



# **PARK DISTRICT of OAK PARK**

*In partnership with the community, we provide  
quality parks and recreation experiences for the residents of Oak Park*

**PARK DISTRICT OF OAK PARK  
Committee of the Whole Meeting  
Hedges Administrative Center  
218 Madison Street, Oak Park, Illinois 60302**

**Thursday, February 7, 2019, 7:30pm**

## **AGENDA**

- I. Call to Order/Roll Call**
- II. Public Comment**
- III. Administration and Finance Committee – Commissioner Wick
  - A. PDCC Update
  - B. Community Survey Contract\***
- IV. Recreation and Facility Program Committee – Commissioner Porreca
  - A. Registration Software Contract\***
- V. Parks and Planning Committee – Commissioner Lentz
  - A. Carroll Playground Contract Bid\***
- VI. New Business**
- VII. Closed Session  
Motion to convene in closed session for the discussion of the performance of a specific employee of the District.**
- VIII. Adjournment**

\* Indicates information attached.

\*\* Indicates information to be provided before or at the meeting.

Update indicates verbal report provided at meeting no materials attached

The Park District of Oak Park welcomes the opportunity to assist residents and visitors with disabilities. If you need special accommodations for this meeting, please call (708) 725-2000 or via email at Karen.Gruszka@pdop.org.



# Memo

**To:** Commissioner Wick, Chair, Administration and Finance Committee  
Board of Commissioners

**From:** Jan Arnold, Executive Director

**Date:** January 28, 2019

**Re:** Community Survey Contract



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## Statement

The Park District conducts a community-wide survey every five years. This survey is conducted by a firm that uses a random sample to help gain the community opinion of the Park District's program and facilities. The last survey was completed in 2014, as part of the 2015-2024 Comprehensive Master Plan.

## Discussion

On December 5, 2018, the Park District of Oak Park issued an RFP for a Community Needs Assessment. The RFPs were due on January 4, 2019. There were six firms that submitted responses to the RFP. Staff selected two firms for face-to-face interviews. Based on the materials submitted, responses to interview questions, and references, staff recommend the selection of aQuity Research and Insights Inc. from Evanston, Illinois.

Staff budgeted \$50,000 for the survey. Based on the proposal submission and the agreed upon 600 (+/- 10%) of collected surveys, the price for the 2019 community-wide survey will be \$27,700.

## Recommendation

Staff recommends the Park Board approval Executive Director Arnold to negotiate a contract with Jeff Andreasen from aQuity Research and Insights of Evanston, Illinois in an amount not to exceed \$27,700.



# Memo

**To:** Commissioner Porreca, Chair, Recreation and Facility Program Committee  
Board of Park Commissioners

**From:** Kyle Cratty, Director of Finance  
Jan Arnold, Executive Director

**Date:** January 31, 2019

**Re:** Registration Software Proposal



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## Statement

The District currently uses Vermont Systems (RecTrac) for the District's recreation software. The District upgraded to the newer version of RecTrac in April 2016, in the hopes of providing an improved online registration experience for the residents. The upgrade did not provide the improvements the District or the residents expected.

## Discussion

After the camp registration of 2018, staff met in an effort to find a way to improve the registration process. It became clear through those discussions and feedback from residents, the District needed to make a software change to modernize online registration. Staff setup software demonstrations with four vendors throughout the second half of 2018. These demos were meant to provide staff with information on features other recreational software provided which helped the District draft a Request for Proposal (RFP).

The District released the RFP on December 12. RFP responses were due back to the District on January 10. Six vendors responded to the RFP. Staff reviewed all six proposals to make a decision on which software fit the needs of the District the best. From this review, staff invited two firms, Amilia and Civic Rec, to provide a more detailed demonstration to staff. These demonstrations occurred on January 23.

The District purchased RecTrac back in 2007. The ongoing maintenance cost for RecTrac annually is \$10,000. One of the requirements of the RFP is for the software to be cloud based and not managed on premises of the District. This will provide a more stable environment and allow the District to get an economy of scale on backend technology such as servers that we would not be able to afford otherwise. This change, coupled with the change in Payroll/HR software in January, will save the District approximately \$30,000 on the next server and storage upgrades. The average useful life of our IT equipment is three years, therefore the annual savings is approximately \$10,000. The District has \$100,000 budgeted for 2019 to fund the implementation and first year of the contractual agreement. Staff will budget for the ongoing cost in future budget years.

## Recommendation

Staff will continue to review the two proposals to ensure that the software will serve the residents of Oak Park. Staff will make a recommendation to the Board at the February 21, Regular Board Meeting.



# Memo

**To:** Commissioner Lentz, Chair, Parks and Planning Committee  
Board of Park Commissioners

**From:** Jan Arnold, Executive Director

**Date:** January 31, 2019

**Re:** Contract Approval for Playground – Carroll Center



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## Statement

Acquired in 1916, the park is named after children’s author Lewis Carroll and includes a center originally designed by John S. Van Bergen. The center has been significantly modified over the years. The northern part of Kenilworth Street was vacated by the Village in 1960 to expand the park and connect it to the Lincoln School grounds, creating roughly five acres of total open space.

The Carroll Park Master Plan was one of the first site plans developed after the passing of the 2005 Referendum. Altamanu was hired to complete that plan as well as the oversight of improvements in 2006 and 2014.

## Discussion

School District 97 is currently expanding Lincoln School based on student growth. This expansion is partly occurring where the Park District and D97 had discussed building a gymnasium for joint use. Therefore, the Park District master plan is no longer current. A community meeting was held on October 17, 2018, to discuss the proposed changes to the master plan and facility.

The Park District is proposing an expansion of the Carroll Center to help address the increasing need and community demand for preschool and afterschool. This expansion will allow both increased capacity in the Park District’s afterschool program for students at both Lincoln and Longfellow Elementary Schools. The expansion will require both a building addition and a new playground. The addition will go where the current playground is located and a new playground will be located in the greenspace directly to the east of the existing building.

There currently is \$1,100,000 in the CIP for the Carroll project in 2019, and the playground’s portion of the budget is \$200,000 including architectural and engineering fees. The project went out to bid on January 25, 2019, with bids due on February 15. Currently twenty-eight firms have picked up bid packets.

## Recommendation

Staff will seek a contract award at the February 21, Regular Board Meeting.