable healthcare in order to be compliant with the ACA. This comes at an even more considerable cost, which is currently unaffordable to the District.

Staff Teams

Staff teams give employees ownership over both internal and external processes and cover many different areas, ranging from Technology to Customer Service. These teams are made up of staff members across all departments and position types in the District. Members of the teams are encouraged to identify and implement areas of innovation. This bottom-up approach has proved very effective in identifying opportunities for improvement across all District domains despite limited resources.

Technology Team

The Technology Team's purpose is to ensure that the District's internal and external technology programs support business objectives and strategies, provide for appropriate data security and data privacy, and advise leadership and the Board of Commissioners on technology-related matters. Team members include the Administration Office Manager, Business Manager, Community Program Manager, Environmental Office Manager, Park Planner, Project Manager, Superintendent of Planning and Operations, and Superintendent of Recreation. Recent accomplishments include internet upgrades, an update of District telephone systems, map buildings' IT network, Wi-Fi integration at all facilities (in progress), public Wi-Fi at Carle Park and Blair Park, computer automated off-site automatic back-ups, cyber security training, utilizing GIS software to track amenities and tree inventory, employee specific alarm codes, and an external people counter installed at the trail head of Busey Woods for accurate usage data collection. The team

continues to work on a hardware replacement schedule, accounting software transition, ongoing software maintenance, and researching Park Tour Applications for mobile devices.

Customer Service Matrix Team

The Customer Service Matrix Team strives to create an excellent service experience not only for the District's external customers (patrons and participants), but also for the District's internal customers (employees and volunteers). The team is comprised of the Accounting Assistant II, Aquatics Specialist, Athletics Supervisor, Community Program Manager, Custodial Services Coordinator, Environmental Office Manager, Outreach and Wellness Manager, Planning and Operations Office Manager, Public Information and Marketing Manager, and Recreation Office Manager. The Customer Service Matrix Team's recent accomplishments include creating uniformity in rental forms and processes, a general rules document that applies to all facilities, offering trainings in ActiveNet and Applitrack, issuing customer service standards, and presenting during UPD's annual seasonal summer staff trainings. Future goals include identifying intranet alternatives for a more user-friendly experience for staff and creating a reward system for part-time/seasonal employees who demonstrate outstanding customer service.

Aquatics Matrix Team

The Aquatics Matrix Team was formed in 2008 as a way for departments to communicate openly about all aspects of managing aquatic facilities. The main objective of the team is to communicate efficiently and operate effectively. The team meetings are a safe place to voice any opinions or concerns that arise. Topics of discussion include cleanliness, staffing, staff attitudes, and issues recognized by employees or patrons. Meetings can also be an opportunity to discuss future ambitions for the department. Initially, many users of the Urbana Indoor Aquatic Center were surveyed. Using data collected from these surveys, critical success factors were identified. These factors were ultimately used to create goals. The current team members are the Accounting Assistant I, Aquatic Facilities Maintenance Supervisor, Aquatics Manager, Aquatics Specialist, Superintendent of Planning and Operations, and Superintendent of Recreation.

Green Team

The Green Team's goals are to educate staff on green technology, how to recycle properly at work and at home, to make connections with community organizations, and implement green practices through District purchasing. The Green Team is comprised of the Aquatics Specialist, Athletics Supervisor, Community Program Coordinator, Development Manager,

Environmental Education Coordinator, Environmental Office Manager, Environmental Program Manager, Environmental Public Program Coordinator, Facilities Maintenance Technician I, Graphic Designer, Park Planner, and Superintendent of Planning and Operations. The Green Team has succeeded in the following accomplishments: participation in the Savings Through Efficiency Program (STEP) for almost all facilities, installing a multi-use recycling container at the Anita Purves Nature Center, and posting instructional recycling posters and flyers at all Urbana Park District Facilities.

Safety Team

The Urbana Park District Safety Team is comprised of the Aquatic Facilities Maintenance Supervisor, Aquatics Manager, Construction Maintenance Supervisor, Custodial Services Coordinator, Facilities Maintenance Supervisor, Facilities Maintenance Technician I, Grounds Maintenance Supervisor, Human Resources Manager, Superintendent of Planning and Operations, and Superintendent of Recreation. The team meets bimonthly (more often if needed) in order to discuss District safety concerns, industry trends, accidents, incidents, and workers compensation insurance claims. The Safety Team also contracts with a local safety professional, Tom Grey. The Safety Team has been working on a comprehensive manual of Standard Operating Procedures, Job Safety Analysis Forms, and an update to the District's Safety Manual.

Arts and Culture Matrix Team

The Urbana Park District Arts and Culture Matrix Team was formed in 2017. This team consists of the Community Program Coordinator, Community Program Manager, Development Manager, a District Commissioner, Executive Director, Superintendent of Planning and Operations, Superintendent of Recreation, and a member from UPDAC. The group strives to develop and promote arts and culture offerings of the District and to bring artistic features to facilities. In 2017, the District received an Urbana Public Arts Grant to solicit submissions from artists to create a barn quilt for the Meadowbrook Interpretive Center. "Prairie Sunrise" by Travis Schiess was installed that summer. In 2018, the team worked with the Urbana Free Library to receive a second Urbana Public Arts Grant to bring world musician Jay Sand and his "All Around This World" program to Urbana for three summer activities. One of the team's next projects is to partner with Clark-Lindsey Village in order to offer tours of the Wandell Sculpture Garden to the 55+ community.

Staff Certifications, Advanced Degrees, Designations

Full-time staff were surveyed in an effort to acknowledge the breadth of educational and professional experiences currently present in the District.

Recreation

- Aquatics Manager – Masters in Public Administration; Certified Pool Operator
- Athletics Supervisor – Masters in Sports Administration
- Community Program Coordinator – Masters in Education
- Community Program Manager – Masters in Science
- Environmental Education Coordinator – Masters in Education
- Environmental Program Manager – Masters in Science Education
- Environmental Public Program Coordinator – Masters in Environmental Education and Interpretation; Certified Interpretive Guide; President of the Champaign County Museums Network
- Superintendent of Recreation – Certified Parks and Recreation Professional

Planning and Operations

- Aquatic Facilities Maintenance Supervisor – Certified Pool Operator; Aquatic Facility Operator; GIS Certificate
- Arbor Technician – Certified Arborist
- Construction Maintenance Supervisor – Certified Playground Safety Inspector
- Planning and Operations Office Manager – GIS Certificate
- Project Manager – Masters in Public Administration
- Superintendent of Planning and Operations – Masters in Park and Natural Resource Management; Certified Parks and Recreation Professional; Certified Pool Operator; S130/190 Prescribed Burn Boss

Administration

- Business Manager – Masters in Recreation, Sport, and Tourism; Accounting Certificate
- Development Manager - Masters in Recreation and Park Administration; Certificate in Fundraising Management
- Executive Director – Masters in Landscape Architecture; State of Illinois Registered Landscape Architect; American Society of Landscape Architects Certified
- Human Resources Manager – Masters in Human Resources and Industrial Relations

MEMO

TO: Urbana Park District Board of Commissioners

FROM: Ellen Kirsanoff, Development Manager

CC: Tim Bartlett, Executive Director

DATE: June 1, 2018

The following information is presented for discussion of appointments to the Urbana Park District Advisory Committee. Each year, potential new members of UPDAC are considered for appointment to a three-year term. Attached to this memo you will find the following information:

- Membership summary of the current UPDAC showing representation.
- A list with contact information of the 2017-2018 UPDAC members.
- A map identifying current and potential new UPDAC member's residences.
- All the completed application submitted by those wishing to be considered for UPDAC appointment.

New UPDAC members may be appointed at the July 10, 2018 Board of Commissioners meeting, but this can also be flexed to August. At this time, applicant information should be reviewed and the Board should work among themselves to identify the potential new members they wish to contact for further conversation about their interest in UPDAC. Phone calls should be completed in the next three weeks.

Schedule for completion of UPDAC appointment process:

- Application information received by June 5.
- Board work together to decide who will contact specific applicants to vet them for appointment. This should be done by June 30. All of the applicants are self-nominated, so calling should be relatively easy, they will be expecting a call.
- Let Ellen Kirsanoff know of final list of those contacted and ready for appointment.
- Ellen will prepare final information to bring to the board at either the July 10 or August 14 Regular Board Meeting.
- Please let Ellen know when an applicant has contacted and the Board has decided on their approval of the UPDAC slate.

Ellen will prepare the information on UPDAC nominations for presentation at the July or August Board of Commissioners meeting once final approval is given.

TO: Urbana Park District Board of Commissioners

FROM: Ellen Kirsanoff

CC: Tim Bartlett, Executive Director

RE: UPDAC Nominations

DATE: June 1, 2018

I. General Park Neighborhoods

1. Blair Park
2. Carle Park
3. Crystal Lake Park/Busey Woods/Leal Park
4. Crestview Park/Sunnycrest Tot Lot
5. Chief Shemauger Park/Ambuc's Park
6. King Park
7. Lohmann Park/ Prairie Park
8. Meadowbrook Park/Larson Park
9. South Ridge Park
10. Phillips Recreation Center
11. Victory Park

II. Members Whose Term Expires August, 2018

1. Brad Hudson – Victory Park
2. Katrina Kindle – Crestview/Lohmann Park
3. Mary Laskowski – Carle Park
4. Monique Rivera – Victory Park
5. Pauline Tannos – Blair Park, leaving due to move out of state
6. Roger Digges – Blair/Crestview Park, leaving due to service as Commissioner
7. Scott Dowds – South Ridge Park, leaving due to other commitment

III. Neighborhood Representation After August 2017

1. Victory Park – Marianne Downey, term ends 2019
2. Lohmann Park – Lori Ellinger, terms ends 2020
3. Lohmann Park – Jennifer Hardesty, terms ends 2020
4. Prairie Park – Kay Holley, terms ends 2020
5. Crystal Lake Park – Sue Kim, terms ends 2020
6. Phillips Recreation Center – Vanessa Lane, terms ends 2020
7. Blair Park – Melissa Logsdon, term ends 2020
8. Blair Park – Karen Powell, term ends 2020

9. Crestview Park – Amita Sinha, terms ends 2020
10. Blair Park – Andy Wszalek, terms ends 2019

IV. Neighborhoods not represented After August 2017

1. King Park
2. Carle Park
3. Chief Schemauger Park/Ambucs Park
4. Meadowbrook Park
5. Crystal Lake Park

IV. Male/Female Representation After August, 2017

1. Male - 1
2. Female - 9

V. Number to be appointed - 6

Memo

To: Urbana Park District Board of Commissioners

From: Andy Rousseau, Project Manager

Copy: Tim Bartlett, Executive Director
Derek Liebert, Superintendent of Planning and Operations
Corky Emberson, Superintendent of Recreation

Date: June 5, 2018

Re: Action to Award Urbana Indoor Aquatic Center Air Handling Replacement

I. Statement of Situation

The Urbana Indoor Aquatic Center is a joint-use facility between the Urbana School District and the Urbana Park District. The facility was opened to the public in January of 2002, and is jointly operated by both districts.

In 2015, the district's completed an engineering audit with Councilman-Hunsaker to evaluate current conditions and remaining useful life of the building and systems. As part of the process, Councilman-Hunsaker reviewed mechanical items, and at that time it was recommended to begin planning for a replacement of the air handling unit, as they reach their typical operating life between 10-15 years. The current unit was replaced in 2007, but corrosion was observed at several points within the inside of the unit – particularly on the fan wheels. Additionally, the unit uses a refrigerant that is no longer in production and two leaks repairs have demonstrated the escalating costs of the limited supply remaining.

The Urbana Park District and Urbana School District agreed to replace the air handling unit in 2018, and subsequently entered into a contract with Henneman Engineering for design services.

Due to a long lead-time for the fabrication of the unit, Henneman recommended that the bid for the unit itself prior to the installation bid. After selection of the air handling unit, the park district issued a purchase order for the unit to initiate fabrication, and will transfer the purchase order to the installation contractor, after contract documents are complete.

II. Statement of work

The bid package was let on May 9, 2018 and advertised for two days in the News-Gazette. The bid opening was held on May 30, 2018, with three bids received.

The project includes installation of a new rooftop mounted air-handling unit to replace the existing pool dehumidifier. The new unit will include variable frequency drives and new NECCS Technology with Controller upgrades to adjust rate of air handling based on pool chemistry. Additionally, work will be conducted to replace the return air plenum. This return duct currently has failing insulation within then duct that is restricting air flow.

The installation work for the replacement air handling unit will occur during an elongated annual maintenance closure. This project is scheduled to be completed within the July 21 – August 10 shutdown period.

Reliable Plumbing & Heating was the low bidder on the project. Henneman Engineering submitted a formal recommendation to award the contract for installation.

III. Detail of Bids

Reliable Plumbing & Heating was the apparent low bidder from the base bid.

BIDDER	Base Bid
A & R Mechanical	\$661,745.00
Reliable Plumbing & Heating	\$648,865.00
King Lar Co.	\$755,290.00

The recommendation from Henneman is to award the contract for installation to Reliable Plumbing & Heating.

IV. Budget

Funds for the Urbana Indoor Aquatic Center Air Handling Unit are set aside from the English Fund. Per agreement with the school district, capital expenditures are split 50% up to \$80,000, and a USD/UPD 60/40% split thereafter.

Purchase of the unit will be completed by the installation contractor, and the purchase order used to initiate fabrication will be transferred once the Board of Commissioners awards the installation portion of the project. The total base bid includes the sum for the air handling unit and for the installation.

Budget revenue information below represents only the Urbana Park District’s portion. Staff recommends assigning a 10% contingency in the amount of \$64,886.50

Revenue

<u>English Fund Transfer (UPD)</u>	\$ 300,000
Total:	\$ 300,000

Total Project Expenses

Henneman Engineering	\$ 9,770
AHU Fabrication & Installation	\$ 648,865
<u>AHU Unit and Install Contingency (10%)</u>	<u>\$ 64,886.50</u>
Total:	\$ 723,521.50

UPD Share of Expenses

50% up to \$80,000	\$ 40,000
<u>40% Remaining Project Costs</u>	<u>\$ 257,408.60</u>
Total:	\$ 297,408.60

Remaining Revenue (UPD) \$ 2,591.40

V. Recommendation

Staff recommend the Urbana Park District Board of Commissioners award the Urbana Indoor Aquatic Center Air Handling Unit Replacement Project in the amount of \$648,865 and a 10% contingency of \$64,886.50 to Reliable Plumbing & Heating of Champaign, IL.