

Memo

To: David Wick, Chair, Administration and Finance Committee
Board of Park Commissioners

From: Jan R. Arnold, Executive Director

Date: November 28, 2023

Re: PDOP/Township IGA – Bus Use



Statement

In 2017 the Park District entered an IGA to help both agencies meet their transportation needs. The agreement is expiring, and both parties have reviewed current needs and have a new IGA.

Discussion

Back in 2017, Gavin explained that they have a shortage of bus stock during the daytime hours for client transportation. Staff discussed required times of day that the Township would desire use of the PDOP buses to accommodate their high demands from residents for transportation services to ensure their request would not negatively impact Park District programs. The Township provides shuttle service to doctor appointments, haircuts, grocery runs, etc. for seniors 60 years and older in Oak Park and River Forest. Township staff shared that usage is approximately 90% of Oak Park and 10% of River Forest. The Park District has utilized the Township's drivers to pick up children after school and transport them to several of our after-school locations. The Park District is currently hiring drivers to take this service over. However, we would like to utilize the Township as backup drives on the rare occasion we may need assistance.

The attached IGA outlines the conditions for shared use of transportation. Some of the language has changed from 2017 based on the larger use of PDOP buses than anticipated, which now includes a fee for each day PDOP's bus is utilized. Additionally, instead of a flat month fee from PDOP to the Township for transportation the agreement has a set amount for each day transportation is provided for our participants.

Recommendation

Staff recommend approved of the IGA for a term of one year, with two additional year extensions. The extension would be executed if both parties still have a need for the shared transportation.

Attachment: Township/PDOP Transportation IGA

PARK DISTRICT OF OAK PARK
AGREEMENT WITH OAK PARK TOWNSHIP
FOR USE OF BUSES FOR TRANSPORTATION SERVICES
FOR TOWNSHIP RESIDENTS

THIS AGREEMENT (the “*Agreement*”) is entered into as of January 1, 2024 (the “*Effective Date*”) between the Park District of Oak Park, an Illinois park district, (the “*Park District*”) and Oak Park Township, Illinois, an Illinois unit of local government (the “*Township*”);

WHEREAS, the Township provides social services to senior citizens, youth and their families, persons with disabilities, and persons with financial difficulties; and

WHEREAS, the Township collaborates with River Forest Township in providing senior services; and

WHEREAS, among the Township services is transportation for its clients—particularly senior citizens—to local and nearby grocery stores, hair salons, doctors’ offices, and other businesses (“*Bus Services*”); and

WHEREAS, the Township Bus Services are provided to Oak Park residents and to River Forest residents who make up a small percentage of the users of the Bus Services; and

WHEREAS, the Township has more requests for Bus Services than it can accommodate with the buses it owns, and therefore the Township desires to use Park District buses from time to time for Bus Services; and

WHEREAS, the Park District has two buses that are used as shuttles for afterschool, teen activities, day camps, senior trips, etc. (the “*Shuttle Buses*”); and

WHEREAS, the Park District is willing to provide the Shuttle Buses for the Township’s Bus Services on the terms provided in this Agreement;

NOW, THEREFORE, the Park District and the Township agree as follows:

Section 1. Township Use of Shuttles Buses

A. Permission to Use Shuttle Buses. The Park District will allow the Township to use the two Shuttle Buses for daytime Bus Services in compliance with the terms of this Agreement.

B. Township Providing Pick up and Drop off of Students from D97 School Locations to PDOP Facilities for Aftercare. On pre-arranged days that Park District staff are unable to provide pick up and drop off of students for aftercare, the Township will pick the students up and deliver to Park District facilities. The Park District will pay \$25 per day per bus. The Park District will provide the Township with the names of the students being transported as well as providing a Park District staff member on the bus. In accordance with all applicable laws, the Township will

not share or distribute and must keep confidential all information, including names, relating to students provided to it by the Park District.

C. Calendar Quarter Schedules. The Township will have use of the Shuttle Buses based on bus schedules established each calendar quarter by the Park District in collaboration with the Township (“*Bus Schedule*”). A Bus Schedule may be updated or revised by the Park District and Township at any time. All scheduled use of the bus needs to be made a minimum of 24 hours in advance for the use of the bus.

D. Priority Use by Park District. The Park District always has priority of use of the Shuttle Buses. The Park District may unilaterally revise a Bus Schedule to accommodate changes in Park District operations or scheduled activities. The Park District will endeavor to minimize conflicts that a revision may create to previously scheduled activities of the Township, and the Park District will give the Township notice of a revision as soon as practicable. In addition, the Park District may use the Shuttle Buses at any time in the case of an emergency or in response to a matter of urgency, as determined by the Park District in its sole discretion.

Section 2. Township Reimbursements

The Township will reimburse the Park District for costs of maintenance of the Shuttle Buses by payment for miles driven for Township purposes at the mileage rates established by the U.S. General Services Administration. The Township will pay \$25 per day per Shuttle Bus for use in addition to Township staff replacing the gas used for Township business. The Township must log the Shuttle Bus miles driven for Township purposes. The Park District will provide the Township monthly invoices for the reimbursement payments which must be paid by the Township within 30 days of receipt.

Section 3. Qualifications of Drivers

Each driver of the Shuttle Buses must be approved by the Park District in writing in advance of driving a Shuttle Bus. To qualify for approval, a driver must have a valid Illinois commercial driver’s license and must submit to a background check conducted by the Park District. No person with a violation involving alcoholic liquor within the past five years will be approved by the Park District. The Park District may disqualify any driver immediately for any violation of law or for unsafe or otherwise inappropriate behavior or actions. The decision to disqualify a driver will be in the sole and absolute discretion of the Park District.

Section 4. Township Communications and Reports.

The Township must contact the Park District immediately by telephone in the case of an accident, mishap, violation, injury, or other similar or notable occurrence (each an “*Event*”). The Township must gather data regarding, and create a record of, an Event to the fullest extent practicable. At the Park District’s request, the Township must provide a written report on the Event.

Section 5. General Liability Insurance

A. General Standard. The Township must maintain its standard insurance coverage including commercial general liability insurance applicable to its Bus Services and specifically including bodily injury, personal injury and property damage with limits of not less than \$2,000,000 per occurrence, written on an occurrence basis and naming and endorsing the Park District as an additional insured.

B. Certificate of Insurance; Notice. The Township must furnish the Park District with a certificate of insurance and an endorsement of the Park District as an additional insured.

Section 6. Township Indemnification of Park District

The Township will indemnify, defend, and save and hold harmless the Park District and its officers, officials, volunteers, employees, and agents from any and all liability, damage, cost, expense, cause of action, suits, claims, or judgments resulting from injury to person or property of others that arises out of any act or omission of the Township, including its officials, officers, employees, volunteers, agents, invitees, guests, and patrons occurring or alleged to have occurred in whole or in part in connection with the use of the Shuttle Buses or the provisions of this Agreement. The Park District agrees that, in the event any claim is asserted or any action brought to recover any such damage, the Park District will give immediate notice thereof in writing to the Township and will cooperate in the investigation and defense of any such claim or action, and that the handling and settlement of any such action will be performed and concluded by the Township, except that the Park District will approve the terms of the settlement, which approval will not be unreasonably withheld. The Park District agrees to notify the Township in writing within five business days and by telephone immediately after the Park District receives any complaint or claim. The delivery of written notification will include a copy of all pleadings if a complaint is filed or of all correspondence and exhibits if a claim is filed.

Section 7. General Provisions

A. Term. This Agreement is for a term commencing on the Effective Date and expiring on December 31, 2024 (the “Term”). The parties may extend the Term twice, in two-year increments each, for a total length of four additional years, by written approval of their corporate authorities.

B. Assignment Prohibited. The Township may not assign any right, privilege, duty, or responsibility established in this Agreement at any time except only with the prior written consent of the Park District.

C. Termination. Either party may terminate this Agreement on 15 days written notice to the other party. The Park District will reasonably endeavor to provide notice to the Township sufficient to minimize hardship related to Bus Services already scheduled. In the event of grossly negligent or willful actions in violation of law, regulations, standards, or provisions of this Agreement, the Park District may terminate the agreement immediately.

D. Notice. The Township's first notice to the Park District under Section 4 of this agreement must be by telephone to the number provided by the Park District below. Any other notice or communication under this Agreement must be in writing and delivered (i) personally, (ii) by a reputable overnight courier, or (iii) by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid. Notices are deemed received on the earlier of (a) actual receipt, or (b) one business day after deposit with an overnight courier as evidenced by a receipt of deposit, or (c) three business days after deposit in the U.S. mail, as evidenced by a return receipt.

Notices and communications shall be addressed and delivered as follows:

If to the Township:

Oak Park Township
c/o Supervisor
105 South Oak Park Avenue
Oak Park, Illinois 60302
(708) 383-8005

If to the Park District:

Park District of Oak Park
c/o Executive Director
218 Madison Street
Oak Park, Illinois 60302
(708) 725-2020

E. Entire Agreement. This Agreement is the sole and entire agreement between the parties as to the matters stated in this Agreement.

F. Amendments. Except for the updates or revisions to schedules provided in Subsection 1C of this Agreement, this Agreement may not be amended or modified in any way except in writing and approved and executed by the Park District and the Township.

G. No Waiver, Enforcement. The failure by a party to insist on strict performance of any term, or to enforce any of its rights under, this Agreement in any instance may not be construed as a waiver in any subsequent insistence on strict performance or enforcement.

H. No Agency or Partnership. Nothing in this Agreement may be deemed or construed to create the relationship of principal and agent, partnership, joint venture, or any association between the parties other than the sharing the Shuttle Buses as specifically provided in this Agreement.

I. Governing Laws. This Agreement will be interpreted according to the internal laws, but not the conflict of laws rules, of the State of Illinois.

WHEREFORE, the Park District and the Township have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date.

Park District of Oak Park

By: _____

Printed name: _____

Title: _____

Oak Park Township

By: _____

Printed name: _____

Title: _____



Memo

To: David Wick, Chair, Administration and Finance Committee
Board of Park Commissioners

From: Mitch Bowlin, Finance Director

CC: Jan Arnold, Executive Director

Date: November 20, 2023

Re: Managed IT Services Contract



Statement

In 2020 the Park District began contracting with Noventech for Managed IT services. The agreement has been renewed once in three years and is now up for another renewal.

Discussion

Since the beginning of the contract with Noventech staff have been very satisfied with their services. For this contract renewal Noventech has requested a 15% increase to their fees. Staff feel this is a reasonable increase due to the facilities that have been added, additional Park District staff members, and additional cyber security requirements through PDRMA.

This is the first increase Noventech has requested since the original contract. There is no price escalator built into the proposal so fees would remain flat for the life of the agreement. The contract will run for one year, and then renew on a month to month basis. The District can terminate after six months with no penalty if we are unsatisfied, and can terminate at any time with 60 days notice. The District has been very satisfied with Noventech's performance to date so we do not anticipate needing to use either of those provisions.

Conclusion

The Administration and Finance Committee recommends the Park Board review and approve the Managed IT Services Plan with Noventech.

Attachment: Managed IT Services Proposal



Custom Managed IT Services Plan for the Park District of Oak Park

The custom PDOP Managed IT Service plan provides the following services:

- ☐ Guaranteed 1 Hour Helpdesk Response Time
- ☐ Unlimited Remote & On-Site Support.
- ☐ Real-time Monitoring of Network Services (Ensure critical network services are up and running)
- ☐ Ongoing Maintenance to Network Infrastructure
- ☐ Minimum 16 hours of on-site support per month.
- ☐ Discounted rate of \$135/hr. for any Out-of-Scope project work.
- ☐ Realtime Hardware Monitoring (Monitors Hard Drives, RAM, Temperatures and General PC Health)
- ☐ Application of Windows Updates & Third-Party Application Updates (Microsoft Office, Flash, Java, Adobe)
- ☐ Includes Noventech Cyber Total Protection Plan

The Noventech Cyber Total Protection package includes the following:

- ☐ Managed threat detection and response services to uncover and address malicious footholds that slip past your standard preventative defenses.
- ☐ Artificial intelligence based anti-phishing filtering and user testing framework.
- ☐ Monthly internal and external network security scans including dark web scans for compromised accounts.

Monthly Recurring Costs

Description	Monthly Price	Quantity	Cost
Core Infrastructure Maintenance & Management (17 Current Locations + 1 Future Location)	\$6577.50	1	\$6577.50
Per User	\$30.00	120	\$3600.00
Total:			\$10,177.50 / Month.

Printed Name _____ Signature _____ Date _____

Managed IT Services Scope of Work (SOW) Exhibit A

The following table will provide a basis for determining what IT related tasks are considered In-Scope (covered and included in the Managed IT Service Agreement) and what tasks are considered Out-Of-Scope (billed hourly or as a project).

In-Scope	Out-Of-Scope
<ul style="list-style-type: none"> <input type="checkbox"/> Routine hardware checks, software updates, OS updates and 3rd party updates. <input type="checkbox"/> Installation of hardware and software. <input type="checkbox"/> Hardware and software troubleshooting. <input type="checkbox"/> Server backups, replication, testing and assisting with restoring files. <input type="checkbox"/> Maintenance and troubleshooting of network infrastructure, including switches, routers and Wi-Fi systems. <input type="checkbox"/> Troubleshooting connections between network devices such as computers and printers. <input type="checkbox"/> Management and troubleshooting of 3rd party email services such as GSuite and Office 365 (if utilized). 	<ul style="list-style-type: none"> <input type="checkbox"/> Maintenance and troubleshooting of any device not associated with an existing Park District of Oak Park location. <input type="checkbox"/> Hardware repairs to equipment not typically serviceable by general IT consultants such as printers, switches and routers. <input type="checkbox"/> Website updates and content generation. <input type="checkbox"/> Social media updates and management. <input type="checkbox"/> Custom software development and related programming services.



Managed IT Services Agreement

This Managed IT Services Agreement ("Agreement") is made on Wednesday, October 25, 2023 with services beginning January 1st, 2024 by and between Noventech, Inc., hereinafter referred to as ("Provider") and Park District of Oak Park, hereinafter referred to as ("Client") to provide IT services, hereinafter referred to as the ("IT Services").

WHEREAS, the Client hereby wishes to engage in Provider's services to maintain, service and upgrade Client's IT assets as provided in this Agreement.

NOW, THEREFORE, Provider and Client agree as follows:

1. Scope of Services

Provider will perform such infrastructure development, network maintenance and support services as are set forth in Exhibit A (Scope of Work).

2. Price and Payment

Provider is being hired on a fixed-price basis per item covered to perform the Services and provide the Services described above in Exhibit A (Scope of Work). Changes to current number of users covered under this agreement will cause a change in overall agreement price. The fixed price for this Scope of Work with its current users covered under contract can be found attached to this contract.

Additionally, services that are not covered under this agreement are eligible for discounted rates which are detailed with the plan selected.

3. Term and Termination

Unless terminated as provided herein, this Agreement will extend for a period of twelve (12) months and will automatically renew from month to month thereafter. Provider may terminate this Agreement without cause upon written notice, and Client may terminate this Agreement without cause upon sixty (60) day's written notice. Additionally, if after 6-months, the Park District of Oak Park is not fully satisfied with the performance of Noventech the agreement can be cancelled without penalty. Either party may terminate this agreement upon written notice for material breach, provided, however, that the terminating party has given the other party at least fifteen (15) days written notice of and the opportunity to cure the breach. Termination for breach will not alter or affect the terminating party's right to exercise any other remedies for breach. Upon termination of this agreement client may request all credentials and login information as it relates to their IT systems and network and will be willingly surrendered by the provider.

4. Obligations of Client



A. Client will immediately notify Provider upon learning of any significant problem with the performance of the network.

B. Client will cooperate with Provider in connection with its performance of the Services by providing access to Client's physical premises as reasonably necessary from time to time.

C. Client will allow a monitoring agent (to monitor computer health) and remote access utility to be installed on all managed computers under the terms of the agreement.

D. Client will, from time to time, purchase such software and hardware as may be reasonably necessary for the effective operation of its network.

E. Client will provide hands-on assistance to Provider in remote support situations when required, i.e. restarting computer, power-cycle network device, place disk in drive, etc.

5. Confidential Information

A. All information relating to Client that is known to be confidential or proprietary, or which is clearly marked as such, will be held in confidence by Provider and will not be disclosed or used by Provider except to the extent that such disclosure or use is reasonably necessary to the performance of Provider's Work.

B. All information relating to Provider that is known to be confidential or proprietary, or which is clearly marked as such, will be held in confidence by Client and will not be disclosed or used by Client except to the extent that such disclosure or use is reasonably necessary to the performance of Client's duties and obligations under this Agreement.

C. These obligations of confidentiality will extend for a period of one (1) year after the termination of this agreement, but will not apply with respect to information that is independently developed by the parties, lawfully becomes a part of the public domain, or of which the parties gained knowledge or possession free of any confidentiality obligation.

6. Warranty and Disclaimer

Client acknowledges that no computer system or software can be made completely stable or secure, and that Provider cannot guarantee the stability, safety or security of client's network or data. Provider warrants that the IT Services will be provided in a workmanlike manner, and in conformity with generally prevailing industry standards and the time frame, if any, set forth in the description of IT Services herein. Client is solely responsible for implementing and monitoring appropriate operational and security procedures, and for making appropriate backup copies of all data. THIS WARRANTY IS EXCLUSIVE AND IS IN LIEU OF ALL OTHER WARRANTIES, WHETHER EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND ANY ORAL OR WRITTEN REPRESENTATIONS, PROPOSALS OR STATEMENTS MADE ON OR PRIOR TO THE EFFECTIVE DATE OF THIS AGREEMENT.



7. Limitation of Liability

In no event will Provider be liable for any loss of profit or revenue by Client, or for any other consequential, incidental, indirect or economic damages incurred or suffered by Client arising as a result of or related to the IT Services, whether in contract, tort, or otherwise, even if Client has advised of the possibility of such loss or damages. In no event will Provider be liable for any loss of data that may occur, regardless of the cause of such loss of data. The total liability of Provider for all claims of any kind arising as a result of or related to this Agreement, or to any act or omission of Provider, whether in contract, tort or otherwise, will not exceed an amount equal to the amount actually paid by Client to Provider for the IT Services during the twelve (12) month period preceding the date the claim arises.

8. Indemnification

Client will indemnify and hold Provider harmless against any claims by third parties, including all costs, expenses and attorneys' fees incurred by Provider therein, arising out of or in conjunction with Client's performance under or breach of this Agreement.

9. Relation of Parties

The performance by Provider of its duties and obligations under this Agreement will be that of an independent contractor, and nothing herein will create or imply an agency relationship between Provider and Client, nor will this Agreement be deemed to constitute a joint venture or partnership between the parties.

10. Employee Solicitation/Hiring

During the period of this agreement and for twenty-four (24) months thereafter, Client will not directly or indirectly solicit or offer employment to or hire any employee, former employee, subcontractor, or former subcontractor of the provider. The terms "former employee" and "former subcontractor" will include only those employees or subcontractors of either party who were employed or utilized by that party on the Effective Date of this Agreement.

11. Non-assignment

Neither party will assign this Agreement, in whole or in part, without the prior written consent of the other party. This Agreement will inure to the benefit of, and be binding upon the parties hereto, together with their respective legal representatives, successors, and assigns, as permitted herein.

12. Arbitration

Any dispute arising under this Agreement will be subject to binding arbitration by a single Arbitrator with the American Arbitration Association (AAA), in accordance with its relevant industry rules, if any. The parties agree that this Agreement will be governed by and construed and interpreted in accordance with the laws of the State of Illinois. The arbitration will be held in Illinois. The Arbitrator will



have the authority to grant injunctive relief and specific performance to enforce the terms of this Agreement. Judgment on any award rendered by the Arbitrator may be entered in any Court of competent jurisdiction.

13. Attorneys' Fees

If any litigation or arbitration is necessary to enforce the terms of this Agreement, the prevailing party will be entitled to recover reasonable attorneys' fees and costs from the other party.

14. Severability

If any term of this Agreement is found to be unenforceable or contrary to law, it will be modified to the least extent necessary to make it enforceable, and the remaining portions of this Agreement will remain in full force and effect.

15. Force Majeure

Neither party will be held responsible for any delay or failure in performance of any part of this Agreement to the extent that such delay is caused by events or circumstances beyond the delayed party's reasonable control.

16. No Waiver

The waiver by any party of any breach of covenant will not be construed to be a waiver of any succeeding breach or any other covenant. All waivers must be in writing, and signed by the party waiving its rights. This Agreement may be modified only by a written instrument executed by authorized representatives of the parties hereto.

17. Entire Agreement

This Agreement together with any attachments referred to herein constitute the entire agreement between the parties with respect to its subject matter, and supersedes all prior agreements, proposals, negotiations, representations or communications relating to the subject matter. Both parties acknowledge that they have not been induced to enter into this Agreement by any representations or promises not specifically stated herein.

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized representatives.

Provider: Noventech, Inc.

Client: Park District of Oak Park

Name : _____

Name: _____

Signature: _____

Signature: _____



Memo

To: David Wick, Chair, Administration and Finance Committee
Board of Park Commissioners

From: Mitch Bowlin, Finance Director

CC: Jan Arnold, Executive Director

Date: November 21, 2023

Re: 5 Year Strategic Comprehensive Master Plan



Statement

The Park District's current 10-year Comprehensive Master Plan and 3-year Strategic Plan both conclude on December 31, 2024. Instead of constructing two plans in 2024, the staff recommend one combined 5-Year Strategic Comprehensive Master Plan.

Discussion

The District issued a request for proposal for professional services on a 5-Year Strategic Comprehensive Master plan and received two responses. The senior leadership team then reviewed the proposals, and all agreed on 110% as the best firm for this project. There were three calls with 110% and one of the subcontractors for clarifications on the original proposal, and staff are now presenting an agreement not to exceed \$167,522.

The work for this contract will begin in January 2024 and conclude in November 2024 with a presentation of a final product to the Park Board. Over the course of the year there will be multiple meetings with staff, community members, and key stakeholders to gather input and shape the District's plans for the next five years.

Recommendation

Staff recommends the Park Board review and approve the contract with 110% for an amount not to exceed \$167,522.

Attachment: 110% RFP Response



PARK DISTRICT
of OAK PARK

Scoville Park Playground

Equipment is designed for children
2-5 years of age. Play at your own risk.
Adult supervision is strongly recommended.

No dogs allowed except service animals.

Warning! Play surfaces may be hot.

Use equipment only as designed
and intended.

Remove helmets, drawstrings, scarves and
other accessories around the neck before
playing on the playground.

No rollerblades, skateboards, bicycles or
similar vehicles are allowed in the play area.

No glass or metal containers allowed.

Inspect play areas before starting play.

Playground Hours: Sunrise to Sunset
For concerns to the Park District
www.pdop.org.

Park District of Oak Park FIVE YEAR COMPREHENSIVE & STRATEGIC MASTER PLAN Revised RFP Response

Submitted by 110% Inc. in collaboration with
Upland Design, CivicBrand, and WT Group.



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Image: WSSRA, Park District of Oak Park



LETTER OF TRANSMITTAL

November 20, 2023

Jan Arnold, Executive Director
Park District of Oak Park
218 Madison
Oak Park, IL 60302

Dear Jan:

We are pleased to submit the following revised proposal in response to the Park District of Oak Park's interests in the development of a five-year comprehensive and strategic master plan. Our commitment to this project is to facilitate a process and deliver results that will be un-matched by other firms.

Providing project oversight, 110% Inc., along with a team of nationally recognized firms serving as subconsultants including Upland Design, CivicBrand, and WT Group offer an unparalleled "best of the best" team and process. This collective team, sans WT Group, is currently successfully working together on the Glencoe Park District Comprehensive Plan, which began in Spring 2023. Our substantial experience as both practitioners and consultants for public parks and recreation organizations across North America, as well as our collective commitment to responsible response to today's dynamic social, economic, and environmental times, set us apart.

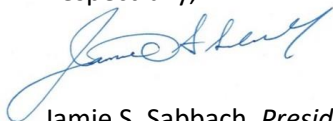
Having worked with parks and recreation systems in 42 of the 50 US states, we have been privileged to help professionals improve their operations and business acumen and enhance a commitment of service to community. Leading master plans, strategic plans, financial sustainability strategies, and leadership development initiatives, our work focuses on processes that make a difference and impacts.

Our collective efforts bring the following to the Park District of Oak Park's Five Year Comprehensive & Strategic Master Plan process.

- An extensive understanding of the parks and recreation industry including trends and issues, service delivery, and management challenges strengthening efforts to develop relevant strategy.
- A history of unparalleled client satisfaction and customer loyalty.
- Authenticity in our approach and a commitment to facilitating each project based upon the unique attributes of the organization and the community it serves.
- Contemporary strategic approaches and methodologies proven to be effective.

In the event you have any questions as you review this proposal, please email me at jsabbach@110percent.net or call 720.304.2167.

Respectfully,



Jamie S. Sabbach, *President & Principal in Charge*



Influencing Ethical Decision-making
Strengthening Leadership Competencies
Helping Create a Financially Sustainable Future One Organization at a Time

CONTACT US

www.110percent.net
info@110percent.net
720.304.2167



Comprehensive and master planning are exercises in what an organization or community can become. Imagining the future on behalf of others is a privilege – and along with that privilege comes the responsibility to ensure what is created is sustainable. Thinking about what the citizens of 2023 may want or need is important but understanding that the citizens of 2050 will be left to take care of it is critical to how a plan is designed and what it includes.



A photograph of a child with blonde hair sitting on a wooden train car at a park. The child is holding the handles of the train car, which is on a track. In the background, a man with a beard and sunglasses stands near a large tree, and a group of people are walking around. The scene is outdoors with trees and a grassy area.

QUALIFICATIONS, PROJECT PORTFOLIO, AND PROJECT REFERENCES



Serving the park and recreation industry
Ethics • Leadership • Financial Sustainability

We are 110%. A parks and recreation consulting firm of former practitioners who advocate for inspiring ethical decision making, strengthening leadership competencies, and ensuring the financial sustainability of parks & recreation.

Our Services

Planning Initiatives

Our custom tailored Planning Initiatives blend visioning what an organization/community can become with the strategy of creating a responsible and sustainable future. We strive to leverage our experience and networks to provide your organization with an optimized and practical Master or Strategic Plan.

Financial Sustainability

The Financial Sustainability Strategy empowers organizations to use data and information to make informed decisions. Whether done as a standalone project or with a Planning Initiative, our unique process combines sound financial management principles with our one-of-a-kind cost of service tool to help organizations clearly understand how their taxpayer resources are being allocated.

Education, Presentations & Training

Our educational content, expert presentations, and training programs effectively address important industry issues around the three key areas of economics, ethics, and leadership. By delivering effective and engaging content which provide tangible and impactful results, our carefully crafted programs are certain to be an extraordinary experience.



Phone
720.304.2167

Email
info@110percent.net

Website
www.110percent.net

LinkedIn
@110-percent-inc

Project References

Serving a variety of municipal park and recreation departments as well as special districts and county systems, 110% has worked alongside hundreds of organizations of all sizes leading and facilitating master plan, strategic plan, and financial sustainability efforts as well as professional development programs.

Below we have included a diverse blend of project types we have led and systems for which we have worked over the past few years. Feel free to contact any or all of the contacts included to discuss the quality and integrity of our work.



Glencoe Park District (IL) Comprehensive Plan

Glencoe Park District had the desire to update both their 10-year Master Plan and five-year Strategic Plan simultaneously in order to create a cohesive and comprehensive set of plans that will provide the District with a clear and realistic set of goals, objectives, forecasted needs and implementation strategies. Included in this plan are robust community engagement as well as specialized considerations that includes a Community Center Active Harmer analysis and beach analysis of their beach on Lake Michigan.

Contact Lisa Sheppard, Executive Director
Email lsheppard@glencoe parkdistrict.com
Phone 847.835.7531

Address 999 Green Bay Rd.
Glencoe, IL 60022
Dates March 2023 - present



Crown Mountain (CO) Park & Recreation District Master Plan

The Crown Mountain Park & Recreation District has experienced significant change over the last decade including growth and expansion. Fully aware of the challenges development presents, the District engaged in a thoughtful review and analysis of its current conditions and realities as well as those of the community it serves. They understand this was a necessary baseline in order to ensure that the master plan was built upon fiscally responsible recommendations that addressed community need and interest and could be afforded.

Contact Rebecca Wagner, Director
Email crownmtdirector@sopris.net
Phone 970.963.6030

Address 501 Eagle Count Dr.
El Jebel, CO 81623
Dates May 2022 - 2023



Mansfield (CT) Parks & Recreation Master Plan & Financial Sustainability Strategy

With a strong emphasis on fiscal discipline and responsibility to direct recommendations, especially in regard to establish spending and investment priorities, the Town of Mansfield incorporated a Financial Sustainability Strategy alongside their collaborative and community-supported Parks and Recreation Master Plan. These two initiatives outlined how the Department should best meet future parks, trails, open space, and recreational needs in order to meet changing community needs and build economic and cultural value.

Contact Jay O'Keefe, Director
Email okeefejm@mansfieldct.org
Phone 860.429.3015

Address 10 South Eagleville Rd.
Mansfield, CT 06268
Dates January 2023 - present



Napa (CA) Parks & Recreation Services Management Plan, Financial Sustainability Strategy & Policy Development

Over the course of five years, Napa worked with alongside 110% to develop three transformative initiatives. The Management Plan set the Department up to be adaptable in response to ongoing concerns and impacts of deteriorating infrastructure, increased tourism, climate change, and increasing operational expenses. A subsequent financial sustainability process addressed how they would re-set and begin to invest more in community need and infrastructure. This led to the development of financial sustainability, social equity, and capital investment policies to guide investment decisions moving forward.

Contact Katrina Gregory, Recreation Director
Email kgregory@cityofnapa.org
Phone 707.257.9529

Address 1850 Soscol Ave., Ste. 201
Napa, CA 94559
Dates July 2018 - May 2019
July 2021 - May 2023



PROJECT MANAGEMENT

PROJECT APPROACH & UNDERSTANDING



Image: Rehm Pool, Park District of Oak Park

The development of the Five Year Comprehensive & Strategic Master Plan for the Park District of Oak Park (PDOP) will consider the unique attributes of the District and the community it serves. Our job is to support the District throughout the process (and beyond as needed) and to help in creating a vibrant future for the District and ultimately, the greater Oak Park community.

The following pages in this section overview our team and key staff members, including the firms that will be serving in a subconsultant capacity. PDOP's consulting team members include:

- **Jamie Sabbach of 110% Inc.(CO)** will serve as project manager overseeing and leading overall comprehensive and strategic master plan development including staff & community engagement and program & financial analyses.
 - *Process commitment: approximately 68% of process*
- **Michelle Kelly and Maria Blood of Upland Design (IL)** will lead the inventory of parkland and facilities.
 - *Process commitment: approximately 19% of process*
- **Ryan Short of CivicBrand (CO)** will lead the marketing analysis and facilitate the online community engagement.
 - *Process commitment: approximately 8% of process*
- **John McGovern and Shelley Zuniga of WT Group (IL)** will lead the accessibility and equity analysis.
 - *Process commitment: approximately 5% of process*

Our collective team will be a fully available, invested and committed partner providing coaching, education, and expert guidance to support the master plan process and its outputs and outcomes.

Our Team



Jamie Sabbach

Founder / Principal / Advocate / Educator

Jamie founded 110% Inc. in 2010 with the intention of helping organizations be more strategic and bold amid dynamic social, environmental, and economic change. Having decades of experience in the public park and recreation field and as a college instructor have fed her passion to help others enhance their own talents and improve performance. Jamie has testified in front of the United States Congress on the importance of public parks and recreation. She is a past President of the American Park and Recreation Society and was inducted as a Fellow into the American Academy for Park and Recreation Administrator in 2008. Jamie is a native of Illinois who lives in the mountains of Colorado. She's a former college jock who enjoys hiking, biking, golf, volunteering, and has a love affair with the Chicago Cubs!



Farrell Buller

Principal / Certified Executive Coach / Change Advocate

Farrell has more than 20 years in progressively responsible leadership roles. She has focused on achieving results for leaders and their teams, successfully leading organizations of 500+ employees, with budgets of up to \$80M, as well as smaller organizations and teams. As a graduate of the University of Northern Colorado in Therapeutic Recreation and as a former Parks and Recreation Director and City Manager, Farrell embraced her passion for serving others. She brings the ability to impact, influence, and inspire leaders at all levels. Farrell is the recipient of several awards, including Outstanding New Professional of the Year, Mid-West Region Professional of the Year, and the Pottsie Development Scholarship. You can often find Farrell and her family intentionally taking the "road less traveled" as they discover their next adventure!



Matt David

Operations & Marketing Manager / Utility Player

With a tip-of-the-cap for his love for baseball, Matt is our team's "Utility Player" and does a little bit of everything due to his wide range of experiences and skill set. He has municipal, non-profit, and private sector experience in marketing, operations, programming, budgeting, digital design, project management, and general administration. Matt has an eye for detail, mind for inquisition, and a big heart for community and servant leadership. Outside of work, he enjoys life with his wife and two dogs in Stillwater, MN by exploring the outdoors, spending time with friends and family, tackling home improvement projects, and cheering on their favorite sports teams.



Alexis Rankey

Project Consultant

Alexis is a seasoned parks and recreation professional with over 12 years of experience demonstrating a high level of business acumen and passion for high-quality service delivery. She started as a scorekeeper, progressed into programming and supervision, and currently serves as the Business Services Division Manager for the Town of Erie Parks & Recreation Department. Her thorough understanding of programming and operations, intricate knowledge of municipal finance and budgeting, and love for data and analytics drives her to help others "put it all together" to better serve the community and lay a strong foundation for the future. True to her rec rat roots, she spends her free time mountain and road biking, golfing, playing hockey, glamping, and spending time with her family and dogs.

Staff Resume



Jamie Sabbach
Founder / Principal / Advocate / Educator



Biography

Jamie founded 110% Inc. in 2010 with the intention of helping organizations be more strategic and bold amid dynamic social, environmental, and economic change.

Having decades of experience in the public park and recreation field and as a college instructor have fed her passion to help others enhance their own talents and improve performance. Her current work focuses on enhancing ethics, adaptive leadership, and financial sustainability efforts for organizations.

Jamie has testified in front of the United States Congress on the importance of public parks and recreation. She is a past President of the American Park and Recreation Society and was inducted as a Fellow into the American Academy for Park and Recreation Administrator in 2008. Jamie is a native of Illinois who lives in the mountains of Colorado.

Work History

110%, Inc.

President & Principal
Feb 2010 - present

Indiana University, Bloomington, IN

Adjunct Faculty
Sep 2021 - present

City of Boulder, CO

Superintendent of Recreation & Community Facilities
Mar 2003 - Feb 2008

Illinois State University, IL

Faculty in Dept. of Kinesiology and Recreation
Aug 2001 - March 2003

City of Bloomington, IN

Director of Recreation and Community Services
Jan 1997- Jul 2001

Education

Harvard University

Kennedy School of Government, TAPLD, 2014

Indiana University

Post-Graduate coursework, 1998-2000

Eastern Illinois University

Master of Science Degree in Public
Administration/Sports Management, 1988

Eastern Illinois University

Bachelor of Science Degree in Physical
Education/Coaching/Business Administration, 1986

Selected Client List

Crown Mountain Park & Recreation District, CO

Park & Recreation District Master Plan, 2022 - 2023

City of Corona, CA

Community Services Dept. Master Plan, 2022 - present

City Napa, CA

Parks & Recreation Services Management Plan, 2018 - 2019;
2021 - 2023

Channahon Park District, IL

Financial Sustainability Strategy, 2021

Bend Park and Recreation District, OR

Park & Recreation District Strategic Plan, 2018 - 2019

Staff Resume



Farrell Buller
Principal / Certified Executive Coach



Biography

Farrell has more than 20 years in progressively responsible leadership roles. She has focused on achieving results for leaders and their teams, successfully leading organizations of 500+ employees, with budgets of up to \$80M, as well as smaller organizations and teams. As a graduate of the University of Northern Colorado in Therapeutic Recreation and as a former Parks and Recreation Director and City Manager, Farrell embraced her passion for serving others.

She brings the ability to impact, influence, and inspire leaders at all levels. Farrell is the recipient of several awards, including Outstanding New Professional of the Year, Mid-West Region Professional of the Year, and the Pottsie Development Scholarship, and was awarded the opportunity to attend the Altruism Institute and Agents of Change symposiums.

Work History

110%, Inc.

Principal Consultant & Certified Executive Coach, Jan 2021 - present

Town of Erie, CO

Deputy Town Administrator, Feb 2019 - Jan 2021
Acting Town Administrator, May 2018 - Jan 2019
Assistant to the Town Administrator, Sep 2017 - Apr 2018
Director of Parks and Recreation, Mar 2014 - Sep 2017

City of Lakewood, CO

Recreation Division Manager, Apr 2011 - Mar 2014

City of Commerce City, CO

Recreation Division Manager, Oct 2004 - Jan 2011

City of Boulder, CO

Recreation Coordinator, Jan 2000 - Oct 2004

Education

Clemson University

Think Tank: Invitation-only Symposium, 2019

Altruism Institute

Invitation-only Symposium, 2016

Agents of Change

Invitation-only Symposium, 2015-2018

National Recreation & Park Association

Directors School Graduate, 2015

University of Northern Colorado

Bachelor of Science Degree in
Recreation/Therapeutic, 1997

Selected Client List

City of Olympia, WA

Operations Strategy & Business Plan, 2022 - present

City of West University Place, TX

Operational Analysis & Financial Sustainability Strategy,
2022 - present

City of Bellingham, WA

Financial Sustainability Strategy, 2022 - present

City of Greeley, CO

Leadership and Organizational Development, 2022

Oquirrh Recreation & Park District, UT

Financial Sustainability Strategy, 2021

CivicBrand

PROJECT BRANDING
PUBLIC ENGAGEMENT
PLACEMAKING

Public Engagement, Branding, and Marketing that leads to greater participation, buy-in, and civic pride.



CivicBrand works directly with cities and partners with planning firms to develop community visioning, branding, placemaking, and public engagement strategies. Public engagement is at the core of everything we do. Our process fully engages stakeholders and creates greater buy-in, civic pride, and delivers actionable implementation plans that create stronger communities.

- ♥ Brand Strategy
- ♥ Marketing Plans
- ♥ Public Engagement
- ♥ Placemaking
- ♥ Focus Groups & Workshops
- ♥ Project Websites
- ♥ Interactive Engagement Tools
- ♥ On-The-Street Engagement
- ♥ Youth & Student Engagement
- ♥ Project Communications

Planning projects are complex. They involve multiple organizations, public and private stakeholders, a range of goals, entities that both compete and collaborate, and serve diverse audiences. But at the end of the day, it is one place and one plan. To fully engage stakeholders requires deep expertise in public engagement and facilitation strategies, user-experience, design leadership, and a robust toolbox of engagement strategies, tactics, and resources.



WATCH OUR HIGHLIGHT REEL

vimeo.com/483150148

**FROM "BRANDING IS THE NEW
ECONOMIC DEVELOPMENT" FORBES**

"This is done through a process of public engagement, storytelling and fulfilling your brand promise."

-RYAN SHORT / CIVICBRAND

Forbes

MEET THE TEAM

CivicBrand



RYAN SHORT
CEO / FOUNDER

Ryan is a founder and the CEO of CivicBrand and would be the project lead. Ryan is passionate about three things - design, cities and fly fishing. With over 20 years of experience, Ryan has led the agency for over a decade and won numerous awards in design, branding, citizen engagement and digital strategy.



BRISA BYFORD
SENIOR STRATEGIST

Brisa is a strategist that has led numerous citywide and district branding projects. She understands how to reach and engage stakeholders to create a brand story that is authentic and leads to buy-in. With expertise in brand architecture, engagement, statistics and messaging, she uses both data and creative to tell the story of communities.



COLIN COOLIDGE
DESIGN & DEVELOPMENT

Colin brings over 20 years of experience to the agency. Colin understands designing for both print and digital and how design shapes people and their places. Colin has crafted brands and marketing materials for a number of cities, districts and organizations.



LAYNE FERGUSON
DIRECTOR OF PLACEMAKING / STRATEGIST

Layne has a Master of Science in Architecture and professional experience in Urban Design and Placemaking. Before joining the CivicBrand team, Layne worked at Better Block where he led numerous placemaking activations. Layne's role is incorporating the brand into the built environment and creating places people love.



CONNOR COX
PROJECT MANAGEMENT / STRATEGIST

Connor has worked as an Analyst and Manager for local and state level economic development organizations. He has expertise in facilitating relationships with local and state planning organizations, advocacy groups, and the general public to advocate for innovative design and policy solutions. His role is to ensure the project meets the client's goals and provides an economic impact.

CivicBrand 

Project Experience: Upland Design Ltd

Firm Overview

Since its inception, 25 years ago, Upland Design has focused on park planning and public landscape architectural work. Upland Design creates outdoor spaces that engage people, invite a sense of exploration, encourage recreation and promote fun! Lasting impact comes through thoughtful, innovative design. Upland Design brings that impact to every project, creating outdoor spaces where people want to play, to learn and to work.

Whether we are working on a historic park for Wheaton, Illinois, a 400 acre forest preserve plan, or a brand new community park with a large playground, Upland Design puts just the right team together for project success. We understand the challenges and opportunities of complex development and renovation.

Upland Design Ltd is a professional service corporation licensed and incorporated in the State of Illinois. It is a privately held corporation. Our team is made up of eleven landscape architects along with a construction administrator, our office administrator and document technician.

Services

Site Planning & Circulation
Comprehensive Planning
Playgrounds and Splash Pads
Park and Forest Preserve Master Planning
Sports Field and Sport Court Design
Garden and Landscape Design
Historic Landscape Restoration
Amphitheaters and Festival Spaces
Public Landscape Design
Bio-Swales and Rain Gardens
Native Landscape Design
Tree Preservation Plans
Accessibility Improvements
Pedestrian, Bicycle and Multi-use Trail Design
Streetscape Design and Master planning
Permeable Paving – Parking and Pedestrian

Qualifications and Certifications

Registered Landscape Architects
Illinois, Michigan, Iowa and Indiana
NRPA Certified Playground Safety Inspectors
Certified in Landscape Architecture with
Illinois Department of Transportation
City of Chicago WBE Certified
State of Illinois WBE Certified
IDOT DBE Certified

Upland Design, Ltd



Park Planning and Landscape Architecture

Phone: 312-351-4088 and 815-254-0091

Chicago Address: 1229 N. North Branch Street Chicago, IL 60642

Plainfield Address: 24042 Lockport Street, Suite 200 Plainfield, IL 60544

uplandDesign.com





Michelle A. Kelly

Principal Landscape Architect

Registered Landscape Architect
Illinois # 157-001002, Michigan # 3901001226
Iowa # 00699 Indiana # LA21200027
Certified Playground Safety Inspector, since 1995
LEED Green Associate
Education: Bachelor of Landscape Architecture with High Honors
University of Illinois at Urbana-Champaign, 1992



Professional Activities:

American Society of Landscape Architects, Member
Lambda Alpha International, Ely Chapter, Member
Midwest Institute of Park Executives
National Park and Recreation Association

Experience: Michelle has been designing parks and playgrounds for the past 28 years. From public meetings through design development and construction observation, she succeeds in creating great outdoor parks and recreation spaces. Her professional work includes landscape planning for park districts and municipal sites, to design of dynamic playgrounds, sports fields, natural areas, and community centers. She has led communities through numerous renovations with a commitment to sustainable design, efficiency and the communities interests at heart. Michelle established Upland Design in 1998. Prior to then she worked for the Elmhurst Park District and the City of Evanston.

Project List:

- *Comprehensive Master Park and Recreation Plan for Batavia Park District*
Review and assessment of all park sites. Creation of park recommendations by site. Summary presentation of park enhancements for multi-year capital and improvement plan for entire system.
- *Comprehensive Parks Master Plan for Village of Carpentersville*
Assessment of existing park sites. SCORP review and mapping for Village and Park District sites. Creation of multi-year capital improvement plan and new signage.
- *Wolf's Crossing Park Master Plan and Park Development: Naperville Park District*
Master Planning, Public Engagement and Development of a Multi-Use Community Park including Trails and Connections, Baseball Field, Multi-Use Fields, Playground, Splash Pad, Fitness Area, Multi-Purpose Hill, Nature Learning Area, Restroom & Storage Building - \$10.5 Million
- *Orland Park Nature Center Development: Village of Orland Park*
Trails, Permeable Parking, Outdoor Classroom, Detention, Overlook Shelter, Shade Structures Entry Plaza, Sensory Garden, Custom Trellis - \$2 Million
- *Hickory Knolls Nature Center Master Plan and Visioning: St. Charles Park District*
Planning for a new vision of the indoor and outdoor nature center expanding uses including outdoor nature play, nature boardwalk, community shelter, patio event space, nature museum indoor layout, ness course, and high ropes course - \$5.2 Million
- *Engstrom Park Playgrounds Master Plan and Development: Batavia Park District*
Playground, Basketball Courts, Rain Garden, Baseball Fields, Shelter, Playground, Parking - \$850,000
- *Garnsey Park Renovation: Joliet Park District*
Playground, Tennis Court, Electrical Improvements, Parking Improvements - \$625,500

- Jackie Robinson Playground Renovation: Chicago Park District
Playground and Rubber Surfacing - \$440,000 Fox River Landscape Improvements and Stone IDOT
- Heggie Park: Joliet Park District
Playground, Splash Pad, Fitness Equipment, Trails, Parking Lot - \$705,000
- Historic Adams Park Renovation: Phase I and Phase II: Wheaton, Illinois
New Accessible Pathways, Renovation at Fountain, Furniture and Landscape Plantings \$364,000
- Stars and Stripes Playground Renovation: Chicago Park District
Playground, Splash Pad, Landscaping - \$440,000
- Parker Community Academy: Chicago Public Schools
Playgrounds, Rubber Surfacing, Painted Track Loop, Basketball Court, Outdoor Classroom, Site Furniture, Landscaping - \$844,000
- Milwaukee Alley Plaza Design: Chicago Department of Transportation
Site Furniture, Pavement Design, Overhead Lighting - \$400,000
Playground, Trails, Gazebo, Restroom Enclosure, Disc Golf, Baseball Field, Basketball, Interpretive Signage, Beach Volleyball - \$1.1 Million Master Plan, \$830,000 Phase 1
- Blackberry Farm Master Plan and Development: Fox Valley Park District, Illinois
Master Plan, Public Engagement and Phase I Development: Courtyard Patio, Multiple Shelters, Farm Play Area, Boat Dock and Boardwalk, Landscaping, Lighting, Site Furniture - \$1.5 million
- Shabbona Park Playground and Splash Pad Renovation: Chicago Park District
Playground, Splash Pad, Seating Area, Painted Games, Site Furniture - \$550,000
- Pottawatomie Park Sensory Playground: St. Charles Park District
Playground, Shelter, Baggo, Sensory Play and Seating Area - \$650,000
- Naperville Streetscape: Naperville, IL
Streetscape Standards Paving, Site Furniture - Varies
- Rolling Knolls Forest Preserve Phase I Development: Forest Preserves of Cook County
Disc Golf Course, Trails, Limestone Fishing Site - \$510,000
- Miller Meadow Asphalt Trail Development: Forest Preserves of Cook County
Off Leash Dog Area, Pavilion, Trails, Airplane Flying Field - \$780,000
- Thatcher Woods Master Plan and Parking Lot Renovation: Forest Preserves of Cook County
Pavilion Plaza, Rain Garden, Parking Lot - \$185,000
- Wheeling Town Center Streetscape, Town Center and Landscape: Wheeling, Illinois
Plaza and Village Green, Streetscape, Landscape – 2 Million
- Peck Farm North Development and Various Projects: Geneva Park District
Park Master Planning, Public Engagement, and Park Development: Playground, Trails, Shelter, Overlook Decks, Shade Sail, Seating Areas, Interpretive Signs and Amphitheater
- Riverview Courtyard: St. Charles, Illinois
Courtyard Patio, Landscaping, Lighting, Site Furniture - \$60,000
- Artificial Turf Field Renovation at Lincoln Park: Chicago Park District
Artificial Turf Baseball Field, Accessible Paths, and Restoration Drinking Fountain \$1.7 Million



Maria Blood

Landscape Architect and Site Planner
Registered Landscape Architect, LEED AP BD+C
Illinois #157-001511
Certified Playground Safety Inspector, Since 2009
Education: Bachelor of Landscape Architecture
University of Illinois Urbana-Champaign, 2008



Professional Activities:

South Suburban Parks and Recreation Professional Association, Member

Experience: Maria has been a professional in public landscape architecture and site planning for the past fourteen years. Her professional work is focused on creating outdoor spaces from comprehensive master planning, site design, and all phases of project development for campus sites, parks, trails, landscapes, parking areas and sports fields. Her career has been focused on serving public clients and she enjoys being involved in the creation spaces with multiple challenges for wonderful outcomes.

Project List:

- *Comprehensive Master Park and Recreation Plan for Batavia Park District*
Review and assessment of all park sites. Creation of park recommendations by site. Summary presentation of park enhancements for multi-year capital and improvement plan for entire system.
- *Comprehensive Parks Master Plan for Village of Carpentersville*
Assessment of existing park sites. SCORP review and mapping for Village and Park District sites. Creation of multi-year capital improvement plan and new signage.
- *Wolf's Crossing Park Master Plan and Park Development: Naperville Park District*
Master Planning, Public Engagement and Development of a Multi-Use Community Park including Trails and Connections, Baseball Field, Multi-Use Fields, Playground, Splash Pad, Fitness Area, Multi-Purpose Hill, Nature Learning Area, Restroom & Storage Building - \$10.5 Million
- *District Wide Planning & Multi-Use Trail Plan: Sandwich Park District*
- *Orland Park Nature Center Development: Village of Orland Park*
Trails, Permeable Parking, Outdoor Classroom, Detention, Overlook Shelter, Shade Structures Entry Plaza, Sensory Garden, Custom Trellis - \$2 Million
- *District Wide Mapping and Level of Service Analysis: Oak Lawn Park District*
- *Memorial Park Renovations: Batavia Park District*
Ballfields, Accessibility, Paths, Tennis Renovation with Lighting, Playground and Parking
- *Green Lake Park Renovation and OSLAD: Buffalo Grove Park District*
Master Plan, OSLAD Grant, Full Park Renovation: Playground, Pathways, Tennis Courts, Basketball Court, Fitness, Shelter, Fishing Deck and Butterfly Garden
- *Health Science Center Landscape at Black Hawk College: Moline, Illinois*
- *Engstrom Park Playgrounds Masterplan and Development: Batavia Park District*
Basketball Renovation, Rain Garden, Baseball Field, Shelter, Playground, Parking

- *West Park Renovation: Joliet Park District*
Playground, Splash Pad, Accessible Trail, Basketball, Tennis Courts, Trike Track, Disc Golf, Fitness Stations, Sled Hill
- *Fairview Park Renovation: St. Charles Park District*
Playground, Drinking Fountain, Seating Area
- *Big Woods Park Renovation: Batavia Park District*
Three phase project including Playground, Paths, Shelter, Tennis, Basketball, Parking
- *Engstrom Park and Hartfield Park: Batavia Park District*
Playgrounds and ADA Renovations
- *Garnsey Park Renovation: Joliet Park District*
Tennis, Playground, Shelter, Fitness, Pathways, Accessibility, and Parking
- *Wynwood Park Renovation and OSLAD Grant: Winfield Park District*
Playground, Splash Pad, Batting Cages, Shelter, Baggo, Pickleball, Basketball and Rain Garden
- *University of Illinois Urbana Champaign: Hydrosystems Laboratory Renovation, Urbana, Illinois*
Entry Plaza, Wornoff Streetscape, Site Furniture and Landscape Planning
- *Thatcher Woods Master Plan and Parking Lot Renovation: Forest Preserves of Cook County*
Pavilion Plaza, Rain Garden, Parking Lot
- *Northern Illinois University, Outdoor Recreation Sports Complex , DeKalb, Illinois*
Master Plan, 20-Acre Sports Complex, Artificial and Natural Turf Multi-Use Fields, Pavilions and Plazas
- *University of St. Francis, Motherhouse Entry and Parking Lot, Joliet, Illinois*
Permeable Paving Parking Lot, Limestone Entry Sign, Way Finding Signage and Landscape
- *University of St. Francis, St. Clare Campus Landscape Planning, Crest Hill, Illinois*
Entry Signage, Landscape and Garden Planning
- *Wheeling Town Center Streetscape, Town Center and Landscape: Wheeling, Illinois*
Plaza and Village Green, Streetscape, Landscape Plantings and Pedestrian Circulation
- *Rolling Knolls Forest Preserve Phase I Development: Forest Preserves of Cook County*
Disc Golf Course, Trails, Limestone Fishing Site
- *Hickory Knolls Nature Center Master Plan and Visioning: St. Charles Park District*
Planning for a new vision of the indoor and outdoor nature center expanding uses including outdoor nature play, nature boardwalk, community shelter, patio event space, nature museum indoor layout, fitness course, and high ropes course
- *Raupp Outdoor Nature Classroom: Buffalo Grove Park District*
Outdoor nature classroom, native planting design, site furniture, custom metal privacy screens, path improvements, and raised gardens
- *Fairview Park Master Plan and Renovation: St. Charles Park District*
Playground, Drinking Fountain, Seating Area
- *Dellwood Park Trail Renovation and Shelter: Lockport, Illinois*
Renovated existing asphalt trail system improving ADA, new site furniture, new community shelter and fitness area



Engineering with Precision, Pace & Passion.



John N. McGovern, JD

Partner, Principal-in-Charge | Accessibility Practice

Bio

John N. McGovern is a WTG Partner and Principal-in-Charge for the WT Group, LLC Accessibility Practice. He started the Practice in 2008, after a long career in local government including service to Oak Park as the Executive Director of WSSRA. Since 2008, the WTG Accessibility Practice has consulted with more than 500 states and local governments regarding compliance with the Americans with Disabilities Act (ADA).

McGovern represented NRPA on the three federal advisory committees developing the 2010 Standards for Accessible Design, and chaired the first committee. A sought after trainer and speaker, he writes and speaks often about the application of the ADA to park districts. McGovern earned a law degree while working at WSSRA. That degree, his local government experience, rulemaking experience, consulting experience, and familiarity with the ADA, gives him a unique perspective on compliance with the ADA.

Project Experience

- **City of Cedar Rapids, IA:** The City worked under a US DOJ Settlement Agreement. Our work began in 2015 and ended July 31, 2022. His roles were general project oversight, assistance with US DOJ reporting, title II interpretation, and staff training.
- **Conejo Recreation and Park District, CA:** The District retained us in 2018 to help right-size its therapeutic recreation program within the Park District Master Plan. We analyzed programs, staff, and funding, and compared those results to other communities in California and elsewhere. Community engagement, staff reports, and governing board reports were part of our scope. His roles were project design, analysis, report preparation, and reports to leadership and stakeholders.
- **Miami-Dade Parks, Recreation, and Open Space, FL:** As a subcontractor to AECOM, we analyzed Therapeutic Recreation programs, staff, and funding, and compared those results to other communities in Florida and elsewhere. Community engagement, staff reports, and governing board reports were part of our scope. His roles were project design, analysis, report preparation, and reports to leadership and stakeholders.

Licensed to practice law in the
State of Illinois:
6200245

Education

JD, Loyola University of Chicago
School of Law
1987 – Chicago, IL

MA, Recreation Administration, University
of New Mexico
1978 – Albuquerque, NM

BA, Recreation Administration
University of New Mexico
1975 – Albuquerque, NM

Contact

Desk/Cell: 224-293-6451
FAX: 224-293-6444
Email: jmcgovern@wtgroup.com

Qualifications

- Career administrative experience in local government
- Sought-after speaker and trainer, authored ADA compliance book
- Law degree and service on federal advisory committees
- Expert consultant regarding ADA compliance

2675 Pratum Avenue | Hoffman Estates, IL 60192 | www.wtengineering.com





Shelley A. Zuniga, CASp
Certified ADA Coordinator
Senior Project Manager – QA/QC | Accessibility Practice

Bio

Shelley Zuniga is the Senior Project Manager for Quality Assurance and Quality Control in the WT Group, LLC Accessibility Practice. She has served clients since our inception in 2008, after her satisfying career in local government, which started in service to Oak Park at WSSRA. She served people with disabilities at two more Illinois community-based therapeutic recreation organizations. She has trained staff, conducted programs, hired and supervised staff, and always had a role in QA/QC.

At WTG, Zuniga has expanded her professional credentials. Only two states, Texas and California, have a professional access credential, and she holds the California credential. She is also a Certified ADA Coordinator. An excellent trainer, her fingerprints are on every process and deliverable provided by the Accessibility Practice.

Education

BS, Recreation & Park Administration,
emphasis Therapeutic Recreation,
Illinois State University
1979-1983

Certifications

Certified Access Specialist (CASp)

Certified ADA Coordinator

Project Experience

- **City of Chandler, AZ:** The City retained us for their ADA project, after using another firm in Phase One. Zuniga led our teams in Phase Two, auditing 88 City sites, developing site reports of all City sites, and working on the blended Phase One and Phase Two Transition Plan. She also facilitated community engagement activities, and as added scope helped train City staff in eight different topics in an ADA webinar series. This project began in 2018, ending in 2021.
- **County of Union, NJ:** In this 2020 pandemic-delayed project, she conducted access audits, prepared site reports, provided project management, facilitated public feedback, and drafted a Transition Plan. Her mastery of logistics had our auditors in New Jersey as restrictions eased to complete the work.
- **Town of Cary, NC:** In this 2015 project, she conducted access audits of all Town sites, prepared site reports, coordinated community engagement, and prepared the final report and Transition Plan. The Town retained us in 2022 to audit new or redeveloped facilities, train Town staff, and consult with staff on ADA implementation.

Contact

Direct: 224-293-6452
FAX: 224-293-6444
Email: szuniga@wtgroup.com

Qualifications

- Excellent interpreter of 2010 Standards for Accessible Design
- Excellent analytical abilities and communication skills
- Excellent community engagement skills
- Excellent project management skills

Engineering with Precision, Pace & Passion.

2675 Pratum Avenue
Hoffman Estates, IL 60192

224.293.6333
wtengineering.com





A photograph of a man in a light blue t-shirt and black shorts assisting a young girl in a red shirt and purple leggings as she hangs from a pull-up bar. The setting is an indoor gym with blue walls and various exercise equipment. Other children are visible in the background, and a sign titled 'WGN GYM RULES' is posted on the wall.

METHODOLOGY AND PROCESS

Park District of Oak Park

FIVE YEAR COMPREHENSIVE & STRATEGIC MASTER PLAN DETAILED WORK PLAN

The proposed process included in the pages that follow has been specifically designed for the PDOP. Having facilitated successful planning projects with many agencies in North America, **we manage each individual process with a commitment to detail and a focus on heightening the probability of effective implementation** and have the long-term impacts of the plan top of mind throughout the process.

Designed in three phases, the Internal and External Engagement phase will begin first, followed by the Current Conditions & Assessment phase, and concluding with the last phase, Comprehensive & Strategic Master Plan Development. All efforts will include substantial Board of Commissioners, community, and staff engagement, as well as a series of analyses which all will lead to rational and justifiable recommendations and high-quality final deliverables.

We expect the development of each phase of the process to take into consideration the following conditions and interests as the project evolves and progresses.

- A focus on and acknowledgement of the unique attributes of Oak Park, IL and park and recreation resources owned and managed by the District.
- The overall process will consider and complement existing plans and strategies.
- PDOP's esteemed reputation due to their designation as an Illinois Distinguished Accredited Agency, accreditation from the Commission for Accreditation of Park and Recreation Agencies, and as a National Recreation and Park Association Gold Medal Award recipient.
- Fiscally sound and responsible recommendations that consider community needs and interests and operating and maintenance requirements as they align with the District's fiscal realities.

A detailed view of the proposed scope of work is included in the pages that follow and adhere to the Request for Proposal (RFP) and Question Responses. The process is expected to take approximately 10 months with an anticipated completion date of no later than December 2024.

PROJECT MANAGEMENT TASKS

Project kick-off

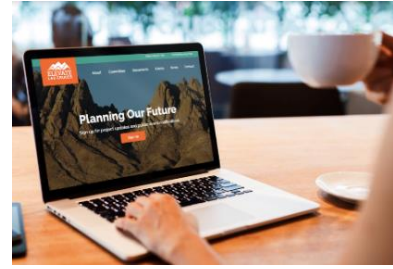
A thorough review of the process will take place during this initial virtual meeting to include: a review of the proposed scope of work and tasks; anticipated number and types of meetings; discussion of information and data requested; project timeline; and expected quality and format of all deliverables.

Check ins, updates, and review meetings

The consultant team will hold progress meetings regularly (bi-weekly or monthly are suggested) with the PDOP's project lead/team for the duration of the project to provide updates and gain insights that can help inform the process.

Branding & website

Led by CivicBrand, a project brand identity package will be designed including a customized project brand/logo, and a website and URL that will serve as an online community engagement platform for the duration of the project. This platform will allow for continuous messaging regarding the planning process, meeting notices and updates, and will also offer an online community engagement room.



PHASE 1: INTERNAL AND EXTERNAL ENGAGEMENT

1.1 STAFF AND BOARD PLANNING WORKSHOPS

A fantastic way to begin any robust planning process is by engaging with the professional staff who are responsible for the day-to-day operations of the system and are in direct service to the community.



Images: Staff workshops in Mesa, AZ, Bend, OR, and Northbrook, IL

A staff workshop will provide a comprehensive overview of the process allowing staff to:

- *become familiar with the purpose and intended outcomes of the planning process;*
- *engage in a SWOT analysis (strengths and weaknesses – internal influences; threats and opportunities – external influences); financial, market, competitive, and PEST (political, environmental, societal, and technological climates) analyses; and*
- *review the District's mission/purpose and discuss relevance in relation to today's social, economic, and environmental conditions and realities.*

Additionally, this interactive workshop can be replicated and held for Board of Commissioners members (at the discretion of the Director and/or Project Team).

1.2 STAFF INTERVIEWS

Personal interviews allow for more focused interactions with individuals or small groups (2-3 people) such as administrative level staff. These conversations can provide insights that help crystalize key issues and opportunities and affirm or challenge what is heard via staff in workshops.

1.3: STAFF FOCUS GROUPS

Staff focus groups provide important interaction and are key to project success. Minimally, these small group interviews with staff members representing all levels of the District provides a more in-depth

understanding of challenges and opportunities, as well as individual opinions and perspectives about where the PDOP stands today and where it may head. Focus groups give staff an opportunity to be involved in the process in a deeper way, thereby increasing their investment, interest, and "buy-in."

1.3 BOARD OF COMMISSIONERS MEETINGS

Engagement with the elected representatives will provide an important opportunity for these community representatives to be actively involved in the process. As directed by the District's Executive Director, work sessions are recommended to increase and enhance a collective understanding of key concepts and considerations of the project.

1.4: COMMUNITY KEY STAKEHOLDER MEETINGS

To strengthen community outreach efforts, key stakeholder meetings will be provided to offer small and comfortable platforms for people to share perspectives and opinions. They can include community representatives, civic leadership, and others who may contribute valuable insights. Representation may include the following individuals and organizations:

- Local Oak Park government/civic leaders
- Oak Park School District representatives
- Affiliate groups and partner representatives
- Parks and recreation users and participants as well as non-users
- Local business owners and representatives
- Local high school students

1.5 COMMUNITY WORKSHOP/OPEN HOUSE & VIRTUAL ENGAGEMENT ROOM

A public workshop/open house will be scheduled as an opportunity for the community to gather and learn about the project and share their thoughts and perspectives as they relate to the future of parks and recreation. This gathering offers an opportunity to educate and inform constituents about parks and recreation and its impacts on overall quality of life, in addition to assessing community perspectives, interests and needs.



Image: City of Salida, CO, Master Plan Public Workshop

Additionally, using interactive online tools, a virtual engagement room will afford community members the opportunity to interact with the process from their computer or mobile device, simulating an engagement experience in a virtual environment. These rooms are advantageous for those who are unable to or disinterested in attending public workshops/open houses and extend the reach of the process beyond in-person meetings. This opportunity will serve as the second Community Outreach opportunity, as called out in section 2.1 in the RFP.

1.6 ONLINE OUTREACH SURVEY

Surveys can serve to assess opinions of current services, barriers to access, community interests, needs, and priorities, and any additional issues of particular interest to the District's future. Fully customizable survey options can include an intercept survey questionnaire, market-based surveys (e.g., District non-users survey, youth survey), etc., each to include questions which can help identify the demographic, geographic, and other profile characteristics of each respondent.



Image: Town of Breckenridge Comprehensive Plan
Online Community Survey

1.7: ENHANCED COMMUNITY OUTREACH EFFORTS

In order to reach residents who do not currently participate in PDOP services, enhanced and creative outreach efforts will be extended to maximize engagement. From hosting efforts in non-traditional spaces to AI-generated translation services, we will work with the project team to determine a one-of-a-kind and comprehensive effort to connect to this target market.

1.8 PARKS AND RECREATION SERVICE PROVIDER INVENTORY AND NETWORK

Given today's competitive landscape in the park and recreation and leisure services market, thoughtfully constructed and managed partnerships can be fantastic strategies to efficiently utilize resources leading to cost effective service delivery.

In an effort to set the stage for the future of partnerships intended to support the leisure services industry in the Village and region, a *Parks and Recreation Providers Network* gathering will be hosted with the primary purpose of introducing the idea of a collaborative network of park and recreation service providers, and to begin relationship building and work around identifying the types of services currently provided, and by which organizations they are being offered. This gathering will focus on:

- The types and number of service providers representative of each sector (public, non-profit/NGO, private, social enterprise).
- Analysis of the competitive landscape and identifying organizations which compete for like or similar markets to those of the PDOP.
- Identification of opportunities to pursue collaborative efforts through partnerships based in reciprocity that lead to efficient and effective use of resources.

PHASE 2: CURRENT CONDITIONS AND ASSESSMENT

2.1 RELEVANT PLAN AND DOCUMENT REVIEW

By reviewing PDOP's supporting documentation (e.g., 2014-2024 Comprehensive Master Plan, 2022-2024 Strategic Plan, ADA Accessibility Assessment and Transition Plan, 5 Year Capital Project Plan 2024-2028, 2023 Community Survey, etc.) and other relevant existing information (e.g., Demographic Data, Inventory and Condition Analysis, Level of Service Analysis, etc.), a strong foundation will be built upon historical context and a part of the District's backstory.



2.2 PROGRAMMING INVENTORY AND ANALYSIS

An updated inventory and analysis of existing recreation services and delivery practices will be conducted. Specific focus of the programming analysis will be to develop applied methods that set the stage for ongoing internal analysis of services beyond the scope of this process. This review will include results of the 2023 Community Survey, type of service, participation trends (if applicable), pricing, subsidy investment, accessibility considerations, delivery method(s), consideration of market and competition, alignment of program and community need and/or demand, etc. Opportunities to pursue collaborative efforts that can lead to greater efficiencies and effective use of resources will be included as well.

2.3 PARKS AND FACILITIES INVENTORY

Led by Upland Design, this task will begin with a review of existing data and planning documents for the park system to be provided by the District including maps and historical planning information. The District will share existing data such as current and past capital budgets, age of facilities, LWCF/OSLAD past grant information, and encumbrances and existing intergovernmental agreements affecting land and park sites.

A site investigation and assessment will be completed for each park site to produce a data sheet for each site. These sheets will include data garnered from site visits. An assessment of athletic



Image: Longfellow Park, Park District of Oak Park

fields, sport courts, play areas, turf, trails, and all outdoor recreational facilities will be undertaken. Support amenities such as parking lots, restrooms, and site furniture will be included. The tree canopy, lawn quality and landscape features will be included in the site assessment. A park inventory will be created for each site in the system.

Park assessments include: Anderson Park, Austin Gardens, Barrie Park, Community Park, Euclid Square, Field Park, Fox Park, Lindberg Park, Longfellow Park, Maple Park, Mills Park, Randolph Park, Rehm Park & Pool, Scoville Park, Stevenson Park, Taylor Park, and Wenonah Park.

Note: school sites will be noted; however, will not be part of the inventory.

2.4 TRENDS/FADS ANALYSIS

Recreation and leisure activity research which includes consideration of national, regional, and local fads and trends including operational “best” or common practices offers a glimpse at what’s on the radar as it relates to popularity or declining interests. Implications of these fads and trends will also be used to determine leisure and recreation interests and needs specific to the PDOP. Areas of focus can include but are not limited to clarity between fad and trends, service delivery methods, programming, facility management, environmental sustainability, parks maintenance, technology, and social equity and accessibility best practices.

2.5 FINANCIAL ANALYSIS

The financial analysis will include, at minimum, review of capital and operating budgets, budgeting processes and procedures, revenue sources, expenditures, current debt load and source, current pricing strategies and fee structures, and alternative funding sources. This analysis will help crystalize the District’s current financial management condition(s) and assist in determining performance, stability, and sustainability.

2.6 FINANCIAL SUSTAINABILITY STRATEGY

By applying 110%’s Financial Sustainability Strategy methodology (outlined in the steps below) the PDOP will create a justifiable strategy providing direction specific to taxpayer investment and revenue generating opportunities. It will also set the stage for the development of financial based policies and realistic and responsible cost recovery/subsidy investment goals based upon current financial conditions and cost recovery performance.

Financial Sustainability 101 – Staff, Advisory Groups & Policy Maker Workshops

This task begins with this training that offers a comprehensive overview of the *Financial Sustainability Strategy Process*, an explanation about why your organization would choose to engage in this effort, and how the outcomes will positively affect service delivery and quality. An introduction to financial management and cost recovery, the merits of revenue generation, how to think differently about spending/investing taxpayer dollars, and the importance of a sound financial sustainability strategy are among the topics covered.

Service Category Development Workshop

Your pre-determined Service Category Development Team will work alongside our consulting team to develop service categories which represent all organizational services. A workshop will be led offering information and insights about service category development, the differences between services, service areas, and service categories as well as resources to support the development of categories and definitions. This is a critically important step in the development of a financial sustainability strategy that has a heightened opportunity for effectiveness.



Beneficiary of Service – Staff, Advisory Groups & Policy Maker Work Sessions

These interactive virtual work sessions allow staff, advisory groups, and policy makers an opportunity to rank your organization’s service categories starting from those determined to align most with the “common good” to services which are more “exclusive”. By ranking all service categories from “common good services” in contrast to those providing the “exclusive benefit”, your organization will begin to connect the dots between those services that should receive the greatest subsidy (common good services) in contrast to those that may receive little to no subsidy (exclusive services). *[NOTE: Two work sessions will be provided.]*

Cost-of-Service Analysis - Operating

The cost-of-service analysis includes a thorough review of revenues and expenses (both direct and indirect), as well as participation and use data. The primary objective is to determine the total cost of doing business, with revenues and expenses attributed appropriately to each service area and service category to account for the uniqueness of each service offered by your agency. Insights garnered from the analysis will serve as a foundation for determining cost recovery/subsidy investment goals and will inform fees and charges decisions. Additionally, it serves as a guide for your organization to make well-informed financial decisions, ensuring sustainable fiscal health. A pre-determined data gathering team from your organization will assist and inform this analysis.

Historical Financial Trends Analysis

Historical analysis provides important context for current data by examining financial trends spanning the past three to five years. This comprehensive review, encompassing both operational and capital investments, contributes to a holistic understanding of your organization’s fiscal landscape. These historical insights play a pivotal role in forecasting future performance and capital investment requirements, guiding strategy and policy development, and ultimately elevating your decision-making processes.

Performance Metrics

To further enhance operational efficiency and data-driven decision-making, we will develop a set of performance metrics tailored to your organization's specific needs. These metrics, paired with relevant data and insights from other assessment areas offer a deeper understanding of your organization's operational efficiency and financial performance (e.g., cost per acre, cost per square foot, resident vs. non-resident usage). These performance metrics may encompass a range of key indicators, dependent on the availability and quality of data.

Cost Recovery/Subsidy Goal Setting

Once the financial analyses work is complete, your organization will determine cost recovery/subsidy investment goals based upon current performance, analysis insights, and budget projections. This is the point at which the Financial Sustainability Strategy begins to take shape.

Financial Sustainability Strategy & Alternatives

Your organization's financial sustainability strategy is the foundation from which the organization builds its commitment to financial discipline. Strategy alternatives are valuable when performance deficiencies or alternative revenue generating opportunities exist. Options might include strategies designed for specific service areas like enterprise or business operations such as a golf course or water park. Alternatively, strategies might be based upon short term (2-3 years) performance expectations in contrast to a longer-term timeframe (3-5 years or beyond).



Financial Insights Snapshot

By consolidating and organizing the collection of data and information gathered and analyzed throughout the process into insightful and telling illustrations for educational and informational purposes, these financial insights snapshots will assist your organization in telling its story and will serve as helpful resources to inspire and take action and implement the new financial sustainability strategy.

Financial Sustainability Policy

Designing a financial sustainability policy can position your organization to address not only short-term financial challenges but long-term financial interests (e.g., a commitment to investing in infrastructure). Alternatively, current policies can be revised to become more relevant based upon the interests and/or needs of your organization.



Insights Into Action Work Session

A project team work session will offer methods and strategies for turning insights into action, providing guidance and suggested ways to use the data and information resulting from the overall process. Financial insights will assist staff in taking the steps needed for implementation such as a pricing tutorial, cost reduction options, exploration of partnership opportunities, capital investment considerations, opportunities for continuing education for staff, advisory and policy making bodies, and other actions that may lead to greater community impacts and increased revenues.

Continuous Improvement Recommendations

Your organization's financial wellbeing is the principal interest of this process. As such, a series of recommendations resulting from what was learned, observed, and heard throughout the process will be provided to your organization at the conclusion of the process. Recommendations for improvement may include incremental changes intended to improve performance over a period of time as well as breakthrough changes that are expected to create immediate and profound improvement in a more abbreviated timeframe.

2.7 COMMUNITY DEMOGRAPHICS

A demographic data and information analysis of Oak Park, Illinois with a focus on a profile of District users will offer a current image of the community which invests in and primarily benefits from PDOP services. Using the *US Census*, *American Community Survey*, and other relevant local and regional resources, data and information gathered including educational attainment, income, language proficiency, migration, disability, employment, housing characteristics, health statistics, etc., will be used to create an image of District residents today and tomorrow and further inform the development and direction of this process.

2.8 STAFF CLASSIFICATION ANALYSIS

This analysis will review PDOP's current staffing to determine if the District may have opportunities to improve service delivery if modifications were to be made to staff classifications/responsibilities. Areas of review will include but not be limited to organizational structure, job descriptions, and key job responsibilities. From there, industry standards, procedures, and best or responsible practices will be researched, and identified, before recommendations are developed.

2.9 MARKETING ANALYSIS

Led by CivicBrand, a marketing analysis for the PDOP specific to its current efforts to reach residents not currently engaged in District services will be conducted. This analysis covers the first two stages of CivicBrand's marketing funnel (pictured at right), awareness and consideration. This approach begins by generating awareness with this market segment through various channels, including social media, local events, and community partnerships. The consideration phase involves messaging and targeted outreach to learn more from these non-users, with the goal of converting them into users, focusing on the District's unique features and benefits, and education about serviced offerings.

CivicBrand recognizes that effective management and measurement are pivotal to the success of this marketing analysis and will recommend monitoring and management best practices to adapt and refine tactics as necessary. Key performance indicators (KPIs) will be defined to gauge the plan's impact on each funnel stage, facilitating data-driven decision-making. By combining innovative strategies with diligent execution and measurement, the intent is to empower the PDOP to reach its full marketing potential and cultivate a community of devoted advocates.



2.10 BENCHMARKING ANALYSIS

Utilizing available data, four local park and recreation agencies will be identified (in collaboration with the Project Team) for benchmarking purposes. Identified organizations will be similar in terms of size, demographic served, amenities owned and managed, services offered, etc. Based on conversation with the project team, the District's areas of interest will be discussed and the benchmarking analysis and recommendations for improving the competitive position of the PDOP will be developed.

2.11 ACCESSIBILITY AND EQUITY ANALYSIS

Led by *WT Group* and drawing on existing data and additional investigation as needed, the analysis will describe how the range of diverse individuals within the District (i.e., cultures, ages, and abilities) including persons with disabilities are included in public participation; are able to utilize District services without barriers; and will be meaningfully served via recommendations included in the Comprehensive and Strategic Master Plan.

PHASE 3: COMPREHENSIVE AND STRATEGIC MASTER PLAN DEVELOPMENT

3.1 COMPREHENSIVE AND STRATEGIC MASTER PLAN

All findings will be reviewed, analyzed, and considered while informing the development of the Park District of Oak Park's Comprehensive and Strategic Master Plan. Plan design and content will include but not be limited to the following elements outlined below.

- 1. Stakeholder Feedback:** Summaries of all community engagement and touch points including the in-person community workshop/open house, online virtual engagement, and outreach survey results will be synthesized and used as a foundation for the development of the plan as they intend to represent the perspectives, needs and interests of the District.
- 2. Updated Community Inventory and Level of Service Standards:** An updated inventory of parkland and services will be provided. Additionally, parkland data sheets and a comprehensive account of recreation services will guide an update to PDOP's overall level of service standards.
- 3. Benchmarking Analysis:** Neighboring community parks and recreation facilities and amenities will be tracked and analyzed creating an insights baseline for the purpose of informing decision making.
- 4. Staffing Classification Analysis:** The analysis will lead to recommendations regarding optimal staffing classifications and responsibilities to support the PDOP's continued high levels of service.
- 5. Community Demographic Update and Fads/Trends Analysis:** An updated community demographic profile as well as an analysis of regional and national fads and trends will be conducted followed by a series of recommendations.
- 6. Financial Analysis and Financial Sustainability Strategy:** Fiscally sound and responsible recommendations will be provided based upon the financial analysis, community needs and interests, and operating and maintenance requirements as they align with District's fiscal realities and projections. The financial sustainability strategy will build a foundation for justifiable taxpayer investment, revenue generating opportunities, and creates a bridge between financial conditions and considerations and any future spending.
- 7. Marketing Analysis:** The analysis will focus on the PDOP's non-users and recommendations will be made for increased engagement and usage amongst this target market.
- 8. Access and Equity Analysis:** Recommendations for diverse PDOP community members, including those with disabilities, will be made in regard to their representation and inclusion in the plan.
- 9. Feasibility Study:** These comprehensive recommendations will identify which services and facilities the District should prioritize with a complete picture of financial, community, ethical, and environmental considerations.
- 10. Final Recommendations:** Working alongside the PDOP Project Team and Board of Commissioners (at the discretion of the Executive Director), recommendations will be presented for discussion and deliberation before inclusion in the final draft plan.
- 11. Prioritization and Implementation:** Prioritization of all recommendations as well as implementation of the final plan will be determined as part of the final phase of the process.

3.2 IMPLEMENTATION PLAN

A **fully operationalized Implementation Plan** will define actions and other criteria required to fully implement the Comprehensive and Strategic Master Plan and measure progress. A creative planning session experience with District staff will include the following:

- a. review and re-engineer (as needed) the District's mission/purpose to ensure relevance;
- b. determine priorities that meet current and future District needs that include:
 - a. Facilities (Aquatics, Fitness, Community Centers, Historical Properties)
 - b. Finance/HR
 - c. Information and Technology
 - d. Marketing and Communication
 - e. Community Relations
 - f. Sponsorships and Grants
 - g. Recreation Programming
- c. review existing staff recommendations;
- d. set goals (broad based statements of intent);
- e. create actions;
- f. establish timelines for actions over short-term (one to two year) and long-term (three to five year) periods;
- g. and identify the leads/teams who will be accountable for the work and intended outcomes.

Part of the implementation plan work will include the use of the LEGO SERIOUS PLAY® method (LSP), an innovation in applied learning. This unique facilitation offers a refreshing approach to planning exercises by stimulating ideation, driving conversation, and bringing teams to effective solutions. LSP's research-supported methodology has been proven to have a profound impact on listening, communication, constructivism, problem solving, and camaraderie within various types of organizations.

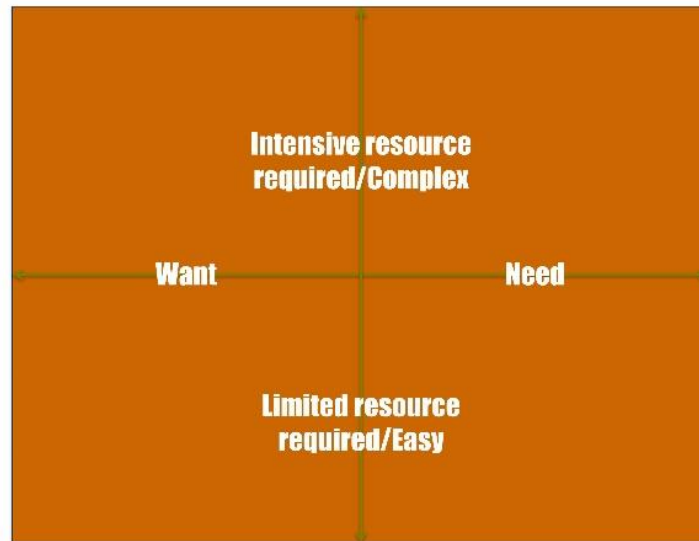


SERIOUSPLAY™

Image: City of Commerce City, Strategy Development Session

In order to balance the ambition and resource needs of those actions included in the implementation plan so that the PDOP is set up for success, identification of each action's *priority and resource requirement* will be determined.

To better explain how this will be done, the following definitions will be used to guide determining each action's priority and resource requirement:



Priority – Indication will be given as to whether each action is a *Priority 1* or *Priority 2* as defined below.

- Priority 1- Urgent; requisite to what is necessary for the District to thrive; inherent to maximum impact
- Priority 2 - Desire, satisfies interest

Resource Requirement – Indication will be given as to whether each action will require a *high*, *medium*, or *low* investment of resources as defined below.

- High Resource Requirement - Significant staff, financial, and other resources required.
- Medium Resource Requirement - Moderate staff, financial, and other resources required.
- Low Resource Requirement - Lessor staff, financial, and other resources required.

NOTE: The final Implementation Plan presented to the District will include a template will provide for tracking progress and measuring performance.



Image: Frank Lloyd Wright Races, Park District of Oak Park

3.3 DELIVERABLES & PRESENTATION OF RESULTS

Comprehensive, detailed information will be provided based upon all project work as identified in this proposal and confirmed in the Project Kick-off Meeting. The principal deliverables of the project will be a Five Year Comprehensive & Strategic Master Plan and Implementation Plan. Included are formal presentations of results to Park District of Oak Park staff and Board of Commissioners.

A comprehensive report with addendum will include but not be limited to the following:

- ☐ A two-page **Executive Summary**.
- ☐ **Summaries of all community engagement and touch points** including stakeholder meetings, the public meeting/open house, virtual engagement, and creative outreach efforts.
- ☐ **Summaries of all staff and Board of Commissioners engagement and touch points** including workshops, interviews, and meetings.
- ☐ **Online Outreach Survey results** including results and analysis.
- ☐ **Parks and Recreation Service Provider Inventory** including summary, analysis, and recommendations.
- ☐ **Inventory of park sites** (with data sheets), **programs and services** and updated **Level of Service Standards**.
- ☐ **Village boundary map** including park locations.
- ☐ **Recreation service/programs analysis** including identification of core program areas, overall strategies, service evaluation methods, results, and recommendations.
- ☐ A **Financial Sustainability Strategy** that will serve as a graphic representation of the Department's tax investment and revenue enhancement philosophy which includes: a comprehensive cost-of-service analysis, service categories representing the Department's service menu, insights report including all costs and subsidies for each service, beneficiary of service model, and recommended fees and charges.
- ☐ A **Fads/Trends Analysis** and an updated **Demographic Analysis**.
- ☐ A **Marketing Analysis** with recommendations on how to engage the District's non-users.
- ☐ **Staff Classification** recommendations.
- ☐ A **Benchmarking Analysis**
- ☐ An **Accessibility and Equity Analysis**.
- ☐ As needed, a re-imagined **Mission/Purpose Statement** (update).
- ☐ A fully operationalized **Implementation Plan** including intended/measurable outcomes.

One (1) unbound color copy of the final plan will be provided along with an electronic color PDF copy.

Notes: The Consulting Team will provide each of the deliverables listed above to the District's Project Lead/Team for review and comment prior to any deliverable being presumed complete or acceptable. Deliverables will be presented for initial comment, adjustment, and/or approval during biweekly check-in meetings.

A low-angle, upward-looking photograph of a complex rope net climbing structure on a playground. Several children are visible at different heights on the net. The structure is made of thick green ropes connected by metal carabiners and rings. The background shows a clear blue sky and some green foliage at the edges.

SCHEDULE

PROPOSED SCHEDULE

The proposed schedule below provides anticipated dates for each task area. These projections include all work associated with each task including research, evaluation, and reporting. Date ranges are what is anticipated but may vary dependent upon a variety of factors including staff and/or Board of Commissioners availability, etc.

	Feb '24	Mar '24	Apr '24	May '24	Jun '24	Jul '24	Aug '24	Sep '24	Oct '24	Nov '24	Dec '24
Project Kickoff											
Project Branding & Website											
Phase 1: Internal and External Engagement											
1.1 Staff & Board Planning Workshops											
1.2 Staff Interviews											
1.3 Staff Focus Groups											
1.4 Board Meetings											
1.5 Community Key Stakeholder Meetings											
1.6 Community Workshop/Open House & Virtual Engagement											
1.7 Online Outreach Survey											
1.8 Creative Community Outreach Efforts											
1.9 Parks and Recreation Service Provider Inventory											
Phase 2: Current Conditions and Assessment											
2.1 Relevant Plan and Document Review											
2.2 Programming Inventory and Analysis											
2.3 Parks & Facilities Inventory											
2.4 Trends Analysis											
2.5 Financial Analysis											
2.6 Financial Sustainability Strategy											
2.7 Community Demographics											
2.8 Staff Classification Analysis											
2.9 Marketing Analysis											
2.10 Benchmarking Analysis											
2.11 Accessibility and Equity Analysis											
Phase 3: Comprehensive and Strategic Master Plan Development											
3.1 Plan Development											
3.2 Implementation Plan											
3.3 Deliverables & Presentation of Results											



FEE PROPOSAL

FEE PROPOSAL

The fee proposal below includes all proposed tasks detailed in the scope of work as presented. We believe the approach suggested will yield a complete process with viable recommendations for the Park District of Oak Park. We are willing to modify or further customize any of the proposed work plan as presented to best suit the interests of the District so that the intended outcomes of this process can be realized.

Project Tasks	Price	Hours
Project Management	\$8,377	47
PM.1 Kickoff	\$2,302	14
PM.2 Check ins and updates	\$2,820	12
PM.3 Project Branding & Website	\$3,255	21
Phase 1: Internal and External Engagement	\$38,520	184
1.1 Staff & Board Planning Workshops	\$4,500	20
1.2 Staff Interviews	\$2,700	12
1.3 Staff Focus Groups	\$2,820	12
1.4 Board Meetings	\$1,410	6
1.5 Community Key Stakeholder Meetings	\$4,700	20
1.6 Community Workshop/Open House & Virtual Engagement Room	\$9,150	50
1.7 Online Outreach Survey	\$940	4
1.8 Creative Community Outreach Efforts	\$7,800	40
1.9 Parks and Recreation Service Providers Inventory	\$4,500	20
Phase 2: Current Conditions and Assessment	\$96,927	520
2.1 Relevant Plan and Document Review	\$6,304	37
2.2 Programming Inventory and Analysis	\$7,275	33
2.3 Parks & Facilities Inventory	\$19,208	134
2.4 Trends Analysis	\$3,000	20
2.5 Financial Analysis	\$11,700	60
2.6 Financial Sustainability Strategy	\$28,200	120
2.7 Community Demographics	\$3,000	20
2.8 Staff Classification Analysis	\$4,700	20
2.9 Marketing Analysis	\$5,000	32
2.10 Benchmarking Analysis	\$4,700	20
2.11 Accessibility and Equity Analysis	\$3,840	24
Phase 3: Comprehensive and Strategic Master Plan Development	\$23,698	120
3.1 Comprehensive and Strategic Master Plan	\$9,488	52
3.2 Implementation Plan	\$10,530	48
3.3 Deliverables & Presentation of Results	\$3,680	20
Project total not to exceed:		\$167,522
		871

Consultant rates used to calculate the fee proposal on the previous page include:

- 110% – Principal: \$235/hour; Project Consultant: \$175/hour
- CivicBrand – Project Consultant: \$155/hour
- Upland Design – Principal: \$224/hour; Landscape Architect: \$148/hour; Landscape Designer: \$128/hour
- WT Group – Principal: \$176/hour; Project Manager: \$144/hour

NOTES: All pricing above includes three project visits. Additional in-person facilitation is available upon request. Pricing per trip is based upon market and staff time and priced at an additional \$3990 per trip per consultant. Invoices will be submitted monthly based upon the past month's project completion. No reimbursable expenses are included in the proposal as they are built into the process pricing. For the billing of any services that are beyond the base scope, we recommend an addendum to the original services agreement and/or a separate services agreement.



Prepared for



PARK DISTRICT
of OAK PARK

Memo

To: David Wick, Chair, Administration and Finance Committee
Board of Park Commissioners

From: Jan Arnold, Executive Director

Date: November 28, 2023

Re: PDOP/D97 IGA - Shared Facilities



Statement

There has been a tradition of excellent cooperation between Elementary School District 97 and the Park District of Oak Park and we desire to continue and to enhance that tradition. In order to best continue this tradition of cooperation, the Intergovernmental Partnering Agreement has been revised with reviewing by both the legal counsels for the School District and the Park District. The Intergovernmental Agreement (IGA) between the Park District of Oak Park and Oak Park Elementary School District 97 is a Joint Agreement for shared use of facilities and cooperative planning.

Although the stated missions of the Park District and District 97 have varied focuses, public investment in our facilities creates a mutually beneficial environment in which to provide quality recreation and education for all the residents of our Districts, which is demonstrated by many joint improvements on D97's school grounds.

Discussion

Staff from each District met to review and update the new IGA. The only change to the agreement was the length of the agreement. D97 requested to change to an 18-month agreement for this time versus the past 5-year agreement to allow D97 time to get staff on board to review all of their IGAs to have consistency.

The Intergovernmental Agreement is an effort to strive to afford every opportunity within financial limits to plan, acquire, develop, operate, coordinate, use, and maintain open spaces, recreational, and educational resources, and to provide leadership for the responsible and responsive use of community resources.

Recommendation

Staff recommends the Board of Commissioners approve the attached D97/PDOP Intergovernmental Agreement for shared use of facilities and cooperative planning for the time period of January 1, 2024-June 30, 2025.

Attached: D97/PDOP IGA Jan 2024 – June 2025

**AN INTERGOVERNMENTAL AGREEMENT
CONTINUING A PARTNERSHIP RELATIONSHIP
BETWEEN THE PARK DISTRICT OF OAK PARK
AND OAK PARK ELEMENTARY SCHOOL DISTRICT 97
FOR SHARED USE OF FACILITIES
AND COOPERATIVE PLANNING**

approved December 2023

INTRODUCTION

Best Interests of Constituents

School and park areas and public facilities represent a major capital investment, and current demands and taxing capacity emphasize the urgency more than ever for planning and using these facilities for the maximum benefit of the community. Public schools, facilities, parks, and other public open space belong to the people. Because they have coterminous boundaries, it is in the best interests of the Park District of Oak Park, an Illinois park district organized and existing pursuant to the Illinois Park District Code, (the “*Park District*”) and Oak Park Elementary School District 97, a public school district organized and existing pursuant to the laws of the State of Illinois, (“*District 97*”) and their constituents that they work together to coordinate, integrate, and consolidate the planning, acquisition, development, and general operation of public facilities when basic functions are compatible and a public benefit may be derived. There has been a tradition of excellent cooperation between the Districts, and District 97 and the Park District desire to continue, and to enhance, that tradition.

Mission of the Park District of Oak Park

The mission of the Park District is, “In partnership with the community we enrich lives by providing meaningful experiences through programs, parks, and facilities.” The Park District’s vision is “to strive to exceed the needs of our diverse community with a collaborative and innovative approach.” The Park District’s values are: Partnerships, Responsible Leadership, Integrity, Innovation, and Sustainability.

Mission of Oak Park Elementary School District 97

The mission of District 97 is, “to guarantee that each student achieves optimal intellectual growth while developing socially, emotionally, and physically through a system distinguished by: exemplary instruction focused on each student; commitment to the needs of a diverse population; meaningful partnerships with families and the community; celebrations of the power art, music, and language; and confident students challenged to be educational risk-takers.” District 97’s vision is to be “nationally recognized for preparing students to pursue college and career opportunities through purposeful and respectful learning experiences.”

General Statement of Agreement

Although the stated missions of the Park District and District 97 have varied focuses, public investment in our facilities creates a mutually beneficial environment in which to provide quality recreation and education for all the residents of our districts. Therefore the Park District and District 97 strive to afford every opportunity within financial limits to plan, acquire, develop, operate, coordinate, use, and maintain open spaces, recreational, and educational resources, and to provide leadership for the responsible and responsive use of community resources.

The Park District's Board of Commissioners and District 97's Board of Education agree that, through joint efforts, both the Park District and District 97 can contribute to greater public service without relinquishing their separate identities or any of their governing responsibilities. The respective Boards and administrative staff will, therefore, endeavor to follow a policy for the reciprocal planning, acquisition, development, operation, joint planning and maintenance of facilities, programs, and services.

Statement Regarding Park Facilities, Programs, and Services

The Park District Board and the District 97 Board have established that joint planning, acquisition, development, operation, and maintenance of school and park facilities, programs, and services helps the Park District and District 97 achieve optimum public benefit through the responsible use of public facilities and their respective missions.

This agreement necessarily must be flexible; it cannot be considered absolute, but instead must be understood as a frame of reference for evaluation of specific proposals and recommendations as they become available or are explored by the community. The standards set forth in the following Partnership Agreement are intended as a framework for implementing the joint planning concepts while retaining the essential freedom of decision and action of both bodies.

The Districts agree that it is mutually beneficial for them to work together when a Park District and or District 97 facility is being planned. The Districts acknowledge that it will not always be possible for both Districts to undertake renovations or redevelopment of their facilities on a site at the same time, but the Districts agree that cooperation between them on matters of ownership, planning, design, renovation, investment, or redevelopment, and use of sites, when possible, will best and most efficiently serve their constituents. Through coordinated planning, design, and work on renovation, joint planning, or development, the Districts desire to achieve economies of scale and minimization of disruption in the use of their facilities. To that end the Districts will consult fully with each other on their capital plans.

AGREEMENT

THIS AGREEMENT (“*Agreement*”) is made and entered into as of January 1, 2024, (the “*Effective Date*”) for a term of 18 months by and between the Park District and District 97 pursuant to the authority granted to the Districts by Article 10, Section 7 of the Illinois Constitution and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*

SECTION 1. SHARED RESOURCES

A. The facilities of the Park District and District 97 set forth in Appendix A attached to and by this reference incorporated into this Agreement is hereby designated as the “*Shared Facilities*.” The Park District and District 97, by written agreement, may modify the list of Shared Facilities from time to time without formal amendment of this Agreement. Throughout this Agreement, a property or building owned or controlled by District 97 will be referred to as a “*District 97 Facility*” and a property or building owned or controlled by the Park District will be referred to as a “*Park District Facility*.”

B. Joint Purchasing When Financially and Operationally Beneficial. As opportunities become available, the staffs of both Districts are encouraged to investigate and, if financially and operationally feasible and mutually beneficial, cooperate in the joint purchasing of materials, equipment, and supplies in order to procure the best pricing.

C. Benefits of Combined Skills. The staffs of each District have particular experience, skills, training, and expertise regarding parks and recreation facilities and programs. One of the goals of the cooperative efforts described in this Agreement is for each District to benefit from the experiences, skills, training, and expertise of the staffs of both Districts.

SECTION 2. USE OF SHARED FACILITIES

A. Primary Contact Persons. The Superintendent of Schools and the Executive Director of the Park District will serve as the primary contacts for the Districts. Each District may designate a different administrative level staff person to be its primary contact by written notice to the other District.

B. Joint District Scheduling and Management Committee. The Park District and District 97 shall establish a Joint District Scheduling Committee comprised of members of the Districts’ staffs. The Scheduling Committee shall meet at least three times each year in “*Seasonal Scheduling Meetings*” as follows: (1) On the last day of February for Fall programs, (2) on the last day of September for Winter and Spring programs, and (3) on the last day of November for Summer programs. The Districts may change the day of a meeting by agreement in writing reached far enough in advance of the meeting to leave ample time for Committee members to adjust their schedules.

C. Facility Use Requests. Requests by one District to use the Shared Facilities of the other District must be made in person to that District’s primary contact person. Requests

typically should be made in advance of or at the relevant Seasonal Scheduling Meeting. A request may include, in addition to the use of the Shared Facility, the use of semi-permanent installations and equipment such as gymnastics equipment, scoreboards, volleyball standards, multi-purpose mats, and similar equipment. Unless the use of materials, equipment, or supplies is specified in a request and approved by the host District, the host District may assume that the guest District will provide the materials, equipment, and supplies it needs for its events and programs. A school principal or District 97's primary contact must sign a District 97 request, and the Superintendent of Recreation or the Park District's primary contact must sign a Park District request.

D. Responses to Requests. Each District shall endeavor to respond promptly in writing to a request and in all cases within 14 calendar days after receipt of the request unless extraordinary circumstances prevent it.

E. Priority of Use in Cases of Conflict. A Park District function or Park District-affiliated function will have priority use of a Park District Facility in the case of a conflict with a District 97 function. District 97 and District 97-affiliated organizations will have next priority of use of Park District Facility. Similarly, a District 97 function or a District 97-affiliated function will have priority use of a District 97 Facility in the case of a conflict with a Park District function. The Park District will have next priority of use of District 97 Facility. However, a District shall not be required to release the identity of the parties to the Potential Property Transaction.

F. Access. The Park District typically will have access to a District facility one hour after school concludes for outdoor spaces and two hours after school concludes for indoor spaces. Notwithstanding the foregoing, the Park District will continue to permit District 97's elementary and middle school fields during non-school hours. The term "affiliate" means, for the Park District, an organization with which the Park District has a continuing written agreement. The term "affiliate" means, for District 97, a District 97 parent-teacher organization or an organization with which District 97 has a continuing written affiliation agreement. The Districts' affiliates are listed in Appendix C.

G. Notice of Scheduling Changes; Changes or Cancellation of Approved Functions. Both Districts must provide notice at least 14 days in advance when changes are necessary to scheduled uses of space. Notwithstanding the priority of use provisions in Subsection 2.E, the host District may not cancel or postpone an approved event or program of the guest District without that other District's consent. However, in the event of an emergency, either District may cancel an approved event or program.

H. Compliance with Policies, Ordinances, and Procedures. The guest District and its staff, participants, and spectators must strive to comply with the host District's rules, policies, and operating procedures relating to conduct and use of the Shared Facility or of the host District's facilities generally, except with the written consent of the host District.

I. Clean-Up of Debris. The guest District must clean up all trash, litter, and debris generated as a direct result of the guest District's event or program.

J. Reasonable Care. The guest District must always exercise reasonable care to prevent damage to, or unusual wear and tear to, any element of the host District's Shared Facility, regardless of whether it is an indoor or outdoor facility.

K. General Maintenance; Walk-Through Inspections; Repairs. The Districts will handle maintenance, damage, and wear-and-tear matters as follows:

1. General Maintenance Responsibility. Each District shall undertake all normal and routine maintenance of its own facilities at no cost to the other District.
2. Walk-Through Inspections. Before a guest District uses an indoor facility, the Districts will conduct a walk-through inspection to identify the existing conditions of the facility. The Districts also will conduct a walk-through inspection at the conclusion of the use to determine if the facility has been damaged or subjected to unusual wear and tear.
3. Repairs. For damages caused by the guest District either (a) will repair the facility promptly at its expense at a time and in the manner agreed to by the host District or (b) will pay the labor and materials costs for the host District to repair the facility.

L. Park District Payment of Maintenance Fee. Except as provided in Subsection 2.N.2, the Park District shall pay District 97 \$1.00 per indoor-activity hour as a maintenance fee for the purpose of defraying some of the costs of minimal repairs and replacement to District 97's Shared Facilities. The Park District shall pay the maintenance fee twice each year, on June 1 and December 1. Each payment must be accompanied by a log showing the number of activity hours for which payment is made.

M. Hall Monitors for Certain Park District Uses. If District 97 determines that hall monitors are required for a Park District use of a District 97 Facility, then the Park District must provide hall monitors at no cost to District 97. District 97 may determine that, in its reasonable judgment, District 97 hall monitors must be used for a particular Park District event or program. In that case, the Park District must pay for those monitors at a rate not greater than the permanent custodian floater rate established annually by District 97 as of September 1.

N. Park District Reimbursement of District 97 Direct Costs.

1. General. The Park District shall pay District 97 for all staffing and equipment costs incurred by District 97 in conjunction with the Park District's use of a District 97 Facility. At the request of the Park District, District 97 must promptly provide the estimated cost related to an event or program.
2. Custodial Services. The Park District is not required to pay the maintenance fee described in Subsection 2.L when the Park District uses a District 97 Facility for which routine custodial services are provided by District 97 custodial staff.

Instead, the Park District must pay District 97 for all custodial services rendered for the Park District event or program beyond the routine services. The cost of those additional services will be calculated based on District 97's current pay scale, including any overtime for custodians who work more than 40 hours in the relevant week. District 97 will advise the Park District in writing and in advance of all such potential charges.

O. District 97 Reimbursement of Park District Direct Costs.

1. General. District 97 shall pay the Park District for all staffing and equipment costs incurred by the Park District in conjunction with District 97's use of a Park District Facility. At the request of District 97, the Park District must promptly provide the estimated cost related to an event or program.
2. Custodial Services. When District 97 uses a Park District Facility for which routine custodial services are provided by Park District staff, District 97 must pay the Park District for all custodial services rendered for the District 97 event or program beyond the routine services. The cost of those additional services will be calculated based on Park District's current pay scale, including any overtime for staff members who work more than 40 hours in the relevant week. The Park District will advise the District 97 in writing and in advance of all such potential charges.

P. Responsibility for Own Personnel, Volunteers, and Other Agents. Each District is be fully and solely responsible for its own employees, volunteers, contracted services, and other agents including without limitation responsibility for their supervision, direction, compensation, insurance, risk, liability, and claims.

SECTION 3. COOPERATIVE PLANNING OF SHARED FACILITIES

A. Communications Generally. The Districts agree that good communication and the exchange of information and expertise in planning and executing capital development projects ("*Capital Projects*") will help assure that community resources are maximized in meeting the needs of the public.

B. Joint District Long-Term Planning Committee. The Park District and District 97 shall maintain a Joint District Long-Term Planning Committee comprised of the Executive Director of the Park District, the Superintendent of Schools, two board members from each District, and other staff members as assigned. The Planning Committee shall annually review the Capital Projects of each District that may have impacts on the other District and advise the Districts whether through joint planning efforts the public benefits of those Capital Projects have been maximized and whether those Capital Projects have been planned and scheduled to the extent possible to minimize the impact of those Capital Projects on each District and its programs.

C. Cooperative Planning of Projects with Impact. The Districts intend to undertake cooperative planning efforts when either District is considering a Capital Project that may have an impact on the other District such as a playground, hard surface area, walkway or trail, parking lot, re-grading of a site for a new facility, a building expansion, an interior remodeling, a drainage improvement, a storm water detention and retention facility, or any other facility expansion or outdoor-site project that would have any similar impact. In any of those instances, the planning District shall endeavor to invite the other District to send a representative to planning and review meetings related to that Capital Project. The invited District may choose its representative, who need not be a member of either the Joint District Scheduling Committee or the Joint District Long-Term Planning Committee.

D. Site-Specific Letter Agreements. The Districts, in order to best define an appropriate working relationship for a particular project, may enter into a site-specific letter agreement through their chief administrative officials for that project. The letter agreement may set forth processes, timetables, standards, and other agreeable provisions for cooperative planning, design, and work on that project.

E. Consultation about Property Transfers. When a District is considering the sale or lease of its property, or the purchase or lease of another's property (a "*Potential Property Transaction*"), that considering District will advise the other District (confidentially if appropriate) of the consideration of that Potential Property Transaction reasonably in advance of any proposed action by the considering District, so that the other District may consider and discuss any opportunities the Potential Property Transaction may create. The intent of this Subsection is to create the opportunity for the Districts to discuss how they may expand programs and facilities to their mutual benefit.

SECTION 4. INSURANCE

A. General Standard. District 97 and the Park District each shall provide its standard insurance coverage for its facilities. Each District shall be responsible for procuring any additional insurance coverage it desires for its events and programs using the facilities, materials, equipment, or supplies of the other District.

B. Commercial General Liability Insurance. District 97 and the Park District each shall keep in force at all times during the term of this Agreement commercial general liability insurance specifically including bodily injury, personal injury and property damage with limits of not less than \$3,000,000 per occurrence, written on an occurrence basis and at all times naming District 97 and the Park District and each of their officials, officers, employees, volunteers, and agents as additional insured through execution of Additional Insured Endorsement 2026 or its equivalent.

C. Certificates of Insurance; Notice. District 97 and the Park District each shall furnish to the other certificates of the insurance and coverage in place as required in this Section, which certificates shall include the requirement of a 90-day notice of any cancellation or any reduction in limits.

SECTION 5. INDEMNITY

A. Indemnity by Park District. The Park District shall indemnify, defend, and save and hold harmless District 97 and its officers, officials, volunteers, employees, and agents from any and all liability, damage, cost, expense, cause of action, suits, claims, or judgments resulting from injury to person or property of others on a District 97 Facility that arises out of any act or omission of the Park District, including its officials, officers, employees, volunteers, agents, invitees, guests, and patrons. District 97 agrees that, in the event any claim is asserted or any action brought to recover any such damage, District 97 shall give immediate notice thereof in writing to the Park District and shall cooperate in the investigation and defense of any such claim or action, and that the handling and settlement of any such action shall be performed and concluded by the Park District. District 97 agrees to notify the Park District in writing by delivery to the Park District within five business days and by telephone immediately after District 97 receives any such complaint or claim. The delivery of written notification shall include a copy of all pleadings if a complaint is filed or of all correspondence and exhibits if a claim is filed.

B. Indemnity by District 97. District 97 shall indemnify, defend, and save and hold harmless the Park District and its officers, officials, volunteers, employees, and agents from any and all liability, damage, cost, expense, cause of action, suits, claims, or judgments resulting from injury to person or property of others on a Park District Facility that arises out of any act or omission of District 97, including its officials, officers, employees, volunteers, agents, invitees, guests, and patrons. The Park District agrees that, in the event any claim is asserted or any action brought to recover any such damage, the Park District shall give immediate notice thereof in writing to District 97 and shall cooperate in the investigation and defense of any such claim or action, and that the handling and settlement of any such action shall be performed and concluded by District 97. The Park District agrees to notify District 97 in writing by delivery to District 97 within five business days and by telephone immediately after the Park District receives any such complaint or claim. The delivery of written notification shall include a copy of all pleadings if a complaint is filed or of all correspondence and exhibits if a claim is filed.

C. Assertion of Defenses. The insurer of the party providing the indemnification shall be allowed to raise, on behalf of the indemnified party, any and all defenses statutory or common law to a claim or action that the indemnified party might have raised, including but not limited to any defense provided by the Illinois Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 *et seq.*

SECTION 6. ADDITIONAL AGREEMENTS AND OBLIGATIONS

The Districts have established certain additional agreements and obligations. Those additional agreements and obligations are set forth in Appendix B attached to and by this reference incorporated into this Agreement. The Districts, by written agreement, may modify the additional agreements and obligations from time to time without formal amendment of this Agreement.

SECTION 7. ANNUAL JOINT MEETING

In January of each year of this Agreement, the Executive Director of the Park District and the Superintendent of Schools for District 97 shall hold a joint meeting to discuss matters of mutual interest and concern.

SECTION 8. GENERAL PROVISIONS

A. Term. This Agreement shall be for a 18 months commencing on the Effective Date and expiring on June 30, 2025 (the "Term").

B. Assignment Prohibited. Neither District may assign any right, privilege, duty, or responsibility established in this Agreement at any time except only with the prior written consent of the other District.

C. Termination. Either District may terminate this Agreement on 120 days written notice to the other party; provided, however, that this Agreement shall not be terminated in a manner that unreasonably interferes with the completion of a program of a finite term within a Shared Facility and, if necessary, the term of this Agreement as it applies to that Shared Facility shall be extended to accommodate the conclusion of that program.

D. Notice. Any notice or communication required or permitted to be given under this Agreement shall be in writing and shall be delivered (i) personally, (ii) by email, (iii) by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid, or (iv) by facsimile. Facsimile notices shall be deemed valid only to the extent that they are actually received by the individual to whom addressed and are followed by delivery of actual notice in the manner described in either (i), (ii) or (iii) above within three business days thereafter at the appropriate address set forth below. Unless otherwise expressly provided in this Agreement, notices shall be deemed received upon the earlier of (a) actual receipt, or (b) one business day after deposit with an overnight courier as evidenced by a receipt of deposit, or (c) three business days after deposit in the U.S. mail, as evidenced by a return receipt. By notice complying with the requirements of this Section, each party shall have the right to change the address or the addressee, or both, for all future notices and communications to such party, but no notice of a change of addressee or address shall be effective until actually received.

Notices and communications shall be addressed and delivered as follows:

If to District 97:

Oak Park Elementary School District 97
c/o Superintendent of Schools
970 Madison Street
Oak Park, Illinois 60302

If to the Park District:

Park District of Oak Park
c/o Executive Director
218 Madison Street
Oak Park, Illinois 60302

E. Entire Agreement. This Agreement constitutes the entire agreement between the parties and supersedes any and all prior agreements and negotiations between the parties, whether written or oral, relating to the subject matter of this Agreement.

F. Amendments and Modifications. Except as specifically provided in this Agreement for Attachments A and B, this Agreement may not be amended or modified in any way except in writing and approved and executed by District 97 and the Park District.

G. No Waiver, Enforcement. The failure by a party to insist on strict performance of any covenant, warranty, or condition or to enforce any of its rights under this Agreement in any one or more instances shall not be construed as a waiver in any subsequent instance of any such covenant, warranty, condition, or rights, but the same shall be and remain in full force and effect.

H. No Third-Party Beneficiaries. This Agreement is entered into solely for the benefit of the Park District and District 97, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity other than the Park District and District 97 or to acknowledge, establish, or impose any legal duty to any third party.

I. Illinois Law Applies. This Agreement shall be governed by the laws of the State of Illinois.

WHEREFORE, the Districts have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date.

The Park District of Oak Park

**Board of Education of
Oak Park Elementary School District 97**

By: _____

By: _____

Name: _____

Name: _____

Its: _____

Its: _____

APPENDIX A

SHARED FACILITIES

Park District of Oak Park Parks and Facilities

- 1. Andersen Park and Center**
824 North Hayes Avenue, at Division.
- 2. Austin Gardens**
1100 Ontario Street.
- 3. Barrie Center**
1011 Lombard Avenue.
- 4. Barrie Park**
127 Garfield Street.
- 5. Carroll Park and Center**
1125 South Kenilworth Avenue.
- 6. Community Recreation Center**
229 Madison Street.
- 7. Elizabeth F. Cheney Mansion**
220 North Euclid Avenue.
- 8. Conservatory & Conservatory Center**
615 Garfield Street.
- 9. Dole Learning Center**
255 Augusta Street.
- 10. Euclid Square**
705 West Fillmore Street.
- 11. Field Park and Center**
935 Woodbine, at Division.
- 12. Fox Park and Center**
640 South Oak Park Avenue.
- 13. Gymnastics and Recreation Center**
21 Lake Street.

- 14. Lindberg Park**
On Greenfield Avenue between Marion and Woodbine.
- 15. Longfellow Park and Center**
610 South Ridgeland Avenue.
- 16. Maple Park**
1105 South Maple Street, at Harlem Avenue.
- 17. Mills Park and Pleasant Home**
217 South Home Avenue.
- 18. John L. Hedges Administrative Center**
218 Madison Street.
- 19. Randolph Park**
At the intersection of Grove Avenue and Randolph Street.
- 20. Rehm Pool and Park**
515 Garfield Street
- 21. Ridgeland Common Pool, Park, and Ice Rink**
415 Lake Street, at Ridgeland Avenue.
- 22. Scoville Park**
800 Lake Street, at Oak Park Avenue.
- 23. Stevenson Park and Center**
49 Lake Street.
- 24. Taylor Park**
400 West Division Street, at Ridgeland Avenue.
- 25. Wenonah Park**
At the intersection of Wenonah and Harrison Streets.

Oak Park Elementary District 97 Schools

- A. Beye School**
230 North Cuyler Avenue.
- B. Gwendolyn Brooks Middle School**
916 Washington Boulevard.
- C. Hatch School**
1000 North Ridgeland Avenue.
- D. Holmes School**
508 North Kenilworth Avenue, at Chicago Avenue.
- E. Irving School**
125 South Cuyler Avenue.
- F. Lincoln School**
1111 South Grove Avenue.
- G. Longfellow School**
715 Highland Avenue, at Jackson Boulevard.
- H. Mann School**
921 North Kenilworth Avenue, at Division Street.
- I. Percy Julian Middle School**
416 South Ridgeland Avenue.
- K. Whittier School**
715 North Harvey Avenue.

APPENDIX B

ADDITIONAL AGREEMENTS AND OBLIGATIONS

A. Park District Program Information. District 97 shall permit the Park District to send and receive communications pertaining to Park District programs through District 97's mail delivery service. District 97 shall not be liable to the Park District for any errors, delays, omissions, or other failures in the handling or transmission of any such communications.

B. Certain Maintenance. The Park District shall bear the costs associated with turf maintenance at Lincoln School (on the west side) adjacent to Carroll Park and at Mann School (on the west side) adjacent to Field Park. The Park District shall not bear any costs associated with planting, installation, construction, and repair of any horticultural improvements at these locations.

C. Joint Efforts Seeking Funding. The Park District and District 97 agree to consider filing applications for state and federal funding to finance projects of mutual interest.

D. Joint Development of Playgrounds. The Park District and District 97 agree to consider jointly developing playground on school property whenever this is economically feasible and mutually beneficial. Whether financially participating or not, the Park District is available to act as a planning consultant on all proposed playground and tot lot development contemplated by District 97.

E. Park District Resident Rates Apply. All Park District programs conducted at District 97 facilities shall be offered to District 97 residents at Park District resident rates.

APPENDIX C

AFFILIATES

PARK DISTRICT:

1. American Youth Soccer Organization (AYSO)
2. Oak Park Youth Baseball/Softball (OPYB/S)
3. Chicago Edge Soccer Club (Chicago Edge)
4. Oak Park/River Forest Pony Baseball (Pony Baseball)
5. Windmills Softball (Windmills)
6. Huskie Youth Football
7. Oak Park River Forest High School
8. Fenwick High School
9. St. Giles School
10. Ascension School
11. Friends of the Oak Park Conservatory (FOPCON)
12. Festival Theatre

DISTRICT 97:

1. Parent Teacher Organizations
2. Hephzibah
3. Oak Park Education Foundation
4. The Collaboration for Early Childhood Care and Education