

Elmhurst Park District

.....

Indoor Facility Study 2009



SRBL Architects

Indoor Facility Study



Elmhurst Park District
225 Prospect Avenue
Elmhurst, Illinois 60126
630.993.8900



Prepared by:
SRBL Architects
1161-A Lake Cook Road
Deerfield, Illinois 60015
847.272.9500

Delivered March, 2009

TABLE OF CONTENTS

REPORT EXECUTIVE SUMMARY	p. 6
GOAL STATEMENTS	p. 12
Discussion of Primary Goals	
Expand Program Space	
Improve Technology	
Increase Parking & Storage	
Discussion of Other Considerations	
Increase Revenues	
Enhance Aesthetics	
Green Your Buildings	
Improve Customer Service	
STUDY PROCESS AND RESOURCES USED	p. 20
CURRENT MAP OF FACILITIES	p. 26
FACILITY SOLUTIONS	p. 30-148
Findings	
Solutions Considered with Recommendation and Budget	
Site Diagrams	
ELMHURST PARK DISTRICT FACILITIES	
1. Wagner Community Center	p. 31
2. The Hub at Berens Park: Lee A. Daniels Pavilion.....	p. 43
3. Berens Park Recreation Building	p. 47
4. Crestview Park Recreation Building	p. 53
5. Wilder Park Recreation Building.....	p. 59
6. Wilder Mansion	p. 65
7. Wilder Park Administration Building	p. 69

8.	Courts Plus Fitness Center	p. 83
9.	The Abbey Leisure Center.....	p. 93
10.	The Depot at Wild Meadows Trace	p. 99
11.	Butterfield Park Recreation Building	p. 103
12.	Eldridge Park Recreation Building.....	p. 109
13.	Sugar Creek Golf Course Clubhouse	p. 117
14.	Sugar Creek Golf Course Maintenance Facility.....	p. 121

FACILITIES USED BY ELMHURST PARK DISTRICT

15.	Elmhurst Art Museum.....	p. 127
16.	City of Elmhurst Maintenance Facility	p. 133

FACILITIES STUDIED FOR POSSIBLE USE BY ELMHURST PARK DISTRICT

17.	City of Elmhurst Fire Station #2	p. 141
-----	--	--------

RECOMMENDATION SUMMARY	p. 150
-------------------------------------	---------------

- Facility Recommendation Summary
- Future Map of Facilities
- Budget Summary

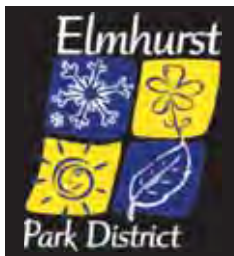
APPENDIX	p. 170
-----------------------	---------------

- Facility Walk-Through Notes
- Agendas / Questions / Meeting Notes
 - Kick-Off Meeting
 - Management Team Meeting
 - Staff Meeting
 - One-on-One Commissioner Meetings
- Utilization Analysis
- North Main Garage Time & Fuel Savings Analysis





Executive Summary



Executive Summary



EXECUTIVE SUMMARY

The Elmhurst Park District's 2009 Indoor Facility Study provides the District with a list of facility recommendations for how to address the long range programming needs of the community based on facility comments expressed in the 2007 Comprehensive Plan and 2006 Community Attitude and Interest Survey. The 2009 Facility Study provides solutions, and where appropriate multiple alternative solutions, including complete Project Budgets, for the 17 indoor facilities that were reviewed. Following the approval of the current study, the Park Board and professional staff will decide which solutions they deem optimal and then prioritize the facility improvement projects to create an actionable Master Facility Improvement Plan that can be evaluated for funding.

The 2009 Facility Study addresses the 17 facilities' location as appropriate for the District's population density, if any existing facilities should be eliminated or if any new facilities should be added. Specifically, the 2009 Facility Study also answers how the District can best meet their Administrative Office needs to better serve the community.

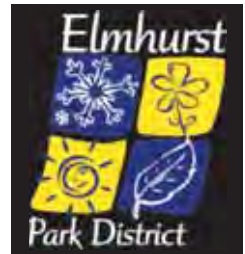
The 2009 Facility Study draws upon data from the District's approved and previously completed documents including the Strategic Action Plan, Community Survey, Comprehensive Master Plan 2007, facility utilization data, and numerous interviews with the Park Board of Commissioners, District's Management Team and full-time staff.

GOAL STATEMENTS

A Project Goal Statement was developed to define the study's parameters for success and capture the true essence of why the Elmhurst Park District initiated this Indoor Facility Study. The goal statement allowed SRBL to be more purposeful in our review of the District's facilities, and it allows the Park Board of Commissioners and its staff to review the study's recommendations more effectively, using the goal statement as a lens through which it can make strategic facility decisions.

After its initial development, the goal statement proceeded through a natural evolution of refinement at subsequent meetings. It then served as a touchstone throughout the remainder

Executive Summary



of the project. The final statement is presented below.

PROJECT GOAL STATEMENT

To translate the Elmhurst Park District’s Community Survey and Comprehensive Plan into an actionable and prioritized Facility Master Plan that strategically addresses the District’s short- and long-term programmatic and service needs and locates the need for facility improvements in a geographically appropriate manner where facilities are failing to meet the needs.

FACILITY GOALS

In addition to an overarching project goal statement, we created primary facility goals to clarify the District’s priorities as we reviewed the seventeen (17) requested facilities.

Primary Goals

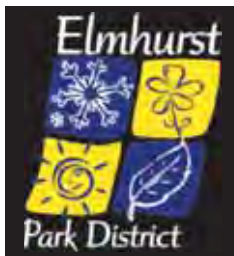
- Expand program space
- Increase support spaces, including offices, workspace, and storage space
- Make technology improvements

Other Considerations

- Parking
- Increase revenues
- Improve customer service
- “Green” facilities
- Enhance aesthetics

STUDY PROCESS

The Elmhurst Park District (EPD) selected SRBL Architects to conduct an Indoor Facility Study of fourteen (14) existing buildings owned or programmed by the District, two (2) buildings that are not owned by the District but have spaces used by the District, and one (1) building the District is considering for use. With District goals to improve programs, parking, storage,



Executive Summary

and technology, SRBL systematically reviewed approved District documents and program utilization statistics, toured each facility, held a meeting with and surveyed all full time staff, met with each EPD Board of Commissioners, and analyzed the resulting data.

A key element of the study project was to engage an exhaustive process that incorporated input from a wide variety of perspectives including the community, staff and the elected Park Board. Analysis carefully evaluated and intertwined approved directives from the 2006 Community Survey and 2007 Comprehensive Master Plan.

The resulting Indoor Facility Report provides recommendations for the fourteen (14) Elmhurst Park District facilities on how to more effectively serve the EPD residents through improved facilities that are more accessible throughout the community and better utilized. The report, however, does not provide recommendations for the three (3) facilities studied that are not owned by the Elmhurst Park District as it would not be appropriate to make a recommendation at this time without jointly reviewing solutions with the organizations that manage or own those facilities.

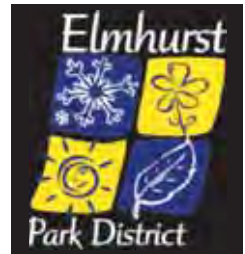
The next step after this project is complete and the report is presented to the EPD, will be for the EPD to prioritize the recommendations into a multi-year Facility Master Plan based on needs and funding.

FACILITY RECOMMENDATION SUMMARY

In order to arrive at recommendations for the Elmhurst Park District Facilities, data and feedback were gathered and analyzed as described in the Study Process section of this report. From the data and feedback, consensus for improvements to the parks and facilities focused on the following:

- Improved senior facilities, including gardening opportunities
- An enlarged Courts Plus Fitness Center
- Additional programming
- Teen programming
- The need for toilet facilities within the parks
- Improved work space for staff
- Maintaining the favorable ratings for the early childhood programs

Executive Summary



Based on these results, the Project Goal Statement and the Facility Goals, described in the Goals section of this report, SRBL developed solutions and budgets for each of the 17 facilities. Solutions range from no recommended changes to multiple options for some facilities. In depth descriptions of findings and solutions for each facility can be found in the Facility Solutions section of this report.

From the Solutions Considered, Recommended Solutions were identified based on meeting overall District needs, including flexibility of space, improvement of outdated facilities, and appropriateness of geographic location.

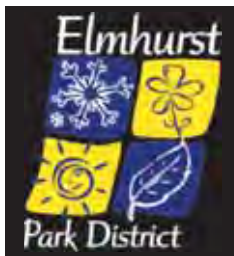
Key Recommendations include:

- Senior Center and Administration Facility Relocation
- Expansion of Wagner Community Center
- Replacement of Several Pre-School Facilities
- Maximizing Expansions at Courts Plus Fitness Center
- North Side Supplementary Storage Garage at Berens Park
- Sugar Creek Golf Course Clubhouse Expansion & New Golf Course Maintenance Facility





Goal Statements



GOAL STATEMENTS

A Project Goal Statement was developed to define the study's parameters for success and capture the true essence of why the Elmhurst Park District initiated this Indoor Facility Study. The goal statement allowed SRBL to be more purposeful in our review of the District's facilities, and it allows the Park Board of Commissioners and its professional staff to review the study's recommendations more effectively, using the goal statement as a lens through which it can make strategic facility decisions.

After its initial development, the goal statement proceeded through a natural evolution of refinement at subsequent meetings. It then served as a touchstone throughout the remainder of the project. The final statement is presented below.

PROJECT GOAL STATEMENT:

To translate the Elmhurst Park District's Community Survey and Comprehensive Plan into an actionable and prioritized Facility Master Plan that strategically addresses the District's short- and long-term programmatic and service needs and locates the need for facility improvements in a geographically appropriate manner where facilities are failing to meet the needs.

FACILITY GOALS

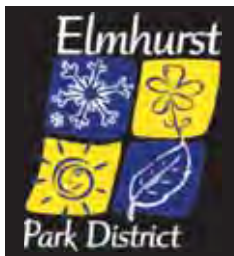
In addition to an overarching project goal statement, we created primary facility goals to clarify the District's priorities as we reviewed the seventeen (17) requested facilities.

Primary Goals

- Expand program space
- Increase support spaces, including offices, workspaces, and storage needs
- Make technology improvements

Other Considerations

- Parking
- Increase revenues
- Improve customer service
- "Green" facilities
- Enhance aesthetics



Goal Statements



Sports Programming

Indoor sports programming at the Park District's facilities include gymnastics. The gymnastics programs at the Wagner Community Center are very popular; staff comments and utilization data indicate that adding space for gymnastics would be welcome. Staff has also requested that a gymnasium be added so the Park District would not be reliant on local schools for gymnasium space. According to the Comprehensive Plan Comparative Analysis, the Elmhurst Park District's basketball programming is rated below that of other park districts. If a new gymnasium was designed to be a multipurpose facility, it could also provide additional space for gymnastics and other programming opportunities for teens.

Nature Programming

Environmental education was identified as a goal in the Comprehensive Plan, including planning and developing a nature center. Additional program space is also needed at the Conservatory for educational programs.

Teen Programming

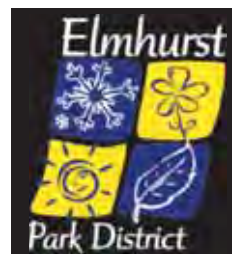
There is a need to provide additional teen programs. In the Comprehensive Plan's Community Survey, the Park District's high school-age programming was rated "poor" by the highest number of residents, with 18% responding that its program opportunities for that age group are inadequate.

INCREASE SUPPORT SPACES INCLUDING OFFICES, WORKSPACES, AND STORAGE SPACE

Offices and Workspaces

Many office spaces and workspaces within the District are in need of improvement. Over the course of time, as the need for additional staff arose, workstations were incorporated at the loss of other work areas or critical spaces. Offices were created by use of the temporary partitions, by taking over storage spaces, or by sharing of workstations between staff members. At Courts Plus, an office is squeezed in under the stairway. At Sugar Creek Golf Course Clubhouse, an office is set up in a storage closet. Specific recommendations regarding offices and workspaces are outlined in the facility solutions section.

Goal Statements



Storage Space

If one generalization could be made about all the facilities studied in this report, it would be that storage space is needed everywhere. In many of the preschool facilities, items are stored up to the ceiling. At Wagner Community Center, valuable program space is used for storage. At Courts Plus, storage is placed behind the curtains of the tennis courts. At the Maintenance Facility, equipment is stored outside and the storage mezzanine is full. While we believe some space can be gained by purging unnecessary items, this strategy alone will not eliminate the need to create additional storage for the Park District. Specific recommendations regarding storage are outlined in the Facility Solutions section.

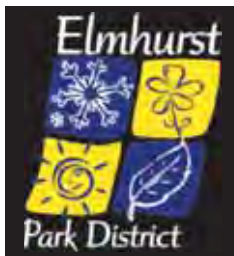
TECHNOLOGY IMPROVEMENTS

The Elmhurst Park District has made technological improvements at the most heavily used facilities by providing Wi-Fi Internet access and registration kiosks at the Wagner Center. As the Park District keeps improving its technology, the Park Board of Commissioners expressed a desire to provide residents with Wi-Fi throughout the District.

OTHER CONSIDERATIONS

Parking

Many of the facilities studied in this report share parking with other facilities and park activities. Parking for programs is not an issue for most facilities; for the most part, the programs take place at times when events at the parks do not. For example, preschool programs in the recreation buildings take place during the day, while most organized sports events occur in the evening. Where we do see conflicts is when simultaneous program offerings take place. An example of this would be at Courts Plus and Wilder Park, where demand for parking is significant at most times because of all of the amenities located at those locations. We have observed that additional parking for park usage is necessary in some locations, including Eldridge and Butterfield Parks. The amount of additional parking would need to be balanced with preservation of green space, which is a top priority of the Park District.



Goal Statements



Increase Revenues

Revenues can be increased by offering more services and reducing operating expenses. Providing additional program space at Courts Plus, the District's largest enterprise operation, will attract more users by dispelling the notion that the facility is overcrowded—which is a perceived issue, according to the Comprehensive Report. If additional program space is provided at Wagner Community Center, more simultaneous offerings appealing to all age groups can be had. Reducing operating expenses can be accomplished by greening the facilities (see below).

Improve Customer Service

Improving customer service can be accomplished in many ways, for example, via facility improvements, program additions, and making services more convenient to residents. In the parks, facility improvements could include providing permanent handicap-accessible toilet facilities and more picnic pavilions for the parks as a part of a renovation or replacement of the existing recreation buildings. Adding Wagner Community Center programs that appeal to a wide audience would add services and increase the level of convenience for families.

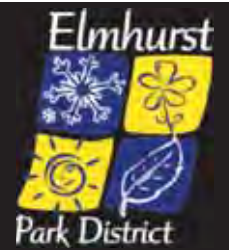
"Green" Facilities

Many of the Park District's facilities are older and have outdated, energy-inefficient infrastructures. Through the District's maintenance program, replacement of heating/cooling and lighting systems will have the largest effect on reducing energy consumption, thus reducing each facility's carbon footprint. Other items that should be considered when performing routine maintenance would be to use environmentally friendly paints and floor coverings. On larger capital maintenance projects, such as reroofing and repaving initiatives, the Park District could choose green technologies like highly reflective roofing materials that reduce energy costs and light-colored pavement, which reduce the heat-island effect.

Enhance Aesthetics

Many staff and Commissioners responded that the aesthetics of the facilities should be enhanced as the facilities are renovated. We agree with the Comprehensive Plan Report that standardization of amenities is important. While the Comprehensive Plan Report's was primarily focused on parks, we recommend extending this philosophy to the buildings to reinforce a Park District image that clearly reflects its commitment to quality.

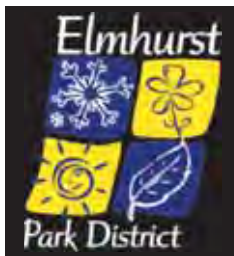
Goal Statements







Study Process and Resources Used



Study Process and Resources Used



STUDY PROCESS

The Elmhurst Park District (EPD) selected SRBL Architects to conduct an Indoor Facility Study of fourteen (14) existing buildings owned or programmed by the District, two (2) buildings that are not owned by the District but have spaces used by the District, and one (1) building the District is considering for use. With District goals to improve programs, parking, storage, and technology, SRBL systematically reviewed District-approved documents and program utilization statistics, toured each facility, met with and surveyed full-time staff, met with each EPD Board of Commissioners, and analyzed the resulting data.

The study was an exhaustive process that incorporated input from a wide variety of perspectives, including the members of the community, staff, and elected Park Board members. The analysis carefully evaluated and intertwined approved directives from the 2006 Community Survey and 2007 Comprehensive Master Plan.

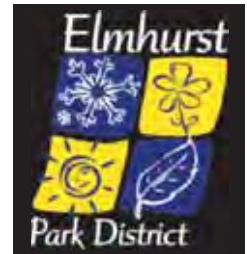
The resulting Indoor Facility Report provides recommendations on how to more effectively serve EPD residents through improved facilities that are more accessible throughout the community and better utilized. After this project is complete and the report is presented to the EPD, the next step will be for the EPD to determine which facility recommendations to pursue and to prioritize the recommendations according to need and available funding into a multiyear Facility Master Plan.

The entire study project, from inception to Board presentation, spanned nine (9) months, from May 2008 to February 2009. The study process proceeded in the following manner:

SCOPE OF SERVICES

- Project Goal Determination and Kick-Off Meeting
- Review of District-approved documents (see entire list on page 23)
- Tour fourteen (14) existing buildings owned or programmed by the District, two (2) buildings that are not owned by the District but have spaces used by the District, and one (1) building the District is considering for use
- Interview facility managers

Study Process and Resources Used



- Conduct interviews with EPD Management Team
- Conduct meetings and survey entire EPD full-time staff
- Conduct interviews with seven Park Commissioners
- Review program utilization data
- Prepare diagrammatic solutions for how each facility could be better utilized and/or expanded
- Prepare a report that documents the project's goals, process, findings, budget, and facility recommendations
- Present report findings at a Park Board Meeting

LIST OF THE SEVENTEEN (17) FACILITIES EVALUATED

ELMHURST PARK DISTRICT FACILITIES

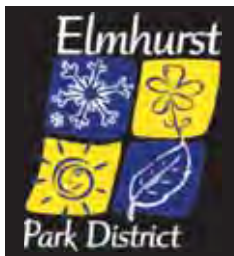
- Wagner Community Center
- The Hub at Berens Park: Lee A. Daniels Pavilion
- Berens Park Recreation Building
- Crestview Park Recreation Building
- Wilder Park Recreation Building
- Wilder Mansion
- Wilder Park Administration Building
- Courts Plus Fitness Center
- The Abbey Leisure Center
- The Depot at Wild Meadows Trace
- Butterfield Park Recreation Building
- Eldridge Park Recreation Building
- Sugar Creek Golf Course Clubhouse
- Sugar Creek Golf Course Maintenance Facility

FACILITIES USED BY ELMHURST PARK DISTRICT

- Elmhurst Art Museum
- City of Elmhurst Maintenance Facility

FACILITIES STUDIED FOR POSSIBLE USE BY ELMHURST PARK DISTRICT

- City of Elmhurst Fire Station #2



Study Process and Resources Used



REFERENCED ELMHURST PARK DISTRICT REPORTS/DOCUMENTS

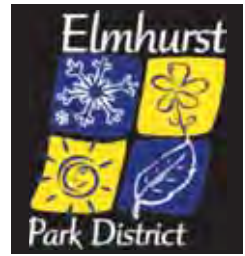
OWNER SUPPLIED RESOURCES

- Facility Usage Reports (Active Network)
The Abbey, Butterfield Rec., Crestview Rec., Eldridge Rec., Elmhurst Art Museum, Safety Town, Wagner Community Center, Wilder Rec.
- Facility Studies (Program Schedules)
The Abbey, Butterfield Rec., Crestview Rec., Eldridge Rec., Elmhurst Art Museum, Safety Town, Wagner Community Center, Wilder Rec.
- Courts Plus and Recreation Trend and Use Data
- Art Museum Overview
- Enterprise Services Staff Facility Study Analysis
- Indoor Facility Planning-Recreation Programs
- Maintenance Standards
- North Side Storage Garage Data
- Organization Chart
- Staff Counts
- Off-Site Storage Data-Administration
- Summer Camp Facility Use/Gymnasium
- Elmhurst Park District Comprehensive Master Plan 2007
- Elmhurst Park District Attitude and Interest Survey 2006
- Elmhurst Park District 2008 Budget
- Elmhurst Park District Strategic Plan
- Excerpt from Fire Station #2 Facility Study prepared by FGM Architects
- Needs Assessment & Evaluation of the Wilder Park Conservatory & Greenhouses (December 3, 2003)
- Drawings or Partial Drawings of Facilities

OTHER RESOURCES USED

- The City of Elmhurst Zoning Ordinance

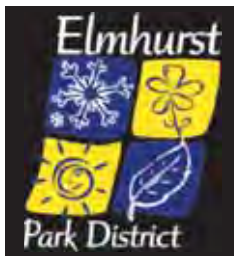
Study Process and Resources Used







Current Map of Facilities



Current Map of Facilities



ELMHURST PARK DISTRICT FACILITIES

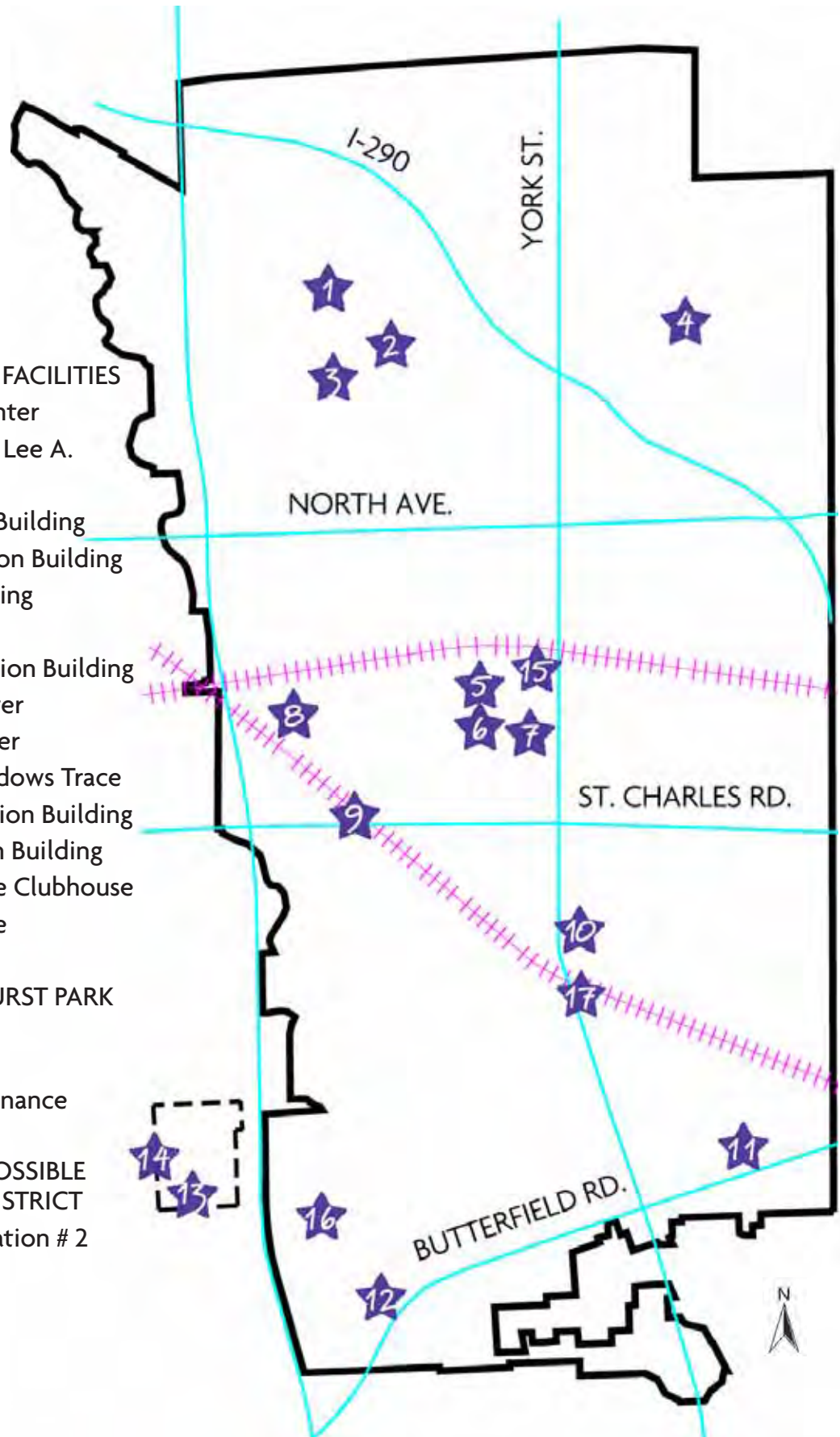
1. Wagner Community Center
2. The Hub at Berens park: Lee A. Daniels Pavilion
3. Berens Park Recreation Building
4. Crestview Park Recreation Building
5. Wilder Recreation Building
6. Wilder Mansion
7. Wilder Park Administration Building
8. Courts Plus Fitness Center
9. The Abbey Leisure Center
10. The Depot at Wild Meadows Trace
11. Butterfield Park Recreation Building
12. Eldridge Park Recreation Building
13. Sugar Creek Golf Course Clubhouse
14. Sugar Creek Golf Course Maintenance Facility

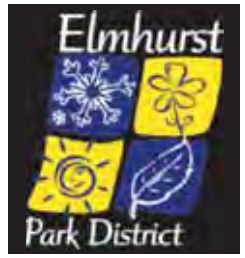
FACILITIES USED BY ELMHURST PARK DISTRICT

15. Elmhurst Art Museum
16. City of Elmhurst Maintenance Facility

FACILITIES STUDIED FOR POSSIBLE USE BY ELMHURST PARK DISTRICT

17. City of Elmhurst Fire Station # 2







Facility Solutions

Elmhurst Park District Facilities

Wagner Community Center

The Hub at Berens Park: Lee A. Daniels Pavilion

Berens Park Recreation Building

Crestview Park Recreation Building

Wilder Recreation Building

Wilder Mansion

Wilder Park Administration Building

Courts Plus Fitness Center

The Abbey Leisure Center

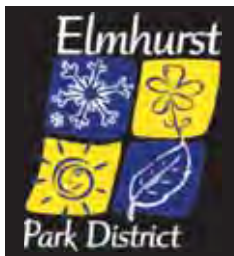
The Depot at Wild Meadows Trace

Butterfield Park Recreation Building

Eldridge Park Recreation Building

Sugar Creek Golf Course Clubhouse

Sugar Creek Golf Course Maintenance Facility



WAGNER COMMUNITY CENTER

615 N. West Avenue
32,000 SF

FINDINGS

CURRENT BUILDING USE

The existing spaces and their current purposes are listed below:

Three (3) Multipurpose Rooms- A, B, C

- General-interest programming
- Birthday parties on weekends
- Storage
- Craft classes from Art Museum
- Base area for summer camps

Two (2) Dance Studios

- Low-impact aerobics
- Morning, afternoon, and evening dance classes for young children
- Evening dance classes for adults

Gymnasium

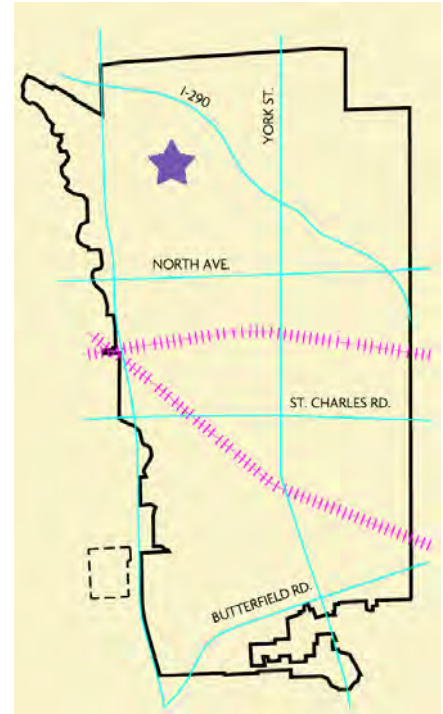
- Gymnastics programming for kids and teens
- Open gymnastics in evenings
- Birthday parties

Pre-School Wing- Five (5) Classrooms

- Classroom 1 - Kid's Great Escape, Li'l Butterflies
- Classroom 2 - Wee 3's
- Classroom 3 - Tinker Toddler Time
- Classroom 4 - Huggy Bear 2's
- Classroom 5 - Sunbeams and Rainbows

Registration Area

- Registration desk and reception area
- Lounge area with tables and chairs
- Six (6) private offices, open resource/workroom, open storage/lunch area, open conference area



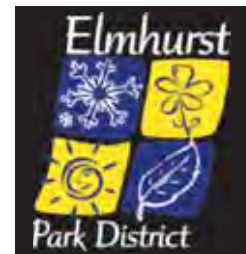
Location Map



View of Entrance



Lounge Area & Reception



Music- Three (3) small music rooms

- Private music instruction

General Storage

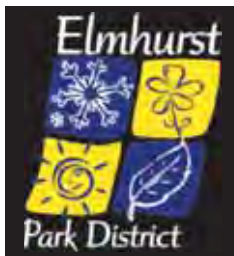
- Miscellaneous small storage rooms
- One (1) large storage room- formerly a classroom containing supplies for recreation department, first aid, art supplies, summer camp supplies

HOW OFTEN FACILITY IS USED

The chart below uses data provided by the Park District to indicate how often the facility's spaces are utilized. The data is based on the spaces' actual hours of programming. See the Utilization Analysis in the Appendix for assumptions used to determine the number of programming hours.

The data indicates that the facility as a whole is well utilized. In spring, the Gymnastics Center's utilization rate peaks at 88.7%, and Multipurpose Rooms B's and C's utilization rate in the summer tops out at 83.3%. The utilization rates of the classrooms are not quite as high, but it should be noted that these rooms are dedicated to preschool programming. While there is capacity for additional programming hours, these are not during the most desirable times. Park District staff has indicated that additional classrooms are needed for general programming, during prime programming times.

	Winter		Spring		Summer		Fall	
	Hrs/Wk	% Util.	Hrs/Wk	% Util.	Hrs/Wk	% Util.	Hrs/Wk	% Util.
Classroom 1	22.0	97.8	30.5	135.6	20.0	88.9	21.5	95.6
Classroom 2	8.0	35.6	8.0	35.6	5.3	23.3	8.0	35.6
Classroom 3	7.5	33.3	7.5	33.3	20.0	88.9	6.0	26.7
Classroom 4	9.0	40.0	9.0	40.0	-	-	7.5	33.3
Gymnastics Center	76.2	83.7	80.8	88.7	59.8	65.7	74.0	81.3
Multipurpose Room A	15.3	42.4	12.8	35.4	3.5	9.7	22.0	61.1
Multipurpose Room B	8.0	22.2	16.8	46.5	30.0	83.3	14.9	41.4
Multipurpose Room C	13.2	36.6	22.0	61.1	30.0	83.3	16.7	46.3
Music Room 2	16.0	53.3	21.5	71.7	22.0	73.3	-	-
Music Room 3	4.7	15.5	8.6	28.6	24.1	80.3	-	-
Studio North	23.6	59.0	22.0	55.0	9.6	24.0	26.0	65.0
Studio South	26.8	66.9	28.2	70.4	14.3	35.6	22.9	57.3
Sunbeam and Rainbows Preschool	17.5	77.8	17.5	77.8	13.0	57.8	15.3	67.8



ARCHITECTS' TOUR OBSERVATIONS AND ANALYSIS

- Wagner Community Center is located on the north side of town, just north of Berens Park. This facility, originally designed as an elementary school, reopened as a Park District facility in 2003.
- The building is very well maintained. However, finishes are outdated and need upgrading. The overall appearance of the interior is dark and drab.
- Lighting is dim, and fixtures are very inefficient.
- Some windows are original single-glazed units, which are very inefficient.
- Pre-school rooms are permanently configured for their primary purpose, rendering them unusable for other programs.
- Additional cabinets in classrooms would provide much needed storage space.
- Despite the fact that it should be utilized as programming space, a classroom space located in the north east corner of the building is currently configured as a storage room due to an overall lack of storage space in the building. In fact, in many places in the building, storage spaces are filled all the way to the ceiling. Some storage space may be gained by purging some of the items currently held in storage, but additional storage space is unquestionably needed.
- Staff work areas are overcrowded and inefficient. The open-area conference room does not function well as a conference room because it affords no privacy. The open resource and work area is inefficient and does not provide proper work space. The storage/lunch area is also ineffective. At the reception/registration desk, staff members find it difficult to work effectively given the high noise levels of the lobby area and lounge. Two temporary offices have been constructed to provide space for an office manager and to provide a space for private phone calls. This area can be reconfigured to accommodate an enclosed conference room, a functional copy/workroom with work stations for instructors and a staff lunch room.



Pre-School Classroom



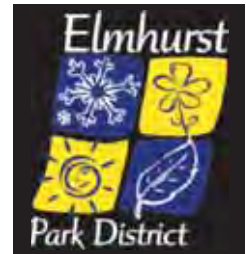
Staff Work Areas



Gymnastics Center

Facility Solutions

Wagner Community Center



- Technology improvements, including Wi-Fi Internet access for patrons have already been provided in the Lounge, and interactive kiosks for program registration are also available.
- There are currently one hundred and eleven (111) parking spaces, including five (5) handicap accessible spaces. Based on feedback from staff, it appears that the available parking is adequate.
- Greening of the facility can be accomplished by replacing existing HVAC equipment with high-efficiency models, replacing the single-glazed window units, using high-efficiency lighting fixtures, and installing low-flow plumbing fixtures. Less costly measures include opting for “green” cleaning products and paints, adhesives, and coatings that contain few or no volatile organic compounds (VOC) emissions as repairs are made. We recommend the use of recycled and locally sourced finishes.

INTERVIEW RESEARCH

Full-Time Staff Meeting Feedback:

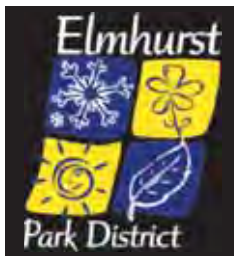
- This is a poor work environment because office areas are used as multi-purpose staff rooms.
- There is excessive noise coming from the lounge.
- Lighting is poor over desks.
- Filing cabinets do not fit under desks.
- Desks are of inadequate quality and are difficult to use.
- Rooms should be tailored to best suit one type of lesson (i.e. art and ceramics).
- The building should have multi-purpose rooms for use by school programs during the day and community events in the evenings and weekends.
- More storage and space is needed in general.
- The facility needs a gymnasium so we don't have to rely on local schools.
- The gymnastics programs should be expanded.
- We need more program spaces; the current space is lacking at times.
- We need to make more efficient use of common space.
- There were many overall complaints about the HVAC system.

Management Team Feedback:

- Additional program space is required.
- Additional storage space is needed.

Commissioner Feedback:

- Courts Plus and Wagner are well utilized as large, multi-functional facilities.
- Having a variety of programming at Wagner Community Center works well.
- Courts Plus and Wagner Community Center together would be ideal.
- Wagner should have more exercise equipment (controlled by swipe cards) and Courts Plus should have more multi-purpose program space.
- Should serve all age groups at similar times.



SOLUTIONS/RECOMMENDATIONS/BUDGETS

SOLUTIONS CONSIDERED

Six potential solutions were considered for this facility. All involve an expansion of the existing facility. The solutions vary by size, function, and location on site. The first solution outlined below is our recommended option.

RECOMMENDED SOLUTION

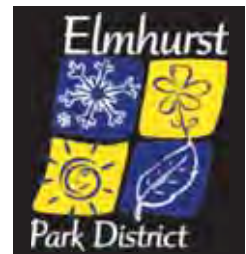
1. **Gymnasium and Six (6) Classrooms Expansion**

- Add a double gymnasium at east end of facility, relocate detention to underneath parking lot
- Add six (6) classrooms and one (1) storage room at west end of facility
- Recapture classroom space currently used for storage in northeast corner of building
- Relocate Sunbeams & Rainbows space to an outside wall with windows. Use interior classroom space adjacent to Lounge for new fitness area. This fitness space will supplement Courts Plus and will serve parents with kids in Wagner programs.
- Expand parking to accommodate the facility's expansion. The total of new spaces required, per a City of Elmhurst zoning ordinance (that dictates a designation of three (3) spaces per 1,000 SF), is 52.

This is the preferred solution; it has the second highest cost of the solutions, but has the greatest impact. It optimizes the use of the facility and retains it as a community and recreation center. The need for gymnasium space was evident from staff feedback, and the current gymnasium's utilization rate. A gymnasium could provide additional programming opportunities for gymnastics, and it could also accommodate youth and teen programming as called for in the Comprehensive Master Plan with a multi-use basketball court and youth basketball and volleyball programs. Gymnasium space would allow the Park District to be more flexible and less reliant on the School District for space. One of the gyms could include a stage for performing arts programs.

More classroom space is desired for additional programming, which may include moving the Lapidary Club from Crestview Park (see the report on that facility, page 53), the art classes from the Elmhurst Art Museum (see report from that facility, page 127), the Bearfoot Fun & Fitness from Eldridge Park (see the report on that facility, page 109) and general use spaces. Recapturing the space adjacent to gymnastics space would be ideal for this purpose. Teen programming can also be accommodated by these added spaces.

Total Project Budget: \$7,630,000



OTHER SOLUTIONS CONSIDERED

2. Expansion of Two (2) Classrooms

- Add two (2) classrooms and a storage room at west end of facility.
- Recapture classroom space currently used for storage in northeast corner of building.
- Expand parking to accommodate expanded facility. The total of new spaces required, per a City of Elmhurst zoning ordinance that dictates designation of three (3) spaces per 1,000 SF, is 6.

Total Project Budget: \$1,597,960

3. Expansion of Gymnasium

- Add a double gymnasium at west end of facility with storage.
- Recapture classroom space currently used for storage in northeast corner of building.
- Expand parking to accommodate expanded facility. The total of new spaces required, per a City of Elmhurst zoning ordinance that dictates designation of three (3) spaces per 1,000 SF, is 18.

Total Project Budget: \$2,863,000

4. Expansion of Administration Space

- Add an Administration addition to west end of facility, including storage.
- Recapture classroom space currently used for storage in northeast corner of building.
- Expand parking to accommodate expanded facility. The total of new spaces required, per a City of Elmhurst zoning ordinance that dictates designation of three (3) spaces per 1,000 SF, is 18.

Total Project Budget: \$3,143,000

5. Expansion of Gymnasium and Two (2) Classrooms

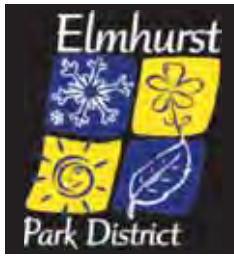
- Add a double gymnasium at east end of facility, relocate detention to underneath parking lot.
- Add two (2) classrooms and one (1) storage room at west end of facility.
- Recapture classroom space currently used for storage in northeast corner of building.
- Expand parking to accommodate expanded facility. The total of new spaces required, per a City of Elmhurst zoning ordinance that dictates designation of three (3) spaces per 1,000 SF, is 40.

Total Project Budget: \$5,916,960

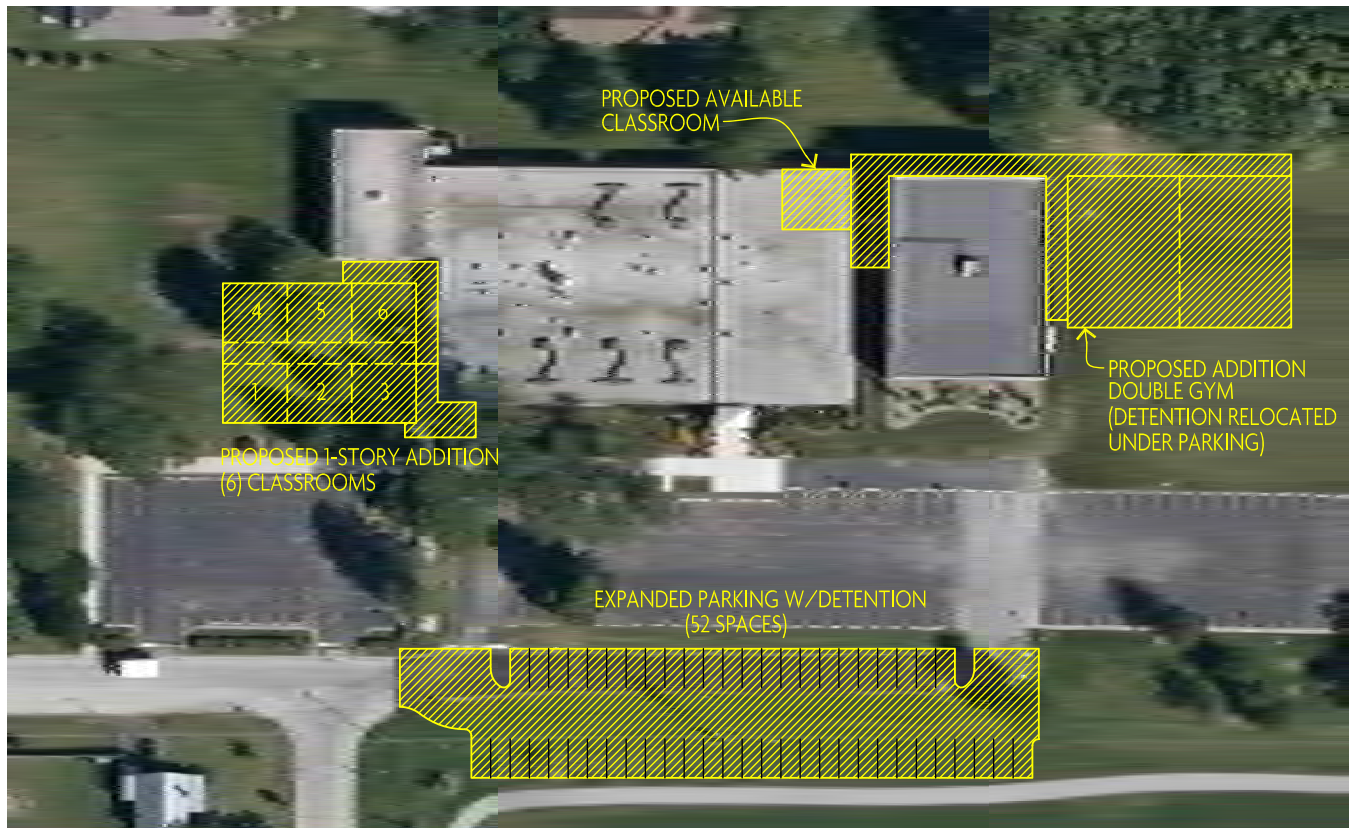
6. Expansion of Gymnasium, Six (6) Classrooms, and Second-Floor Administration Space

- Add a double gymnasium at east end of facility, relocate detention to underneath parking lot.
- Add six (6) classrooms and one (1) storage room at west end of the facility.
- Recapture classroom space for kids tumbling Bearfoot Fun + Fitness from Eldridge Park
- Add second floor above classroom addition for Administration space.
- Expand parking to accommodate expanded facility. The total of new spaces required, per a City of Elmhurst zoning ordinance that dictates designation of three (3) spaces per 1,000 SF, is 75.

Total Project Budget: \$10,622,500



THE FOLLOWING SITE DIAGRAMS ARE INCLUDED TO ILLUSTRATE THE SOLUTIONS CONSIDERED.

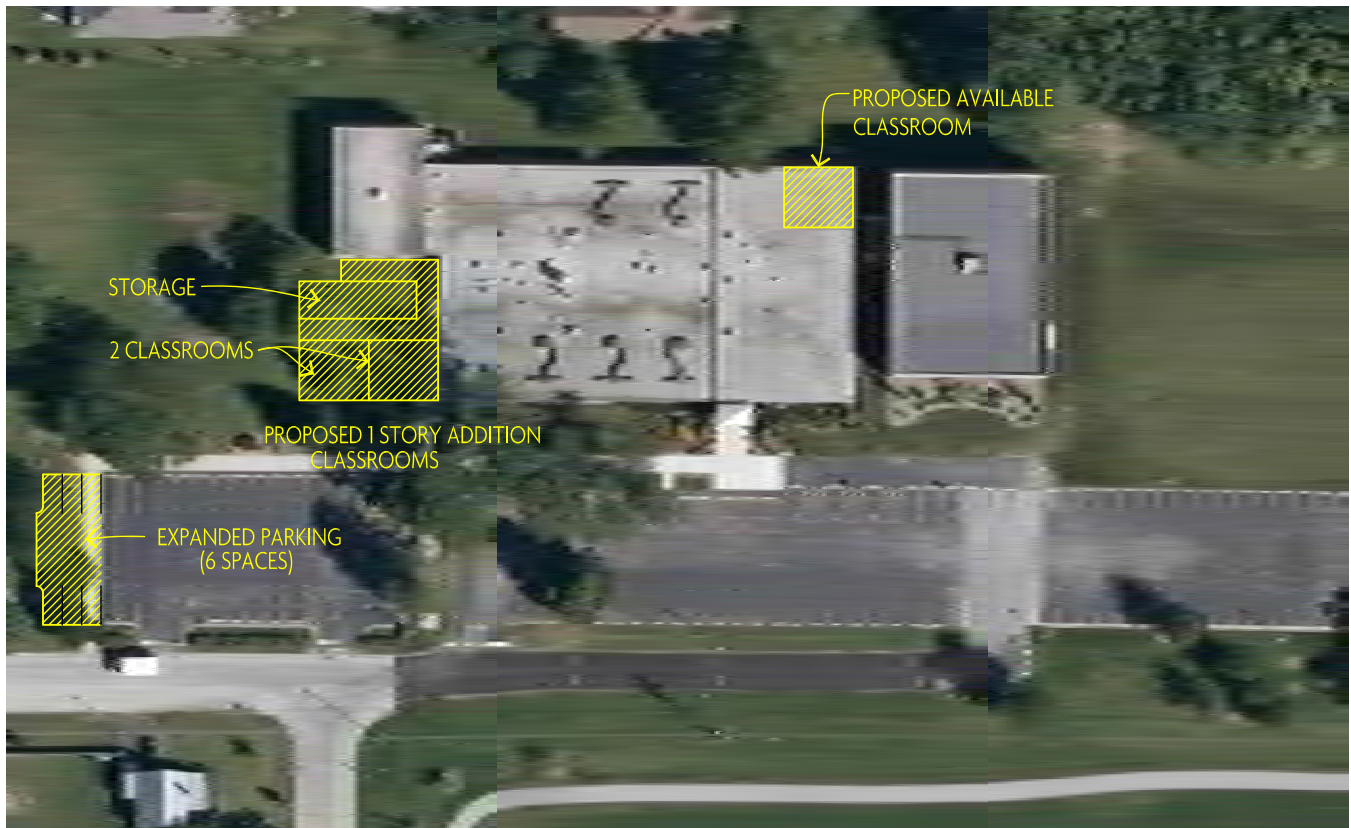
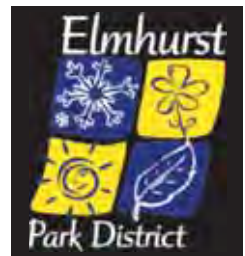


Solution 1: Gymnasium and (6) Classrooms Expansion
Wagner Community Center

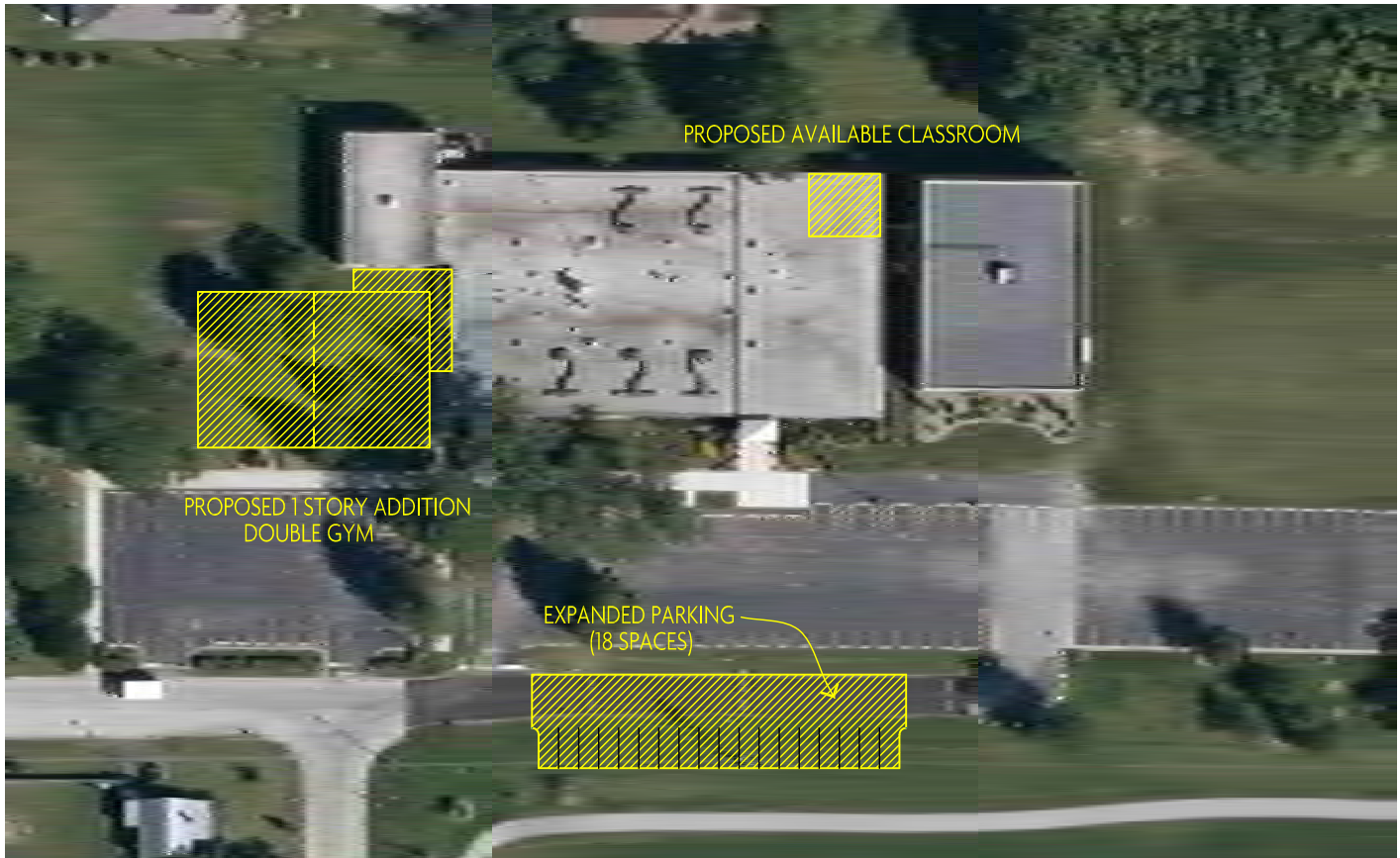
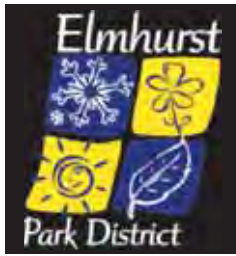
Recommended

Facility Solutions

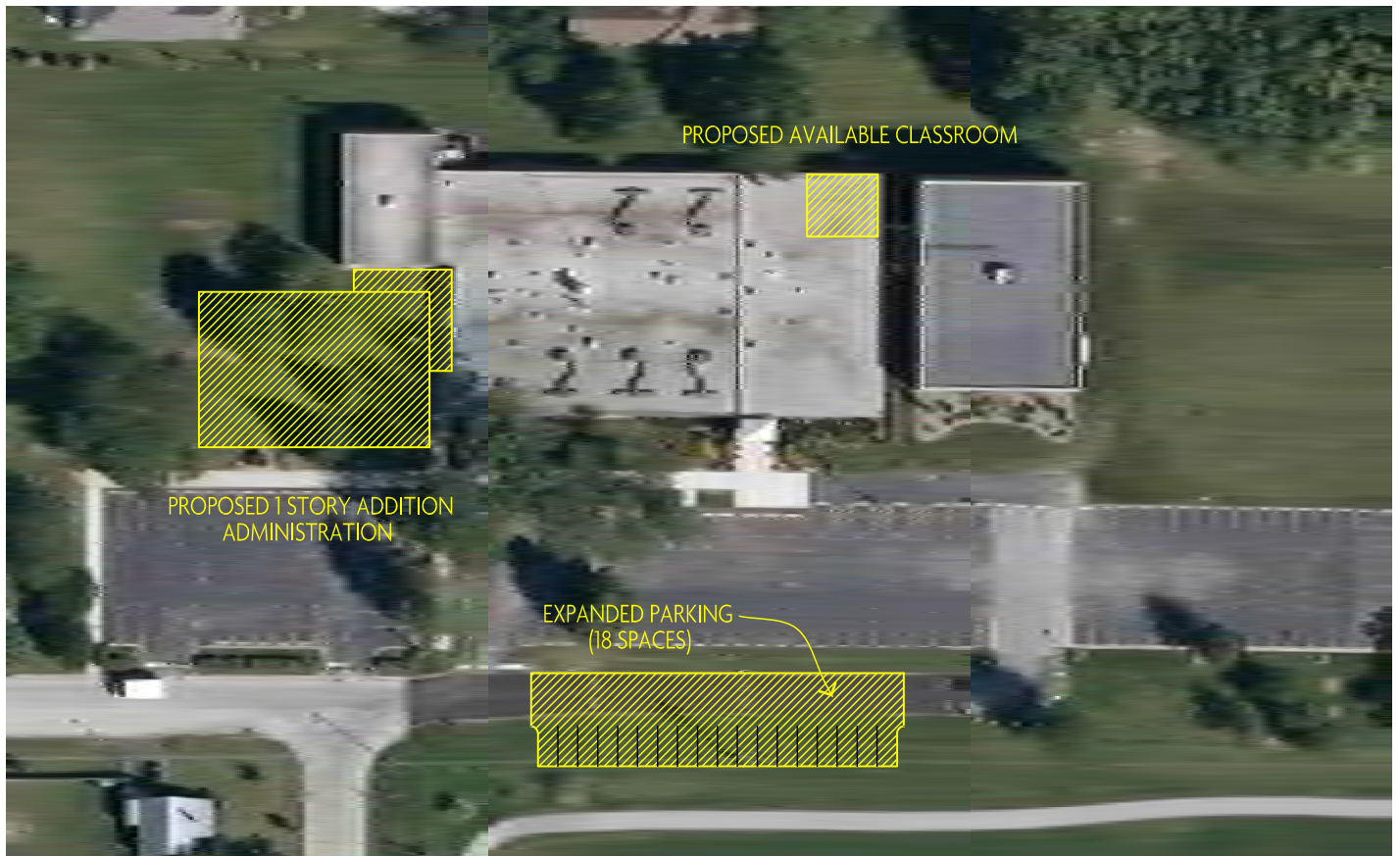
Wagner Community Center



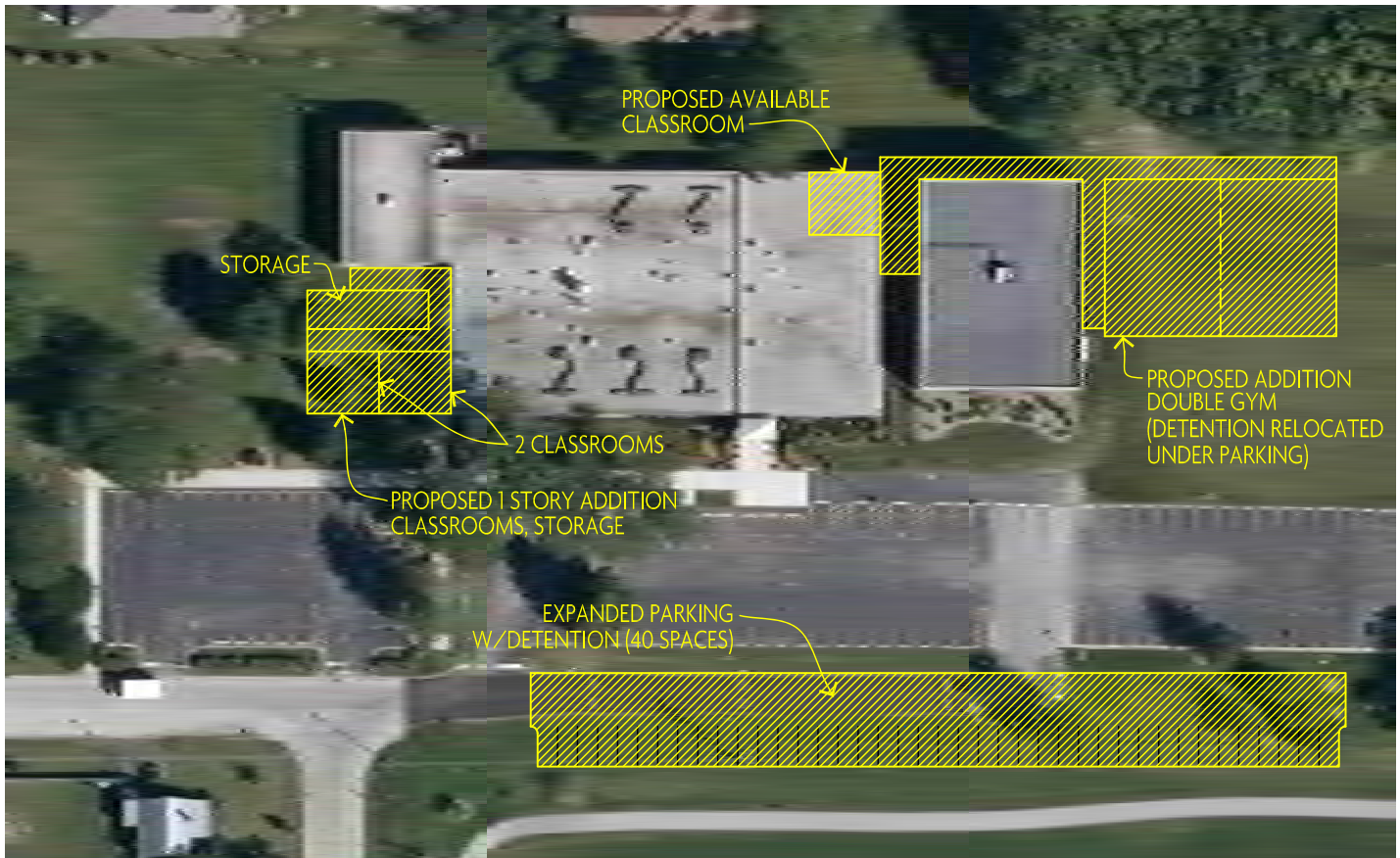
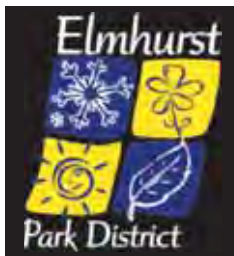
Solution 2- Expansion of Two (2) Classrooms
Wagner Community Center



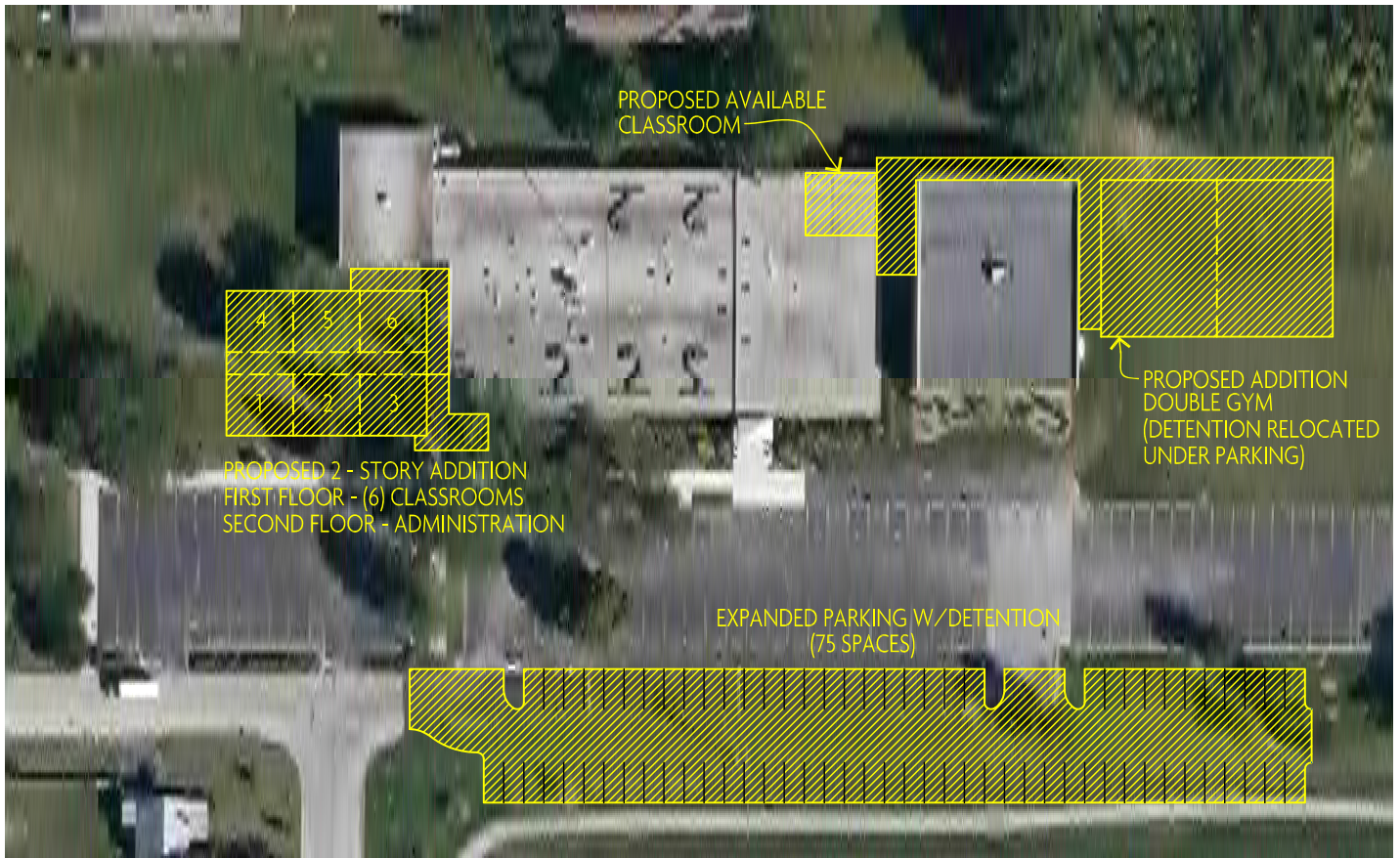
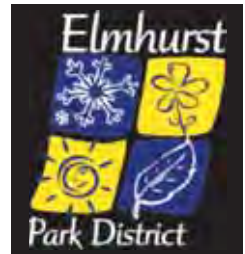
Solution 3- Expansion of Gymnasium
Wagner Community Center



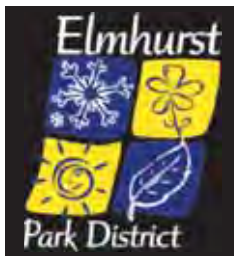
Solution 4- Expansion of Administration Space
Wagner Community Center



Solution 5- Expansion of Gymnasium and Two (2) Classrooms
Wagner Community Center



Solution 6- Expansion of Gymnasium, Six (6) Classrooms, and Second-Floor Administration Space
Wagner Community Center



Facility Solutions

The Hub at Berens Park: Lee A. Daniels Pavilion



THE HUB AT BERENS PARK: LEE A. DANIELS PAVILION

493 Oaklawn Avenue
3,500 SF

FINDINGS

CURRENT BUILDING USE

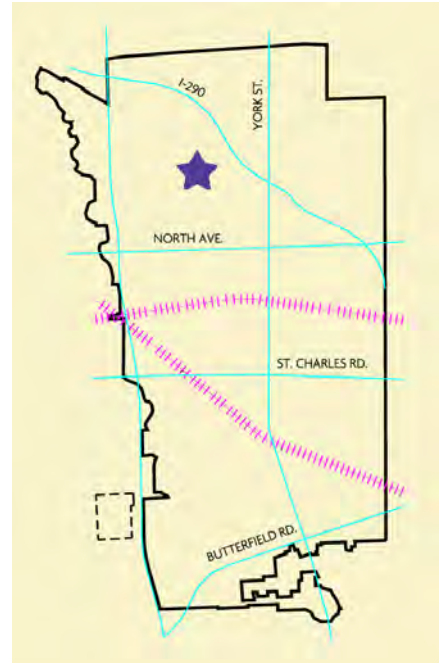
- The Pavilion houses rental/multipurpose spaces, the Kids Plus programs, a concession area, offices, and public restrooms with both indoor and outdoor entry/egress points.
- The facility also has a large tent canopy (40' x 60') available for parties and movie nights.
- It has a convenient location adjacent to play fields in Berens Park and other amenities at The Hub including a mini-golf course, spray ground, and batting cages.

HOW OFTEN FACILITY IS USED

Utilized primarily April-October. Facility is well utilized and ranks highly in the Comprehensive Plan Survey.

ARCHITECTS' TOUR OBSERVATIONS & ANALYSIS

- This facility was built in 2002 in Berens Park, which offers a variety of activities and amenities. Because of its relatively young age, the building is in excellent condition.
- The large concession area functions very well.
- PODS storage containers are currently being used for seasonal items, such as the facility's hot dog cart, grill, fencing, ladders, and propane tanks.
- A large, divisible Multipurpose Room provides nice interior space and has lovely park views.



Location Map



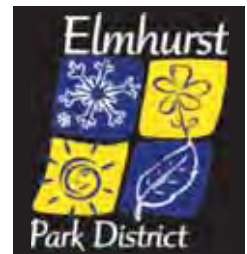
View of Entrance



Tent

Facility Solutions

The Hub at Berens Park: Lee A. Daniels Pavilion



- There are two (2) toilet rooms with outside access to service the park and other outdoor amenities. However, the Multipurpose Room is served by only one (1) single-occupant family toilet room.
- Storage is lacking at the facility, as evidenced by the use of PODS storage containers. Storage of the tent structure was reported by staff as a particular challenge. In addition, storage space for party room supplies is lacking.
- Parking is provided throughout the park. Occasionally, during peak times when all the sports fields are in use, parking can be tight and is supplemented by street parking. However, additional parking would not be recommended, as it would reduce green space. The parking lots adjacent to the Hub have five hundred and eighty (580) parking spaces available, seventeen (17) of which are handicap accessible.
- Greening of the facility can be accomplished by replacing existing HVAC equipment with higher efficiency models, using high-efficiency lighting fixtures, and installing low-flow plumbing fixtures.

INTERVIEW RESEARCH

Full-Time Staff Meeting Feedback:

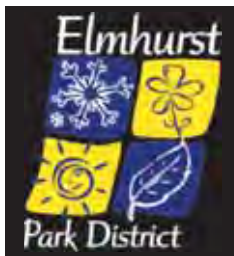
- The Hub would be an excellent location for an additional Park District maintenance facility, because it is located on the north side of town, far away from the Park District's present maintenance facility.

Management Team Feedback:

- Berens Park is one of the largest parks in Elmhurst, and is located at the opposite end of town from the Park District's maintenance facility.

Commissioner Feedback:

- This location would be a good place for a maintenance facility, but data must be gathered in order to support the need for another facility.



SOLUTIONS/RECOMMENDATIONS/BUDGETS

SOLUTIONS CONSIDERED

Because this facility is fairly new, immediate changes to it are not recommended. The number of toilet facilities may prove to be an issue in the future; if so, additional toilets would be recommended. The solution recommended below focuses on its more urgent needs for storage and maintenance facilities.

RECOMMENDED SOLUTION

1. Addition of Permanent Tent Structure and Storage Garage

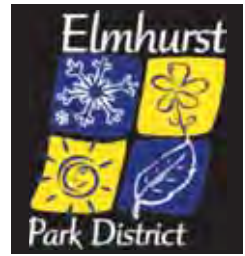
- Add a permanent canopy/tent structure on the south side of The Hub.
- Add a storage garage to the east parking area to provide maintenance equipment storage and additional general storage for The Hub (thus eliminating the need for PODS storage containers).

A storage garage in this location will house equipment needed to maintain Berens Park and other northside parks in close proximity to Berens, thus making Park District operations much more efficient. There could also be potential to partner with outside groups to meet their storage needs as well. The idea of an additional maintenance/storage facility was widely discussed. See Maintenance Facility Report on page 133 for supporting data.

Total Project Budget: \$532,000

Facility Solutions

The Hub at Berens Park: Lee A. Daniels Pavilion

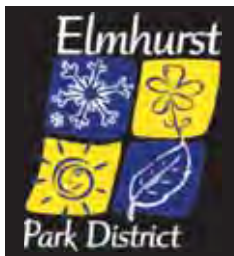


THE FOLLOWING SITE DIAGRAM IS INCLUDED TO ILLUSTRATE THE SOLUTIONS CONSIDERED.



Solution 1: Addition of Permanent Tent Structure and Storage Garage
The Hub at Berens Park: Lee A. Daniels Pavilion

Recommended



BERENS PARK RECREATION BUILDING
493 Oaklawn Avenue
670 SF

FINDINGS

CURRENT BUILDING USE

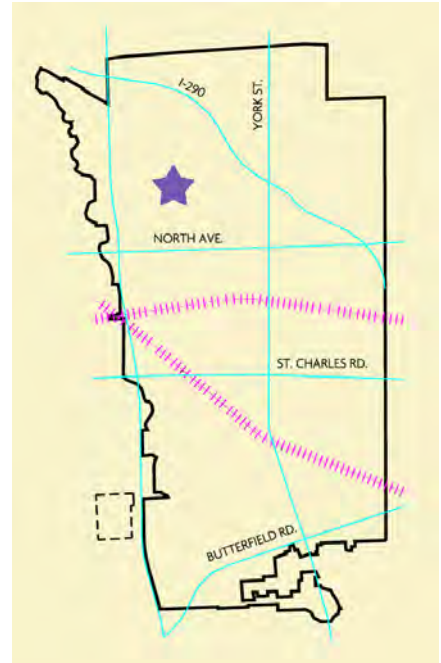
- This facility is a shelter building serving the adjacent tennis courts, sand volleyball courts, and playground.
- Its restrooms are accessible from both outside and inside.
- Currently, the York High School tennis team uses the facility for storage and meetings.
- Vending machines are located adjacent to the structure and are protected from the elements by its overhang.

HOW OFTEN BUILDING IS USED

- The building is used on a very limited basis. No Park District programs are held there.

ARCHITECTS' TOUR OBSERVATIONS & ANALYSIS

- The building is located at the southwestern corner of Berens Park, adjacent to twelve (12) tennis courts and three (3) sand volleyball courts. According to staff, the building was originally designed as a warming house.
- The facility is architecturally pleasing, with exposed wood beams framing the roof and high clerestory windows providing natural light to the interior.
- The toilet rooms are outdated, given the age of the facility.
- The building is generally in good condition.
- Parking for the tennis and volleyball courts is located at the west end of the Berens Park parking lot and along Oaklawn Avenue. Approximately twenty-five (25) spaces, including two (2) handicap accessible spaces, are in close proximity to the building.



Location Map



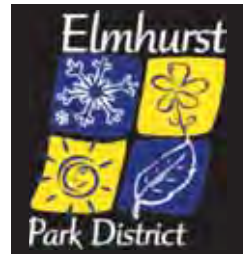
View of Entry



Inside Building

Facility Solutions

Berens Park Recreation Building



- The size of the interior space is quite adequate to serve the tennis team's storage needs. The addition of some shelving could make the space more useful.
- Technology needs at this site are minimal.
- The current facility uses inefficient lighting fixtures and an inefficient furnace. Plumbing fixtures should be replaced to conform to current water conservation practices.

INTERVIEW RESEARCH

Full-Time Staff Meeting Feedback:

- No specific issues regarding this facility were discussed.

Management Team Feedback:

- No specific issues regarding this facility were discussed.

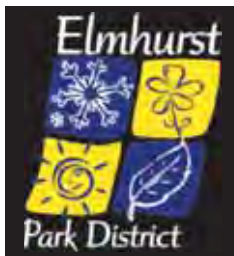
Commissioner Feedback:

- No specific issues regarding this facility were discussed.

SOLUTIONS/RECOMMENDATIONS/BUDGETS

SOLUTIONS CONSIDERED:

Three solutions were considered for this facility. The recommended solution, which is listed first, is the most appropriate option for the present time. The third solution, rebuilding the structure as a new toilet facility, may be considered in the future.



RECOMMENDED SOLUTION

1. Renovate/Remodel To Meet ADA Requirements

- Renovate existing toilet rooms in order to meet District's desire to conform to handicap accessibility code requirements per the Comprehensive Plan. Toilet facilities will continue to serve the tennis courts, volleyball courts, and playground.
- Greening of the facility can be a part of this renovation/remodeling project. For example, the existing furnace can be replaced with a high-efficiency model, and more efficient lighting fixtures and low-flow plumbing fixtures can be specified.

Total Project Budget: \$140,700

OTHER SOLUTIONS CONSIDERED

2. Maintain As Is

- Because of the limited usage of this building, maintaining it in its present condition could be considered. The building serves its current functions sufficiently, and there may be little reason to expend more money on it.
- The existing building can continue to be used for tennis team storage, with the recommendation of adding shelving for more efficient storage.
- The building's current restroom facilities are adequate to serve the park. Although they are outdated and do not meet handicap-accessibility requirements, they meet the goal, as outlined in the Comprehensive Plan, for toilet facilities that serve athletic use sites.

Total Project Budget: \$0.00

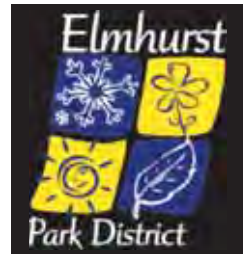
3. Tear Down & Rebuild as a Restroom Facility

- Replace existing facility with new structure consisting of only toilet rooms to serve the tennis courts, volleyball courts, and playground, as the existing shelter is obsolete. A toilet room structure is necessary to serve the park and can be built with sustainable technologies, such as high-efficiency HVAC and lighting fixtures; paints, adhesives, and stains that contain few or no volatile organic compounds; and low-flow plumbing fixtures. The structure may be prefabricated.

Total Project Budget: \$180,250

Facility Solutions

Berens Park Recreation Building

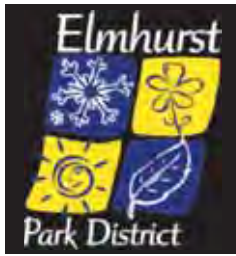


THE FOLLOWING SITE DIAGRAMS ARE INCLUDED TO ILLUSTRATE THE SOLUTIONS CONSIDERED.



Solution 1: Renovate/Remodel To Meet ADA Requirements
Berens Park Recreation Building

Recommended



Facility Solutions

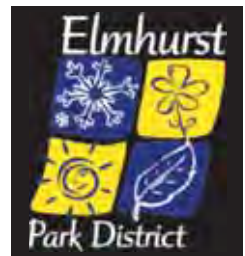
Berens Park Recreation Building



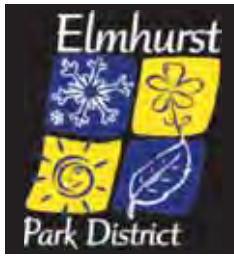
Solution 2: Maintain As Is
Berens Park Recreation Building

Facility Solutions

Berens Park Recreation Building



Solution 3: Tear Down & Rebuild as a Restroom Facility
Berens Park Recreation Building



Facility Solutions

Crestview Park Recreation Building

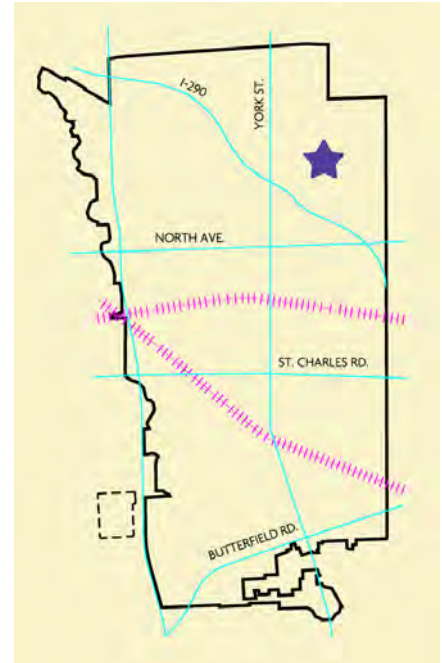
CRESTVIEW PARK RECREATION BUILDING

245 E. Crestview Avenue
2,700 SF

FINDINGS

CURRENT BUILDING USE

- This facility serves as a neighborhood preschool and houses early-childhood programs.
- During the summer, the building also houses Camp Imagination on weekdays from 9:00 am to 11:30 am.
- The building has dedicated space for the Lapidary Arts and jewelry making in the basement for classes three (3) nights per week.
- The facility's toilet rooms have no outside access from the park.



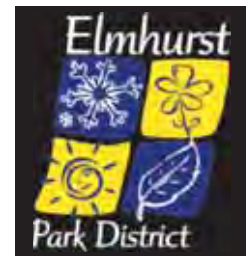
Location Map



Outside View



Early Childhood Program



HOW OFTEN FACILITY IS USED

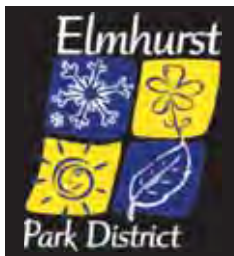
The chart below uses data provided by the Park District to indicate how often the facility's spaces are utilized. The data is based on the spaces' actual hours of programming. See the Utilization Analysis in the Appendix on page 228 for assumptions used to determine the number of programming hours.

The data indicates that the upper portion of the facility, which is dedicated to preschool programming, is well utilized. Utilization rates are often above 95.5%. The lower portion of the facility is dedicated to lapidary arts and jewelry making and is under utilized with utilization rates between 25.0% and 50.0%. The utilization rates of the lower portion of the building is lower, but it should be noted that it is dedicated to Lapidary Arts with a lot of specialty equipment.

	Winter		Spring		Summer		Fall	
	Hrs/Wk	% Util.	Hrs/Wk	% Util.	Hrs/Wk	% Util.	Hrs/Wk	% Util.
Upper Rec Building	21.5	95.6	21.5	95.6	12.5	55.5	17.0	75.6
Lower Rec Building	-	-	12.0	50.0	-	-	6.0	25.0

ARCHITECTS' TOUR OBSERVATIONS & ANALYSIS

- This facility is located in the north part of town, adjacent to a playground that was redone in 2006, two (2) baseball fields, and a sled hill.
- The preschool room is set up on the main level, and a space for lapidary art and jewelry making classes is in the lower level. Both are dedicated spaces.
- The preschool space is clean and brightly lit, but it has a low ceiling.
- The building is very well maintained, but it is in need of updating.
- The toilet rooms are outdated and do not meet ADA requirements.
- There is no access to the toilet rooms from the outside.
- Staff reported that the HVAC system is adequate.
- The building has an excellent neighborhood location.
- Storage space is limited to a closet on the first floor and a small storage room on the lower level.
- There are thirty (30) parking spaces available at this facility, including two (2) handicap-accessible spaces. Parking serves the park, as well as this building. Per the City of Elmhurst zoning ordinance, three (3) spaces are required for every 1,000 SF of space; thus, nine (9) spaces are required for this facility. Parking requirements for the entire park were not included in this study.



Facility Solutions

Crestview Park Recreation Building



- Greening of the facility can be accomplished by replacing existing HVAC equipment with higher efficiency models, using high-efficiency lighting fixtures, and installing low-flow plumbing fixtures. Replacing old, inefficient windows with new insulated models will save energy.

INTERVIEW RESEARCH

Full-Time Staff Meeting Feedback

- Preschool classes are popular, and patrons seem to like their convenient neighborhood locations.
- The facility does not have enough staff or storage space to reconfigure the preschool and jewelry-making classrooms for other uses.

Management Team Feedback

- The staff likes having dedicated preschool spaces.
- Staff does not see a need for preschool facilities to serve other functions.
- The recreation buildings are old and require a lot of upgrading and maintenance.

Commissioner Feedback

- Decentralization is important because of traffic issues in town.
- It is important for the preschool facilities to be located in neighborhoods. The preschool facilities seem to be working in their current configuration, and most Commissioners like having the preschools located in area neighborhoods. However, decentralized preschools do have pros and cons: while the neighborhood feel is desirable, having the facilities scattered through the city is harder on the preschool teachers. One Commissioner felt that one-stop shopping would be better for the preschools, as parents generally wish to send their children to the best school in town, even if its location is less convenient.



Preschool Storage



Lapidary Club



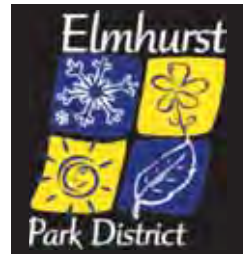
Preschool Room



Storage

Facility Solutions

Crestview Park Recreation Building



SOLUTIONS/RECOMMENDATIONS/BUDGETS

SOLUTIONS CONSIDERED

The recreation buildings that serve as preschools are considered by the Park District and the community to be important neighborhood assets, as described in the Comprehensive Plan. Therefore, only one solution, which is outlined below, was explored for this facility.

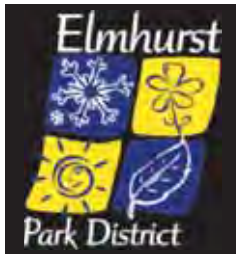
RECOMMENDED SOLUTION

1. **Tear Down & Rebuild New Preschool Facility**

- Incorporate adequate storage space in order to reconfigure spaces for rental or multipurpose use.
- Incorporate toilet rooms with separate outside access from the park per Strategic and Comprehensive Plans.
- Incorporate an attached outdoor picnic shelter, per the Comprehensive Plan.
- Relocate the lapidary space, possibly to an expanded Wagner Community Center.

The existing facility is old and outdated. It has served its purpose. A new facility with public toilets that are accessible from the park will be a great addition to the District. We do not foresee detention to be an issue, as the new facility would replace the existing.

Total Project Budget: \$988,750

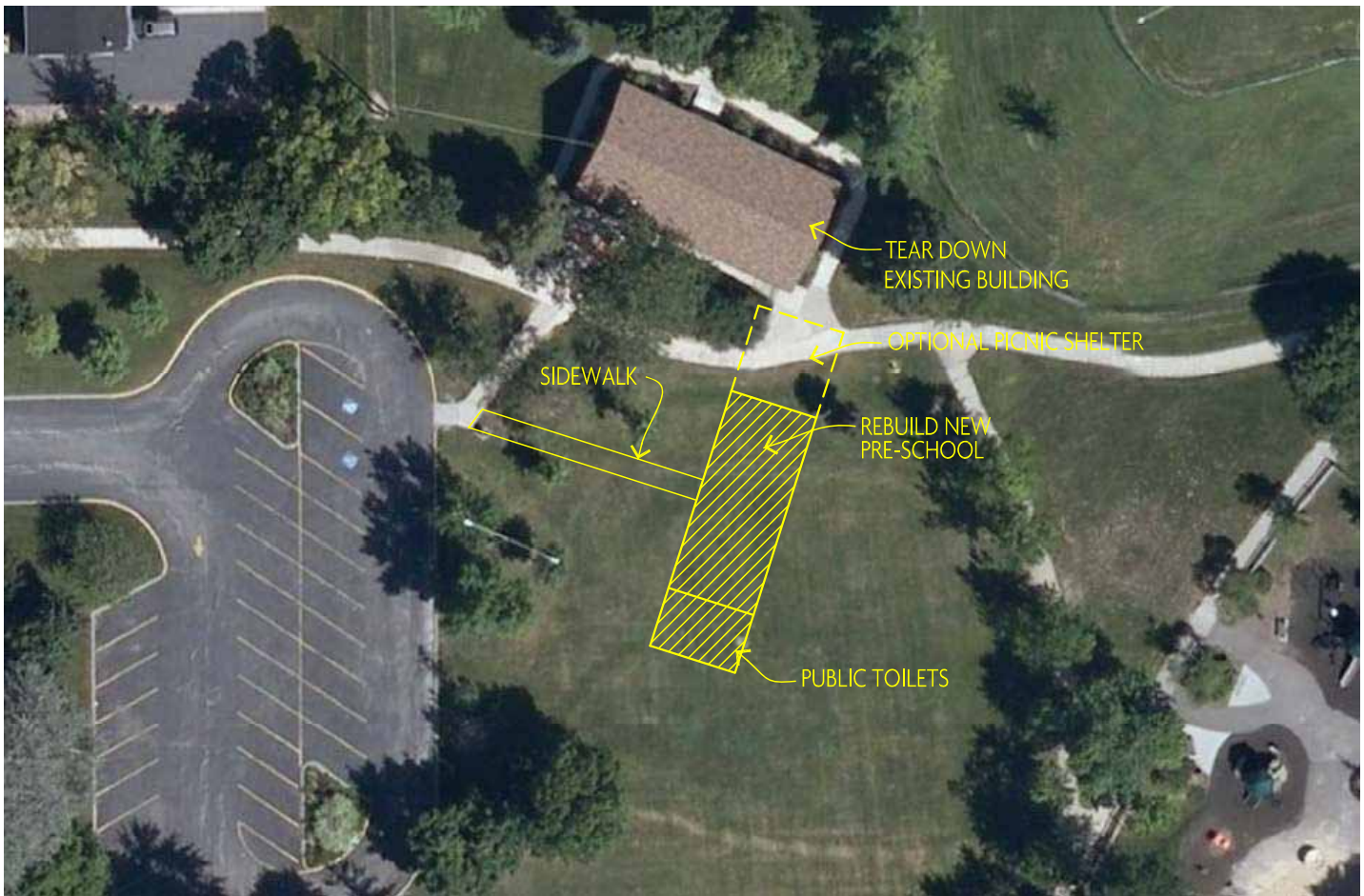


Facility Solutions

Crestview Park Recreation Building



THE FOLLOWING SITE DIAGRAM IS INCLUDED TO ILLUSTRATE THE SOLUTIONS CONSIDERED.

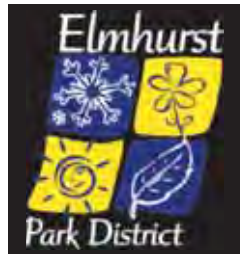


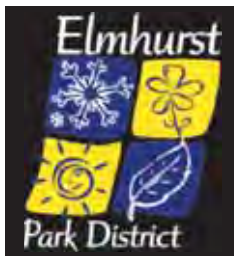
Solution 1: Tear Down & Rebuild New Preschool Facility
Crestview Park Recreation Building

Recommended

Facility Solutions

Crestview Park Recreation Building





Facility Solutions

Wilder Park Recreation Building

WILDER PARK RECREATION BUILDING
175 Prospect Avenue
1,800 SF

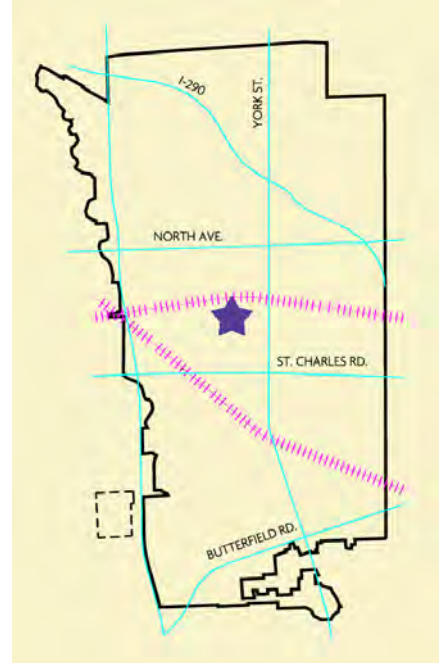
FINDINGS

CURRENT BUILDING USES

- This facility serves as a neighborhood preschool and houses early-childhood programs.
- Toilet rooms have indoor and outdoor access.

HOW OFTEN FACILITY IS USED

The chart on the next page uses data provided by the Park District to indicate how often the facility's spaces are utilized. The data is based on the spaces' actual hours of programming. See the Utilization Analysis in the Appendix on page 228 for assumptions used to determine the number of programming hours. The data indicates that the facility, which is dedicated to preschool programming, is well utilized. The utilization rate peaks at 87.8%. This facility is not used in the summer months, therefore there is an opportunity here for summer programming.



Location Map



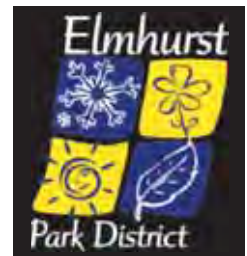
Outside View



Preschool Room

Facility Solutions

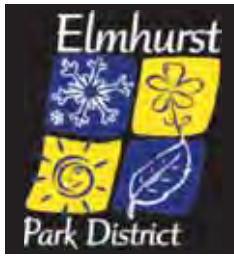
Wilder Park Recreation Building



	Winter		Spring		Summer		Fall	
	Hrs/Wk	% Util.	Hrs/Wk	% Util.	Hrs/Wk	% Util.	Hrs/Wk	% Util.
Rec Building	19.8	87.8	19.8	87.8	-	-	15.3	67.8

ARCHITECTS' TOUR OBSERVATIONS & ANALYSIS

- This facility is centrally located in Elmhurst in Wilder Park, which has many unique amenities. Originally designed as a warming house, this building is adjacent to the Park's tennis courts and a playground that sits on the Park's western edge.
- The interior has a musty smell. The building has poor ventilation, and it has no air conditioning.
- Since the tour of this facility, the installation of new windows, roof, gutters, and fascias was completed.
- The toilet rooms are outdated and do not meet ADA requirements.
- There is public access to the restroom, but the restroom is not separate from the preschool. Public restrooms are locked during preschool usage for security purposes.
- There are limited windows and views to the exterior.
- There is a large storage room in the facility that appears to have been built out from its original floor plan.
- Parking is limited in Wilder Park. While there is a drop-off and turnaround area, parking is very limited.
- Greening of the facility can be accomplished by replacing existing HVAC equipment with higher efficiency models, using high-efficiency lighting fixtures, and installing low-flow plumbing fixtures.



INTERVIEW RESEARCH

Full-Time Staff Meeting Feedback

- Preschool classes are popular, and patrons seem to like their convenient neighborhood locations.
- The facility does not have enough staff or storage space to reconfigure the rooms for other uses.

Management Team Feedback

- The staff likes having dedicated preschool spaces.
- Staff do not see a need for preschool facilities to serve other functions.
- The recreation buildings are old and require a lot of upgrading and maintenance.

Commissioner Feedback

- Decentralization is important because of traffic issues in town.
- It is important for the preschool facilities to be located in neighborhoods. The preschool facilities seem to be working in their current configuration, and most Commissioners like having the preschools located in area neighborhoods. However, decentralized preschools do have pros and cons: while the neighborhood feel is desirable, having the facilities scattered through the city is harder on the preschool teachers. One Commissioner felt that one-stop shopping would be better for the preschools, as parents generally wish to send their children to the best school in town, even if its location is less convenient.



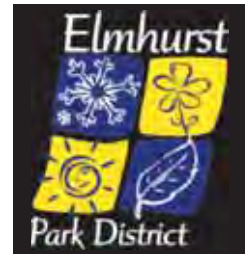
Storage Room



Storage

Facility Solutions

Wilder Park Recreation Building



SOLUTIONS/RECOMMENDATIONS/BUDGETS

SOLUTIONS CONSIDERED

The recreation buildings that serve as preschools are considered by the Park District and the community to be important neighborhood assets, as described in the Comprehensive Plan. Two (2) solutions were explored. The first solution listed is the recommended option.

RECOMMENDED SOLUTION

1. Tear Down & Rebuild New Preschool

- Incorporate adequate storage space in order to reconfigure spaces for rental or multipurpose use.
- Incorporate toilet rooms with separate outside access from the park per Strategic and Comprehensive Plans.
- Incorporate attached outdoor picnic shelter per Comprehensive Plan.

The existing facility is old and outdated, and it has served its purpose. A new facility that includes a preschool space with park views and public toilets that can be accessed from the park would be a great addition to the Park District.

Total Project Budget: \$988,750

OTHER SOLUTIONS CONSIDERED

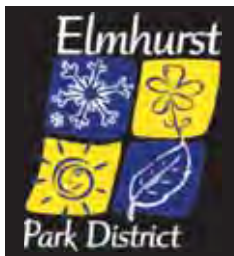
2. Tear Down Existing Building, Relocate Preschool, Build Toilet Facility

- Relocate existing preschool function to Wilder Park Administration building per Solution 3 on page 79.
- Build new toilet facility to serve Wilder Park.

This solution is not recommended because parking conditions at the Administration Building are already difficult. Additionally, preschool children would need to cross the parking lot, which also includes truck traffic from the Horticulture area, to get to the playground.

[See also the budget for Wilder Park Administration Solution 3 for new preschool space, page 79.](#)

Total Project Budget: \$180,250



THE FOLLOWING SITE DIAGRAMS ARE INCLUDED TO ILLUSTRATE THE SOLUTIONS CONSIDERED.

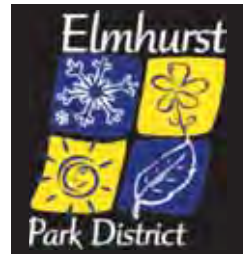


Solution 1: Tear Down & Rebuild New Preschool
Wilder Park Recreation Building

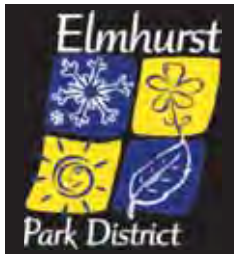
Recommended

Facility Solutions

Wilder Park Recreation Building



Solution 2: Tear Down Existing Building, Relocate Preschool, Build Toilet Facility
Wilder Park Recreation Building



WILDER MANSION

125 Prospect Avenue
14,000 SF

FINDINGS

CURRENT BUILDING USE

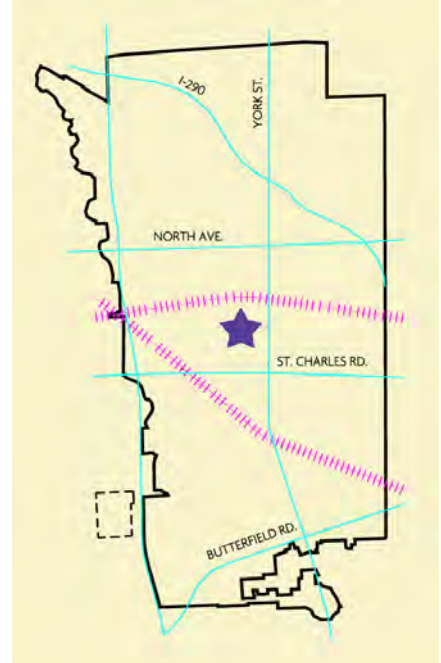
- Rental of special-event space
- General programming

HOW OFTEN FACILITY IS USED

Data not yet available at the time of this report

ARCHITECTS' TOUR OBSERVATIONS & ANALYSIS

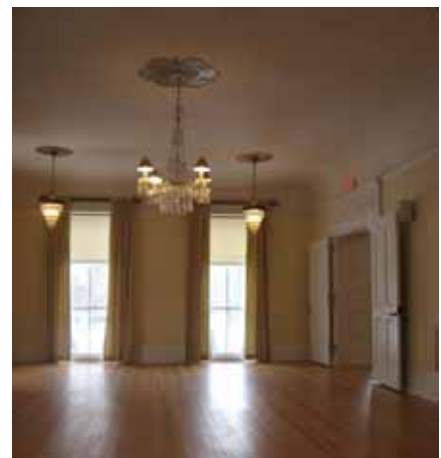
- This facility is located in the heart of town within Wilder Park. The building is an elegant, historic gem that once served as the community's library. A rebuild and renovation of the facility was just completed at the end of 2008. All finishes are new or restored, and all mechanical systems have been replaced. An elevator was added to the structure. Modern toilet facilities have been incorporated.
- Storage space has been incorporated in the basement and third floor of the facility.
- In general, parking is tight in and around Wilder Park. Thirty-six (36) parking spaces are available adjacent to this facility, including two (2) handicap-accessible spaces. Overflow parking for special events is accommodated for by the adjacent Administration Building, or on the street.
- The recent renovation project included significant technology upgrades.



Location Map



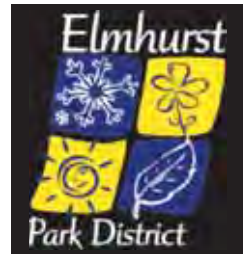
Front Exterior View



Wilder Room

Facility Solutions

Wilder Mansion



- Greening of this facility should have taken place wherever possible during the recent renovation. To continue in the spirit of sustainability, green cleaning products can be used to maintain the facility.

INTERVIEW RESEARCH

Full-Time Staff Meeting Feedback

No specific discussions were conducted regarding this facility.

Management Team Feedback

Management expressed concern as to whether or not parking is sufficient for the structure.

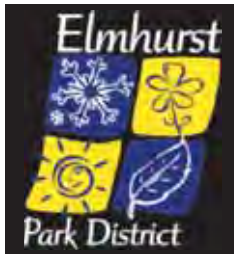
Commissioner Feedback:

No specific discussions were conducted regarding this facility.

SOLUTIONS/RECOMMENDATIONS/BUDGETS

SOLUTIONS CONSIDERED

Because of the recent extensive renovation of this facility, its character, and its prominence within the community, no changes are proposed.



THE FOLLOWING SITE DIAGRAM IS INCLUDED TO ILLUSTRATE THE SOLUTIONS CONSIDERED.

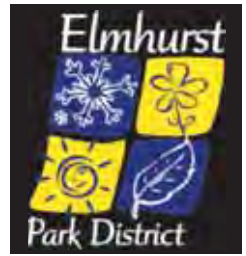


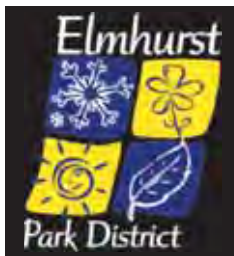
Solution 1: No Proposed Changes
Wilder Mansion

Recommended

Facility Solutions

Wilder Mansion





Facility Solutions

Wilder Park Administration Building



WILDER PARK ADMINISTRATION BUILDING

225 S. Prospect Ave.
5,540 SF + 1,800 SF for Horticulture function

FINDINGS

CURRENT BUILDING USE

The Wilder Park Administration Building currently comprises a series of traditional administrative offices; a boardroom; space for support staff; spaces for the marketing, human resources, IT, and finance departments; and space for the Planning and Horticulture functions, including greenhouse and conservatory spaces.

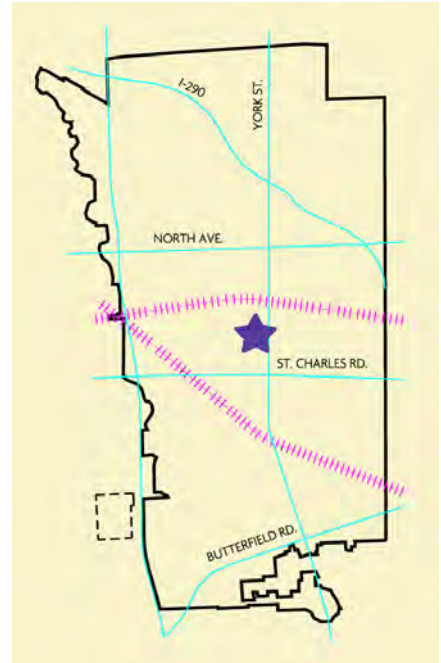
Following is a breakdown of all included functions:

Administration

- This department occupies approximately 2,565 SF of space. It includes a small waiting area with soft seating and a display stand for brochures.
- The department has a reception counter. Four (4) workstations are located behind it in an open work area (One is for IT).
- The department includes offices for the Deputy Director of Parks and Recreation, the Special Projects Coordinator, and the Executive Director.
- It also features a workroom with a copier, file cabinets, and a refrigerator.

Boardroom

- The area for this space is included in the Administration allocation.
- The room is used for Park Board Commissioner meetings, staff meetings, and bid openings.



Location Map



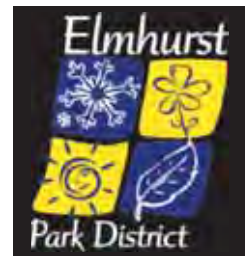
Exterior View



Workstations Behind Reception Counter

Facility Solutions

Wilder Park Administration Building



IT

- This department occupies approximately 235 SF of space.
- The IT Department has three (3) full-time and two (2) independent contractors.
- This area includes a server room and a combined workroom, office for two (2) full-time staff, and storage.
- One of the workstations in the Administration Department's open work area belongs to the IT department.

Marketing

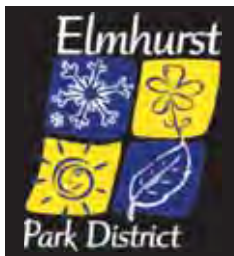
- This department occupies approximately 600 SF of space.
- The Marketing Department has four (4) full-time employees and two (2) interns.
- The Marketing Department includes one (1) office for the Marketing Director and three (3) small workstations, some of which are shared.
- The department also has a graphics station with dual computer monitors.
- A former vault serves as a small storage room for Marketing and Planning; it also uses the attic space and various storage areas in other Park District facilities for its storage needs.

Planning

- This function occupies approximately 340 SF of space.
- The Planning function has two (2) full-time employees.
- The Planning function includes one (1) combined work area for the Landscape Architect and the Assistant Park Planner.
- To work on drawings, Planning staff must stand up at a light table or work on the floor.
- Many Planning Department documents are stored off-site.

Finance/Human Resources

- This department occupies approximately 1,800 SF of space.
- Located on the second floor, with no internal access to the rest of the Administration Department.
- The Finance/Human Resources Department has eight (8) full-time employees.
- The area designated for this department was originally designed to be a residence for the Park District's Horticulturist.
- Significant HVAC issues were reported by staff.
- The department includes offices for the Director of Finance/Human Resources, the Division Manager of Finance, the Division Manager of Human Resources and Risk Management. The Human Resources Specialist and the Human Resources and Safety Assistant share an office.
- A workspace for one (1) of the Accounting Clerks is located in the residence's former kitchen, which is still used as a coffee and lunch area for department employees. Two (2) additional Accounting Clerks share workspace in an open work area.
- There is no space available to hold training sessions. For any training needs, the department uses Wagner Community Center or, if the group is small, the boardroom.
- Many Finance/Human Resources Department documents are archived off-site.



Facility Solutions

Wilder Park Administration Building



Horticulture

- This function occupies approximately 1,800 SF of space, not including the greenhouses and conservatory.
- The Horticulture Department has two (2) full-time and eight (8) seasonal employees.
- The department has a propagation chamber.
- There is a garage area that contains four (4) racks for plant storage and sterilization of soil (8' x 6' bins). The garage area also is used to store pro-mix, fertilizer, and propane for a generator.
- Classes are held in the garage area for as many as twenty-six (26) children, but everything in the garage area must be cleared out to host the classes. (Adult classes are held in the Boardroom.)
- A locked storage room contains hand equipment. Gasoline is emptied from all of the equipment during winter.
- The lower level houses the boiler and other equipment.
- The mezzanine houses miscellaneous Park District storage, including large items used by the Marketing Department.
- Staff currently use two (2) refrigerators, but they reported that they need considerably more refrigeration space, such as two (2) 10' x 10' walk-in coolers.
- The original greenhouse was built in 1868, and the conservatory was built in 1923.
- In summer, one (1) dump truck, three (3) pick-up trucks, two (2) dumpsters, and one (1) recycle bin (no green refuse) are used at this site. Pesticides are also used.



Storage



Storage



Storage

Attic

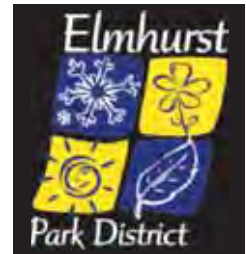
- This is a tight space located under the pitched-roof structure that is currently being used for storage. The area is accessed via a pull-down stair, making it difficult to use and inefficient. Off-site storage area of approximately 150 SF is recommended to replace this area and provide space for future growth.

HOW OFTEN FACILITY IS USED

The administrative functions of this facility are used during regular business hours. The Horticulture function probably has extended hours, but data on this was not studied.



Horticulture Yard



ARCHITECTS' TOUR OBSERVATIONS & ANALYSIS

- The facility is centrally located in Elmhurst at the southern end of Wilder Park.
- The main part of the building has a pleasing historic character to it; however, the two-story addition that houses the Horticulture function on its first floor and the HR/Finance Department on its second floor is less attractive and appears out of place. Although they are in need of repair, the greenhouses and historic conservatory are appropriate to the character of the building and are wonderful amenities to the structure.
- Overall, the building has been well maintained; however, some areas are outdated and in need of upgrading.
- Toilet facilities are extremely inadequate and lack proper ventilation.
- Staff work areas are overcrowded.

Space deficiencies have been identified throughout the facility as follows:

Administration

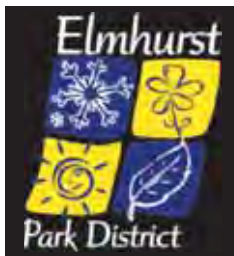
- The copier room is inadequate. There is no work space.
- The department needs a separate file and storage room.
- Toilet facilities are inadequate for the building's twenty-three (23) employees. Two (2) are required by code, but four (4) are recommended.

<i>Deficient Space</i>	<i>Additional SF Required</i>
Kitchen/Lunchroom	200
File & Storage Room	100
<u>Staff Toilets</u>	<u>240</u>
Subtotal Administration	540 SF

IT

- The IT Department's server and equipment storage space is lacking. A work counter/bench spacious enough to accommodate four (4) computers simultaneously is needed. The existing space is adequate to accommodate this, but workstations to accommodate the department's five (5) workstations are also required.

<i>Deficient Space</i>	<i>Additional SF Required</i>
Server & Equipment Storage	100
<u>Office/Workroom</u>	<u>384</u>
Subtotal IT	484 SF



Facility Solutions

Wilder Park Administration Building



Marketing

- The quality and size of the department's overall space is inadequate. A lack of ventilation in the adjacent toilet room makes the workspace very unpleasant. Workstations are required for four (4) full-time employees and two (2) interns, and the space is not large enough for adequate workstations. A work area for projects is needed, as well as storage space.



Workspace

<i>Deficient Space</i>	<i>Additional SF Required</i>
Workstations for four (4) full-time employees	480
Workstations for two (2) interns	200
Work area for projects, receiving, and staging	150
Storage space	150
Subtotal Marketing	980



2nd Floor Office

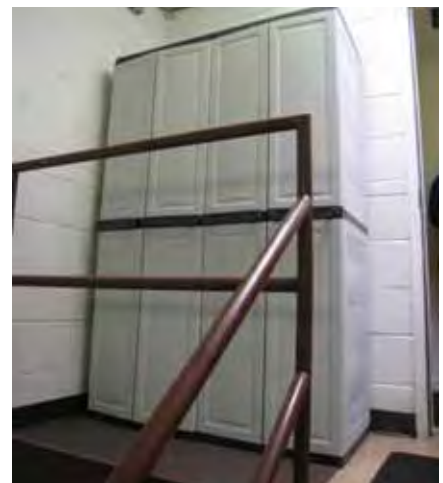
Planning

- Lighting is inadequate. The space often gets too hot for the department's computers, and a portable A/C unit must be used to moderate the temperature. A large work space and space for a plotter is required. Flat files for drawing storage are stacked too high for them to be accessible. Adequate flat-file storage could be incorporated into the large work space. Proper space for the light table is needed. Storage space for supplies and presentation boards and meeting space for six (6) people is needed.



Finance Workspace

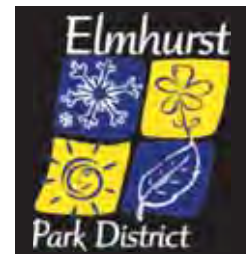
<i>Deficient Space</i>	<i>Additional SF Required</i>
Work space/plotter/flat files	300
Light table	50
Storage room	150
Conference room	180
Subtotal Planning	680



Storage in Stairway

Facility Solutions

Wilder Park Administration Building



Finance/Human Resources

- Located on the second floor, above the Horticulture function, this space was originally designed as a residence for the Park District's Horticulturist. There is no elevator to aid accessibility, and this department has no connection to the rest of the Administration Department. For the most part, office spaces are adequately sized; however, the office space for one of the Accounting Clerks is located in the kitchen, which is also used by staff for lunch and coffee. A conference room is lacking for private meetings and a place to fill out confidential paper work. Storage is lacking for files and supplies. Archive documents are stored off site.

<i>Deficient Space</i>	<i>Additional SF Required</i>
Conference room	240
<u>Storage room</u>	<u>150</u>
Subtotal Finance/HR	390

Total Required Administration Space (without Planning function)

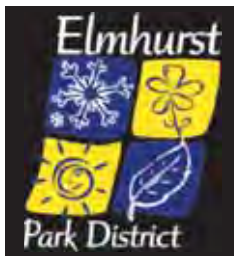
Existing (without 340 SF existing Planning function)	5,200
Subtotal Additional Administration	540
Subtotal Additional IT	484
Subtotal Additional Marketing	980
Subtotal Additional Finance/HR	390
<u>Non-Program Space Factor 35% (i.e., walls)</u>	<u>$(540+484+980+390) \times .35 = 837.90$</u>
Total Required Administration	8,431.90 SF

Total Required Planning Space

Existing	340
Subtotal Additional Planning	680
<u>Non-Program Space Factor 35% (i.e. walls)</u>	<u>$(680) \times .35 = 238$</u>
Total Required Planning	1,258 SF

Horticulture

- Classroom space is required whenever students from local schools visit the facility. Most classes have approximately twenty-six (26) students.
- Two (2) single-occupant toilet rooms for these classes and the two (2) full-time and eight (8) seasonal employees are required. A locker area for the employees is also recommended. Staff reported needing 2 walk-in coolers. During the summer season, Horticulture staff use three (3) additional pick-up trucks and one (1) dump truck, so additional parking is needed. Additional plant storage and staging space is also needed.



Facility Solutions

Wilder Park Administration Building



Horticulture cont.

<i>Deficient Space</i>	<i>Additional SF Required</i>
Classroom	900
Toilets (2)	120
Locker area	100
Walk-in coolers	250
Plant storage	100
Subtotal Horticulture	1470

Total Required Horticulture Space

Existing	1,800
Subtotal Additional Horticulture	1,470
<u>Non-Program Space Factor 35% (i.e., walls)</u>	<u>$(1,470) \times .35 = 514.5$</u>
Total Required Horticulture	3,784.50 SF

- Parking is lacking at times due to the many activities at this site. Currently, there are forty-eight (48) spaces available adjacent to this facility. These spaces serve the Park, the Administration Building, and the Horticulture function. They also serve the Lizzadro Museum of Lapidary Art at 220 Cottage Hill, Elmhurst. According to the City of Elmhurst zoning ordinance, three (3) spaces are required for every 1,000 SF of space; thus, seventeen (17) spaces are required for the Administration Building alone. Parking requirements for the entire park were not included in this study. Thirty-six (36) parking spaces serve the renovated Wilder Mansion.
- Environmental issues at the facility include inefficient lighting fixtures and HVAC equipment. HVAC issues were reported; further study is required to determine the problem. The building's existing windows are single-glazed, which contributes to excessive heat loss in the winter and heat gain in the summer. The building's insulation values are assumed to be low by today's standards.
- Storage space throughout the building is lacking.



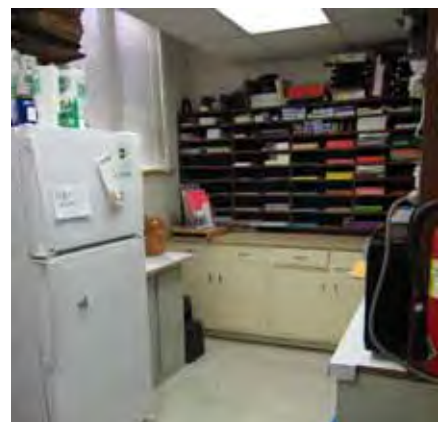
Storage Vault



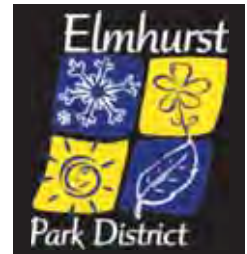
Marketing Workstation



Marketing



Staff Area and Supplies



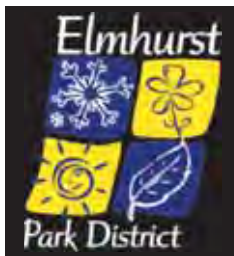
INTERVIEW RESEARCH

Full-Time Staff Meeting Feedback

- The Administration Building is too small.
- The Administration Building needs technology upgrades.

Management Team Feedback

- It is difficult to find space in the Administration Building for meetings and staff training sessions.
- A dedicated Administration Building should be retained.
- Having the Administration Building in a central location is ideal, but it could be a new central location.
- Two to three (2–3) of the Park District Managers currently located elsewhere could be moved to the Administration Building.
- Program and Division Managers should stay at their respective facilities.
- Efficiencies should be increased to help make the Park District a more cohesive organization.
- All of the Park District’s administrative functions should be located in the same place. Perhaps there could be more shared spaces.
- There is not enough space for technology equipment and IT personnel. In particular, IT personnel have no place to repair equipment.
- If GIS is added, more equipment would be required.
- More space is required for phone equipment, as the Park District will be converting to a voice over Internet protocol (VOIP) system in the future.
- The Marketing Department has the greatest need for storage space, including places to maintain its archival storage, photos, CDs, videos, brochures, etc. Other items that need storage areas include premiums, banners, display boards, and materials for special events. Consolidating all of these materials in one place would be ideal.
- The Human Resources Specialist has files in her office that should be located elsewhere.
- Accounts Payable files are boxed up and stored twice a year.
- Files are shipped off-site once a year, but it would be preferable to keep two (2) years’ worth of records on site if possible.
- Some former storage areas have become offices. Every square foot of office space needs more storage space.
- The building needs more storage space, but it is not the intent of management to turn it into a warehouse.



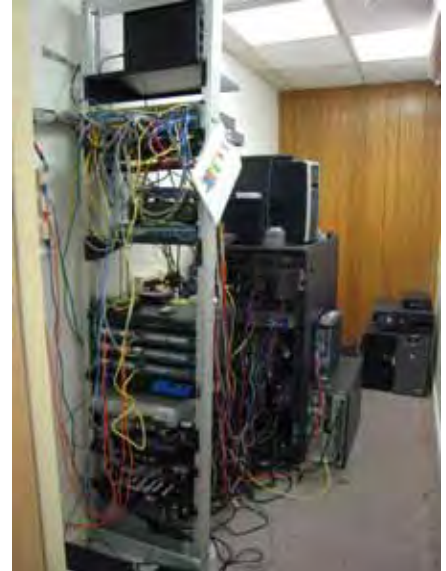
Facility Solutions

Wilder Park Administration Building

- Because it is so expensive to build out and maintain office space, any storage space must be used efficiently.

Commissioner Feedback

- The Park District's most dire need is to have more and better administrative office space, but the cost must be reasonable.
- In its current state, the Administration Building is embarrassing and no longer meets the needs of staff. Another location can be considered if necessary. Making sure the space is appropriate is of the utmost importance.
- The Administration Building is a sturdy building. It could be used as a preschool, and the other Wilder Park preschool facility could be torn down.
- Not many people come to the Administration Building because all registration is handled at Wagner, so it does not matter where the Administration Building located.
- The conservatory is in desperate need of repair. There is great sentimental attachment to the conservatory's location. The Park District's Horticulturist does a wonderful job considering how substandard the facility is.
- Offices should be more open, with a few separate meeting rooms for privacy. Staff should be encouraged to work remotely and put technology to use whenever possible.
- The Administration Building should include a central storage area for hard copies of documents.
- Space is a major concern for staff. Can we tweak what we have, or should the number of staff be reduced? The Park District could consider outsourcing, or encouraging current staff to work from home.



Server Room



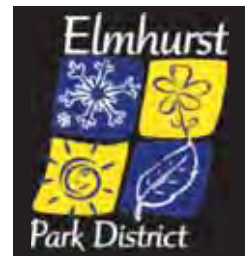
IT Space



IT Space

Facility Solutions

Wilder Park Administration Building



SOLUTIONS/RECOMMENDATIONS/BUDGETS

SOLUTIONS CONSIDERED

Three solutions were considered for this facility, ranging from expansion to renovating for a new use. The first solution outlined below is the recommended option.

RECOMMENDED SOLUTION

1. Relocate Administration to The Abbey, Renovate/Convert into Senior Center

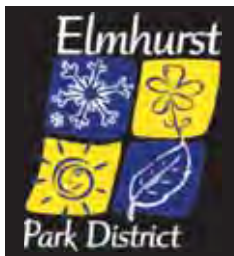
- Renovate/convert existing Administration Building into a senior center because of its proximity to Wilder Park, Wilder Mansion, and the Art Museums.
- Relocate the Planning function to the existing second floor of the building to retain its proximity to the Horticultural area. Add an elevator.
- Add to the north side of the building to expand the Horticulture function.
- Renovate/restore conservatory and greenhouse.

Relocating Administration to the Abbey site will keep this function centrally located within the community. There is space to expand at the Abbey in order to meet Administration's needs properly. Parking is adequate, and because the general public rarely interacts with the Administration Department, access is not as critical.

Relocating seniors to this facility works well because of its location in Wilder Park and its convenient access to the Park's amenities, including walking paths, Wilder Mansion, the Elmhurst Art Museum, the Lizzadro Museum of Lapidary Art, the Conservatory, and the Horticulture Department. Many of these amenities were listed in the Comprehensive Plan as being desirable to the senior community.

The Abbey is currently 5,000 SF, but the available footprint at the Wilder Park Administration Building is approximately 3,350 SF. However, it may be possible to accommodate the required functions for senior programming into a smaller footprint given the Park District's utilization data for the Abbey, and the fact that the facility would be supported by many other amenities. An addition would also be a possibility.

Total Project Budget: \$3,872,232



OTHER SOLUTIONS CONSIDERED

2. Renovate & Expand Existing Facility for Administration

- Add a second story to the west side of the building that would connect to the existing second floor.
- Add to the north side of the building to expand the Horticulture function.
- Renovate/restore greenhouse.



Office

Total Project Budget: \$5,530,042

3. Relocate Administration to The Abbey or Wagner Community Center, Renovate/Convert to Senior Center and Preschool

- Convert the existing Administration area into Senior Center because of its proximity to Wilder Park, Wilder Mansion, Elmhurst Art Museum, and Lizzadro Museum.
- Convert the west end of building with possible additions into preschool space to replace the Wilder Park Recreation Building.
- Relocate the Planning function to the building's existing second floor to retain its proximity to the Horticultural area.
- Add to the north side of the building to expand the Horticulture function.
- Renovate/restore greenhouse.



Copy/File Area

Total Project Budget: \$4,318,972

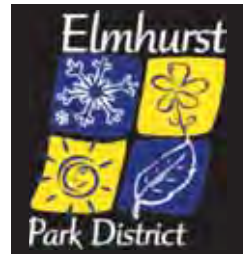
While Solution 3 is consistent with the Comprehensive Plan in that it consolidates functions and frees up open space within the park by eliminating the existing Recreation building, it is ranked lower in preference because the preschool children would be forced to cross the parking lot to get to the playground, with truck traffic into Wilder Park's Horticultural area.



UPS Battery Backup

Facility Solutions

Wilder Park Administration Building

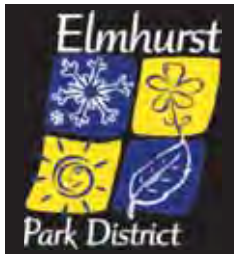


THE FOLLOWING SITE DIAGRAMS ARE INCLUDED TO ILLUSTRATE THE SOLUTIONS CONSIDERED.



Solution 1: Relocate Administration to The Abbey, Renovate/Convert into Senior Center
Wilder Park Administration Building

Recommended



Facility Solutions

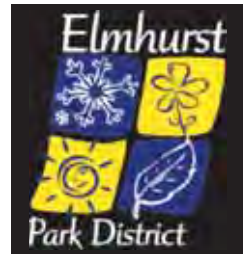
Wilder Park Administration Building



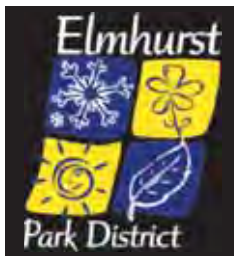
Solution 2: Renovate & Expand Existing Facility for Administration
Wilder Park Administration Building

Facility Solutions

Wilder Park Administration Building



Solution 3: Relocate Administration to The Abbey or Wagner Community Center, Renovate/ Convert to Senior Center and Preschool
Wilder Park Administration Building



Facility Solutions

Courts Plus Fitness Center

COURTS PLUS FITNESS CENTER

186 S. West Avenue
95,000 SF

FINDINGS

CURRENT BUILDING USES

Courts Plus offers a variety of fitness programs and amenities, including:

Fitness Center

- Fitness equipment, including strength training and cardio
- Four (4) lane running track, 1/16 mile

Tennis

- Six (6) indoor tennis courts

Swimming Pool

- Five (5) lane lap pool, twenty-five (25) yards
- Whirlpool
- Sauna

Locker Room Facilities

- Full locker room with showers
- Steam room

Lounge/Café

- Vending area for coffee and snacks
- Full-service café serving salads, sandwiches, and beverages
- Dining area
- Soft seating area

Racquetball

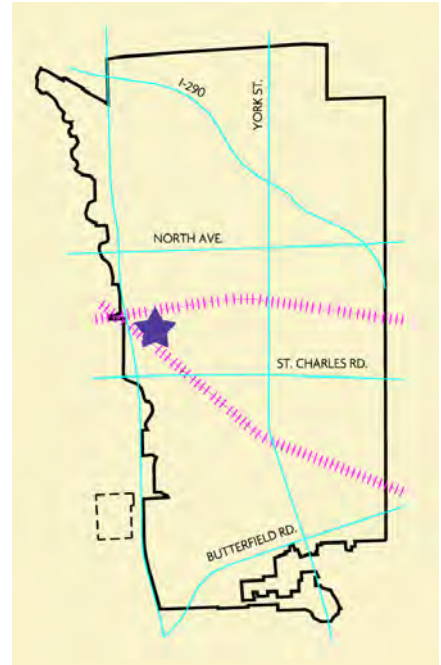
- Three (3) racquetball courts

Multipurpose Room

- Classes for spinning, yoga, Pilates, karate, and dance
- Rented out for private parties, events

Elmhurst Memorial Healthcare

- Hospital rents space for “Life Plan” program
- Orthopedic and Sports Rehabilitation Program and a Pediatric Rehabilitation Program



Location Map



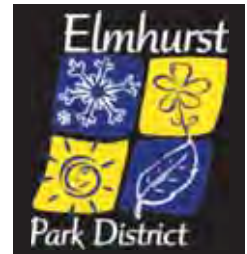
Entrance



Fitness Center and Track

Facility Solutions

Courts Plus Fitness Center



Kids Plus

- Childcare for Courts Plus members and guests
- Programming

Fit4Life

- Aerobic/weight training gym
- Youth-oriented fitness program

Group Exercise Studio

- Aerobics
- Cardio Strength Training

Climbing Wall

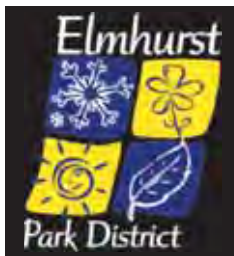
General Offices

- Offices for Membership Services, Programming, Finance, and Operations

HOW OFTEN FACILITY IS USED

According to the Comprehensive Plan, Courts Plus is one of the District's most utilized facilities. Staff has indicated that additional space is needed for fitness and for general programming at busy times of the day. The data provided by the District indicates that the facility is very well utilized. For example, the Group Exercise Studio is utilized an average of 61% throughout the week, and given that the facility is open an average of sixteen (16) hours per day, this would mean that there is almost ten (10) hours of programming. The data is based on total hours of availability (hours facility is open), therefore, the percentages appear lower, however, if data is looked at based on when programs typically occur, the percentages will be higher.

Winter/Spring/Fall							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Group Exercise Studio	73%	91%	73%	95%	45%	29%	19%
Multipurpose Room	68%	82%	77%	68%	50%	36%	17%
Tennis Courts	77%	82%	77%	81%	71%	88%	90%
Racquetball Courts	54%	51%	40%	39%	28%	45%	39%
Summer							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Group Exercise Studio	63%	73%	63%	86%	36%	45%	45%
Multipurpose Room	55%	77%	45%	86%	36%	45%	25%
Tennis Courts	15%	15%	15%	15%	15%	15%	15%
Racquetball Courts	35%	35%	35%	35%	35%	35%	35%



ARCHITECTS' TOUR OBSERVATIONS & ANALYSIS

- Courts Plus is located west of the center of Elmhurst. It opened in 1972 as an indoor tennis and racquetball facility, and the building was expanded in 1990. In 1998, the building was expanded to the east to create improved space for Kids Plus and a multi-purpose room. In 2001, a new café and lounge space were added to the front of the building, and the locker rooms were recently renovated. The building's site parcel is small, which will make further expansions difficult. Illinois Department of Natural Resources would need to be consulted based on past grant agreements on how the land can be utilized.
- The facility is well maintained and in good condition.
- The first-floor fitness center is very busy, but it is tight on space. The swimming pool and locker rooms are located one level down. Patrons must access the pool and locker rooms via the elevator or a narrow open stairway, making the flow between the two levels inconvenient.
- The building's office space is very crowded; in fact, space is so tight that additional offices were built under the stairway.
- Additional space is needed at this facility, but because the parcel is so small, the building's footprint can not be extended significantly.

The following space deficiencies have been identified throughout the facility:

Administrative Offices

- Currently, there are two (2) offices and an open area with three (3) workstations. Space for copiers, printers, and files is limited. Additional space is needed for one (1) office for the Finance Division. The space should include a meeting area and two (2) additional workstations.

Membership Services

- Membership Services has an office and a workroom. There is an additional Membership Services workroom at the



Pro-Shop



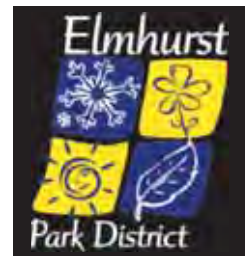
Pool



Tennis Courts



Climbing Wall



south end of the facility, where the viewing/lounge area for the tennis courts used to be located.

Operations/Facilities

- In the Operations/Facilities division, there are three (3) full-time and ten (10) part time staff members. There is one (1) office for the division manager, and the rest of the staff share one (1) office with two (2) workstations. These offices are adjacent to the laundry room and storage area, and the office space also houses tool storage and electric panels. An additional workstation is needed.
- A workshop area for the Operations/Facilities Department is needed, along with additional general building storage. Additional storage space is also needed for paper goods, towels, etc. These needs could be accommodated via a small addition to the south of the racquetball courts.

Service Desk

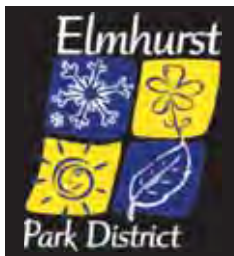
- Three (3) staff members work the Fitness Desk, and two (2) offices and a small pro shop are located behind it.
- Staff reported that the pro shop space is not viable.
- Adjacent to the Fitness Desk, a temporary partition has been set up to create a small space for the twenty (20) personal trainers. This partition currently blocks the view to the tennis courts.

Fitness Floor

- More space could be dedicated to the fitness floor area by filling in the open area above the pool. However, doing so would negatively affect the quality of the space.
- Additional fitness space could be accommodated at the main level via an addition to the north side of the building.

Programming Space/Multipurpose Room

- The existing Multipurpose Room can be divided into smaller spaces, but there is no secondary access point. An additional doorway cannot be provided, because the adjacent hallway is ramped .
- An additional Multipurpose Room could be provided as part of an addition to the east side of the building.
- Underneath the stair, offices have been carved out for Courts Plus' tennis pro's, fitness manager, and for fitness assessment staff. A vending area is also tucked under the stair. These offices are not ideally located because of their remoteness.



Pool

- Staff reported a need for a therapy pool to be added to the pool area. This could be accommodated on the lower level by placing the therapy pool adjacent to the lap pool in an addition on the north side of the building.

Tennis Courts

- Staff reported that two (2) additional tennis courts are desired. There is no space available to build new courts.
- As mentioned above, building storage is at a premium, so the area behind the curtains at the ends of the tennis courts is currently being used for storage of file cabinets, ladders, tennis supplies, maintenance equipment, etc, which is not desirable.

Kids Plus

- Additional program space is required, as well as additional storage space. This could be accommodated on the lower level via an addition to the east side of the building.

Group Exercise

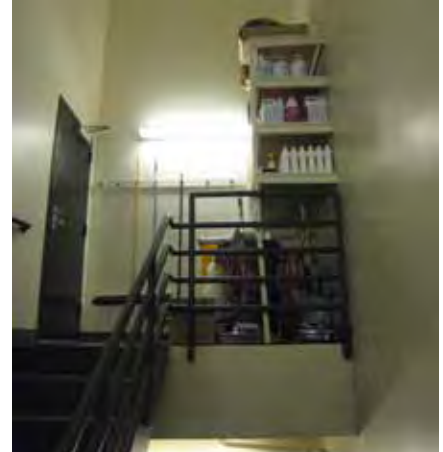
- An additional group exercise studio is desired, according to staff. There is no space available to build a new aerobics studio. However, a north addition to the main level (as mentioned in the Fitness Floor section on page 86) could also be used as an aerobics studio.

Parking

- Parking for Courts Plus is shared with Plunkett Park. There are three hundred and forty four (344) spaces, including twelve (12) handicap-accessible spaces. The total of spaces required, per a City of Elmhurst zoning ordinance that dictates designation of three (3) spaces per 1,000 SF, is two hundred and eighty five (285).

Technology

- Technology improvements for Courts Plus' use are recommended, and the addition of interactive registration kiosks was discussed.



"Stair Storage"



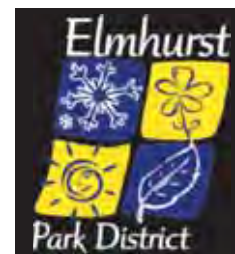
Pool Equipment Storage



Studio



Kids Plus



Greening of the Facility

- Greening of the facility can be accomplished by replacing existing HVAC equipment with high-efficiency models, using high-efficiency lighting fixtures, and installing low-flow plumbing fixtures. Less costly measures include opting for “green” cleaning products and paints, adhesives, and coatings that contain few or no volatile organic compounds (VOC) as repairs are made. We recommend the use of recycled and locally sourced finishes.

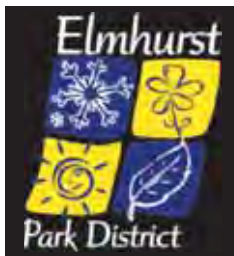
INTERVIEW RESEARCH

Full-Time Staff Meeting Feedback:

- The facility needs to have more private program space available for rent.
- The facility could use a large vestibule-like area where individuals can wait for programs while rooms are cleaned and set up for the next activity.
- It would be useful to have storage for cleaning supplies in each room. In addition, staff members need more areas to store cleaning supplies throughout the building for the sake of efficiency.
- The facility does not need a rock-climbing wall.
- The facility needs more storage space.
- Closets should be out of the way, but easy to access.
- There should be a garage door that opens to the interior of the building.
- Staff members need to have easy access to electrical panels.

Management Team Feedback:

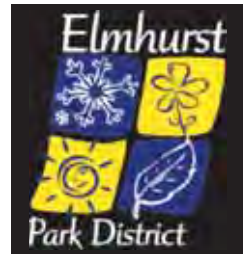
- Since many people visit Courts Plus each day, they take advantage of the opportunity to register for other Park District programs while they are there.
- Parents frequently request more fitness programming for children between the ages of six and thirteen.
- During certain hours, children younger than sixteen are not allowed to be on the Fitness Floor.
- The number of patrons enrolled in the fitness program is stable, but enrollment for other programs tends to go up and down.
- Courts Plus has run out of room. Space for internal changes within the building is very limited.
- The space allocated for aerobics classes should be doubled.
- The Fitness Floor is cramped.



- A new fitness facility called “X-Sport” is coming to town, but staff do not anticipate that it will be a threat to the Courts Plus facility. However, there is a worry that a large fitness chain may choose to add a nearby location that could affect the patronage at Courts Plus.
- Courts Plus has not yet been affected by the economy, but smaller private facilities have lost patrons.
- Mind/body classes require a calm and soothing environment, but Courts Plus patrons have not shown much interest in classes of this nature. Smaller private facilities in the area offer many well-attended yoga and Pilates classes . Staff have been considering redoing the climbing wall area to allocate space for Pilates and yoga classes.
- Courts Plus needs approximately 7,000–10,000 SF of additional space. If the free weights are relocated from the Fitness Floor, space for more equipment would become available.
- The Courts Café is sometimes empty, but it is a necessary space to allow patrons to socialize.
- The facility could use another multipurpose space for revenue programs or for further flexibility.
- Courts Plus could use some additional handicap-accessible parking spaces, or more conveniently located spaces.

Commissioner Feedback:

- The location of larger facilities (Courts Plus and Wagner) is acceptable.
- Courts Plus and Wagner are well utilized as large, multi-functional facilities.
- Courts Plus with fitness all together is good.
- Now OK as semi-decentralized with Wagner and Courts Plus
- Courts Plus and Wagner together would be ideal.
- Courts Plus should have more multi-purpose program space and Wagner should have more exercise equipment (controlled by swipe cards).
- Security is a concern. At Courts Plus, access is unrestricted, and intruders can walk past the desk without checking in.



SOLUTIONS/RECOMMENDATIONS/BUDGETS

SOLUTIONS CONSIDERED

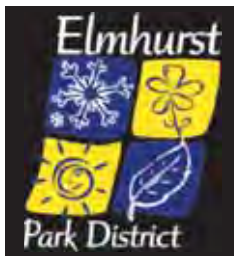
Because of the significant amount of additional space needed at this popular facility, and the limited land available for expansion, only one (1) solution was studied to maximize the current footprint of the facility as much as possible. This recommended solution is outlined below. The additional square footage would total approximately 16,750 Sf, requiring an additional fifty-one (51) parking spaces. However, there is already an excess of fifty-nine (59) parking spaces as identified on page 87 of this report.

RECOMMENDED SOLUTION

1. Expansion – Maximize Footprint

- Expand to the north
 - Main level for fitness equipment and yoga/aerobics classes
 - Lower level for a therapy pool (adjacent to the main pool)
- Expand to the east
 - Main level for more offices and enlargement of the Multipurpose Room
 - Lower level for the Kids Plus department and additional storage space
- Expand to the south
 - Main level for Operations and additional storage space.

Total Project Budget: \$7,526,750



THE FOLLOWING SITE DIAGRAM IS INCLUDED TO ILLUSTRATE THE SOLUTIONS CONSIDERED.

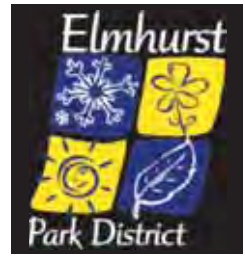


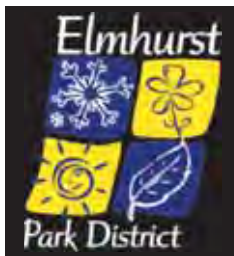
Solution 1: Expansion – Maximize Footprint
Courts Plus

Recommended

Facility Solutions

Courts Plus Fitness Center





Facility Solutions

The Abbey Leisure Center



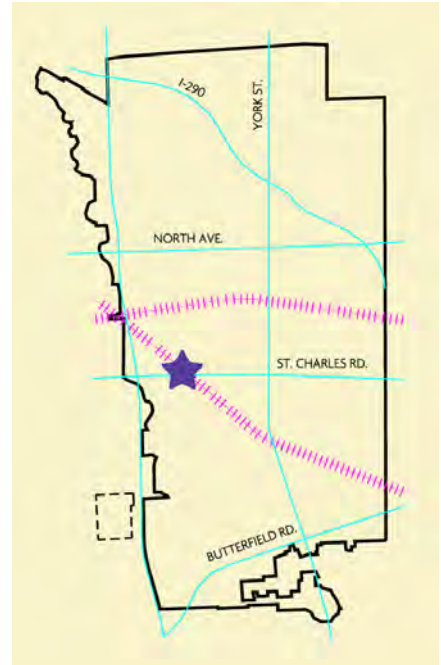
THE ABBEY LEISURE CENTER

407 W. St. Charles Road
5,000 SF

FINDINGS

CURRENT BUILDING USE

- The Abbey is a senior center serving the fifty-five and older population of Elmhurst. It opened as a senior center in 1975; previously, the facility had served as a teen center in the 1950's.
- The facility has a fixed Multipurpose Room and an additional large Multipurpose Room that can be divided into three (3) spaces.
- Activities at the Abbey include card playing, luncheons, and bingo.
- Flu shots are administered at the facility.
- Table tennis is played at the Abbey twice a month.
- The facility has two (2) office spaces and a workroom.
- The Abbey organizes trips and travel for seniors.
- The facility is not typically used at night.
- The facility is used as a polling place during elections.



Location map



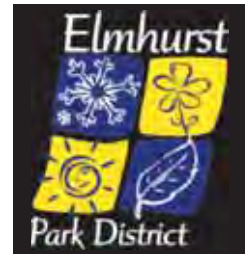
Storage

HOW OFTEN FACILITY IS USED/ACTIVITY LEVEL

The chart on the following page uses data provided by the Park District to indicate how often the facility's spaces are utilized. The data is based on the spaces' actual hours of programming. See the Utilization Analysis in the Appendix on page 228 for assumptions used to determine the number of programming hours. The data indicates that the facility, which is dedicated to senior programming, has the capacity for additional programs. The utilization rate peaks at 35.2%. As the program spaces in this facility are mostly multipurpose, it should be possible to add programs for other users in addition to the existing programming. This is especially true for evening programming needs.



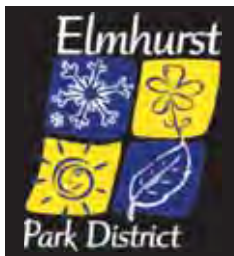
Lobby



	Winter		Spring		Summer		Fall	
	Hrs/Wk	% Util.	Hrs/Wk	% Util.	Hrs/Wk	% Util.	Hrs/Wk	% Util.
Classroom	7.0	15.9	10.0	22.7	5.0	11.4	5.0	11.4
Multi Purpose Room/East	8.0	18.2	8.0	18.2	6.5	14.8	8.0	18.2
Multi Purpose Room/West	14.0	31.8	14.0	31.8	15.5	35.2	14.0	31.8
Multi Purpose Room	3.0	6.8	3.0	6.8	8.8	19.9	4.0	9.1

ARCHITECTS' TOUR OBSERVATIONS & ANALYSIS

- The Abbey is centrally located in Elmhurst, but its location on a busy street makes it somewhat difficult to access.
- The facility has been well maintained, but it is not very welcoming from the inside or outside. The interior space has a very sterile feeling.
- Movable partition walls are used to divide the large Multipurpose Room into multiple spaces; however, these are accordion dividers that do not offer any acoustic separation.
- The toilet rooms do not meet ADA requirements.
- Staff reported that the HVAC system is simply “okay.” The heat is delivered via a boiler. Patrons of the senior center frequently complain about the facility’s temperature.
- Storage space is somewhat lacking. Tables are stored in the mechanical space. Other dedicated spaces are used for various group storage and additional tables.
- Parking at the facility appears to be more than adequate, except on weekdays when trips and programs take place concurrently. There are currently about fifty-two (52) spaces available, including two (2) accessible spaces. Per the City of Elmhurst zoning ordinance, three (3) spaces are required for every 1,000 SF of space; thus, only fifteen (15) spaces are required.
- Technology was not apparent in the facility, other than what is required for the office spaces. Technology should be expanded to meet the recommended goals set out in the Comprehensive Plan, including creating a computer center for the seniors.
- Greening of the facility can be accomplished by replacing existing HVAC equipment with higher efficiency models, using high-efficiency lighting fixtures, and installing low-flow plumbing fixtures. Replacing old, inefficient windows with new insulated models will save energy.



INTERVIEW RESEARCH

Full-Time Staff Meeting Feedback:

- No specific issues regarding this facility were discussed.

Management Team Feedback:

- The facility is centrally located, but access to it is difficult because it is on a busy street.
- In the future, some people may be reluctant to visit a place called a “Senior Center.” They may not consider themselves senior citizens until they are much older than the current definition of a senior, fifty-five years of age.
- For such “younger-thinking seniors,” the Elmhurst Park District should offer more recreation services, health services, active endeavors, and programs for a wider variety of interests—rather like those offered at a Del Webb Community. Baby Boomers tend to prefer the sorts of activities available at the Courts Plus facility, golf, and swimming. It would be better to offer a mix of programs at a more senior-friendly facility and leave it up to patrons to decide which activities they’d like to participate in.

Commissioner Feedback:

- Since the Abbey is geographically close to York High School, it could be used as a teen center.
- This Commissioner hears great things about the Abbey’s programs for seniors. Patrons love having their own space and enjoy the day trips. However, perhaps it would be better to move the senior center to the Wilder facility, as getting in and out of the Abbey’s parking lot is quite hazardous for the senior patrons of the facility.



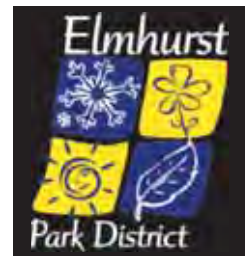
Office



Storage Space



Multipurpose Room



SOLUTIONS/RECOMMENDATIONS/BUDGETS

SOLUTIONS CONSIDERED

Two (2) different solutions were considered for this facility, both of which include moving the senior programming to a different facility, changing the function of the building. The first solution outlined below is our recommended option.

RECOMMENDED SOLUTION

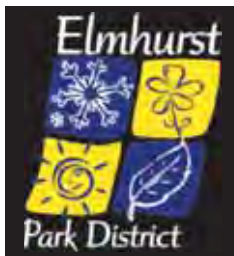
1. Relocate Senior Center to Wilder Park Administration Building, Convert Abbey Facility to House Administrative Functions

- Renovate the existing building and expand it to meet the square footage requirement outlined in Wilder Park Administration report for a new Administration Facility, page 69.
- The square footage required for the Administration Facility (not including the Planning function) is 8,431.90 SF. The existing square footage of the Abbey is 5,000 SF; therefore, an expansion of approximately 3,500 SF is required.
- Per the City of Elmhurst zoning ordinance, three (3) parking spaces are required for every 1,000 SF of space, which would equal twenty-seven (27) spaces for this building in its expanded form. Given the proposed new site diagram, it is estimated that approximately forty (40) of the current fifty-two (52) parking spaces already on the site could be retained.

This is the recommended solution, because relocating the senior center to Wilder Park can serve the senior population in better (and different) ways. The current location of the senior center is a critical problem. The existing location is difficult for seniors to access, there are no exterior amenities, and the building is in need of renovation to add some character and charm. By relocating the senior programming to the Wilder Park Administration building, the seniors would have access to Wilder Park for walking and views, to Wilder Mansion for special functions and overflow use, to the two art museums of Elmhurst, and to the Park District's Horticulture function. This new senior center would have a central location with easy access, and it would be located in a facility with character. All the amenities gained with this move are supported in concept by the Comprehensive Plan.

The Abbey is currently 5,000 SF, but the available footprint at the Wilder Park Administration Building is approximately 3,350 SF. However, it may be possible to accommodate the required functions for senior programming into a smaller footprint given the Park District's utilization data for the Abbey, and the fact that the facility would be supported by many other amenities. An addition would also be a possibility.

Total Project Budget: \$2,187,500



OTHER SOLUTIONS CONSIDERED

2. Relocate Senior Center to Wilder Park Administration Building and Convert Abbey Facility to Teen Center

- Renovate current building into a teen center because of its proximity to York High School.

Total Project Budget: \$840,000

THE FOLLOWING SITE DIAGRAMS ARE INCLUDED TO ILLUSTRATE THE SOLUTIONS CONSIDERED.

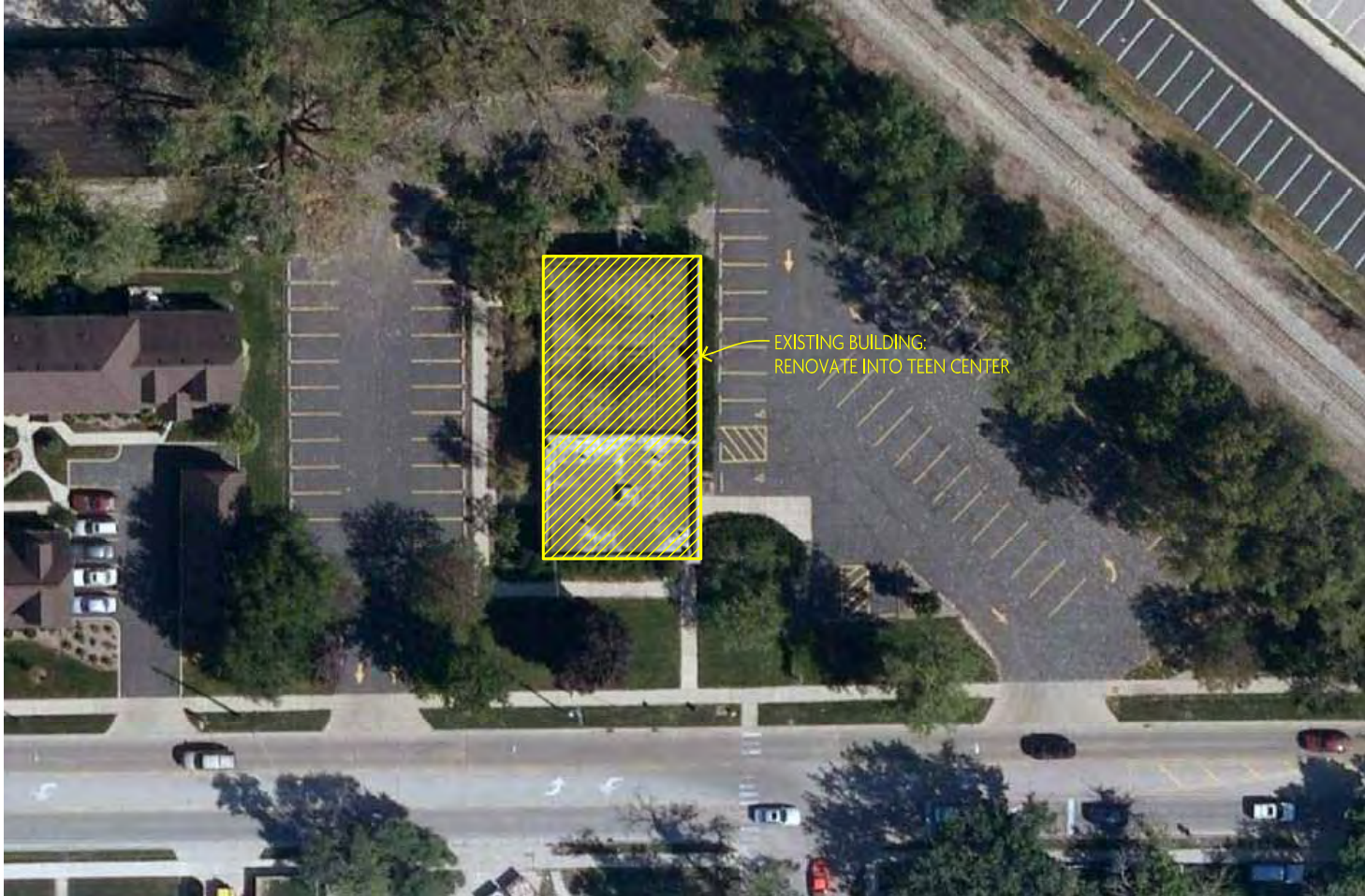
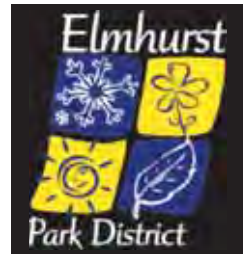


Solution 1: Relocate Senior Center to Wilder Park Administration Building, Convert Abbey Facility to House Administrative Functions The Abbey Leisure Center

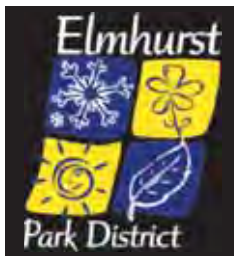
Recommended

Facility Solutions

The Abbey Leisure Center



Solution 2: Relocate Senior Center to Wilder Park Administration Building and Convert Abbey Facility to Teen Center
The Abbey Leisure Center



THE DEPOT AT WILD MEADOWS TRACE

511 S. York Street
1,500 SF

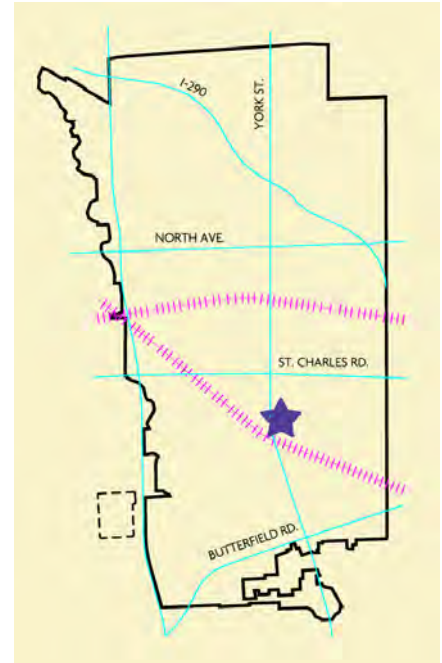
FINDINGS

CURRENT BUILDING USES

- Kaleidoscope early childhood programs (9:00 a.m.–12:00 p.m. and 1:00 p.m.–2:30 p.m.) was recently moved from Wagner Community Center to this location.
- The site also hosts Safety Town programs (which provide safety training for young children) and is available for birthday parties.

HOW OFTEN FACILITY IS USED

The chart on the following page uses data provided by the Park District to indicate how often the facility's spaces are utilized. The data is based on the spaces' actual hours of programming. See the Utilization Analysis in the Appendix on page 228 for assumptions used to determine the number of programming hours. The data indicates that the facility has been better utilized since the fall of 2008 when the Kaleidoscope program was introduced there. The utilization rate now peaks at 81.8%.



Location Map



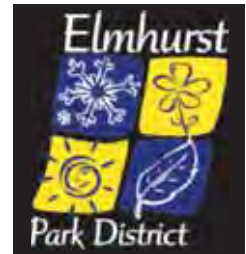
Exterior View



Safety Town

Facility Solutions

The Depot at Wild Meadows Trace



	Winter		Spring		Summer		Fall	
	Hrs/Wk	% Util.	Hrs/Wk	% Util.	Hrs/Wk	% Util.	Hrs/Wk	% Util.
Depot	6.0	27.3	13.0	59.1	1.5	6.8	18.0	81.8

ARCHITECTS' TOUR OBSERVATIONS & ANALYSIS

- The facility is located in a beautiful park setting that parallels the Illinois Prairie Path.
- The facility has limited hours of use, as it is not used in the evenings.
- This building has great historic character and charm. It is very well maintained and its toilet facilities were recently remodeled.
- A storage building is located adjacent to this building. Although it was not part of this study, it was briefly toured.
- There is no dedicated parking for this facility. An adjacent City of Elmhurst lot is used, as well as street parking.
- Greening of the facility can be accomplished by replacing existing HVAC equipment with higher efficiency models, using high-efficiency lighting fixtures, and installing low-flow plumbing fixtures.

INTERVIEW RESEARCH

Full-Time Staff Meeting Feedback

- Staff believe that the facility is adequate for its designated use.
- Staff members noted that there are occasional parking issues at the facility.

Management Team Feedback

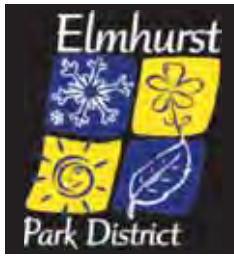
- No specific comments regarding this facility were noted.

Commissioner Feedback

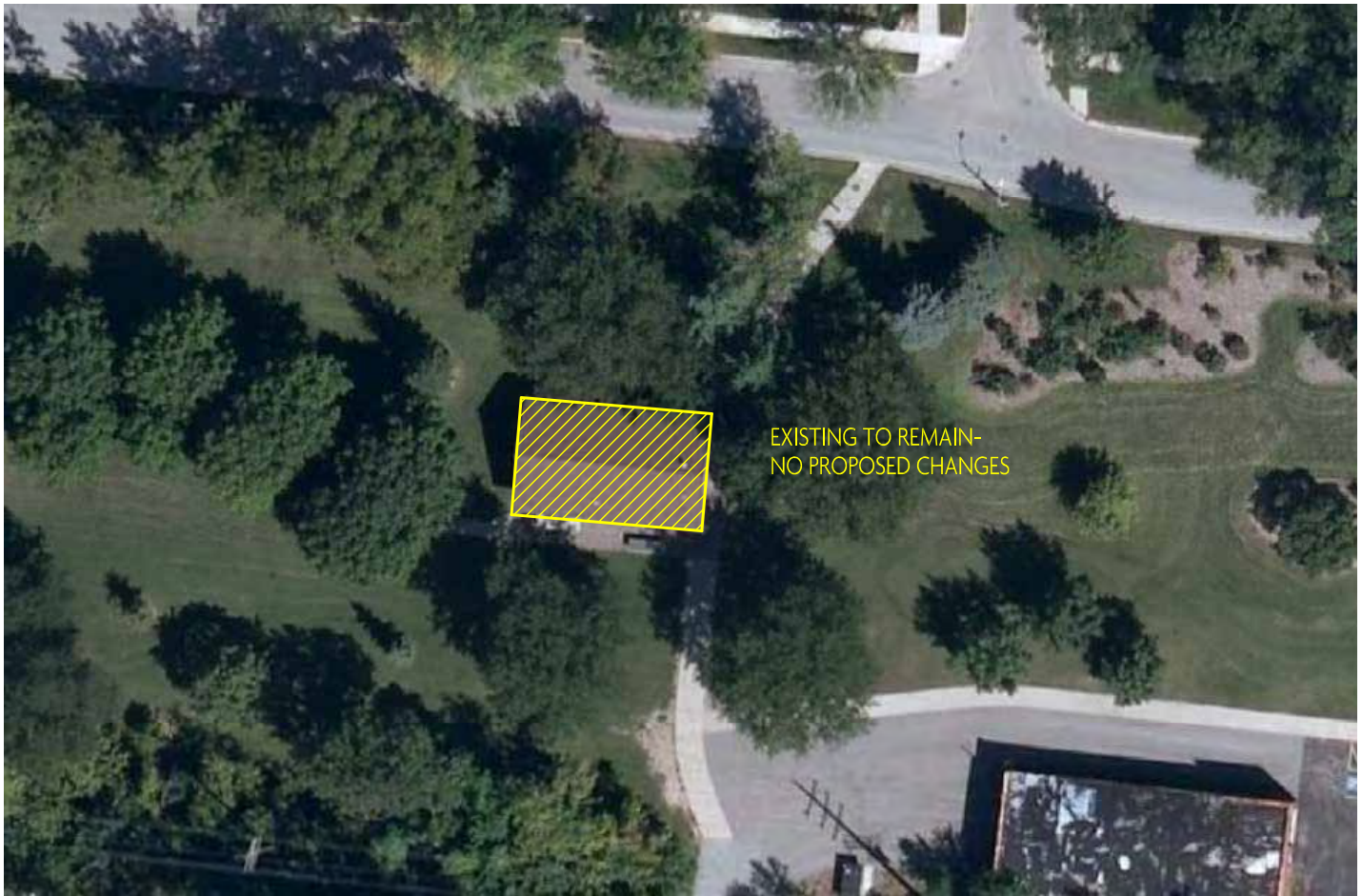
- No specific comments regarding this facility were noted.

SOLUTIONS/RECOMMENDATIONS/BUDGETS

Because of the specialized use of this facility and its excellent condition and character, no changes are proposed.



THE FOLLOWING SITE DIAGRAM IS INCLUDED TO ILLUSTRATE THE SOLUTIONS CONSIDERED.

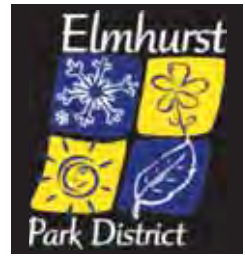


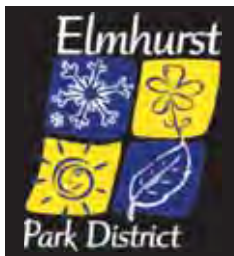
Solution 1: Existing To Remain
The Depot at Wild Meadows Trace

Recommended

Facility Solutions

The Depot at Wild Meadows Trace





Facility Solutions

Butterfield Park Recreation Building

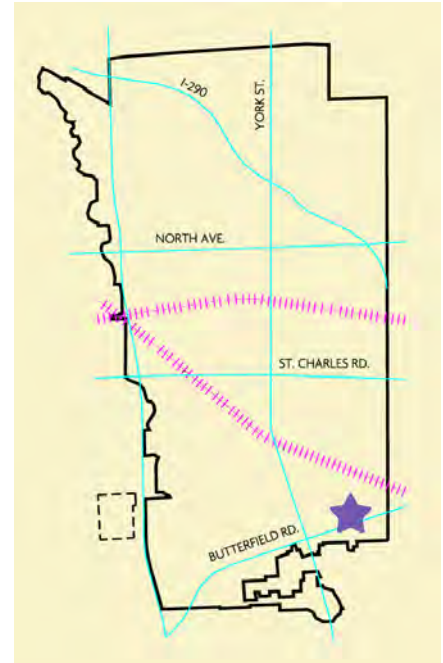
BUTTERFIELD PARK RECREATION BUILDING

385 E. Van Buren Street
1,947 SF

FINDINGS

CURRENT BUILDING USE

- This building serves as one of the Park District's neighborhood preschools.
- Early childhood nature camps have been held at the facility.
- Toilet rooms have outside access.
- The west half of the building is a garage space, containing mowers and equipment. Portions of the garage area are also dedicated to work space and storage.
- The lower level is a concession area that is not currently in use.
- The facility is also used as a polling place during elections.



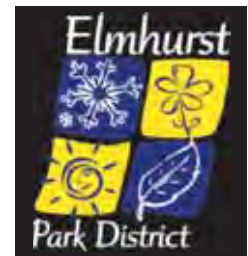
Location Map



View of Entry



Pre-School Room



HOW OFTEN FACILITY IS USED

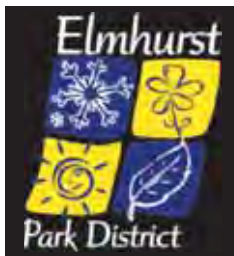
The chart below uses data provided by the Park District to indicate how often the facility's spaces are utilized. The data is based on the spaces' actual hours of programming. See the Utilization Analysis in the Appendix on page 228 for assumptions used to determine the number of programming hours.

The data indicates that the facility, which is dedicated to preschool programming, has the capacity for additional programs. The utilization rate peaks at 61.1%. This facility is not typically used in the summer months, therefore there is an opportunity here for summer programming.

	Winter		Spring		Summer		Fall	
	Hrs/Wk	% Util.	Hrs/Wk	% Util.	Hrs/Wk	% Util.	Hrs/Wk	% Util.
Rec Building	10.8	47.8	13.8	61.1	-	-	11.5	51.1

ARCHITECTS' TOUR OBSERVATIONS & ANALYSIS

- The facility is located within Butterfield Park, alongside athletic fields, tennis courts, a playground, and open space.
- The toilet and concession area was added/rebuilt in 1999. The configuration appears to be adequate for accessibility.
- The facility was originally designed as a warming house to serve the park.
- The facility has two levels. The main level is set up as a preschool, and the lower level is a concession area. Staff reported that the concession area is not currently in use. This area was not included in the tour.
- The aluminum windows are likely original to the structure and are not energy efficient.
- Air conditioning is provided via through-wall air conditioners located at each end of the space.
- The preschool space has nice, open feel.
- Storage space appears to be adequate at this facility. The garage space could be utilized in a more efficient way, providing some much-needed storage space for the Park District.
- There are seventy-seven (77) parking spaces available at this facility, including four (4) handicap-accessible spaces. Parking serves the park, as well as this building. Per the City of Elmhurst zoning ordinance, six (6) spaces are required for the building, leaving seventy-one (71) spaces to serve the park. Parking is reported to be an issue when the park is heavily used, according to the Comprehensive Plan.



Facility Solutions

Butterfield Park Recreation Building



- Greening of the facility can be accomplished by replacing existing HVAC equipment with higher efficiency models, using high-efficiency lighting fixtures, and installing low-flow plumbing fixtures. Replacing old, inefficient windows with new insulated models will save energy.

INTERVIEW RESEARCH

Full-Time Staff Meeting Feedback:

- Preschool classes are popular, and patrons seem to like their convenient neighborhood locations.

Management Team Feedback:

- The staff likes having dedicated preschool spaces.
- Staff does not see a need for preschool facilities to serve other functions.
- The recreation buildings are old and require upgrading and maintenance.

Commissioner Feedback:

- Decentralization is important because of traffic issues in town.
- It is important for the preschool facilities to be located in neighborhoods. The preschool facilities seem to be working in their current configuration, and most Commissioners like having the preschools located in area neighborhoods. However, decentralized preschools do have pros and cons: while the neighborhood feel is desirable, having the facilities scattered through the city is harder on the preschool teachers. One Commissioner felt that one-stop shopping would be better for the preschools, as parents generally wish to send their children to the best school in town, even if its location is less convenient.



Storage Space



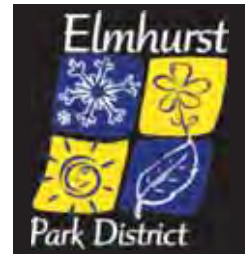
Storage Space



Preschool Room

Facility Solutions

Butterfield Park Recreation Building



SOLUTIONS/RECOMMENDATIONS/BUDGETS

SOLUTIONS CONSIDERED

Two solutions were studied for this facility. The first option is to retain the facility as-is, and the second option is to relocate the preschool and devote the entire facility to storage. The first solution is the recommended solution.

RECOMMENDED SOLUTION

1. Retain Existing Facility As-Is

- Retain existing preschool function.
- Update finishes in preschool/freshen-up
- Retain public toilets with outside access to serve the park.
- Retain storage/garage function.
- Utilize unused concession area for Park District storage.

This is the recommended solution, because it preserves the neighborhood preschool concept and also creates new storage space.

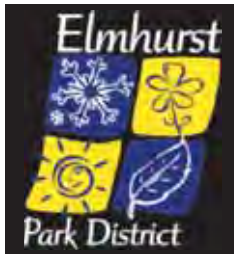
Total Project Budget: \$54,516

OTHER SOLUTIONS CONSIDERED

2. Relocate Preschool to New Two (2)-Room Eldridge Park Building, Use Existing Facility for Park District Storage

- Relocate the preschool function to the new Eldridge Park facility.
- Utilize entire existing building for Park District storage.

Total Project Budget: See Eldridge Park Report

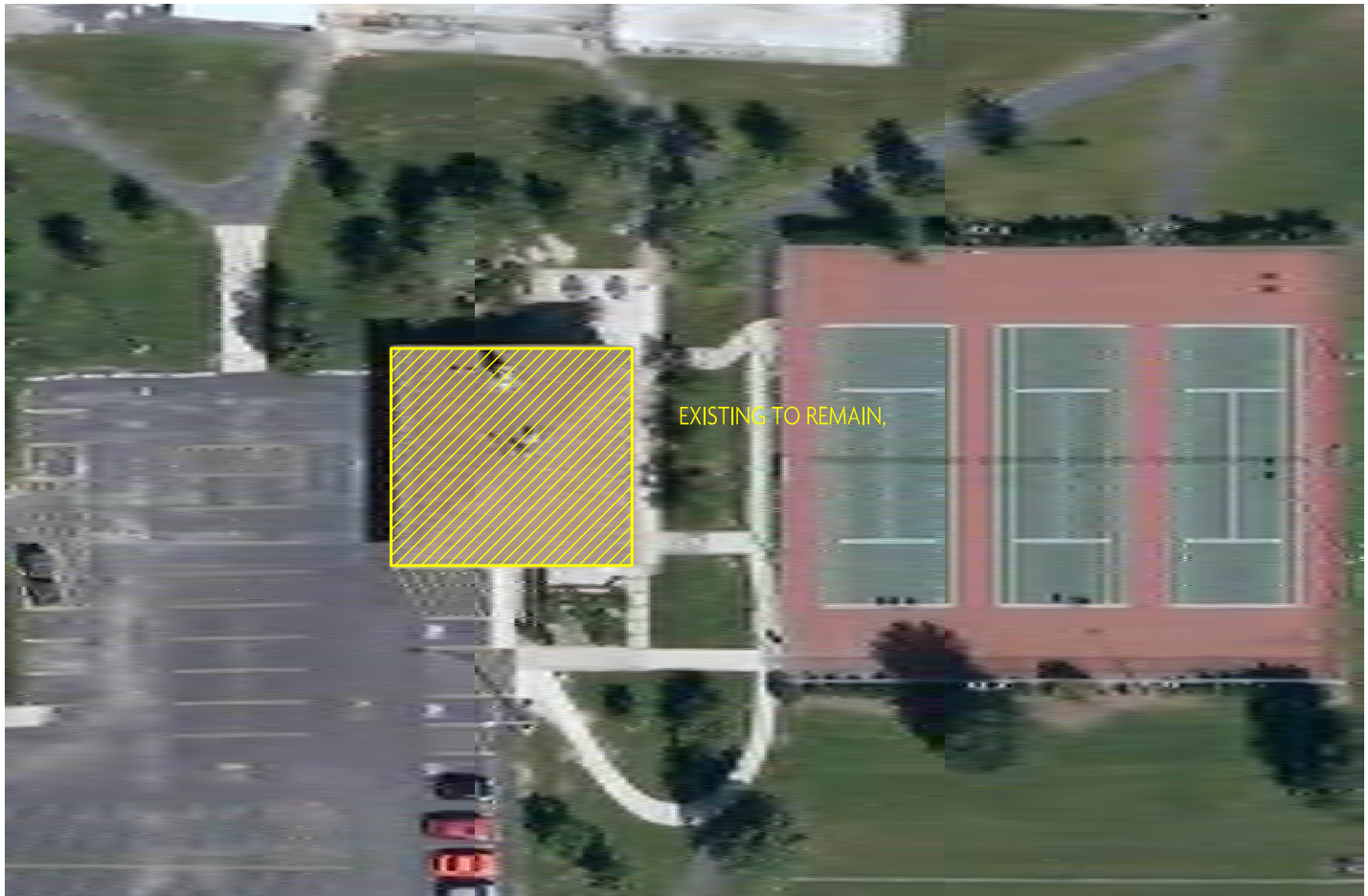


Facility Solutions

Butterfield Park Recreation Building



THE FOLLOWING SITE DIAGRAMS ARE INCLUDED TO ILLUSTRATE THE SOLUTIONS CONSIDERED.

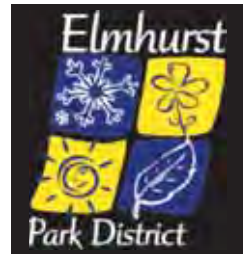


Solution 1: Retain Existing Facility As-Is
Butterfield Park Recreation Building

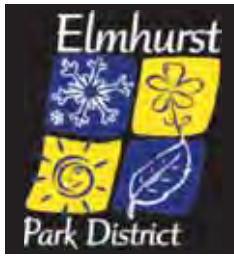
Recommended

Facility Solutions

Butterfield Park Recreation Building



Solution 2: Relocate Preschool to New Two (2)-Room Eldridge Park Building, Use Existing Facility for Park District Storage
Butterfield Park Recreation Building



Facility Solutions

Eldridge Park Recreation Building

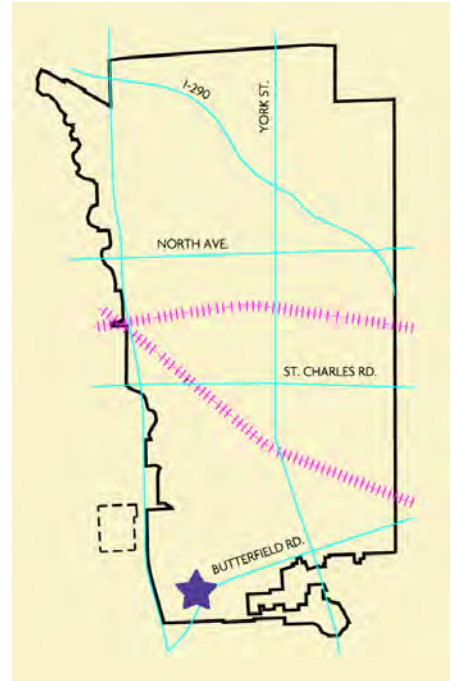
ELDRIDGE PARK RECREATION BUILDING

363 Commonwealth Lane
2,600 SF

FINDINGS

CURRENT BUILDING USE

- This facility serves as a neighborhood preschool and houses early-childhood programs.
- Bearfoot Fun & Fitness is located on the building's lower level.
- The facility is rented out for birthday parties.



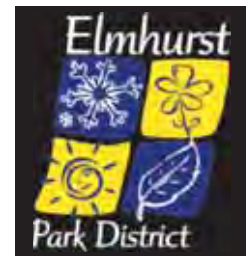
Location Map



Exterior View



Preschool Room



HOW OFTEN FACILITY IS USED

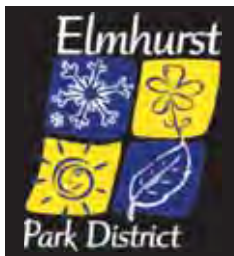
The chart below uses data provided by the Park District to indicate how often the facility's spaces are utilized. The data is based on the spaces' actual hours of programming. See the Utilization Analysis in the Appendix on page 228 for assumptions used to determine the number of programming hours.

The data indicates that the upper portion of the facility, which is dedicated to preschool programming, is well utilized. Utilization rates are often above 95.5%. The lower portion of the building, used for the Bearfoot Gym, is under-utilized with utilization rates between 11.3% and 49.1%.

	Winter		Spring		Summer		Fall	
	Hrs/Wk	% Util.	Hrs/Wk	% Util.	Hrs/Wk	% Util.	Hrs/Wk	% Util.
Bearfoot Gym	13.0	49.1	12.3	46.2	3.0	11.3	7.5	28.3
Upper Rec Building	21.5	95.6	21.5	95.6	10.0	44.4	17.0	75.6

ARCHITECTS' TOUR OBSERVATIONS & ANALYSIS

- This facility is located in a beautiful setting on the southwest side of town, adjacent to a pond and a playground. The preschool space has a very open feeling, with lots of windows and great views to the park and pond.
- The building is very well maintained, but it is in need of updating.
- The layout of the building is split-level, with the toilet rooms at the main entry level, the preschool room located up a half-flight of stairs, and the Bearfoot Fun & Fitness room located down a half-flight of stairs. The Bearfoot Fun & Fitness Room also has walk-out access. This arrangement makes it difficult for the children enrolled in the preschool programs and participants in the Bearfoot Fun & Fitness programs to access the toilet rooms.
- There is no access to the toilet rooms from the outside.
- The toilet rooms are outdated and do not meet ADA requirements.
- Staff reported that the HVAC system is adequate.
- Some flooding still occurs in the basement, but the cause of the water infiltration has been corrected.
- The building has an excellent neighborhood location.
- Storage space is limited, the bulk of it is in the lowest level of the facility, along with the mechanical equipment.
- Additional storage could be incorporated into the main level preschool space.



Facility Solutions

Eldridge Park Recreation Building



- There are forty three (43) parking spaces available at this facility, including two (2) handicap-accessible spaces. Parking serves the park, as well as this building. Per the City of Elmhurst zoning ordinance, three (3) spaces are required for every 1,000 SF of space; thus, nine (9) spaces are required for this facility, leaving 34 spaces to serve the park. The parking appears to be adequate.
- Greening of the facility can be accomplished by replacing existing HVAC equipment with higher efficiency models, using high-efficiency lighting fixtures, and installing low-flow plumbing fixtures. Replacing old, inefficient windows with new insulated models will save energy.



View from across pond

INTERVIEW RESEARCH

Full-Time Staff Meeting Feedback

- Preschool classes are popular, and patrons seem to like their convenient neighborhood locations.
- The facility does not have enough staff or storage space to reconfigure the rooms for other uses.



Storage

Management Team Feedback

- The staff likes having dedicated preschool spaces.
- Staff does not see a need for preschool facilities to serve other functions.
- The recreation buildings are old and require a lot of upgrading and maintenance.

Commissioner Feedback

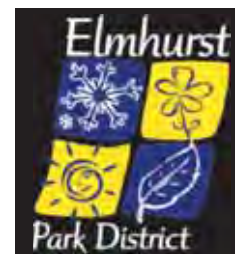
- Decentralization is important because of traffic issues in town.
- It is important for the preschool facilities to be located in neighborhoods. The preschool facilities seem to be working in their current configuration, and most Commissioners like having the preschools located in area neighborhoods. However, decentralized preschools do have pros and cons: while the neighborhood feel is desirable, having the facilities scattered through the city is harder on the preschool teachers. One Commissioner felt that one-stop shopping would be better for the preschools, as parents generally wish to send their children to the best school in town, even if its location is less convenient.



Entry to preschool room

Facility Solutions

Eldridge Park Recreation Building



SOLUTIONS/RECOMMENDATIONS/BUDGETS

SOLUTIONS CONSIDERED

The recreation buildings that serve as preschools are considered by the Park District and the community to be important neighborhood assets, as described in the Comprehensive Plan. Three (3) solutions to tear down and rebuild this facility were explored. Bearfoot Fun + Fitness is proposed to be relocated to Wagner Community Center, see page 31.

RECOMMENDED SOLUTION

1. Tear Down & Rebuild New Large Facility to Serve One (1) Preschool Class and a Nature Center

- Incorporate a Nature Center, as indicated in the Comprehensive Plan, perhaps as a joint venture with the Forest Preserve District.
- Incorporate adequate storage space in order to reconfigure spaces for rental or multipurpose use.
- Incorporate toilet rooms with separate outside access from the park, per the Strategic and Comprehensive Plans.
- Incorporate an attached outdoor picnic shelter, per the Comprehensive Plan.

This is the recommended solution, because it preserves the neighborhood preschool concept and also incorporates the Nature Center concept, making the new facility more of an asset to the community. We do not foresee detention to be an issue, as the new facility would replace the existing.

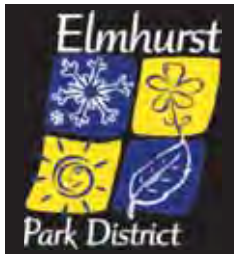
Total Project Budget: \$1,601,250

OTHER SOLUTIONS CONSIDERED

2. Tear Down & Rebuild New Building to Serve One (1) Preschool Class

- Incorporate adequate storage space in order to reconfigure spaces for rental or multipurpose use.
- Incorporate toilet rooms with separate outside access from the park, per the Comprehensive Plan.
- Incorporate an attached outdoor picnic shelter, per the Comprehensive Plan.

Total Project Budget: \$988,750



3. Tear Down & Rebuild New Large Facility to Serve Two (2) Preschool Classes

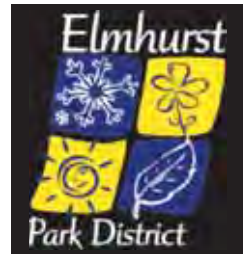
- Eliminate use of Butterfield Park Recreation Building as a preschool.
- Incorporate adequate storage space in order to reconfigure spaces for rental or multipurpose use.
- Incorporate toilet rooms with separate outside access from the park, per the Strategic and Comprehensive Plans.
- Incorporate an optional attached outdoor picnic shelter, per the Comprehensive Plan.

Total Project Budget: \$1,601,250

All these solutions are equally viable and would serve the District well. Elimination of one (1) preschool location would make operations more streamlined and efficient; however, the District would have to weigh this efficiency against its overall embrace of the neighborhood preschool concept.

Facility Solutions

Eldridge Park Recreation Building

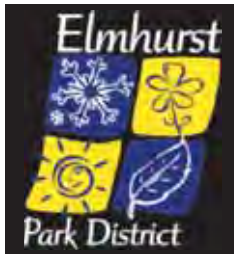


THE FOLLOWING SITE DIAGRAMS ARE INCLUDED TO ILLUSTRATE THE SOLUTIONS CONSIDERED.



Solution 1: Tear Down & Rebuild New Large Facility to Serve One (1) Preschool Class and a Nature Center
Eldridge Park Recreation Building

Recommended



Facility Solutions

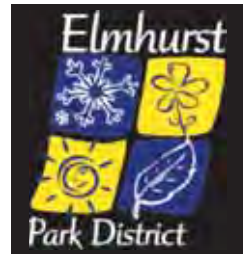
Eldridge Park Recreation Building



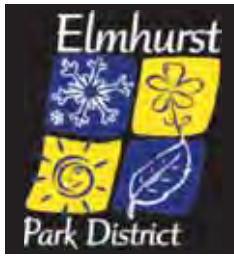
**Solution 2: Tear Down & Rebuild New Simple Building to Serve One (1) Preschool Class
Eldridge Park Recreation Building**

Facility Solutions

Eldridge Park Recreation Building



**Solution 3: Tear Down & Rebuild New Large Facility to Serve Two (2) Preschool Classes
Eldridge Park Recreation Building**



SUGAR CREEK GOLF COURSE CLUBHOUSE

500 E. Van Buren Street
Villa Park, Illinois 60181
4,140 SF

FINDINGS

CURRENT BUILDING USES

This clubhouse facility serves a nine (9)-hole golf course that is shared by the Elmhurst Park District and the Village of Villa Park. Two (2) full-time and two (2) part-time staff work here year round. The following functions take place within this facility:

Clubhouse

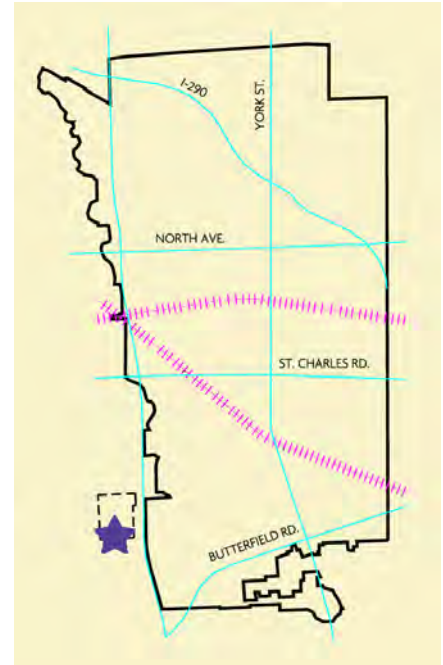
- Pro Shop
- Banquet/dining/bar facilities
- Toilet rooms but no showers (none are required)
- The Banquet Room, which hosts catered events for sixty (60) guests (another forty [40] can be accommodated in the adjacent Grille)
- The Grille, concession area
- Beverage cooler and ice cream case
- Kitchen, which serves the Grille only, equipped with grill and fryer, walk-in cooler, and separate clean-up area (not for caterers)

Offices

- Manager's office
- Head Golf Pro's office (formerly a closet)

Exterior

- Deck/patio
- Driving Range
- Uncovered golf cart storage
- Garage for golf cart storage, general storage, and a rinsate pad for pesticide cleaning
- Separate shed for ball vending for driving range



Location Map



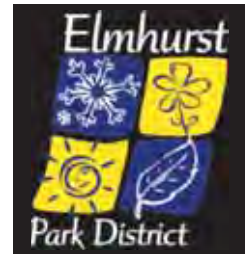
Exterior View



The Grille

Facility Solutions

Sugar Creek Golf Course Clubhouse

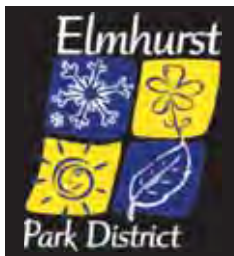


HOW OFTEN FACILITY IS USED

Golf course staff reported that banquets are booked for every Saturday night, 75% of all Sundays, and 30% of all Friday nights. This indicates good usage of the facility in addition to the daily use (in season) by patrons of the golf course. Leagues and golf outings typically occur during the week.

ARCHITECTS' TOUR OBSERVATIONS & ANALYSIS

- The Sugar Creek Golf Course Clubhouse is located just southwest of Elmhurst in Villa Park. The facility was recently remodeled and expanded in 2004. The facility is well maintained and is in excellent condition.
- Staff report that the size of the Pro Shop is adequate, but there is no storage space for merchandise. The space that was formerly reserved for storage is now used as an office. The closet that houses the electrical panel and IT servers frequently gets overheated.
- One additional office is required, as well as a meeting space. The office spaces should be located near each other.
- Staff would prefer to have a golf check-in area that is separate from the concession area.
- Because of space limitations, outings and banquets cannot occur on the same day; however, the deck is used in nice weather. An additional room or a tent could be put to use for larger events or events scheduled at the same time.
- All events are catered. The kitchen is only used to serve the Grille. Caterers enter through the front door, as do bands.
- Covered cart storage for thirty (30) carts was reported as a high-priority need because they are vulnerable to theft. Since the start of this report, secured cart storage has been provided. There is a garage structure to store the club cart and to provide additional storage space.
- A receiving/storage area is needed, and perhaps a small garage space.
- A halfway toilet facility on the golf course was also requested by staff.
- Parking is adequate. There are one hundred and seven (107) parking spaces available, five (5) of which are handicap-accessible. Zoning requires sixty (60) spaces for the Clubhouse and forty-four (44) for the Driving Range.



INTERVIEW RESEARCH

Full-Time Staff Meeting Feedback

No specific comments regarding this facility were noted.

Management Team Feedback

No specific comments regarding this facility were noted.

Commissioner Feedback

No specific comments regarding this facility were noted.

SOLUTIONS/RECOMMENDATIONS/BUDGETS

SOLUTIONS CONSIDERED

The options for this facility are limited due to site constraints. We believe the solution outlined below is the most appropriate solution.

RECOMMENDED SOLUTION

1. **Build Out Interior & Expand**

- Build out office space at the south end of the Pro Shop.
- Tear down the existing club cart garage and rebuild a larger storage/service area.

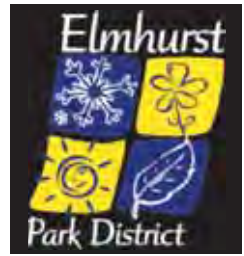
This recommended solution addresses as many issues as possible. The site is already very tight, and expansion is difficult. In studying the site, it does not appear possible to expand the facility's banquet space in a desirable way. Service functions and storage space are significant issues here, and rebuilding the garage could help address these problems by maximizing the footprint and making the space more purposeful. It can function as a receiving area, an entrance for caterers and bands, and a storage and staging area. Building out office space within the current Pro Shop locates staff where they are needed and reduces the Pro Shop's space, which had room to spare. Merchandise storage could also be accommodated in the expansion.

One potential option to expand event space is to construct a tent; however, doing so would render the existing parking area inadequate.

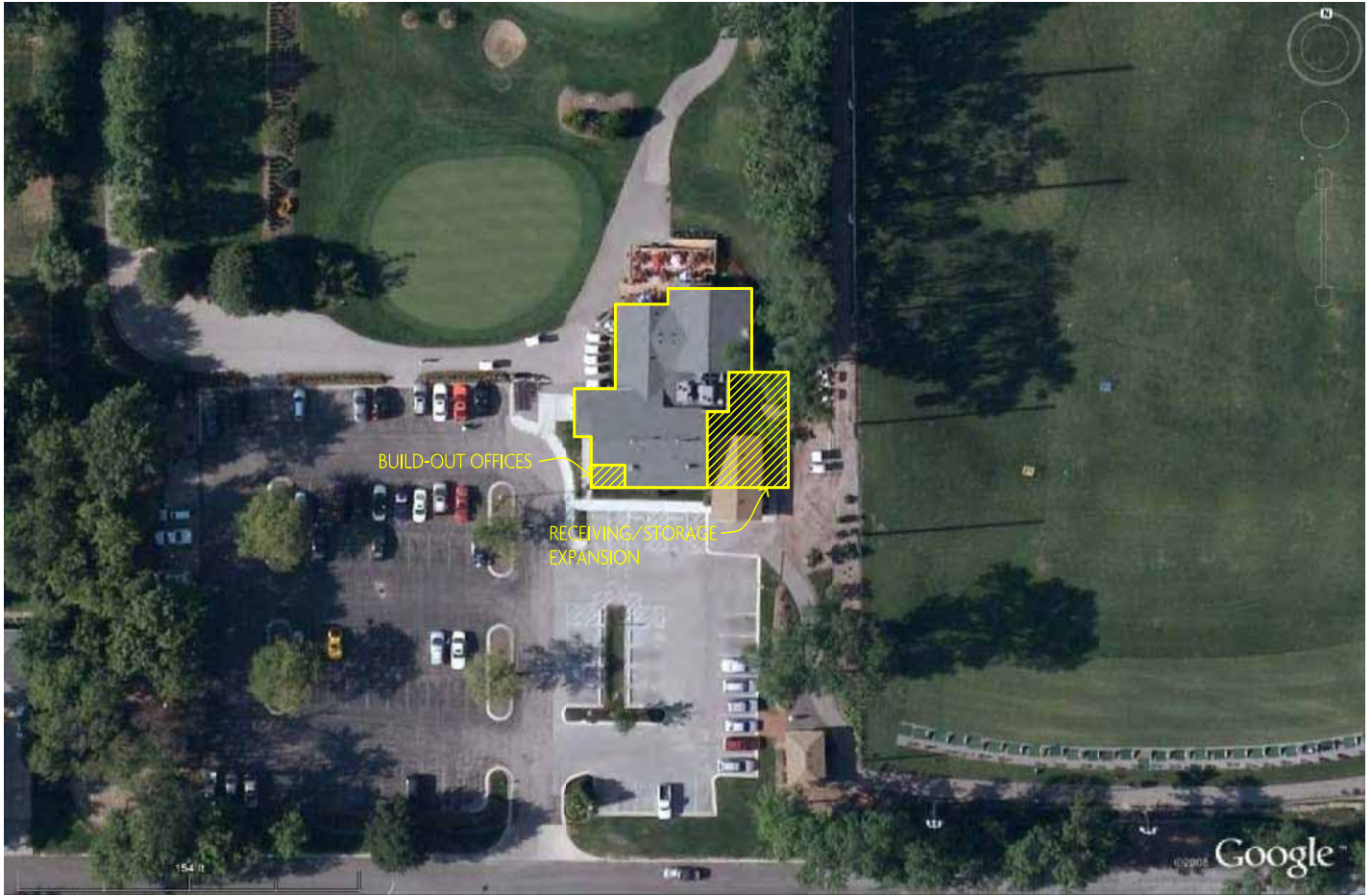
Total Project Budget: \$506,100

Facility Solutions

Sugar Creek Golf Course Clubhouse

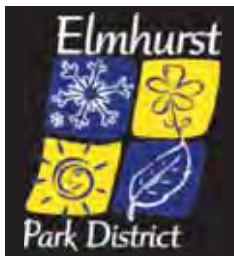


THE FOLLOWING SITE DIAGRAM IS INCLUDED TO ILLUSTRATE THE SOLUTIONS CONSIDERED.



Solution 1: Build Out Interior & Expand
Sugar Creek Golf Course Clubhouse

Recommended



Facility Solutions

Sugar Creek Golf Course Maintenance Facility



SUGAR CREEK GOLF COURSE MAINTENANCE FACILITY

Villa Avenue
Villa Park, Illinois 60181
1,920 SF

FINDINGS

CURRENT BUILDING USES

The golf maintenance facility serves two (2) full-time employees and six to seven (6-7) seasonal employees. The following is a list of functions that occur within the facility:

Staff Areas

- Small office
- Bathroom with shower

Garage Area

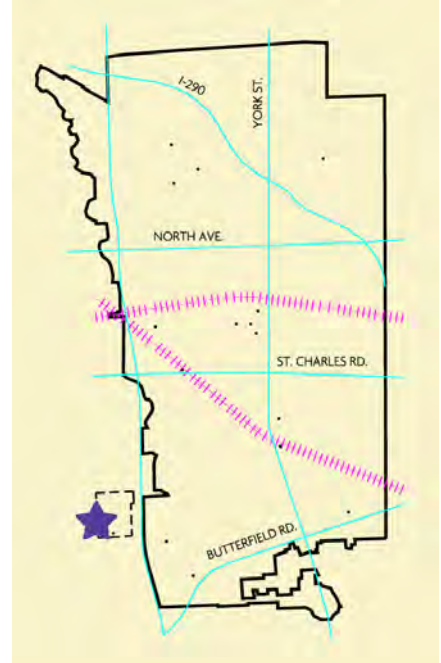
- Bench area
- Equipment storage
- Storage mezzanine above office/toilet
- Pesticide storage in small mezzanine, accessible via a movable stair

Exterior Areas

- Fuel pumps
- Yard with small material bins
- Four to five (4-5) tractors stored outside
- Miscellaneous storage area behind building

HOW OFTEN FACILITY IS USED

The maintenance facility is used seven (7) days a week from March-November.



Location Map



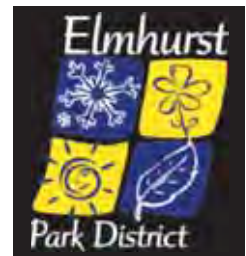
Exterior and Side Storage Area



Inside Storage

Facility Solutions

Sugar Creek Golf Course Maintenance Facility



ARCHITECTS' TOUR OBSERVATIONS & ANALYSIS

- This facility is located adjacent to the Sugar Creek Golf Course and is in poor condition. It appears that the building has been expanded at least once. Part of the structure is built with wood trusses and part of it is steel. Space within the building is inadequate. Equipment must be moved out every day in order to make room to work at the bench and access the small mezzanine. Storage is inadequate for both equipment and materials. The rinsate pad for pesticide work is located in the garage of the Golf Course Clubhouse. There are no lifts to work on equipment.
- Staff space is minimal, and there is no locker space or break area.
- Additional space required includes office space for two to three (2–3) people, a small break room, equipment storage, a mechanics station, adequate workspace, proper pesticide storage, and material bins. The existing building is estimated to be 50% too small.

INTERVIEW RESEARCH

Full-Time Staff Meeting Feedback

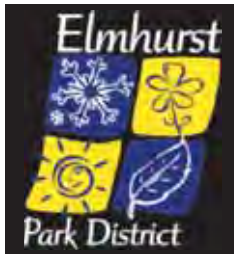
The building is at least 50% too small and does not have adequate storage space for equipment.

Management Team Feedback

Maintenance Facility needs improvement.

Commissioner Feedback

No specific comments regarding this facility were noted.



Facility Solutions

Sugar Creek Golf Course Maintenance Facility



SOLUTIONS/RECOMMENDATIONS/BUDGETS

SOLUTIONS CONSIDERED

One solution was studied for this facility. Expansion is difficult, because the building's length can not be extended because of the site constraints, and widening the existing building would be difficult from a structural perspective. The recommended solution is outlined below:

RECOMMENDED SOLUTION

1. Tear Down & Rebuild Existing Facility

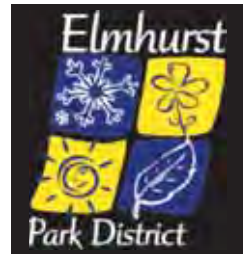
- Demolish the existing facility.
- Build a new maintenance facility.

This is the recommended solution because of the condition of the existing building and its inadequacies. The most efficient solution is to start from scratch and build a new building.

Total Project Budget: \$760,760

Facility Solutions

Sugar Creek Golf Course Maintenance Facility



THE FOLLOWING SITE DIAGRAM IS INCLUDED TO ILLUSTRATE THE SOLUTIONS CONSIDERED.



Solution 1: Tear Down & Rebuild Existing Facility
Sugar Creek Golf Course Maintenance Facility

Recommended



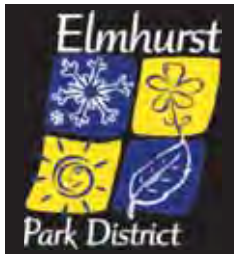


Facility Solutions

Facilities Used By Elmhurst Park District

Elmhurst Art Museum

City of Elmhurst Maintenance Facility



Facility Solutions

Elmhurst Art Museum



ELMHURST ART MUSEUM

150 S. Cottage Hill Avenue
15,000 SF

FINDINGS

CURRENT BUILDING USES

The Elmhurst Art Museum facility is a 1952 Mies van der Rohe-designed house (the McCormick House) and an addition that was constructed in 1997. The following is a listing of functions that occur within the building:

Lobby

- Hostetler Gallery
- Exhibit space for sculpture
- Reception space for Elmhurst Artists' Guild
- Rental space for weddings and functions (can accommodate one hundred and fifty (150) seated guests, or three hundred (300) standing guests)
- Educational programming
- Exhibit space for District 205 Student Show and Arts Camp Summer Show
- Admissions/Guest Services area
- Gift Shop

Gallery Spaces

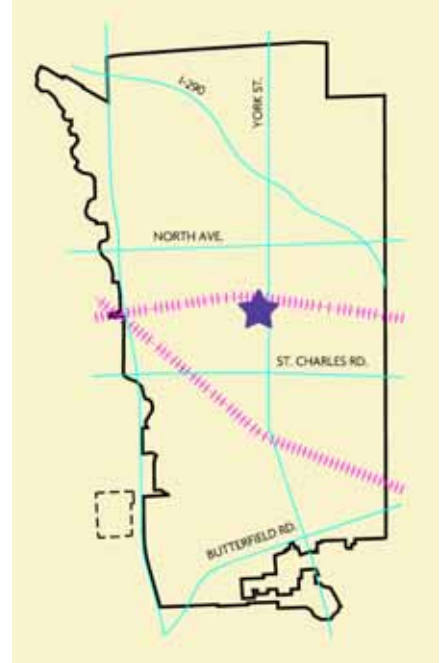
- Three (3) galleries, 22'x44' each, for ongoing exhibits
- Mies Promenade leading to the McCormick House
- Artists Guild Gallery
- South Passage/Gallery

Education Center

- Multipurpose Room for Museum educational programming
- Joint programming with the Park District
- Rental space for weddings and functions

McCormick House/Staff Areas

- Exhibit space for glasswork and sculpture
- McCormick House Exhibit



Location Map



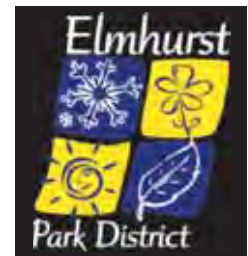
Exterior View



Hostetler Gallery

Facility Solutions

Elmhurst Art Museum



- Four (4) workstations for the Artists' Guild
- Two (2) workstations for Museum staff
- Office for the Director
- Workstation for Assistant Director
- Conference area
- Kitchen/prep area for events
- Server space (in closet area)

Service Area

- Art storage room for museum collection and curatorial equipment and supplies
- Storage for maintenance supplies
- Mechanical equipment
- Service corridor

Patio

- Tented rental space for events

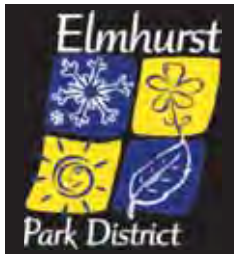
HOW OFTEN FACILITY IS USED

The Museum is open to the public 34 hours/week (1612 hours/year). The chart below uses data provided by the Park District to indicate how often the spaces are utilized. The data is based on the spaces' actual hours of programming. See the Utilization Analysis in the Appendix on page 228 for assumptions used to determine the number of programming hours. The data shows the facility is moderately used, with greatest utilization in the summer for camps.

	Winter		Spring		Summer		Fall	
	Hrs/Wk	% Util.	Hrs/Wk	% Util.	Hrs/Wk	% Util.	Hrs/Wk	% Util.
Multi Purpose Room	7.3	21.3	8.8	25.7	60.8	178.7	20.3	28.3
Multipurpose Room A	14.5	42.6	17.5	51.5	5.0	14.7	8.0	23.5
Multipurpose Room B	2.8	8.1	1.5	4.4	1.8	5.1	-	-

ARCHITECTS' TOUR OBSERVATIONS & ANALYSIS

- The Elmhurst Art Museum is a private nonprofit organization. The facility is quite unique in that its major exhibit is part of the Museum itself: The McCormick House. The house, one of only three designed by Mies van der Rohe in the United States, was built in 1952. The Museum purchased it and had it moved to Wilder Park in 1994. The Museum, which opened in 1997, was built around it. A portion of space in the Museum is shared with the Elmhurst Art Guild.
- The lobby space and galleries are very impressive and unique spaces.
- Because the building has an abundance of natural light, some of the exhibit spaces have sun control issues. For example, artwork in the Promenade is covered every afternoon to



Facility Solutions

Elmhurst Art Museum



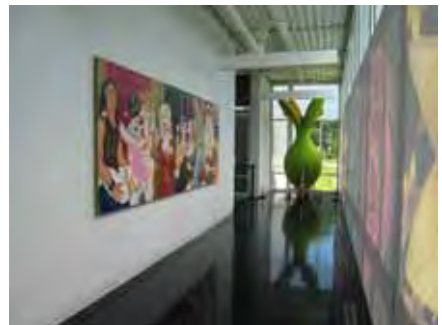
protect it from sun damage. In the South Passage, window shades are used to protect the artwork.

- The building is well maintained and in good condition as a whole, but the original structure does need some repair work.
- Staff reported that the lighting in the Gallery spaces is inadequate and should be in an “H” configuration to optimize the spread of light.
- The education center is empty part of the day, but at peak times, as many as four (4) classes are held simultaneously. The space is too large, and it cannot be divided effectively (a curtain divides the space in half, but it affords no sound separation). On occasion, events conflict with classes.
- Storage space is inefficient. There is not adequate space to store the Museum’s current collection. There is no receiving area, nor is there a staging area for changeover of exhibits.
- Office areas are lacking to support current staffing. It was reported that three to four (3–4) additional private offices are needed for the Museum’s Curator, Director of Finance, and Director of Education. Five (5) additional workstations are also needed for the Museum’s six to eight (6–8) volunteers.
- Additional education and exhibit space was requested by staff, as well as expanded event space that could accommodate two hundred and fifty to three hundred (250–300) guests.
- Parking at the facility appears to be more than adequate. There are currently fifty-nine (59) spaces available, including three (3) handicap-accessible spaces. Per the City of Elmhurst zoning ordinance, museums require only two (2) spaces for every 1,000 SF of space; thus, only thirty (30) spaces are required. Overflow parking for special events is accommodated for by the adjacent library parking.
- No specific thoughts for greening of this facility are pressing. See general thoughts on Greening of Facilities under the Goals section on page 17 of this report.

**See appendix for walk-thru notes on page 181*



Staff Area



South Passage/Gallery



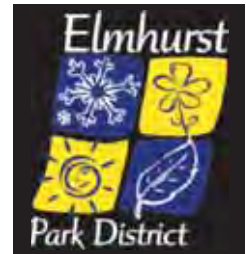
Gallery



Hostetler Gallery

Facility Solutions

Elmhurst Art Museum



INTERVIEW RESEARCH

Full-Time Staff Meeting Feedback:

No specific issues regarding this facility were discussed.

Management Team Feedback:

No specific issues regarding this facility were discussed.

Commissioner Feedback:

No specific issues regarding this facility were discussed.

SOLUTIONS/BUDGETS

SOLUTIONS CONSIDERED

Two (2) solutions were considered for this facility. The first solution preserves open space. The second solution is viable in that there is room within the property boundaries to expand.

1. Relocate Classes to Another Facility

- Relocate the Museum's art classes to an expanded Wagner Community Center.

This solution was explored because any additions to the building would have to be located to the south, which would detract from the park setting. Taking away green space from the Park is not in keeping with the goals of the Comprehensive Plan. Additionally, the space available to the south is limited. It is not possible to add to any other side of the building, as doing so would visually detract from the Mies van der Rohe-designed structure.

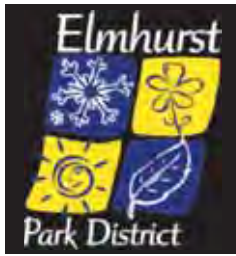
Relocating the art classes to Wagner Community Center frees up the Multipurpose Room for art staging, storage, and offices. By relocating the existing office areas, the McCormick House could be used exclusively as gallery and event space, thereby further showcasing the house's beauty. Moving the art classes, however, would take away the uniqueness of having the art program in an art museum.

Total Project Budget: \$487,872

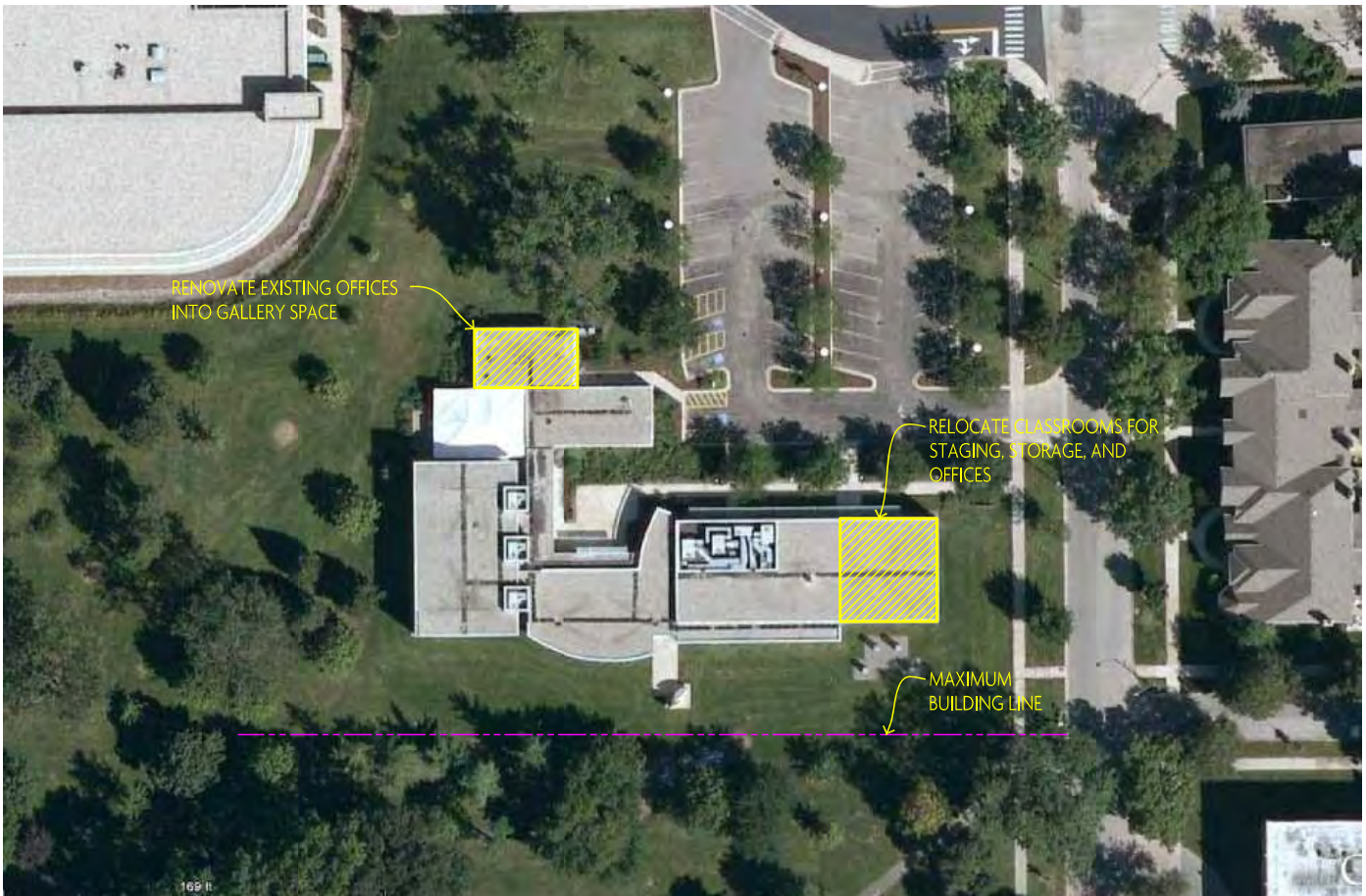
2. Expand Facility to South

- Add classroom space
- Add gallery space
- Reconfigure the north half of the existing Multipurpose Room into offices

Total Project Budget: \$1,994,223



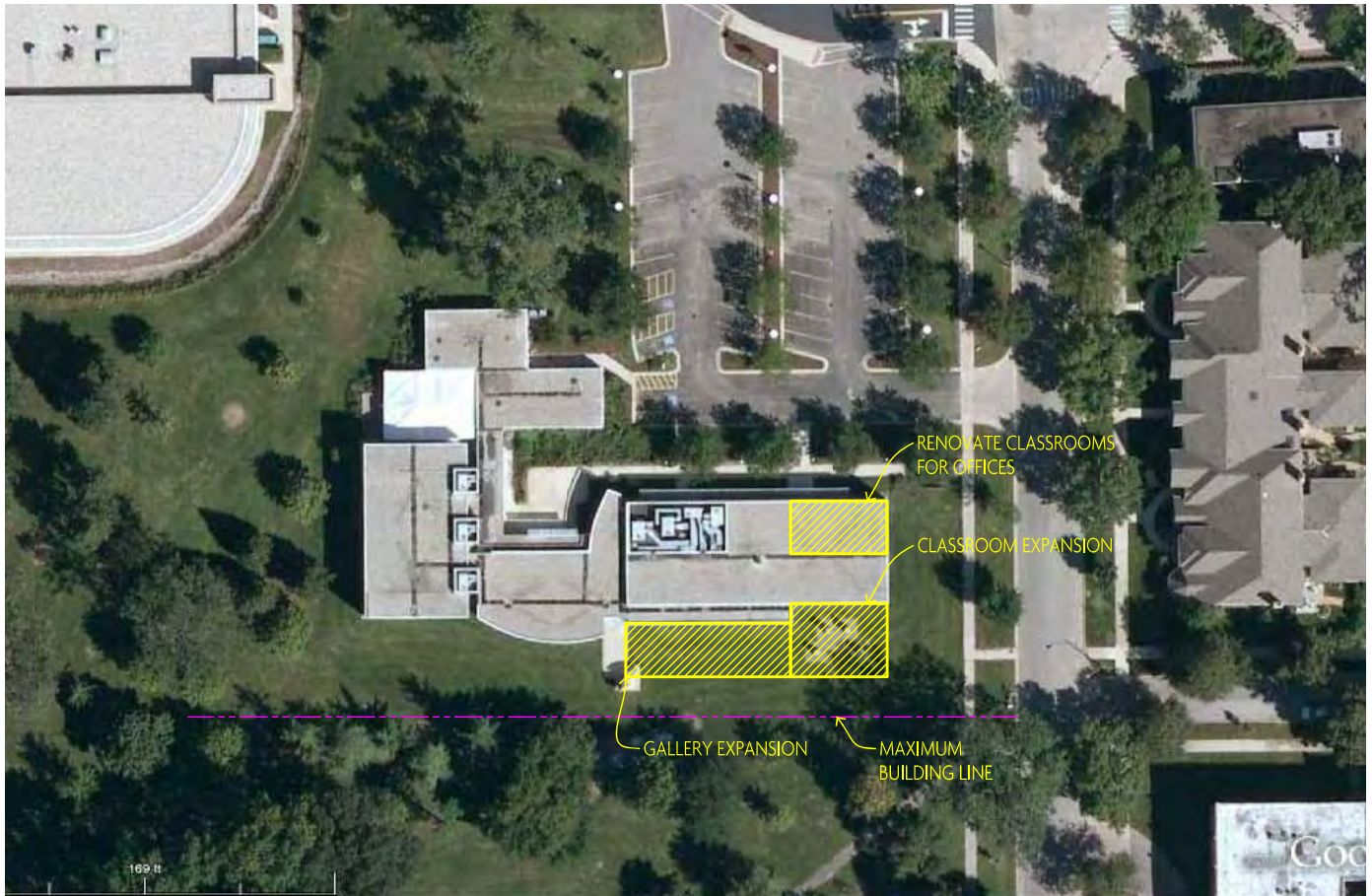
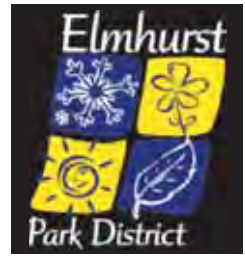
THE FOLLOWING SITE DIAGRAMS ARE INCLUDED TO ILLUSTRATE THE SOLUTIONS CONSIDERED.



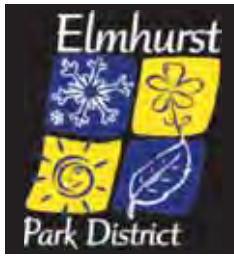
Solution 1: Relocate Classes to Another Facility
The Elmhurst Art Museum

Facility Solutions

Elmhurst Art Museum



Solution 2: Expand Facility to South
The Elmhurst Art Museum



Facility Solutions

City of Elmhurst Maintenance Facility



CITY OF ELMHURST MAINTENANCE FACILITY

985 S. Riverside Drive
16,000 SF (Occupied by Park District)

FINDINGS

CURRENT BUILDING USES

The Elmhurst Park District Maintenance Department utilizes 16,000 SF of the City of Elmhurst Maintenance Facility as per Fire Station Intergovernmental Agreement (until 2027). The spaces used and their functions are listed below:

Interior Garage Space

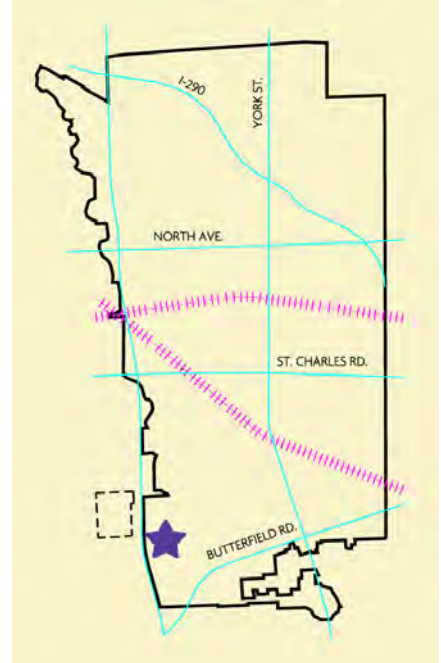
- Storage of Park District vehicles and equipment are stored (six to eight [6–8] vehicles are stored outside)
- Paint storage room
- Shop area
- Mezzanine storage (open to the garage)
- Storage for seed, fertilizer, etc. on shelving along outside wall

Maintenance Bays

- Receiving area (run by the City)
- Four (4) vehicle maintenance bays, with two (2) lifts each (shared with the City)

Interior Staff Areas

- Open locker area
- Lunchroom
- Two (2) single-occupant toilet rooms
- Storage room with three (3) workstations and one (1) copy machine
- Three (3) offices
- Trades shops



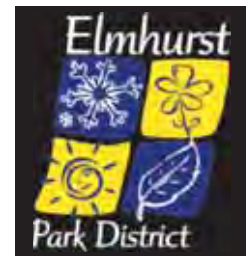
Location Map



Interior



Office Area



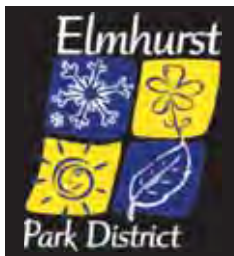
HOW OFTEN BUILDING IS USED

This building is used on a round-the-clock basis. The data provided below illustrates which vehicles are primarily used at parks on the north side of town, and what the costs are to operate them. This data was provided to analyze the viability of adding a north-side garage/storage building at Berens Park. The data shows that over the duration of a single season, the Park District spends significant time and dollars to transport vehicles from the Maintenance Facility on the south side of town to the north-side parks.

Maintenance Facility - Fuel and Travel Data to Access North Side Parks					
Mower/Vehicle	Total Cost of Fuel (\$/Hour)	Miles per Week in Transit	Time per Week in Transit	Cost per Week of Fuel for Transit Only	Cost per Season of Fuel (Six (6) months) for Transit Only
11011 Toro 580 D	\$9.93/hour	36.5 miles	4 hours, 11 minutes	\$41.75	\$1,086
11024-1992 Jacobsen HR	\$10.88/hour	40.4 miles	4 hours, 38 minutes	\$50.55	\$1,314
Truck 11042 & 11056 Jacobsen HR 5111		42.1 miles	1 hour, 42 minutes	\$21.55	\$560
Truck 11022 & Toro 328 D		42.1 miles	1 hour, 42 minutes	\$10.76	\$280

ARCHITECTS' TOUR OBSERVATION & ANALYSIS

- This shared facility, which is located on the south side of town, is quite impressive. The Park District utilizes approximately 16,000 SF of the facility's 100,000+ SF. The Park District maintains 456 acres of land. Staff feedback indicates that moving equipment across town cuts down on productivity, especially considering that the largest park, Berens Park, is located at the north end of the District. It may be more cost-effective to add more garage storage space on the north side of town.
- Staff reported that both the City and the Park District have outgrown the space. The Park District is currently storing several of its vehicles outside, as does the City, and it also needs more office space. Currently, workstations have been placed in a storage room, thus limiting the available storage space and creating improper workspaces due to the storage room's dirty, dusty environment.
- Additional offices or workstations are needed for a Park Ambassador, Park Specialist, and a Receptionist. A conference area is also needed.
- There is a locker area, but no shower facilities. The two (2) single-user toilet rooms are located across the hall from the locker area. Shower and additional toilet facilities were requested by staff.



- More enclosed truck and equipment storage space is needed, as well as additional space for material storage.

INTERVIEW RESEARCH

Full-Time Staff Meeting Feedback

- The facility does not have an adequate amount of vehicle parking.
- There is a need for more protected storage space for equipment and materials.
- Staff need to have onsite shower facilities.
- The facility is located too far south to properly serve the Park District's north-side parks and facilities.

Management Team Feedback

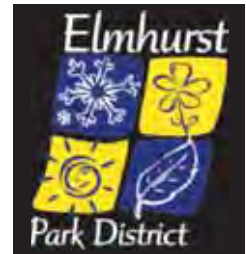
- Management needs to take a closer look at the available data in order to determine the feasibility of a north-side facility.
- Adding more garage space for equipment and vehicles may solve the most immediate problems.

Commissioner Feedback

- If the Park District had access to the necessary funds, we would support a north-side maintenance facility.
- A north-side maintenance facility is not a necessity.
- The Commissioners would like to see data that highlights the current setup's inefficiencies and would then defer to staff.
- The current setup works for now.
- Could the fire station be utilized for a maintenance facility on the north side of town?
- The Park District should definitely consider a north-side maintenance facility, especially considering the volatility of gas prices.
- Commissioners report seeing trucks going back and forth all the time.
- Berens Park is heavily used, and thus it requires a great deal of effort to maintain.
- Perhaps the Park District could construct a garage on the north side of town to park vehicles; if so, workers could go there for lunch instead of returning to the existing maintenance garage.
- The cost of gas is a consideration.
- The agreement with the City of Elmhurst for the current joint maintenance facility is permanent.
- The Park District must analyze what equipment is being moved, how many trips are being made, and what the cumulative cost of those trips is.

Facility Solutions

City of Elmhurst Maintenance Facility



- The Park District should consider a public/private partnership and outsource the maintenance costs.
- Commissioners are not in favor of a large-scale maintenance facility on the north side, but they may consider a shed or garage.
- More analysis is needed.
- Perhaps the District could consider the Superior Ambulance building on Walnut, which is close to Berens Park. A skeleton maintenance crew could be housed out of that operation.
- If it is affordable, a facility at Berens Park could be the right choice.
- Is there a cost payback? A cost/benefit analysis should be conducted.

SOLUTIONS/BUDGETS

SOLUTIONS CONSIDERED

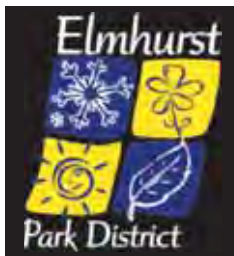
The solution outlined below was studied for this facility. Because this is a joint facility with the City, expansion options would have to be jointly explored.

1. Remodel Interior Space & Relocate Portion of Operations

- Build out the existing storage room to create office space and an improved locker/shower area.
- Enclose the storage mezzanine off the garage in order to provide clean storage space to replace the structure's current interior storage room.
- Add a Maintenance Storage Garage at Berens Park (see the recommended solution for The Hub at Berens Park Facility Report on page 45.)

This solution was explored for improving this facility because it provides needed internal office space and additional garage space. The storage mezzanine will be much more useful if it is cut off from the dusty, dirty garage space. Efficiency will be improved by locating a modest storage garage on the north side of town, where it is needed.

Total Project Budget: \$325,080 (See The Hub at Berens Park Facility Report's Budget for Maintenance Garage on page 164.)



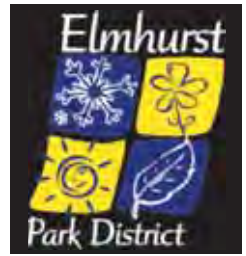
THE FOLLOWING SITE DIAGRAM IS INCLUDED TO ILLUSTRATE THE SOLUTIONS CONSIDERED.



Solution 1: Remodel Interior Space & Relocate Portion of Operations
City of Elmhurst Maintenance Facility

Facility Solutions

City of Elmhurst Maintenance Facility



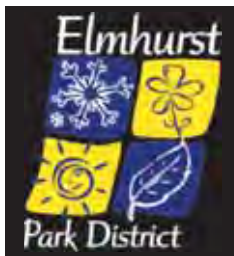




Facility Solutions

**Facilities Studied for Possible Use By
Elmhurst Park District**

City of Elmhurst Fire Station #2



Facility Solutions

City of Elmhurst Fire Station #2



CITY OF ELMHURST FIRE STATION #2

605 S. York Street
8,000 SF

FINDINGS

CURRENT BUILDING USE

Three (3) Bay Apparatus Area Located Just Off the Apparatus Bay

- Workout area
- Workroom
- Shop/Laundry Room
- Hose tower in the eastern corner
- Thirty (30) kilowatt generator and a two hundred and fifty (250) gallon above-grade diesel tank

Living Quarters

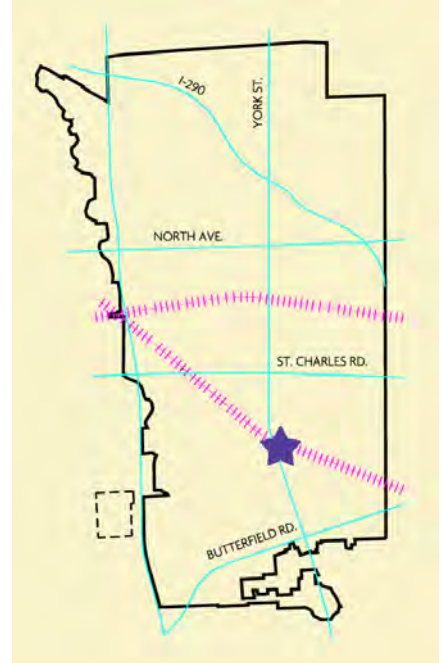
- Men's locker room
- Women's locker room (carved out of the facility's bunk room)
- Bunk room for one (1) person
- Kitchen and dining area

Office Area

- Three (3) offices
- Public toilet

HOW OFTEN BUILDING IS USED

Utilization data is not applicable to this facility. The facility is utilized twenty-four (24) hours a day, seven (7) days a week.



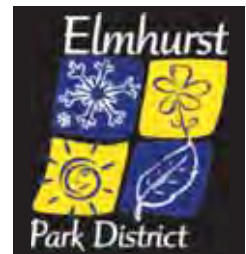
Location Map



Exterior View



Kitchen/Dining Area



ARCHITECTS' TOUR OBSERVATIONS & ANALYSIS

- SRBL studied the fire station to determine if the building should remain and be converted for use by the Park District. The building sits at the north end of York Commons.
- The Fire Station Intergovernmental Agreement with the City specifies that the City will demolish the old station when the new station construction is completed.
- A new fire station is being built on a site immediately west of the existing building. The new building's site is very close to the northwest corner of the existing structure, and the drive aisle actually is within the existing building's footprint. Therefore, a portion of the existing building, including part of the apparatus bay, would need to be demolished and rebuilt. The facility, which was built in the 1970s, is outdated and in need of repairs. A report prepared by FGM Architects estimates the cost of the necessary repairs to the existing building (exclusive of the partial demolition) at \$700,000 to \$800,000 for reuse as a Fire Station.
- The safety aspects of reuse of this facility were also considered, since the facility will be so close to the new station. Regarding access, a public drive could not be shared with the new fire station for safety reasons, and the existing access at the south end of the park is too far from the building. Additional parking would also be required to serve the facility.

INTERVIEW RESEARCH

Full-Time Staff Meeting Feedback

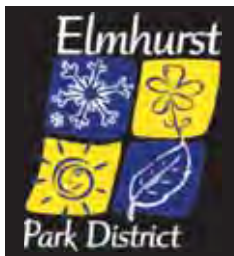
- No specific comments regarding this facility were noted.

Management Team Feedback

- The northwest portion of the structure must be torn down because of the construction of the new fire station on the adjacent parcel.
- The old building has a large apparatus bay that is 12' x 15' tall—unfortunately, not tall enough to function as a gymnasium.
- Access to the site would have to be through the park, because the building cannot share a drive with the new fire station.
- It is not located far enough north to be a good site for a maintenance facility.

Commissioner Feedback

- Some Commissioners liked the idea of repurposing the fire house perhaps as a teen center, because it is centrally located and has a nearby parking lot.
- Other Commissioners were not in favor of repurposing the old fire station, stating that they do not need another old building.
- One Commissioner remarked that the old building no longer served a purpose.



SOLUTIONS/BUDGETS

SOLUTIONS CONSIDERED

Three solutions were considered for this facility, ranging from tearing it down, to a variety of re-use options.

1. Demolish Existing Fire Station

- Demolish existing building.
- Utilize area for open park space per the Board's York Commons Master Plan design.

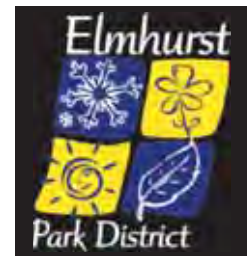
Demolition of the existing facility is considered as an option because reuse of the existing facility for Park District use presents the following challenges:

- A. According to the site plan, a portion of the apparatus bay would have to be torn down to accommodate construction of the new station and its drive. This would be very costly, and the two buildings would still be impractically close together.
- B. A report prepared for the City of Elmhurst by FGM Architects identified a significant number of costly repairs that are necessary to maintain the old building.
- C. Creating access to the building would have a negative impact on York Commons Park, because a new separate drive and parking area would be required to serve the building.
- D. While a children's theater was suggested as a possible use for the existing space, we did not find that enough community support (survey results in Comprehensive Plan indicate about 25% support) for the idea exists to warrant the high cost of repurposing the building. Performance space can be incorporated into an expanded Wagner Community Center, which includes gymnasium space that could include a stage. See Wagner Community Center solutions on page 35.
- E. The Comprehensive Plan clearly states that green space is a high priority, so opening up green space at York Commons and implementing the Master Plan approved by the Board is in keeping with the District's goal.
- F. The Fire Station Building is not far enough north for use as a maintenance storage garage. In order to efficiently supplement the current maintenance facility, as outlined in the maintenance facility section on page 133, the facility should be located at the north end of the district. A maintenance storage garage is proposed at Berens Park, see page 45.

Total Project Budget: \$0 per Intergovernmental Agreement, City to demolish old station.

Facility Solutions

City of Elmhurst Fire Station #2



2. Convert Existing Station into a Maintenance Storage Garage to Support Existing Maintenance Facility

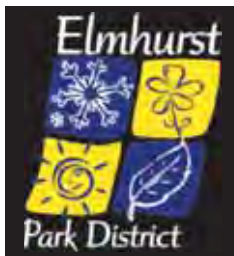
- Demolish the corner of the existing apparatus bay to accommodate the new fire station.
- Renovate the existing building.
- Share the access drive with the new fire station.

Total Project Budget: \$1,235,948

3. Convert Existing Station into a Performance Space

- Demolish the corner of the existing apparatus bay to accommodate the new fire station.
- Renovate the existing building.
- Develop an additional parking lot adjacent to existing York Commons parking lot and add sidewalks to the facility.

Total Project Budget: \$1,837,752



Facility Solutions

City of Elmhurst Fire Station #2



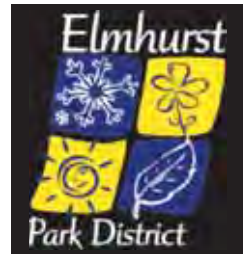
THE FOLLOWING SITE DIAGRAMS ARE INCLUDED TO ILLUSTRATE THE SOLUTIONS CONSIDERED.



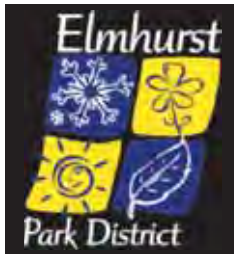
**Solution 1: Demolish Existing Fire Station
City of Elmhurst Fire Station #2**

Facility Solutions

City of Elmhurst Fire Station #2



Solution 2: Convert Existing Station into a Maintenance Storage Garage to Support Existing Maintenance Facility
City of Elmhurst Fire Station #2



Facility Solutions

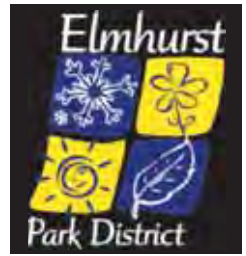
City of Elmhurst Fire Station #2



Solution 3: Convert Existing Station into a Performance Space
City of Elmhurst Fire Station #2

Facility Solutions

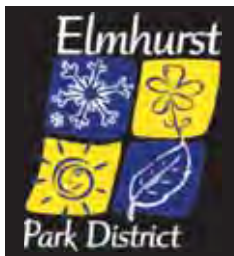
City of Elmhurst Fire Station #2







Recommendation Summary



Recommendation Summary

Facility Recommendation Summary



FACILITY RECOMMENDATION SUMMARY

In order to arrive at Recommendations for the Elmhurst Park District Facilities, data and feedback were gathered and analyzed as described in the Study Process section of this report. From the data and feedback there appears to be a general consensus for improvements to the parks and facilities which focused on the following:

- Improved senior facilities
- An enlarged Courts Plus Fitness Center
- Additional programming space
- Teen programming
- The need for toilet facilities within the parks
- Improved work space for staff
- Maintaining the early childhood programs in the neighborhoods

Based on these results, the Project Goal Statement and the Facility Goals, as described in the Goals section of this report, SRBL developed solutions and budgets for each of the 17 facilities. Solutions range from no recommended changes to multiple options for some facilities.

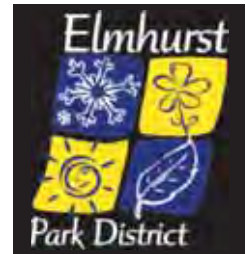
In depth descriptions of findings and solutions for each facility can be found in the Facility Solutions section of this report.

From the Solutions Considered, Recommended Solutions were identified based on meeting overall District needs, including flexibility of space, improvement of outdated facilities, and appropriateness of geographic location.

Key Recommendations include:

Recommendation Summary

Facility Recommendation Summary



SENIOR CENTER AND ADMINISTRATION FACILITY RELOCATION

One of the key recommendations is to move the seniors out of the Abbey and into the Wilder Park Administration building. Administration can then move into the Abbey.

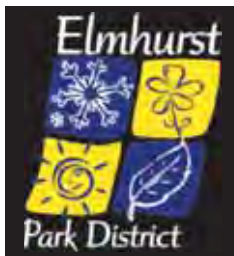
The location of the senior center function proved to be a critical component in terms of how functions got relocated. The existing location of the senior center at the Abbey is difficult to access because of the busy street, there are no exterior amenities, and the building is in need of renovation to improve its aesthetic appeal and charm. By relocating senior programming to the Wilder Park Administration building, the seniors would have access to Wilder Park for walking and views, to Wilder Mansion for special functions, to the two Art Museums, and to the Horticulture programs at the greenhouses. Additionally, they have a central location with easy access, and gain a facility with some architectural character.

In switching these two functions, there is not only a great benefit to the seniors, but the Abbey building is freed up for another use. We feel that the most appropriate use for the building is the Administration center. Relocating Administration to the Abbey site keeps this function centrally located within the community. There is land available to expand the Abbey in order to meet the current space needs of Administration. The site has enough space for adequate parking, and because the public does not frequent Administration often, access is not as critical. Additionally, an expansion could accommodate any additional management staff that the District might choose to locate within Administration, thereby, freeing up room at Courts Plus and/or the Wagner Community Center.

The Horticulture function would remain at Wilder Park, but expand to allow for an adequate classroom and storage space. The Planning function would relocate to the existing second floor, where Finance and HR are currently located, maintaining proximity to the Horticulture function.

The main building would be renovated to serve the seniors and provide an ideal setting within the Community.

This switch of facilities would potentially leave the Senior Center without dedicated space temporarily due to construction phasing because it would be necessary to first convert the Abbey for Administration prior to remodeling the Administration Building for the seniors. However, space could be used at Wilder Mansion to house seniors in the interim.



Recommendation Summary

Facility Recommendation Summary



EXPANSION OF WAGNER COMMUNITY CENTER

Several options were looked at for Wagner Community Center to increase space for programming, provide flexibility, and introduce gymnasium space into the District.

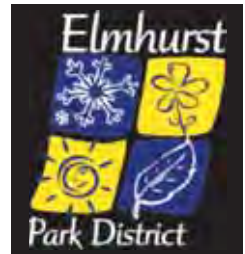
The Recommendation Solution includes:

- The addition of a large double gym to the east side of the facility to allow flexibility to the District for scheduling of programs, basketball leagues, gymnastics programs, summer camps, etc. In the Comprehensive Plan, basketball was identified as being deficient as compared to other Districts and that a multipurpose/basketball facility would be ideal for teen programming. The staff believes that gym space would be well utilized. Additionally, one of the gyms could include a stage for performing arts programs.
- Convert an existing storage room back into a classroom as it was originally designed for. This space would be ideal for the early childhood tumbling program called Bearfoot Fun & Fitness, currently located at Eldridge Park, as it would be located directly adjacent to the gymnastics space. Or, it would be ideal for relocation of a preschool space that currently is located in the center of the building with no windows.
- A six (6) Classroom expansion to be added to the west, for Art Classes relocated from the Elmhurst Art Museum, Teen programming, Lapidary Arts classes relocated from the basement of Crestview Park Recreation, Multipurpose space, or a dedicated space for a small secondary fitness center that provides a convenient alternative for a parent with a child in a Wagner Community Center program, without having to leave the facility. This would also relieve some of the burden at Courts Plus Fitness Center.

Most importantly, by increasing program space at Wagner Community Center, space is freed up throughout the District, and customer service is improved by increasing offerings at one location, making Wagner Community Center a one stop shop for programs.

Recommendation Summary

Facility Recommendation Summary



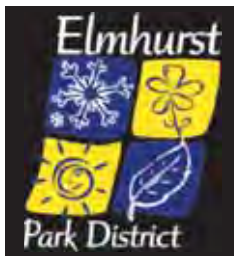
REPLACEMENT OF SEVERAL PRESCHOOL FACILITIES

A highly ranked component of the Elmhurst Park District is the early childhood programming, which received a very high satisfaction rating in the 2006 Community Survey. There was overwhelming consensus from the community and District staff that decentralized preschools, having multiple preschool facilities located throughout the District, is preferred. With five (5) rooms located at Wagner Community Center, and one at Crestview Park, the north side of town is well covered. Wilder Park provides a central location. Eldridge Park covers the southwest and Butterfield Park covers the southeast.

The majority of these facilities (exclusive of Wagner) are old, outdated, and, we feel, not ideal to serve as preschools. Additionally, only Butterfield Park has toilet facilities that can serve the Park independent of the preschool function. The Comprehensive Plan calls for providing public toilet facilities at the parks.

Our recommendation is to replace each individual preschool building over time with a new preschool and/or multi-purpose facility that would include fresh new preschool classroom space with easy access to the outdoors, plenty of storage, proper toilet facilities, and separate toilet facilities to serve the parks. Covered picnic shelters would be incorporated as shelters were recommended in the Comprehensive Plan. The Butterfield Park facility could be the last to be addressed because it already has park toilet facilities. Another solution considered is to eliminate the Butterfield Park Recreation Building as a preschool site by building a two (2) room structure at Eldridge Park and maintaining the Butterfield building for toilets, concessions, and as a storage facility to provide some much needed District storage.

With the construction of new facilities, the Park District can incorporate sustainable elements and take advantage of new technologies like highly efficient mechanical and lighting systems.



Recommendation Summary

Facility Recommendation Summary



MAXIMIZING EXPANSIONS AT COURTS PLUS FITNESS CENTER

While the need to expand at Courts Plus Fitness Center is great, the options are limited because most of the site has already been used for this facility, previous expansions, and parking. The recommended solution includes maximizing the building footprint with three (3) separate expansions.

A two-story triangular-shaped expansion to be added to the north will offer the greatest amount of space where it is needed most. The main level would serve as fitness and the lower level would contain a therapy pool.

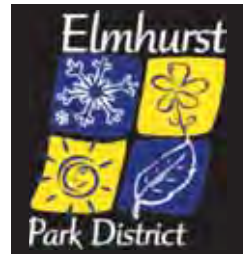
A two-story expansion to the east provides expanded office space and an additional multi-purpose space on the main level. At the lower level, Kids Plus can be expanded.

A one-story expansion on the main level at the southeast would provide much needed space for operations and for storage.

By providing some fitness space at another facility, namely, Wagner Community Center, it may take a small amount of pressure off this facility, while simultaneously providing a fitness offering in another geographic location. The additional classroom and gymnasium space at Wagner Community Center would also free up some of the multi-purpose programming needs at this facility. The proposed new pre-school spaces throughout the District Could also provide additional space for camps if needed.

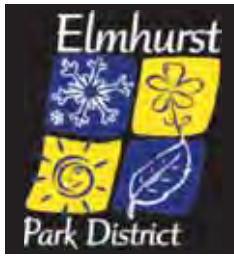
Recommendation Summary

Facility Recommendation Summary



NORTH SIDE SUPPLEMENTARY STORAGE GARAGE AT BERENS PARK

The need for additional enclosed truck, equipment, and material storage was also identified. To help alleviate this need, we recommend, that a small garage be built at Berens Park. Because the current facility is located at the south end of town, and one of the large major parks is located at the north end, data was analyzed for amount of time spent in transit and the amount of fuel used. Based on that data, the small storage garage space housing four (4) vehicles at Berens Park, would also increase efficiency and improve accessibility to the north end of town.



Recommendation Summary

Facility Recommendation Summary



SUGAR CREEK GOLF COURSE CLUBHOUSE EXPANSION & NEW GOLF COURSE MAINTENANCE FACILITY

The Sugar Creek Golf Course Clubhouse is in excellent condition, but lacks some operational efficiency. An additional office is needed, separate access for bands and caterers for events is desired, and storage is inadequate. We propose to expand to the east to maximize the size of the service storage area and create a service area.

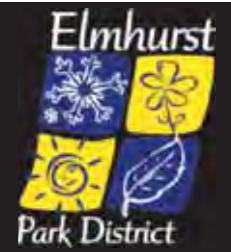
Another issue at the Clubhouse, was the lack of secured, cart storage to protect against theft. Since then, a secured cart storage area has been built.

The addition of another event space is a limited possibility because of the lack of space available to expand. A cover over the deck was suggested by staff to allow for more use, however, this would limit the natural light into the building and decrease views of the course. A tent structure to increase flexibility and to promote larger or dual events, was not recommended because the existing parking would then be insufficient.

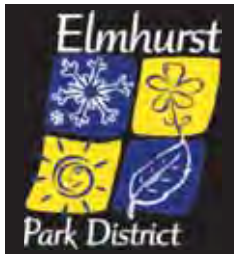
The Sugar Creek Golf Course Maintenance Facility lacks proper office space, staff space, work space, toilet facilities, and adequate material and vehicle storage. The facility is old and in poor condition and there is not enough justification to spend money on remodeling or fixing it up. We recommend that the facility be torn down and re-built in the same location during the off season.

Recommendation Summary

Facility Recommendation Summary



~PAGE NOT USED~



Recommendation Summary

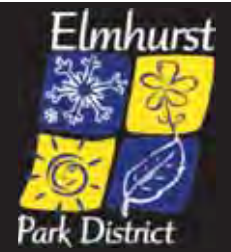
Facility Recommendation Summary



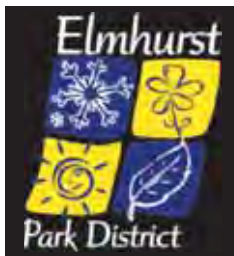
~PAGE NOT USED~

Recommendation Summary

Facility Recommendation Summary

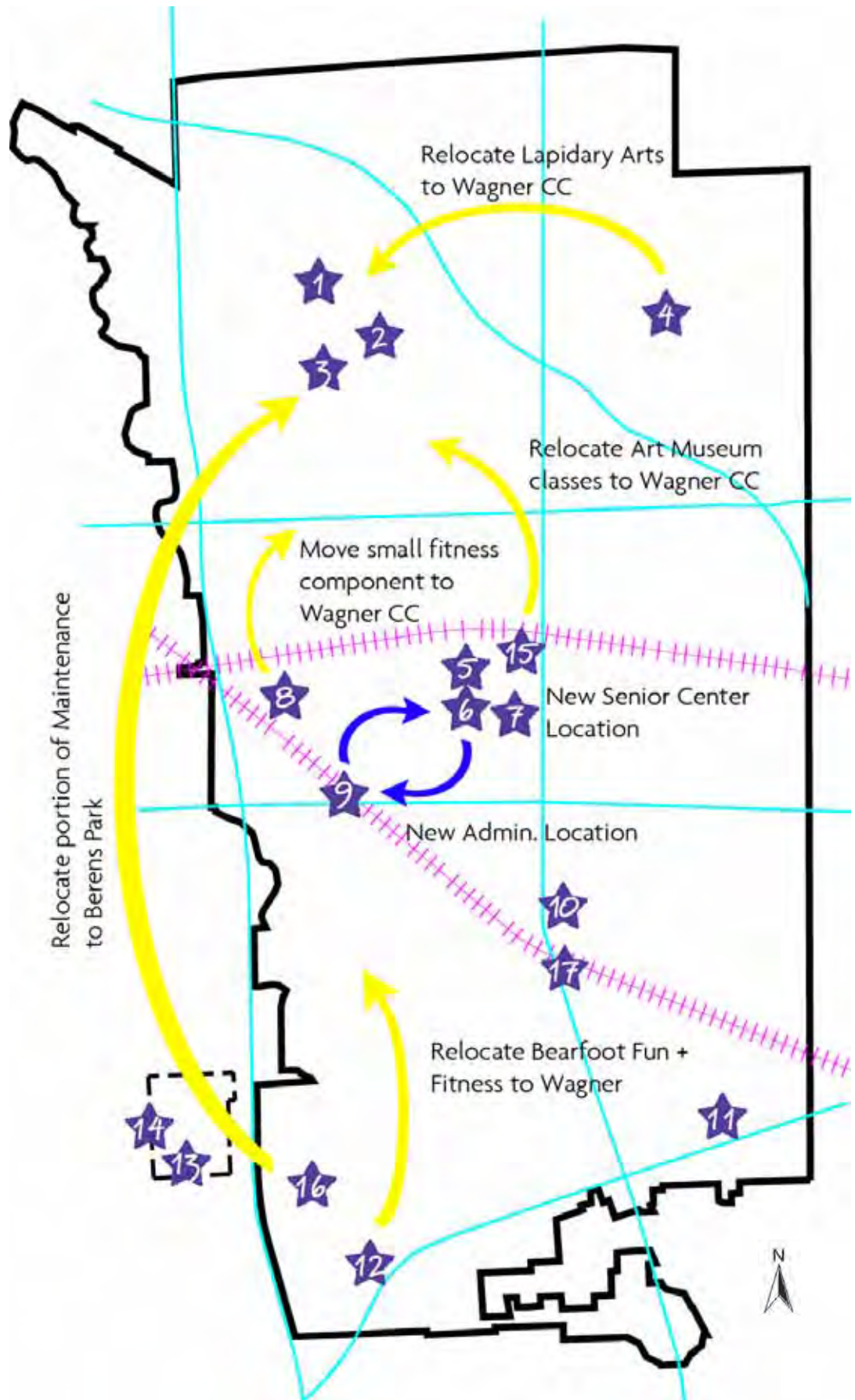


~PAGE NOT USED~



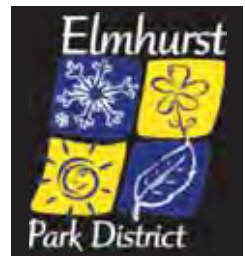
Recommendation Summary

Future Map of Facilities



Recommendation Summary

Future Map of Facilities



ELMHURST PARK DISTRICT FACILITIES

1. Wagner Community Center
2. The Hub at Berens park: Lee A. Daniels Pavilion
3. Berens Park Recreation Building
4. Crestview Park Recreation Building
5. Wilder Recreation Building
6. Wilder Mansion
7. Wilder Park Administration Building
8. Courts Plus Fitness Center
9. The Abbey Leisure Center
10. The Depot at Wild Meadows Trace
11. Butterfield Park Recreation Building
12. Eldridge Park Recreation Building
13. Sugar Creek Golf Course Clubhouse
14. Sugar Creek Golf Course Maintenance Facility

FACILITIES USED BY ELMHURST PARK DISTRICT

15. Elmhurst Art Museum
16. City of Elmhurst Maintenance Facility

FACILITIES STUDIED FOR POSSIBLE USE BY ELMHURST PARK DISTRICT

17. City of Elmhurst Fire Station # 2



Elmhurst Park District
Indoor Facilities Study
Solutions Budgets

Facility / Solution	Square Ft		Cost/Unit	Total
Wagner Community Center				
Solution 1- Gymnasium & (6) Classrooms Expansion				
Add double gymnasium at east end	11,000	sf	\$ 250	\$ 2,750,000
Relocate detention to beneath parking lot				\$ 250,000
Add six classrooms and storage at west end of facility	8,000	sf	\$ 275	\$ 2,200,000
Recapture classroom at northeast corner	-			\$ -
Convert Sunbeams & Rainbows room into Fitness Area	1,000	sf	\$ 120	\$ 120,000
Expand parking lot to accommodate larger facility (+52 spaces)	52		\$ 2,500	\$ 130,000
Soft Costs - 40% (Contingencies, A&E Fees, Surveys, FF&E, etc.)				\$ 2,180,000
Total Project Budget				\$ 7,630,000
Solution 2- (2) Classroom Expansion				
Add two classrooms and storage at west end	4,096	sf	\$ 275	\$ 1,126,400
Recapture classroom at west end	-			\$ -
Expand parking lot to accommodate larger facility (+6 spaces)	6		\$ 2,500	\$ 15,000
Soft Costs - 40% (Contingencies, A&E Fees, Surveys, FF&E, etc.)				\$ 456,560
Total Project Budget				\$ 1,597,960
Solution 3- Gymnasium Expansion				
Add double gymnasium at west end with storage	8,000	sf	\$ 250	\$ 2,000,000
Recapture classroom at east end	-			\$ -
Expand parking lot to accommodate larger facility (+18 spaces)	18		\$ 2,500	\$ 45,000
Soft Costs - 40% (Contingencies, A&E Fees, Surveys, FF&E, etc.)				\$ 818,000
Total Project Budget				\$ 2,863,000
Solution 4 - Administration Expansion				
Add Administration at west end of facility with storage	8,000	sf	\$ 275	\$ 2,200,000
Recapture classroom at northeast corner	-			\$ -
Expand parking lot to accommodate larger facility (+18 spaces)	18		\$ 2,500	\$ 45,000
Soft Costs - 40% (Contingencies, A&E Fees, Surveys, FF&E, etc.)				\$ 898,000
Total Project Budget				\$ 3,143,000
Solution 5- Gymnasium & (2) Classroom Expansion				
Add double gymnasium at east end	11,000		\$ 250	\$ 2,750,000
Relocate detention to beneath parking lot				\$ 250,000
Add two classrooms and storage at west end of facility	4,096		\$ 275	\$ 1,126,400
Recapture classroom at northeast corner	-			\$ -
Expand parking lot to accommodate larger facility (+40 spaces)	40		\$ 2,500	\$ 100,000
Soft Costs - 40% (Contingencies, A&E Fees, Surveys, FF&E, etc.)				\$ 1,690,560
Total Project Budget				\$ 5,916,960



Elmhurst Park District
Indoor Facilities Study
Solutions Budgets

Wagner Community Center				
Solution 6- Gymnasium, (6)Classroom & Administration Expansion				
Add double gymnasium at east end	11,000		\$ 250	\$ 2,750,000
Relocate detention to beneath parking lot				\$ 250,000
Add six classrooms and storage at west end of facility	8,000		\$ 275	\$ 2,200,000
Add second floor above classroom addition for Administration	8,000		\$ 275	\$ 2,200,000
Recapture classroom at northeast corner	-			\$ -
Expand parking lot to accommodate larger facility (+75 spaces)	75		\$ 2,500	\$ 187,500
Soft Costs - 40% (Contingencies, A&E Fees, Surveys, FF&E, etc.)				\$ 3,035,000
Total Project Budget				\$ 10,622,500
The Hub: Lee A. Daniels Pavillion				
Solution 1- Existing Facility to Remain				
	-		\$ -	\$ -
Add permanent Canopy	2,500	sf	\$ 80	\$ 200,000
Add storage garage (4 vehicles - mowers, trailers, truck)	1,200	sf	\$ 150	\$ 180,000
Soft Costs - 40% (Contingencies, A&E Fees, Surveys, FF&E, etc.)				\$ 152,000
Total Project Budget				\$ 532,000
Berens Park Recreation Building				
Solution 1- No proposed changes				
	-		\$ -	\$ -
Solution 2 - Renovate / Remodel				
Renovate Existing Toilet Facilities & Mechanicals	670	sf	\$ 150	\$ 100,500
Soft Costs - 40% (Contingencies, A&E Fees, Surveys, FF&E, etc.)				\$ 40,200
Total Project Budget				\$ 140,700
Solution 3- Tear Down & Rebuild Toilet Facilities				
Demolish existing recreation building				\$ 50,000
Build Toilet Facility	225	sf	\$ 350	\$ 78,750
Soft Costs - 40% (Contingencies, A&E Fees, Surveys, FF&E, etc.)				\$ 51,500
Total Project Budget				\$ 180,250
Crestview Park Recreation Building				
Solution 1 - Replace Existing Facility				
New pre-school space, public toilets, picnic shelter	1,875	sf	\$ 350	\$ 656,250
Demolish existing recreation building				\$ 50,000
Soft Costs - 40% (Contingencies, A&E Fees, Surveys, FF&E, etc.)				\$ 282,500
Total Project Budget				\$ 988,750



Elmhurst Park District
Indoor Facilities Study
Solutions Budgets

Wilder Park Recreation Building				
Solution 1- Replace Existing Facility				
New pre-school space, public toilets, picnic shelter	1,875	sf	\$ 350	\$ 656,250
Demolish existing recreation building				\$ 50,000
Soft Costs - 40% (Contingencies, A&E Fees, Surveys, FF&E, etc.)				\$ 282,500
Total Project Budget				\$ 988,750
Solution 2 - Tear Down, Relocate Preschool, Build Toilet Facility				
Demolish existing recreation building				\$ 50,000
Build Toilet Facility	225	sf	\$ 350	\$ 78,750
Soft Costs - 40% (Contingencies, A&E Fees, Surveys, FF&E, etc.)				\$ 51,500
Total Project Budget				\$ 180,250
Wilder Mansion				
Solution 1 - No proposed changes	-		\$ -	\$ -
Wilder Park Administration Building				
Solution 1- Relocate Administration Renovate for Seniors				
Renovate 2nd floor for Planning Dept. and Storage w/ elevator	1,800	sf	\$ 180	\$ 324,000
Renovate first floor into Senior Center	3,349		\$ 120	\$ 401,880
Add to north to expand Horticulture Area	960		\$ 250	\$ 240,000
Renovate/Restore Greenhouses (per MSI 2003 Study plus 30%)				\$ 1,800,000
Soft Costs - 40% (Contingencies, A&E Fees, Surveys, FF&E, etc.)				\$ 1,106,352
Total Project Budget				\$ 3,872,232
Solution 2- Expand Existing Facility for Administration				
Add second story and connect to existing 2nd Floor	4,309	sf	\$ 350	\$ 1,508,150
Renovate first floor space	3,349	sf	\$ 120	\$ 401,880
Add to north to expand Horticulture Area	960	sf	\$ 250	\$ 240,000
Renovate/Restore Greenhouses (per MSI 2003 Study plus 30%)				\$ 1,800,000
Soft Costs - 40% (Contingencies, A&E Fees, Surveys, FF&E, etc.)				\$ 1,580,012
Total Project Budget				\$ 5,530,042
Solution 3 - Relocate Administration Renovate for Seniors & Preschool				
Renovate second floor for Planning Dept. and Storage	1,800	sf	\$ 120	\$ 216,000
Renovate first floor into Senior Center	3,349	sf	\$ 120	\$ 401,880
Expand first floor to north for Seniors	700	sf	\$ 275	\$ 192,500
Renovate west end of existing into preschool area	780		\$ 120	\$ 93,600
Expand west end of existing for preschool area	600	sf	\$ 275	\$ 165,000
Add to north to expand Horticulture Area	960		\$ 225	\$ 216,000
Renovate/Restore Greenhouses (per MSI 2003 Study plus 30%)				\$ 1,800,000
Soft Costs - 40% (Contingencies, A&E Fees, Surveys, FF&E, etc.)				\$ 1,233,992
Total Project Budget				\$ 4,318,972



Elmhurst Park District
Indoor Facilities Study
Solutions Budgets

Courts Plus Fitness Center					
Solution 1- Expand existing facility					
Expand to property line at north - Fitness at main level	4,875	sf	\$ 275	\$	1,340,625
Expand to property line at north - Therapy Pool at lower level	4,875	as	\$ 275	\$	1,340,625
Remodel interior adjacent space	3,125	sf	\$ 120	\$	375,000
Expand to east - Offices & Multi-purpose at main level	3,000	sf	\$ 275	\$	825,000
Expand to east - Kids Plus & Storage at lower level	3,000		\$ 275	\$	825,000
Remodel interior adjacent space	3,500	sf	\$ 120	\$	420,000
Expand to south - Operations & Storage at main level	1,000		\$ 250	\$	250,000
Soft Costs - 40% (Contingencies, A&E Fees, Surveys, FF&E, etc.)				\$	2,150,500
Total Project Budget				\$	7,526,750
The Abbey Leisure Center					
Solution 1- Relocate Senior Center					
Renovate Existing into Administration	5,000	sf	\$ 120	\$	600,000
Expansion for Administration	3,500	sf	\$ 275	\$	962,500
Soft Costs - 40% (Contingencies, A&E Fees, Surveys, FF&E, etc.)				\$	625,000
Total Project Budget				\$	2,187,500
Solution 2- Relocate Senior Center					
Renovate Existing into Teen Center	5,000	sf	\$ 120	\$	600,000
Soft Costs - 40% (Contingencies, A&E Fees, Surveys, FF&E, etc.)				\$	240,000
Total Project Budget				\$	840,000
The Depot at Wild Meadows Trace					
Solution 1 - No proposed changes					
	-		\$ -	\$	-
Butterfield Park Recreation Building					
Solution 1 - Retain Existing Pre-school					
Remodel/update finishes	1,947		\$ 20	\$	38,940
Soft Costs - 40% (Contingencies, A&E Fees, Surveys, FF&E, etc.)				\$	15,576
Total Project Budget				\$	54,516
Solution 2 - Relocate pre-school to Eldridge					
See Eldridge Park - Solution 2	-		\$ -	\$	-



Elmhurst Park District
Indoor Facilities Study
Solutions Budgets

Eldridge Park Recreation Building					
Solution 1- Tear Down & Rebuild Existing Facility w/ Nature Center					
New pre-school space, public toilets, picnic shelter	1,875	sf	\$	350	\$ 656,250
New space for Nature Center	1,250	sf	\$	350	\$ 437,500
Demolish existing recreation building					\$ 50,000
Soft Costs - 40% (Contingencies, A&E Fees, Surveys, FF&E, etc.)					\$ 457,500
Total Project Budget					\$ 1,601,250
Solution 2- Tear Down & Rebuild Existing Facility for Preschool					
New pre-school space, public toilets, picnic shelter	1,875	sf	\$	350	\$ 656,250
Demolish existing recreation building					\$ 50,000
Soft Costs - 40% (Contingencies, A&E Fees, Surveys, FF&E, etc.)					\$ 282,500
Total Project Budget					\$ 988,750
Solution 3- Tear Down & Rebuild Existing Facility for 2 Preschools					
Two new pre-school space, public toilets, picnic shelter	3,125	sf	\$	350	\$ 1,093,750
Demolish existing recreation building					\$ 50,000
Soft Costs - 40% (Contingencies, A&E Fees, Surveys, FF&E, etc.)					\$ 457,500
Total Project Budget					\$ 1,601,250
Sugar Creek Golf Course Clubhouse					
Solution 1- Build Out Interior & Expand					
Build out Office space from pro shop	250	sf	\$	150	\$ 37,500
Tear down cart garage & rebuild receiving/storage	1,800	sf	\$	180	\$ 324,000
Soft Costs - 40% (Contingencies, A&E Fees, Surveys, FF&E, etc.)					\$ 144,600
Total Project Budget					\$ 506,100
Sugar Creek Golf Course Maintenance					
Solution 1- Replace Existing Facility					
Demolish existing facility	1,920	sf			\$ 25,000
Build new maintenance facility	2,880			180.00	\$ 518,400
Soft Costs - 40% (Contingencies, A&E Fees, Surveys, FF&E, etc.)					\$ 217,360
Total Project Budget					\$ 760,760
Elmhurst Art Museum					
Solution 1- Relocate Classes					
Relocate art classes to expanded Wagner Center - see WCC	-		\$	-	\$ -
Renovate existing classroom space into storage /staging/offices	1,936	sf	\$	120	\$ 232,320
Renovate McCormick House offices to Gallery/Event space	968	sf	\$	120	\$ 116,160
Soft Costs - 40% (Contingencies, A&E Fees, Surveys, FF&E, etc.)					\$ 139,392
Total Project Budget					\$ 487,872
Solution 2- Expand existing facility					
Expand to southeast to property line	2,805	sf	\$	425	\$ 1,192,125
Renovate north half of classroom into offices	968	sf	\$	120	\$ 116,160
Renovate McCormick House offices to Gallery/Event space	968	sf	\$	120	\$ 116,160
Soft Costs - 40% (Contingencies, A&E Fees, Surveys, FF&E, etc.)					\$ 569,778
Total Project Budget					\$ 1,994,223



**Elmhurst Park District
Indoor Facilities Study
Solutions Budgets**

Maintenance Facility				
Solution 1- Remodel Interior Space & Relocate Portion of Op.	-		\$ -	\$ -
Build out storage room to gain offices, locker areas	1,560	sf	\$ 120	\$ 187,200
Enclose Mezzanine Storage				\$ 45,000
Gain additional vehicle storage -see The Hub/Berens Solution 1				\$ -
Soft Costs - 40% (Contingencies, A&E Fees, Surveys, FF&E, etc.)				\$ 92,880
Total Project Budget				\$ 325,080
City of Elmhurst Fire Station No. 2				
Solution 1 - Demolish Existing Fire Station				
Demolish existing fire station- No cost to Park District				\$ -
Soft Costs - 40% (Contingencies, A&E Fees, Surveys, FF&E, etc.)				\$ -
Total Project Budget				\$ -
Solution 2- Convert into Maintenance/Storage				
Demolish & rebuild northeast corner to accommodate new station				\$ 250,000
-Building repairs (appropriate portions of FGM study)				
-Roofing				\$ 150,000
-Tuckpointing				\$ 50,000
-Repair structural cracks				\$ 20,000
-New windows and glazing				\$ 25,000
-Concrete floor refinishing - apparatus bay				\$ 30,000
Renovate former apparatus bay into maintenance	3,492	sf	\$ 15	\$ 52,380
Renovate former offices/living quarters	3,818	sf	\$ 80	\$ 305,440
Soft Costs - 40% (Contingencies, A&E Fees, Surveys, FF&E, etc.)				\$ 353,128
Total Project Budget				\$ 1,235,948
Solution 3- Convert to Performance Space				
Demolish & rebuild northeast corner to accommodate new station				\$ 250,000
Building repairs (appropriate portions of FGM study)				
-Roofing				\$ 150,000
-Tuckpointing				\$ 50,000
-Repair structural cracks				\$ 20,000
-New windows and glazing				\$ 25,000
Renovate former apparatus bay into performance space	3,492	sf	\$ 60	\$ 209,520
Renovate former office/living quarters into support space	3,818	sf	\$ 120	\$ 458,160
Develop parking lot adjacent to building (30 Spaces)				\$ 150,000
Soft Costs - 40% (Contingencies, A&E Fees, Surveys, FF&E, etc.)				\$ 525,072
Total Project Budget				\$ 1,837,752
Notes:				
For the purposes of this Budget, Soft Costs include :				
Design and Construction Contingencies, Allowances for Furnishings and Equipment,				
Architectural and Engineering Fees, Surveys and Soil Investigations,				
Material Testing During Construction, Blueprinting,				
Utility Company Charges (electric co.,gas,telephone,etc.), Utility Costs for Construction				
Project Budgets are based on a Winter 2009 construction start date.				
Project Budgets do not include legal fees or financing costs.				
Construction Costs are based utilizing a General Contractor project delivery method.				





Appendix



FACILITY WALK THRU NOTES

The following are notes taken during our facility walk thru meetings. The notes document existing functions of each facility, general condition of each facility, and facility needs.

**ELMHURST PARK DISTRICT
INDOOR FACILITY STUDY**

WAGNER COMMUNITY CENTER

Walk Through Notes

TOUR DATE: June 3, 2008

PLACE: Wagner Community Center
615 N. West Ave., Elmhurst, IL

PRESENT:

Laura Guttman	Special Project Coordinator	Elmhurst Park District
Cindy Szkolka	Division Manager – Recreation	Elmhurst Park District
Angela Ferrentino	Division Manager – Facilities	Elmhurst Park District
Raymond Lee	Principal in Charge	SRBL Architects
Louise Kowalczyk	Project Designer	SRBL Architects

EXISTING FUNCTIONS:

(3) Multi Purpose Rooms- A, B, C

Used for Birthday parties on weekends and general interest

Storage within rooms

Moving Craft classes to this location from Art Museum

Base area for Camps in summer

(2) Dance Studios w/ wood floor, mirror, and ballet bar-

Low impact aerobics

Morning Dance for early childhood

Evening adult class

Gymnasium-

Gymnastics only - kids and teens

Padded floor, parallel bars

Open gymnastics at night

Birthday parties

Pre-School Wing-

(5) Classrooms- (4) at perimeter, (1) internal for Sunbeams and Rainbows

Classroom 1- Kid's Great Escape, Li'l Butterflies

Classroom 2- Wee 3's

Classroom 3 – Tinker Toddler Time

Classroom 4 – Huggy Bear 2's

Sunbeams and Rainbows

Registration Area

Includes Registration desk and Reception area, (6) Private Offices, open Workroom, and Conference Lounge

Music- (2) small music rooms

General Storage-

Miscellaneous small storage rooms

(1) Large storage room- formerly a classroom containing rec. supplies, first aid, art supplies, summer camp supplies

EXISTING CONDITIONS:

Overall building is in great condition, however everything is dated and in need of upgrading

Pre-school rooms are set up permanently

Staff work areas are overcrowded

Existing Windows are only single glazed

NEEDS:

More program space, space lacking at times

More storage

More efficient corridor lighting

HVAC System

More efficient use of common space

**ELMHURST PARK DISTRICT
INDOOR FACILITY STUDY**

**THE DEPOT AT WILD MEADOWS TRACE
Walk Through Notes**

TOUR DATE: June 3, 2008

PLACE: The Depot at Wild Meadows Trace
511 S. York, Elmhurst, IL

PRESENT:

Laura Guttman	Special Projects Coordinator	Elmhurst Park District
Cindy Szkolka	Division Manager – Recreation	Elmhurst Park District
Angela Ferrentino	Division Manager – Facilities	Elmhurst Park District
Raymond Lee	Principal in Charge	SRBL Architects
Louise Kowalczyk	Project Designer	SRBL Architects

EXISTING FUNCTIONS:

Kaleidoscope Early Childhood Programs (9:00-12:00 & 1:00-2:30)
Safety Town
Birthday Parties
No evening use

EXISTING CONDITIONS:

The building is historic, on a historic site
Condition is excellent
Lots of natural light
Lots of character
Historic displays
Parking is in City owned lot

NEEDS:

Storage for Safety Town

**ELMHURST PARK DISTRICT
INDOOR FACILITY STUDY**

BUTTERFIELD PARK RECREATION BUILDING

Walk Through Notes

TOUR DATE: June 3, 2008

PLACE: Butterfield Park Recreation Building
385 E. Van Buren, Elmhurst, IL

PRESENT:

Laura Guttman	Special Projects Coordinator	Elmhurst Park District
Cindy Szkolka	Division Manager – Recreation	Elmhurst Park District
Angela Ferrentino	Division Manager – Facilities	Elmhurst Park District
Raymond Lee	Principal in Charge	SRBL Architects
Louise Kowalczyk	Project Designer	SRBL Architects

EXISTING FUNCTIONS

Sunbeams and Rainbows 3 Tuesday, Thursday 9:00-11:00am
Sunbeams and Rainbows 4 Monday, Wednesday, Friday 8:45-11:00am
Sunbeams and Rainbows 4 Monday, Tuesday, Wednesday, Friday 12:30-2:45pm
Early childhood nature camps
Toilet rooms with outside access.
West half of building is garage space with mowers, equipment, and storage.
Lower level is concession area, not currently used.
Polling place

EXISTING CONDITIONS:

Toilet & Concession added/rebuilt in late 1990's
Originally designed as a warming house
Set up for Pre-school function only
Aluminum windows, very old
Through-wall air conditioner at each end of space.
Works well for its use

NEEDS:

None listed

**ELMHURST PARK DISTRICT
INDOOR FACILITY STUDY**

**ELDRIDGE PARK RECREATION BUILDING
Walk Through Notes**

TOUR DATE: June 3, 2008

PLACE: Eldridge Park Recreation Building
363 Commonwealth Lane, Elmhurst, IL

PRESENT:

Laura Guttman	Special Project Coordinator	Elmhurst Park District
Cindy Szkolka	Division Manager – Recreation	Elmhurst Park District
Angela Ferrentino	Division Manager – Facilities	Elmhurst Park District
Raymond Lee	Principal in Charge	SRBL Architects
Louise Kowalczyk	Project Designer	SRBL Architects

EXISTING FUNCTIONS

Sunbeams and Rainbows 3 - programmed 9-3
Sunbeams and Rainbows 4
Sunbeams and Rainbows 4
Large motor exercise @ lower level (early childhood)
Birthday parties
Adjacent to play ground
Adjacent to pond
Toilet rooms have no outside access.

EXISTING CONDITIONS:

Set up for Pre-school function only at main level
Set up for exercise/large motor at lower level
Insulated windows
HVAC system is adequate
In past have had water coming in under lower level door
Limited storage space
No outside access to toilet rooms
Toilet rooms outdated and do not meet ADA requirements
Split level makes toilet access difficult
Good neighborhood location

NEEDS:

Public toilets with outside access
Updated lighting
Updated finishes/remodeling

**ELMHURST PARK DISTRICT
 INDOOR FACILITY STUDY**

SUGAR CREEK GOLF COURSE CLUBHOUSE

Walk Through Notes

TOUR DATE: June 5, 2008

PLACE: Sugar Creek Golf Course Clubhouse
 500 E. Van Buren, Villa Park, IL

PRESENT:

Laura Guttman	Special Projects Coordinator	Elmhurst Park District
Dave Anderson	Division Manager – Golf Course	Elmhurst Park District
Kevin Goss	Asst. Golf Course Superintendent	Elmhurst Park District
Raymond Lee	Principal in Charge	SRBL Architects
Louise Kowalczyk	Project Designer	SRBL Architects

EXISTING FUNCTIONS

Pro-shop, bar, dining, banquet, bar, offices for 9-hole golf course
 Pro-shop is adequate size, but no storage for merchandise
 Meetings occur in grill area or banquet space
 Office for Head Pro (was formerly a closet)
 Toilet rooms, no showers (no need for showers)
 Grille serves sandwiches, burgers, chicken breast, has beverage cooler and ice cream
 Banquet Room hosts catered events up to 60 plus 40 adjacent in grille
 Outings and Banquets cannot occur on same day
 Deck is used in nice weather
 Leagues and outings primarily during the week
 Banquets booked every Saturday night, 75% of Sundays, and 30% of Friday nights
 Kitchen serves Grille only with grill and fryer, walk-in cooler, separate clean-up area (no caterers)
 Catering occurs through front door
 Band access is through the front door
 Cart storage is uncovered, have had issues with theft
 Garage serves as club cart storage and general storage
 Separate shed for ball vending for driving range

EXISTING CONDITIONS:

Building redone/expanded in 2004
 Overall impression - facility is in very good condition
 Store room with electric panels gets very hot
 Trash is currently taken out from kitchen area to cans, then picked up by cart and taken to opposite side of parking lot
 Parking is adequate

NEEDS:

An additional room or a tent could be put to use for larger events or dual events

Covered cart storage for 30 carts

Receiving/storage area, like a small garage

Offices - (3) near each other

Supply storage

Cart storage- secured, enclosed

Trash disposal in closer proximity to building

Half-way toilet facility

Concessions separate from golf

**ELMHURST PARK DISTRICT
 INDOOR FACILITY STUDY**

**SUGAR CREEK GOLF COURSE MAINTENANCE FACILITY
 Walk Through Notes**

TOUR DATE: June 5, 2008

PLACE: Sugar Creek Golf Course Maintenance Facility
 Villa Avenue, Villa Park, IL

PRESENT:

Laura Guttman	Special Projects Coordinator	Elmhurst Park District
Dave Anderson	Division Manager – Golf Course	Elmhurst Park District
Andy Fassett	Golf Course Superintendent	Elmhurst Park District
Kevin Goss	Asst. Golf Course Superintendant	Elmhurst Park District
Raymond Lee	Principal in Charge	SRBL Architects
Louise Kowalczyk	Project Designer	SRBL Architects

EXISTING FUNCTIONS

- (2) Full-time employees and 6-7 seasonal employees
- Small office
- Small bathroom with shower
- Storage mezzanine above office/toilet
- Equipment is taken out of building during day
- Pesticide storage in small mezzanine, access via moveable stair
- Bench area
- No lifts
- Fuel pumps
- Small material bins in yard
- Tractors remain outside (4-5)
- Behind building miscellaneous junk storage

EXISTING CONDITIONS:

- Elmhurst oversees administration of golf facility and Villa Park owns the land
- Building was expanded at some point – part is wood trusses, and part is steel
- Rinse pad is not used very often

NEEDS:

- Supplemental building with mechanics station, 2-3 offices, pesticide storage area, mower lift
- Material bins behind
- Break room/staff space

ELMHURST PARK DISTRICT INDOOR FACILITY STUDY

ELMHURST ART MUSEUM

Walk Through Notes

TOUR DATE: June 17, 2008

PLACE: Elmhurst Art Museum
150 Cottage Hill, Elmhurst, IL

PRESENT:

Laura Guttman	Special Projects Coordinator	Elmhurst Park District
Cindy Szkolka	Division Manager – Recreation	Elmhurst Park District
Neil Bremer	Executive Director	Elmhurst Art Museum
Raymond Lee	Principal in Charge	SRBL Architects
Louise Kowalczyk	Project Designer	SRBL Architects

EXISTING FUNCTIONS

Private non-profit organization, but open to the public

Shared with Guild

Facility includes a 1952 Mies Van Der Rohe house and a 1997 addition

Admissions area and shop area expand into event space which seats 150 or accommodates up to 300 standing
(3) Galleries, each 22'x44' – walls are gypsum board backed by ¾" plywood

Gallery lighting is inadequate, should be in "H" configuration

"Mies Promenade" to the McCormick House, takes south sun, some artwork gets covered in the afternoon

Staff space includes (4) workstations for the Guild and (2) for the museum staff

Director has private office

Assistant Directors workspace is set up like secretary

Server is in closet area

Education Center designed to be multi-purpose, but only a curtain separates the space and it is too noisy

Events compete with education; education program fills the space currently

Small caged corral for art storage

EXISTING CONDITIONS:

The building is in good condition

NEEDS:

Office space needed for Curator, Director, Finance, Education- (5) total

Work stations for (5)

Art storage for growing collection

Collection and exhibition space, staging area, receiving area

More education space

Expanded event space to seat 250-300

ELMHURST PARK DISTRICT INDOOR FACILITY STUDY

PARK MAINTENANCE FACILITY

Walk Through Notes

TOUR DATE: June 3, 2008

PLACE: Maintenance Facility
985 S. Riverside Drive, Elmhurst, IL

PRESENT:

Laura Guttman	Special Projects Coordinator	Elmhurst Park District
Angela Ferrentino	Division Manager – Facilities	Elmhurst Park District
Geoff Penman	Division Manager – Park	Elmhurst Park District
Raymond Lee	Principal in Charge	SRBL Architects
Louise Kowalczyk	Project Designer	SRBL Architects

EXISTING FUNCTIONS

Shared facility with City of Elmhurst
Park District maintains 456 acres
Vehicles stored in garage space
6-8 vehicles stored outside in yard
Paint storage room
Shop area
Mezzanine storage – dirty and dusty – open to garage
Storage for seed, fertilizer, etc. along outside wall
Receiving area is run by City
City fuel is used
Vehicle maintenance bay – 4 bays, 2lifts per bay
Trades shop
Locker area, no showers
Lunchroom
Single user toilet room (2)
Storage room with three workstations and copy area – very dusty and dirty
Offices – (3)

EXISTING CONDITIONS:

Facility is impressive, large, new and clean
Storage areas that are open to garage are dusty and dirty
City and Park District have outgrown space

NEEDS:

Shower area

More toilet rooms

Appropriate office space, not in storage room

Three additional office spaces: park ambassador, park specialist, receptionist, and shared conference

More inside truck and equipment space

Additional material storage

**ELMHURST PARK DISTRICT
INDOOR FACILITY STUDY**

CITY OF ELMHURST FIRE STATION NO. 2

Walk Through Notes

TOUR DATE: June 5, 2008

PLACE: Elmhurst Fire Station
Elmhurst, IL

PRESENT:

Laura Guttman	Special Projects Coordinator	Elmhurst Park District
Jeffery Bacidore	Deputy Fire Chief	City of Elmhurst
Raymond Lee	Principal in Charge	SRBL Architects
Louise Kowalczyk	Project Designer	SRBL Architects

EXISTING FUNCTIONS

Building sits at north end of park
3 Bays with unit heaters
Work out area just off bays
Work room off bay with natural light
Shop/laundry room
Hose tower at rear of bays
Turn-out gear with storage mezzanine above
30kw generator, above grade diesel tank - 250 gallon
Women's locker room carved out of bunk room
Split bunk area 4 + 6
Day room for 9, kitchen, dining
(3) Offices facing front of building, public toilet

EXISTING CONDITIONS:

New fire station planned on this site, adjacent to existing building
New building comes very close to northwest corner of existing building
Existing access drive is to be widened

NEEDS:

Existing building repair estimated at \$700-800,000 by FGM Architects

**ELMHURST PARK DISTRICT
 INDOOR FACILITY STUDY**

**THE HUB AT BERENS PARK: Lee A. Daniels Pavilion
 Walk Through Notes**

TOUR DATE: June 25, 2008

PLACE: The Hub at Berens Park
 493 Oaklawn Ave., Elmhurst, IL

PRESENT:

Laura Guttman	Special Projects Coordinator	Elmhurst Park District
Greg Utaski	Division Manager – Facilities & Grounds	Elmhurst Park District
Brian McDermott	Director of Enterprise Services	Elmhurst Park District
Joey Cullen	Hospitality & Concessions Supervisor	Elmhurst Park District
Mike Cook	Maintenance Supervisor	Elmhurst Park District
Carol Sente	Client Advocate	SRBL Architects
Raymond Lee	Principal in Charge	SRBL Architects
Louise Kowalczyk	Project Manager/Designer	SRBL Architects

EXISTING FUNCTIONS:

Rental space/ multi-purpose
 Kids Plus Camps
 Concessions
 Office
 Toilet rooms with outside and inside access.
 Large tent (40x60) for parties, movie night
 Adjacent to play fields
 Mini Golf
 Spray Ground
 Batting Cages

EXISTING CONDITIONS:

Built in 2002
 Excellent condition
 Large concession area functions very well
 Storage PODS being used for hot dog cart, grill, fencing, ladders, propane tanks

NEEDS:

Storage for Party Room supplies
 Internal toilets
 Storage for items in PODS

**ELMHURST PARK DISTRICT
INDOOR FACILITY STUDY**

**BERENS PARK RECREATION BUILDING
Walk Through Notes**

TOUR DATE: June 3, 2008

PLACE: Berens Park Recreation Building
493 Oaklawn Ave., Elmhurst, IL

PRESENT:

Laura Guttman	Special Project Coordinator	Elmhurst Park District
Cindy Szkolka	Division Manager – Recreation	Elmhurst Park District
Angela Ferrentino	Division Manager – Facilities	Elmhurst Park District
Raymond Lee	Principal in Charge	SRBL Architects
Louise Kowalczyk	Project Designer	SRBL Architects

EXISTING FUNCTIONS:

Shelter
Toilet rooms with outside and inside access.
At one time used as camp base

EXISTING CONDITIONS:

Originally designed as a warming house
Rubber floor
Glu-lam roof structure with clerestory windows
Toilet rooms outdated and do not meet ADA requirements

NEEDS:

Toilet update/renovation

**ELMHURST PARK DISTRICT
INDOOR FACILITY STUDY**

**CRESTVIEW PARK RECREATION BUILDING
Walk Through Notes**

TOUR DATE: June 3, 2008

PLACE: Crestview Park Recreation Building
245 E. Crestview, Elmhurst, IL

PRESENT:

Laura Guttman	Special Project Coordinator	Elmhurst Park District
Cindy Szkolka	Division Manager – Recreation	Elmhurst Park District
Angela Ferrentino	Division Manager – Facilities	Elmhurst Park District
Raymond Lee	Principal in Charge	SRBL Architects
Louise Kowalczyk	Project Designer	SRBL Architects

EXISTING FUNCTIONS

Sunbeams and Rainbows 3 - programmed 9-3
Sunbeams and Rainbows 4
Sunbeams and Rainbows 4
Camp Imagination (summer) 9:00am-11:30am
Dedicated space for Lapidary group at basement (classes 3 nights per week)
Adjacent to playground (redone 3 years ago)
Adjacent to 2 baseball fields
Adjacent to sled hill
Toilet rooms have no outside access.

EXISTING CONDITIONS:

Set up for Pre-school function only at main level
Wood floors
Suspended acoustical ceiling
Windows
HVAC system is adequate
Limited storage space
No outside access to toilet rooms
Toilet rooms outdated and do not meet ADA requirements
Good neighborhood location

NEEDS:

Public toilets with outside access

**ELMHURST PARK DISTRICT
 INDOOR FACILITY STUDY**

**WILDER PARK RECREATION BUILDING
 Walk Through Notes**

TOUR DATE: June 3, 2008

PLACE: Wilder Park Recreation Building
 175 Prospect, Elmhurst, IL

PRESENT:

Laura Guttman	Special Project Coordinator	Elmhurst Park District
Cindy Szkolka	Division Manager – Recreation	Elmhurst Park District
Angela Ferrentino	Division Manager – Facilities	Elmhurst Park District
Raymond Lee	Principal in Charge	SRBL Architects
Louise Kowalczyk	Project Designer	SRBL Architects

EXISTING FUNCTIONS:

Sunbeams and Rainbows 3 Tuesday, Thursday 9:00-11:00am
 Sunbeams and Rainbows 4 Monday, Wednesday, Friday 8:45-11:00am
 Sunbeams and Rainbows 4 Monday, Tuesday, Wednesday, Friday 12:30-2:45pm
 Mini Arts Camp (summer)
 Toilet rooms with outside and inside access.

EXISTING CONDITIONS:

Originally designed as a warming house
 Set up for Pre-school function only
 Epoxy painted floors
 Windows replaced in 1989
 Musty smell
 No air conditioning, poor ventilation
 Roof, fascia, and soffit at exterior are in need of repair
 Toilet rooms outdated and do not meet ADA requirements
 Limited views to exterior

NEEDS:

Adequate ventilation

**ELMHURST PARK DISTRICT
INDOOR FACILITY STUDY**

**WILDER MANSION
Walk Through Notes**

TOUR DATE: June 3, 2008

PLACE: Wilder Mansion
125 Prospect, Elmhurst, IL

PRESENT:

Laura Guttman	Special Projects Coordinator	Elmhurst Park District
Cindy Szkolka	Division Manager – Recreation	Elmhurst Park District
Raymond Lee	Principal in Charge	SRBL Architects
Louise Kowalczyk	Project Designer	SRBL Architects

EXISTING FUNCTIONS:

Building currently undergoing a major renovation
New functions to include special event spaces, new toilet facilities, and vertical circulation
First floor includes (6) rooms for multi-purpose use
Second floor includes (5) multi-purpose use spaces
Third floor will be storage

EXISTING CONDITIONS:

The building is being renovated and brought back to its original elegance and grandeur

NEEDS:

No current needs

**ELMHURST PARK DISTRICT
INDOOR FACILITY STUDY**

**WILDER PARK ADMINISTRATION BUILDING
Walk Through Notes**

TOUR DATE: June 3, 2008

PLACE: Wilder Park Administration Building
225 Prospect, Elmhurst, IL

PRESENT:

Laura Guttman	Special Project Coordinator	Elmhurst Park District
Raymond Lee	Principal in Charge	SRBL Architects
Louise Kowalczyk	Project Designer	SRBL Architects

EXISTING FUNCTIONS:

Administration-

Reception Counter with 3 work stations behind it in open area
Office for Deputy Director of Parks and Recreation
Office for Special Projects Coordinator
Office for Executive Director
Work Room with copy machine, files, and lunch area

Board Room-

Park Board Commissioner Meetings
Bid Openings
Staff Meetings

Marketing-

Office for Marketing Director
3 small workstations, some shared, graphics station has two monitors
Vault serves as small storage room
Attic storage
Other various storage areas used throughout the District
Space is not large enough for adequate workspaces
Not enough storage space
No place to receive shipments or to stage
Too close to toilet room

IT-

Server room
Workroom/Office for two people
3 full time, 1 part time employees, and 1 consultant

Need a work counter/bench to work on 4 computers
Need data equipment storage space

Planning-

Open work area for Landscape Architect (Jerry Pask) and Assistant Park Planner (Colleen Toomey)
To work on drawings, stand up at light table or work on floor
Document storage is off site
Interact with parks and facilities and Jim Rogers
Lighting is inadequate
Space gets too hot for computers, have portable A/C unit
No large work space, no space for plotter
Flat files are stacked too high for access

Finance / Human Resources-

Originally designed as a residence for the Horticulturalist
Located at second floor, no internal access to administration
2 Offices for Human Resources, employees have to fill out paper work right in her office
Office for Division Manager of Finance
Accounting Clerk work space in former kitchen, still used for coffee/lunch
2 additional accounting clerks
Office for Director of Finance & HR, HVAC issues
Office for Division Manager HR & Safety, no space to hold training, sometimes use Wagner, or Board room for small groups
Documents are archived off-site

Horticulture-

2 Full-time employees, 8 seasonal
Propagation chamber
Garage Area- 4 racks for plant storage, sterilize soil (8'x6' bins), pro mix storage, fertilizer, propane for generator
Classes for up to 26 kids (clear everything out)
Use Board Room for adult classes
Locked storage room - hand equipment, empty gas out for heating season
Lower level and mezzanine - boiler and district storage
2 Refrigerators, could use (2) 10'x10' walk-in coolers
Original greenhouse 1868, 1923 Conservatory beyond
In summer - 1 dump truck, 3 pick-ups, 2 dumpsters, 1 recycle (no green refuse)
Use pesticides

Attic-

Packed with storage items

EXISTING CONDITIONS:

Main part of building has a pleasing historic character
Overall building is in decent condition, however some areas are dated and in need of upgrading
Some staff work areas are overcrowded
Toilet facilities are extremely inadequate and lack proper ventilation
Existing Windows are single glazed

HVAC issues

Severe space inadequacies and HVAC issues in planning department

Storage is lacking

NEEDS:

Classroom space for Horticulture classes

More storage

More work space

HVAC System

Toilets

**ELMHURST PARK DISTRICT
INDOOR FACILITY STUDY**

COURTS PLUS FITNESS CENTER

Walk Through Notes

TOUR DATE: June 17, 2008

PLACE: Courts Plus Fitness Center
186 S. West Ave., Elmhurst, IL

PRESENT:

Laura Guttman	Special Projects Coordinator	Elmhurst Park District
Brian McDermott	Director Enterprise Services	Elmhurst Park District
Greg Utaski	Division Manager – Facilities & Grounds	Elmhurst Park District
Raymond Lee	Principal in Charge	SRBL Architects
Louise Kowalczyk	Project Designer	SRBL Architects

EXISTING FUNCTIONS

Fitness Center
Tennis
Swimming pool
Lounge/Café/Vending
Racquetball
Multi-purpose room for Spinning and rental space
Hospital tenant – “Life Plan”
Kids Plus
Aerobics
Offices
Operations

EXISTING CONDITIONS:

Locker rooms are currently being renovated

NEEDS:

Separate free-weight area to expand fitness floor space for cardio equipment
Space for offices now located under stair
Maintenance space
Storage, storage, storage
More space for kid’s programs
2 more tennis courts would be ideal
Therapy pool
Expand access to lower level

**ELMHURST PARK DISTRICT
INDOOR FACILITY STUDY**

**THE ABBEY LEISURE CENTER
Walk Through Notes**

TOUR DATE: June 3, 2008

PLACE: The Abbey Leisure Center
407 W. St. Charles Rd., Elmhurst, IL

PRESENT:

Laura Guttman	Special Projects Coordinator	Elmhurst Park District
Cindy Szkolka	Division Manager – Recreation	Elmhurst Park District
Angela Ferrentino	Division Manager – Facilities	Elmhurst Park District
Raymond Lee	Principal in Charge	SRBL Architects
Louise Kowalczyk	Project Designer	SRBL Architects

EXISTING FUNCTIONS:

Senior Center, 55 and older
Card playing
Luncheons
Organize trips and travel
Flu shots
Bingo
Table tennis twice a month
Two office spaces and a work room
Previously served as registration location
Sometimes used for general interest groups

EXISTING CONDITIONS:

Location on busy street is difficult for pulling into and out of
Moveable partition walls used to divide into multiple spaces
Facility is not very welcoming, sterile looking
Toilet rooms do not meet ADA requirements
HVAC system is OK, heating is via boiler

NEEDS:

Improved décor, less sterile
Temperature control
Toilet room improvements
More central location
Park setting

AGENDAS / QUESTIONS / MEETING NOTES

Following were the agendas used, questions asked, and meeting notes from all of the various data gathering meetings we had with the Park District staff and Commissioners.

Project No. 08113
Date: May 21, 2008

**ELMHURST PARK DISTRICT
INDOOR FACILITY STUDY**

PROJECT KICK-OFF MEETING

DATE: May 20, 2008 – 1:00 pm – 2:30 pm

PLACE: Wilder Park Administration Building
225 Prospect

TIME EXPECTATION: 90 Minutes

MEETING AGENDA

1. Main Contacts for Project – *Five Minutes*
 - a. *Main Contacts*
 - b. *Communication*
 - c. *Billing*

2. Project Goals Discussion – *One Hour*
 - a. Confirmation of Project Understanding
 - b. What Questions Will The Study Answer
 - c. Confirmation of Scope Task List
 - d. Previous Facility Studies/Current Work

3. Project Time Schedule – *Twenty-Five Minutes*

Project No. 08113
Date: May 21, 2008

**ELMHURST PARK DISTRICT
INDOOR FACILITIES STUDY**

KICK OFF MEETING

DATE: May 21, 2008

PLACE: Elmhurst Park District Administrative Offices

ATTENDEES:

Richard Grodsky	Executive Director	Elmhurst Park District
Laura Guttman	Special Projects Coordinator	Elmhurst Park District
Carol Sente	SRBL Client Advocate	SRBL Architects
Louise Kowalczyk	SRBL Project Designer	SRBL Architects

MEETING NOTES

Meeting Purpose: To clarify Owner's Goals, Scope, and Work Product expectations and to develop a Master Project Time Schedule

- Q1: You listed some specific goals in your RFQ to include expand program space, increase revenues, enhance aesthetics, "green" your buildings, improve customer service, make technology improvements, and increase storage & parking. Are any of these goals more important than others?
- A1: # 1 priority is to Expand Program Space
#2 priorities are to Make Technology Improvements and Increase Storage & Parking
Then consider remaining goals as something to try to incorporate into all facilities as feasible.
- Q2: How do the 4 projects that either have had a prior study or current renovation affect the current study project (Courts Plus, Wagner CC, Sugar Creek Golf Clubhouse and Wilder Mansion)?
- A2: These facilities still need to be assessed for their long term needs. SRBL should consider the following information. No major changes are expected at Sugar Creek due to recent \$3.5 M project. Courts Plus has a 10 yr. plan and the District is implementing the final piece (locker room renovation) now. The Wagner Community Center Master Plan was isolated to one renovation project. Wilder Mansion should be evaluated for its future use if banquet rentals do not fully utilize the space. The District likes a "two-tiered" approach to their facility studies with one approach being what is the best future need for the facility and the second approach being a "fall back plan", i.e. if "x" doesn't work, what is the next best use based on everything else that is happening?

Q3: Your RFQ mentions a 5 year projection for your facility master plan. Was this your intention for the time period SRBL consider for the project?

A3: No. The District wants SRBL to consider their facilities long range needs – 20+ years out.

Q4: Do you have an example of a report style for us to see so we can be sure that we are addressing the format/style that your RFQ requests?

A4: SRBL's RFQ response was written in a very easy to read format and nice presentation style. If SRBL's report follows our response as an example, all will be fine. The District Board and Staff will both review SRBL's draft report before the final is produced.

Q5: What activities and how much input would the District like the Board Members to have?

A5: SRBL should meet individually with each Board Member to get their individual feedback and also schedule one workshop with the entire Board. SRBL will provide staff with a few written points about the project's progress to assist in their preparation for monthly Board Meetings and the District's Friday Update. The Board will want to see the alternative solutions for each facility, budget numbers, a draft of the report, and the final study presentation. Materials for Monday night Board Meetings need to arrive at the District by the prior Wednesday.

Q6: What existing District documents should SRBL be reviewing?

A6: SRBL should review the District's Strategic Plan and Strategic Action Plan, Community Wide Survey and Long Range Capital Plan. In addition, the District will provide SRBL with demographic information and program participation numbers for each facility's programs. The District (Laura) has provided all of these documents to SRBL (Ray).

Q7: What components would you like to see in the study report? And what "other" work product expectations do you have?

A7: The District is expecting the report to include:
Executive Summary
Study Process
Summary minutes of feedback provided in information gathering meetings
Photos (sprinkled through report as deemed helpful in communicating a point)
Conditions
Conceptual Site Plan Sketches (very loose) that show the building footprint of the expansion location(s)
SRBL's Recommendations
Facility Budgets

Q8: What Questions would you want this report to answer? These are some of SRBL's thoughts:

- Which projects or components are
 - a. Dire/high need
 - b. Short term/medium need
 - c. Long term/wish list items?
- How much additional space is needed at each of our 16 facilities?
- Which buildings, if any, should we eliminate?
- What will all these projects cost?
Total Project Budget and Cost of Construction
For total space increases/renovation/conversions with cost broken out for the Green Elements, Technology Component, and Aesthetic Improvements to existing buildings.

A8: Yes, these capture what we want answered. Also add

- Can we meet our residents' needs with the current facilities and square footage we have?
- What should we do with our facilities over the next 5-10 years? What are appropriate uses based on our programming needs?
- Should we look to develop other buildings to meet our needs?
- Based on Elmhurst's population density, are the District's facility locations too heavily concentrated in the North, Central and South sections of community?
- How can the District best address their Administrative Office space needs?

Q9: What overarching goals would define project success? These are some of SRBL's thoughts:

- Translation of the Community Survey "Facility" comments into an actionable plan
- Clear understanding of the cost implications of facility improvements and sufficient breakdown of costs
- Functional improvement of 16 facilities to meet the District's current operational requirements and eliminate facility challenges
- Establish study "talk points" for Board and Staff to share with community
- Creatively "sharpen" facilities' aesthetically, environmentally and technology-wise.

A9: Yes. Plus add

- Create a detailed Action Plan from the study

Q10: The Scope requests that SRBL "inventory the facility conditions". We understand that the District is not looking for an Existing Conditions Analysis, please elaborate on what you would like to see?

A10: Note glaring existing condition issues but don't talk about the systems, ADA, structure, etc. in standard Existing Condition Analysis format.

Q11: Who will address the prioritization of facility projects SRBL or the District?

A11: The District.

Q12: What, if any, specific requests do you have for our information gathering meetings?

A12: Facility Tours with individual managers including one on one discussion of each facilities' needs
Meeting with management team
Meeting with key staff
Individual meetings with Board Members
Workshop with entire Board
Meet with Art Museum staff separately

Q13: Can you elaborate on what you would like to see in the Recommendations section of the report?

A13: "Based on the feedback we're getting....."
1. Condition of buildings – add on, demolish, or build the following new facilities
2. Sense of location – "if tear down X, you will gain "x" acres to build Y and additional green space."
3. District's Administrative Office Solution

Note the time schedule will be sent separately.

If the District feels that any changes need to be made to these meeting notes, please contact SRBL as soon as possible, and we will change the items accordingly.

ELMHURST PARK DISTRICT INDOOR FACILITY STUDY

MANAGEMENT TEAM MEETING

DATE: June 25, 2008 – 9:00 pm – 11:00 pm

PLACE: Wilder Park Administration Building
225 Prospect, Elmhurst, IL

TIME EXPECTATION: 120 Minutes

MEETING AGENDA

1. Introduction – *10 minutes*
 - a. Process
 - b. Input we are seeking from Management Group.
 - c. How Today's Meeting is Different From Tomorrows.
2. Confirmation of Project Goals – *5 minutes*
3. Visual Observations of Facilities – *10 minutes*
4. Global Questions – *95 Minutes*

PROJECT GOAL STATEMENT:

To translate the Elmhurst Park District's Community Survey into an actionable and prioritized Facility Master Plan that strategically addresses the District's short and long term programmatic needs and locates the need for facility improvements in a geographically appropriate manner.

GOALS:

Top Priority

Expand Program Space

Second Priority

Increase Storage Space and Parking
Make Technology Improvements

Items to Incorporate into All Facilities as Feasible

Increase Revenues
Improve Customer Service
"Green" Facilities
Enhance Aesthetics

**ELMHURST PARK DISTRICT
INDOOR FACILITIES STUDY**

MANAGEMENT GROUP QUESTIONS

- Q1 GEOGRAPHIC PROGRAM DISTRIBUTION - Is the District geographically meeting the needs of our residents in all areas of the community? If not, in which locations and programs are we disparate?
- Q2 ENROLLMENT TRENDS - What general observations can you make about program enrollment trends (up or down)?
- Q3 FACILITY PROGRAM DISTRIBUTION - What is the District's philosophy regarding where and which programs are offered in the following types of facilities?
- Larger, multi-purpose facilities
 - Special use facilities
 - Smaller support/ancillary facilities
- Q4 ADDITIONAL MAINTENANCE NEEDS - Is the District's current centralized maintenance philosophy working? If not, do we want to add a maintenance and/or storage location on the North end of the District?
- Q5 STAFF ADMINISTRATION PLACEMENT - What is the District's philosophy regarding the location of administrative and department-specific staff? Which job categories do you prefer to locate at the Administration Offices versus near program functions?
- Q6 TECHNOLOGY IMPROVEMENTS – What elements are you including in “Technology”?
- Is the District 100% interconnected now?
 - What are your general technology goals?
(WIFI throughout District, phones, security, etc.)
 - Is Technology a District-wide deficiency or more a facility-specific issue?
 - Do you have any programmatic technology needs?
- Q7 STORAGE NEEDS – Where do you have the greatest need for storage? Do you desire any centralized storage expansion or do you prefer all storage expansion to be facility specific?

- Q8 **PARKING NEEDS** – Where do you have the greatest parking deficiencies?
- Would drop off access be valuable at any facility locations?
 - Are there any issues with the connection between a parking lot and front entrance?
- Q9 **PRIORITIZATION** – Who and how will these facility projects be prioritized? Do you have any general thoughts or preferences on facility improvements that should automatically be placed in one of the three prioritization categories?
- Dire/High Need
 - Short Term/Medium Need
 - Long Term/Wish List Item
- Q10 **GENERAL FACILITY CONSIDERATIONS** – Proportionally, what percentage of the Total Master Plan Facility Budget would you spend on the “general facility considerations” to include aesthetics, greening your building, customer service and revenue generation **VERSUS** your top priorities of increasing/improving program space, storage, parking and technology?
- Do you have any interest in LEED Certification?
 - Should we only consider aesthetic improvements as they apply to an expansion/renovation project (versus spending the budget just to improve an exterior or interior look)?

**ELMHURST PARK DISTRICT
 INDOOR FACILITIES STUDY**

MANAGEMENT GROUP QUESTIONS

DATE: June 25, 2008

PLACE: Elmhurst Park District Administrative Offices

ATTENDEES:

Rich Grodsky	Executive Director	Elmhurst Park District
Laura Guttman	Special Project Coordinator	Elmhurst Park District
Jim Rogers	Deputy Director of Parks and Recreation	Elmhurst Park District
Brian McDermott	Director of Enterprise Services	Elmhurst Park District
Jackie Campagnolo	Administrative Office Manager	Elmhurst Park District
Cathy Medema	Director of Finance & HR	Elmhurst Park District
Colleen Callahan	Director of Marketing & Communications	Elmhurst Park District
Dave Kenny	Director of IT	Elmhurst Park District
Carol Sente	Client Advocate	SRBL Architects
Raymond Lee	Principal in Charge	SRBL Architects
Louise Kowalczyk	Project Designer	SRBL Architects

MEETING NOTES

Meeting Purpose: The purpose of the meeting was to gather feedback from the Management Team on specific topics that were more global in nature and contained within ten questions. The following were the results of the meeting:

PROJECT GOAL STATEMENT:

To translate the Elmhurst Park District's Community Survey into an actionable and prioritized Facility Master Plan that strategically addresses the District's short and long term programmatic needs and locates the need for facility improvements in a geographically appropriate manner.

Change to:

To translate the Elmhurst Park District's Community Survey **and Comprehensive Plan** into an actionable and prioritized Facility Master Plan that strategically addresses the District's short and long term programmatic **and service** needs and locates the need for facility improvements in a geographically appropriate manner **where facilities are failing to meet the needs.**

GOALS:

Top Priority
 Expand Program Space

Second Priority

Increase Storage Space and Parking
Make Technology Improvements

Change to:

Second Priority

Increase Support Spaces including Offices, Workspace, and Storage Space
Make Technology Improvements

Items to Incorporate into All Facilities as Feasible

Increase Revenues
Improve Customer Service
"Green" Facilities
Enhance Aesthetics

Change to:

Items to Incorporate into All Facilities as Feasible

Parking
Increase Revenues
Improve Customer Service
"Green" Facilities
Enhance Aesthetics

QUESTIONS/RESPONSES

- Q1 GEOGRAPHIC PROGRAM DISTRIBUTION - Is the District geographically meeting the needs of our residents in all areas of the community? If not, in which locations and programs are we disparate?
1. This should include support and maintenance. The north and south parts of town are divided by railroad tracks, adding time to ones trip. With maintenance at south, time is lost in transit as well as there being extra wear and tear on vehicles.
 2. Enrollment is not affected.
 3. Having five locations of Sunbeams and Rainbows is successful because of neighborhood feel and the park settings.
 4. Probably could support south side community center.
 5. Seniors are centrally located, but access is difficult. Possibly could move to a south center.
 6. The Park District does not have any data to see where participants are coming from.
 7. On line registration is growing. No registration is offered at the Administration building. A lot of people register at Courts Plus, because they are already there.
 8. The Park District used to have a Community Center on the south end of town, but now it is at the north end.
 9. There is a concern that another facility would dilute the success of the current one. Not sure if they can support two facilities. Perhaps senior center could be the major component of another facility.
 10. The desired time limit for driving to a program is 8 minutes.
 11. If new program space is added, it should be located south as a first option, or wherever can get it.

- Q2 ENROLLMENT TRENDS - What general observations can you make about program enrollment trends (up or down)?
1. Parents asking for more fitness programs for 6 - 12 or 13 year olds. During certain hours, kids not allowed on fitness floor unless 16, or older.
 2. The numbers for fitness are stable; enrollment for other programs tends to go up and down.
 3. Courts Plus has run out of room. Internal changes in the building are very limited. Aerobics needs to double in size. Fitness floor is cramped.
 4. A new facility "X-Sport" is coming to town, don't anticipate as competition. There is a worry that a large fitness chain could go in where Sears Essentials is currently located.
 5. Courts Plus has not been affected by the economy, while smaller private facilities have been down.
 6. Mind/Body classes require a unique environment, do not have a lot of requests for these, but possibly expand that to the south. Smaller outside facilities are full with yoga and pilates classes.
 7. Have been looking at re-doing floor in climbing wall area at Courts to use for pilates and yoga as a test to see if specialized space is viable.
 8. Courts Plus is 7,000-10,000 s.f. short of space. If the free weights can be relocated from the fitness floor, space for more equipment would be picked up.
 9. Courts Café is sometimes empty, but it is a needed space for socialization.
 10. Can use another multi-purpose space for revenue programs or just for flexibility.
 11. Community meeting space is a need, but will soon have Wilder Mansion. Free rental space will still be a need for Brownies, Girl Scouts, etc. Other spaces in town are used, or occasionally the Hub.
 12. All-staff meetings, training seminars, are difficult to find space for.
 13. Programs for "Tweens" are lacking (non-competitive). Teen centers turn into tween centers because as soon as a teen can drive, they don't go there.
 14. The District could expand programs for dance, arts, general interest, performing arts, but are not sure if there is a huge need for these.
 15. After school and before school program could be a benefit. Teens want illusion of being unsupervised. They do not like being signed up for park district classes.
 16. General multi-use space may be more appropriate, just for drop in, ping pong, Wii, and not age-specific. Combined work-out, hang-out. Teens don't want to be over programmed, or supervised, and they want to make choices.
 17. Seniors and future seniors may not want to go to a "Senior Center". May not be considered a "senior" until age 75. Should be offering recreation services, health services, more varied interests, more activity, like a Del Webb Community 50-90 years old. Baby Boomers like Courts Plus, golf, swimming. More seniors attend non-senior programs. Could be senior friendly facilities, leave the choice to them.
- Q3 FACILITY PROGRAM DISTRIBUTION - What is the District's philosophy regarding where and which programs are offered in the following types of facilities?
- Larger, multi-purpose facilities
 - Special use facilities
 - Smaller support/ancillary facilities
 1. Certain programs are listed in certain type of facility.
 2. Staff likes dedicated pre-schools.
 3. Could replace those buildings with a pre-school space and a multi-purpose space.

4. Could/should pre-school buildings be used for other purposes because of park settings? Do not see need for them to be other things.
5. Wagner and Berens close proximity so serves well for multi-age of kids, different ages in different programs.
6. Family memberships total 25% at Courts Plus. Different age family members can be doing different things at the same time. One-stop concept is good especially because of driving concerns and convenience. Can you get that within your neighborhood?
7. Take away small pre-school buildings and build new 1600 s.f. multi-use spaces throughout the community, including pre-school.
8. Nature Center concept- do they really need? Programs would expand. Some like the idea, some don't. Community is not really asking for it. Could make successful, but it's not essential.
9. Existing buildings are old and inefficient. Do you put money in to re-do? Don' just fix, improve. Rebuild one building every few years.
10. Expect a different way of looking at what we have. Always trying to adapt a building to be what it wasn't designed for.
11. Public restrooms in the parks are very important and should also be incorporated.

Q4 ADDITIONAL MAINTENANCE NEEDS - Is the District's current centralized maintenance philosophy working? If not, do we want to add a maintenance and/or storage location on the North end of the District?

1. The golf course needs help with maintenance.

Q5 STAFF ADMINISTRATION PLACEMENT - What is the District's philosophy regarding the location of administrative and department-specific staff? Which job categories do you prefer to locate at the Administration Offices versus near program functions?

2. Dedicated Administration should be retained. Works well in center of town, but not opposed to a new central location.
3. Could pull some managers in to Administration, 2 or 3 people (Brian for example).
4. Program Managers and Division Managers are to stay at Facilities.
5. Work on efficiencies to help with being separate. All administration should be together. Perhaps there could be more shared spaces.

Q6 TECHNOLOGY IMPROVEMENTS - What elements are you including in "Technology"?

- Is the District 100% interconnected now?
- What are your general technology goals?
(WIFI throughout District, phones, security, etc.)
- Is Technology a District-wide deficiency or more a facility-specific issue?
- Do you have any programmatic technology needs?
 1. Biggest issue is lack of space for equipment and personnel. There is no space to work on equipment.
 2. Tech goals include updating systems and software, per action plan.
 3. May add GIS, would require more equipment.
 4. Public goals include computers for Kids Plus, or a computer lab, or digital photography classes. May be a need in the future, but now can handle these with a multi-purpose space.
 5. If security is expanded would need to connect everything.

6. Additional space is needed at Courts Plus for equipment.
7. More space is needed for additional computer and phone equipment. May go VOIP. The generator does not feed the circuit that supplies electricity to the distribution frame at Courts Plus and Wagner Community Center.

- Q7 STORAGE NEEDS – Where do you have the greatest need for storage? Do you desire any centralized storage expansion or do you prefer all storage expansion to be facility specific?
1. The greatest need for storage is in the marketing department. There is need for archival storage including photos, CD's, videos, brochures, etc. There is need for other storage including premiums, banners, display boards, special events. Would like all this in one place.
 2. H.R. has files in office.
 3. Accounts payable goes into boxes mid year.
 4. Annually files are shipped off-site, would prefer to keep two years at hand if possible.
 5. Some former storage areas have become offices. Every square foot of space needs more storage space.
 6. Need essential storage, but do not want to be a warehouse. Use storage space efficiently because of the cost of square footage.
 7. Fleet equipment storage is lacking, keeping expensive equipment outside.
 8. Recreation division fills storage, have more than have ever had before.
 9. More written documents should be digitized, i.e.: contracts, planning files, etc.
- Q8 PARKING NEEDS – Where do you have the greatest parking deficiencies?
- Would drop off access be valuable at any facility locations?
 - Are there any issues with the connection between a parking lot and front entrance?
 1. Lizzadro Museum has a big parking issue. There is no front door.
 2. City parkways – could put in angled parking without taking away green space. Would have to work with the city.
 3. Generally parking is not too bad. Problem only with large scale events.
 4. Bigger issues are at parks with athletic groups parking illegally.
 5. The configuration at Wagner Community Center is bad, but it is rarely full. Not an issue at buildings, generally.
 6. Courts Plus could use some additional handicap spaces, or make them more convenient.
 7. Depot – can park on South Street.
 8. Parking is bad at Wilder for pre-school.
 9. Wilder Mansion – is there going to be enough parking? What about tennis courts, will they always be there?
- Q9 PRIORITIZATION – Who and how will these facility projects be prioritized? Do you have any general thoughts or preferences on facility improvements that should automatically be placed in one of the three prioritization categories?
- Dire/High Need
 - Short Term/Medium Need
 - Long Term/Wish List Item
 1. Prioritization will come from the District.

2. Short term – Courts Plus crowding, Wilder Rec. building.
3. Top Priority – Have a master plan for Wilder that needs to be finished/approved, Conservatory and Building.
4. Combining buildings such as Crestview, Eldridge. Prototype building of 2500 s.f. w/ outside toilet access.
5. 5,000 – 10,000 s.f. into Courts Plus in the next 5-10 years.

Q10 GENERAL FACILITY CONSIDERATIONS – Proportionally, what percentage of the Total Master Plan Facility Budget would you spend on the “general facility considerations” to include aesthetics, greening your building, customer service and revenue generation VERSUS your top priorities of increasing/improving program space, storage, parking and technology?

- Do you have any interest in LEED Certification?
- Should we only consider aesthetic improvements as they apply to an expansion/renovation project (versus spending the budget just to improve an exterior or interior look)?
 1. Be green conscious but not interested in spending extra money for certification. As cost effective. As practical.
 2. Might consider some items at some additional cost.
 3. Not interested in unproven technology.
 4. Aesthetics – lower consideration. May consider at Wagner, interior toilet rooms.

MISCELLANEOUS ITEMS

1. Programmatic also refers to fitness programs.
2. Program space refers to that for the general public.
3. Current buildings have been modified as much as possible, are very clean and made as welcoming as possible.
4. Fire Station – Northwest portion needs to be torn down because of land lease. Old building. Large apparatus bay 12’ -15’ tall, but not tall enough for gym functions. Site access would have to be through the park because cannot share a drive with the new fire department. Geographically, not far enough north for maintenance.

ELMHURST PARK DISTRICT INDOOR FACILITY STUDY

ALL STAFF MEETING

DATE: June 26, 2008 – 1:15 pm – 3:00 pm

PLACE: Wagner Community Center
615 N. West Avenue, Elmhurst, IL

TIME EXPECTATION: 105 Minutes

MEETING AGENDA

1. Introduction – 10 *minutes*
 - a. Process
 - b. Input we are seeking from staff.
2. Presentation of Project Goals – 5 *minutes*
3. Visual Observations of Facilities – 10 *minutes*
4. Questions – 80 *Minutes*

PROJECT GOAL STATEMENT:

To translate the Elmhurst Park District's Comprehensive Plan into an actionable and prioritized Facility Master Plan that strategically addresses the District's short and long term Program and Service needs and locates the need for facility improvements in a geographically appropriate manner.

GOALS:

Top Priorities

Expand and improve areas where the facilities are failing to meet the needs of the public including Recreational Program, Enterprise Services, Administrative, Maintenance and Support Spaces

Increase Storage Space

Make Technology Improvements

Items to Incorporate into All Facilities as Feasible

Increase Revenues

Improve Customer Service

"Green" Facilities

Enhance Aesthetics

Increase Parking

**ELMHURST PARK DISTRICT
INDOOR FACILITY STUDY**

FACILITY TOUR RESULTS

At each tour, the question was posed “What are your top 3 issues as they relate to space?”

Courts Plus Fitness Center

- Separate free weight space desirable
- Additional space required for more cardio equipment
- Additional Office space required
- Lack of storage
- Lack of maintenance work space

Wagner Community Center

- Over crowded storage
- Competition for use of space
- Under used space at times
- HVAC issues
- Hallway lighting is dark
- Inefficient use of common space

Elmhurst Art Museum

- Additional office space required
- Lack of art storage space
- Lack of collection space/staging and receiving area

Wilder Mansion

- None listed

Maintenance Facility

- Need more inside truck and equipment storage
- Need additional office space
- Lack of storage

Wilder Park Administration Building

Horticulture Facility

- Greenhouse in need of repair
- Classroom space needed
- Lack of storage
- Chemical storage/lack of ventilation

Finance (2nd Floor)

- Lack of private meeting space
- Lack of storage
- HVAC issues

Main Level

- Inadequate toilet facilities
- Lack of storage
- Inadequate work space (marketing and planning)
- Inadequate computer equipment space

The Abbey Leisure Center

- Non-park setting
- Sterile décor
- Temperature inconsistencies
- Condition of toilet rooms
- Busy street is hard to pull into and out of

Sugar Creek Golf Course Clubhouse

- Receiving/storage area needed
- Offices in close proximity, 3 required
- Supply storage needed
- Secure enclosed cart storage needed
- Need trash disposal in closer proximity to building

The Hub at Berens Park – not yet toured

Crestview Park Recreation Building

- No public toilet rooms

Eldridge Park Recreation Building

- No public toilets
- Lighting
- Multi/split level makes toilet access difficult
- Remodeling needed

Butterfield Park Recreation Building

- None listed

Sugar Creek Golf Course Maintenance Facility

- Lack of space
- Larger offices
- Break room/ staff space needed

Wilder Park Recreation Building

- Lack of air conditioning/ventilation

The Depot at Wild Meadows Trace

- None listed

Berens Park Recreation Building

- None listed

**ELMHURST PARK DISTRICT
INDOOR FACILITY STUDY**

QUESTIONS TO STAFF

- Q1 FACILITY CHALLENGES – What are your top space-related facility challenges and how do they affect your ability to perform your job responsibilities? Please state the facility and challenge.
- Storage Needs?
 - Office Needs?
 - Program Space Needs?
 - Support Space Needs?
- Q2 ENROLLMENT TRENDS - What general observations can you make about program enrollment trends?
- Is there a program that is growing significantly or declining?
 - Are there programs that require more specialized space?
- Q3 FACILITY USAGE - What general observations can you make about the use of the indoor facilities?
- Is there an increase or decrease in facility usage?
 - Are there issues in setup and maintenance of facilities?
- Q4 GEOGRAPHIC DISTRIBUTION OF FACILITIES – Are facilities geographically located to meet the needs of the residents and the Park District? If not, where in the community are facilities lacking? State needed facility and location required.
- Is the decentralized pre-school set-up working? Could it work if it were more centralized?
 - Where should another maintenance facility be located?

Project No. 08113
Date: July, 2008

**ELMHURST PARK DISTRICT
INDOOR FACILITIES STUDY**

ALL STAFF MEETING

DATE: June 26, 2008

PLACE: Wagner Community Center

ATTENDEES:

All Staff	Staff Elmhurst Park District	
Carol Sente	Principal SRBL Architects	
Raymond Lee	Principal in Charge	SRBL Architects
Louise Kowalczyk	SRBL Project Designer	SRBL Architects
Lauren Polhamus	SRBL Staff Designer	SRBL Architects

MEETING NOTES

Meeting Purpose: To update staff as to the process being undertaken for the study, the goal of the study, and to gather feedback from staff on specific topics.

PROJECT GOAL STATEMENT:

To translate the Elmhurst Park District's Comprehensive Plan into an actionable and prioritized Facility Master Plan that strategically addresses the District's short and long term Program and Service needs and locates the need for facility improvements in a geographically appropriate manner.

Feedback:

Suggest "answer" in lieu of "address", "implement" in lieu of "translate", "provide" in lieu of "lease", "support" in lieu of "service".

"Geographically appropriate" unclear in meaning and should not be final element of the statement. Program and service take precedent over geographic location and strategy. Statement is longer than necessary.

GOALS:

Top Priorities

Expand and improve areas where the facilities are failing to meet the needs of the public including Recreational Program, Enterprise Services, Administrative, Maintenance and Support Spaces

Increase Storage Space

Make Technology Improvements

Items to Incorporate into All Facilities as Feasible

Increase Revenues
Improve Customer Service
“Green” Facilities
Enhance Aesthetics
Increase Parking

Feedback:

Statement to “increase revenue” is too capitalistic.
Heating and electricity are massive expenses.
Parking is too limited.

QUESTIONS

Q1 FACILITY CHALLENGES – What are your top space-related facility challenges and how do they affect your ability to perform your job responsibilities? Please state the facility and challenge.

- Storage Needs?
- Office Needs?
- Program Space Needs?
- Support Space Needs?

RESPONSES:

Park Maintenance:

Lack of vehicle parking.
Need protected equipment and material storage.
Need showering facilities.
Location too far south, long drives to many areas of town.

Horticulture:

Would like a green waste disposal site.
Would like a cooling area.
Rental tent needs to be eliminated and replaced by a permanent structure.

Golf Course Maintenance:

The building is too small by half and does not have adequate storage for equipment.
Currently, there is a high risk of being hit by a car.

Art Museum:

Education center is usually empty, only one class at a time.
At peak time could have 4 classes at a time.
Multi-purpose room is too large, cannot divide effectively.
Storage space is inefficient.
Would like: “cheery” aesthetic.
Need something easy to maintain.

Wagner Community Center Offices:

Poor work environment created by function of office area as a multi-purpose room.

Excessive noise comes from the lounge.
Need more storage.
Lighting is poor over desks.
Filing cabinets do not fit under desks.
Desks are inadequate and difficult to use.
Need more toilets.

Other offices:

Not enough storage.
Need more general meeting space and staff meeting space.
Excessive noise comes from the café / stairs.
Kitchen utensils ex. fridge and microwave should be in kitchen not offices.
Need more storage.
Filing cabinets are scattered between several offices and one room for all filing would be beneficial.
Too many people share a single office. The very large space + cubicles are to be avoided, however.
Technology is not up to date.
Utilities (A/C, heat) operate below expectations.

Fitness Center:

Need more programmable space to rent out.
Need more private programmed space.
Would like a large vestibule like area where individuals can wait while a room is cleaned, storage for cleaning supplies in each room.
Do not want a rock climbing wall.
Need more storage.

Maintenance:

Need more areas to store cleaning supplies throughout the buildings to avoid taking many trips. Closets should be out of the way but easy to access.
Need garage door opening into interior.
Need easy access to electrical panels.
Need more storage.

Landscape Architect:

Need storage.
Inadequate toilets and A/C, heat.

School:

Need: rooms tailored to best suit one type of lesson, for example, art and ceramics.
Need: multi-purpose rooms for use by school during the day and community events in the evenings and weekends.
Need more storage and space in general.

Ideas:

Pods become garages to lease out as parking.
Mobile storage for maintenance.

Q2 ENROLLMENT TRENDS - What general observations can you make about program enrollment trends?

- Is there a program that is growing significantly or declining?
- Are there programs that require more specialized space?

Response

Need: More programmed space for classes for very young children.

Programmed space (secure, comfortable) outside to bring children into nature.

Specified spaces for teaching aides

Performance area

Medical units

Senior citizens amenities

Lacrosse field

Multi-purpose gym for variety of sports

Dog Park

Q3 FACILITY USAGE - What general observations can you make about the use of the indoor facilities?

- Is there an increase or decrease in facility usage?
- Are there issues in setup and maintenance of facilities?

Response

Program of school is only half used (used mostly in the mornings)

Sports complex is too complex (used mostly in the evenings)

Destroy:

Recreational bldg

Admin bldg- too small, poor technology

Greenhouse

Q4 GEOGRAPHIC DISTRIBUTION OF FACILITIES – Are facilities geographically located to meet the needs of the residents and the Park District? If not, where in the community are facilities lacking? State needed facility and location required.

- Is the decentralized pre-school set-up working? Could it work if it were more centralized?
- Where should another maintenance facility be located?

Response

Consolidate programming on South side of site closest to densest suburban area

Gym closer to neighborhood area

Satellite sports areas for families

Underground parking

Some clients like the decentralized arrangement of programming on the site. Others feel that consolidating some of the programming would make it easier to cross program spaces.

ELMHURST PARK DISTRICT INDOOR FACILITY STUDY

PARK BOARD COMMISSIONER MEETINGS

DATES: July 22-30, 2008

PLACE: Wilder Park Administration Building
225 Prospect, Elmhurst, IL

TIME EXPECTATION: 60 Minutes

MEETING AGENDA

1. Introduction – *5 minutes*
 - a. Process
 - b. Input we are seeking from Commissioners.
2. Confirmation of Project Goals – *5 minutes*
3. Visual Observations of Facilities – *5 minutes*
4. Global Questions – *45 Minutes*

PROJECT GOAL STATEMENT:

To implement the Elmhurst Park District's Comprehensive Plan into an actionable and prioritized Facility Master Plan that strategically answers the District's short and long term program and service (support) needs and locates the need for facility improvements.

GOALS:

Top Priority

Expand and improve areas where the facilities are failing to meet the needs of the public including Recreational Programs, Enterprise Services, Administrative, Maintenance, and Support Spaces.

Second Priority

Increase Storage Space and Parking
Make Technology Improvements

Items to Incorporate into All Facilities as Feasible

Increase Revenues
Improve Customer Service
"Green" Facilities
Enhance Aesthetics

**ELMHURST PARK DISTRICT
INDOOR FACILITIES STUDY**

PARK BOARD COMMISSIONER QUESTIONS

- Q1 GEOGRAPHIC PROGRAM DISTRIBUTION - Is the District geographically meeting the needs of our residents in all areas of the community? If not, in which locations and programs are we disparate?
- Q2 FACILITY PROGRAM DISTRIBUTION - What is the District's philosophy regarding where and which programs are offered in the following types of facilities?
- Larger, multi-purpose facilities
 - Special use facilities
 - Smaller support/ancillary facilities
- Q3 ADDITIONAL MAINTENANCE NEEDS - Is the District's current centralized maintenance philosophy working? If not, do we want to add a maintenance and/or storage location on the North end of the District?
- Q4 TECHNOLOGY IMPROVEMENTS – What elements are you including in “Technology”?
- What are your general technology goals?
 - (WI-FI throughout District, phones, security, etc.)
- Q5 PRIORITIZATION – Who and how will these facility projects be prioritized? Do you have any general thoughts or preferences on facility improvements that should automatically be placed in one of the three prioritization categories?
- Dire/High Need
 - Short Term/Medium Need
 - Long Term/Wish List Item
- Q6 GENERAL FACILITY CONSIDERATIONS – Proportionally, what percentage of the Total Master Plan Facility Budget would you spend on the “general facility considerations” to include aesthetics, greening your building, customer service and revenue generation VERSUS your top priorities of increasing/improving program space, storage, parking and technology?
- Do you have any interest in LEED Certification?
 - Should we only consider aesthetic improvements as they apply to an expansion/renovation project (versus spending the budget just to improve an exterior or interior look)?

Project No. 08113
 Date: July, 2008

**ELMHURST PARK DISTRICT
 INDOOR FACILITIES STUDY**

ONE ON ONE COMMISSIONER MEETINGS

DATE: Various Dates in July, 2008

PLACE: Elmhurst Park District Administrative Offices

ATTENDEES:

Vince Spaeth	Park Board Commissioner	Elmhurst Park District
Pat Morissette-Moll	Park Board Commissioner	Elmhurst Park District
Norm Reinertsen	Park Board Commissioner	Elmhurst Park District
Carolyn Ubriaco	Park Board Commissioner	Elmhurst Park District
Colette Kubiesa	Park Board Commissioner	Elmhurst Park District
Chris Healy	Park Board Commissioner	Elmhurst Park District
Mary Kies	Park Board Commissioner	Elmhurst Park District
Raymond Lee	Principal in Charge	SRBL Architects
Louise Kowalczyk	SRBL Project Designer	SRBL Architects

MEETING NOTES

Meeting Purpose: The meetings took place over a period of time with each of the Park Board Commissioners individually. The purpose of the meetings was to gather feedback from the Commissioners on specific topics contained within six questions.

Q1 GEOGRAPHIC PROGRAM DISTRIBUTION – Is the District geographically meeting the needs of our residents in all areas of the community? If not, in which locations and programs are we disparate?

1. It would be nice to have something on the south side.
2. Basketball is a need – if there could be a facility on the north and south it would be good.
3. Not familiar with preschool operations, so would defer to others.
4. Like the idea of utilizing the fire house –has parking lot nearby and is in central location, maybe for teens?
5. It is important to stay decentralized. Traffic is a big issue in Elmhurst and minimizing traffic is good.
6. Important to stay in neighborhoods with pre-schools.
7. Would like to see seniors in a location where they can have access to nicer amenities (parks and walking), the current location can be dangerous for senior driving to because of St. Charles Road.
8. If an area has a high demand program, provide it.

9. Need to manage high demand areas. Example – morning preschool is full; afternoons are not – advertising benefits of afternoon preschool?
10. Important to meet needs now, not in the future.
11. Need to provide for facilities in the central and southern parts of Elmhurst. Look at the resident survey responses for needs.
12. What are future trends in recreation?
13. Survey needs should come from the staff and residents.
14. Like how decentralized the facilities are.
15. There are more opportunities to walk to programs.
16. Centralized facilities would take away neighborhood feel.
17. Preschool spaces have limitations, but the teachers are very creative.
18. Yes, meeting needs geographically.
19. If something is needed, it would be program space far south. Perhaps expansion at Eldridge Park.
20. Balance should be sought, but the community grew at the center.
21. There is a gap in coverage east of York, north of North, south of Highway. If some land became available, a tot lot would be nice.
22. South of north, north of tracks, east of West have to cross North Ave to get to Davis Park. This park is highly used by non- residents.
23. District is meeting the needs for program space.
24. Preschools seem to be working in current set up.
25. Far south not covered (s/ Butterfield, e/ of York). Crossing Butterfield is very difficult. Minimum of a pocket park is needed.
26. N/North, n/294 there is a program issue, but Wagner is easy to access.
27. Butterfield and North are big obstacles. Kids can't use facilities because can't cross on their own.
28. Don't need more facilities, make it easier to use what have. Set up safe routes, have crossing guards, or a circulating bus.
29. Coverage is lacking in the south/southwest. Eldridge is closest to that area, but hard to get to.
30. Like the idea of one stop shopping by having one big central facility that has something for everyone. Price of gas may soon change this thought.

Q2 FACILITY PROGRAM DISTRIBUTION - What is the District's philosophy regarding where and which programs are offered in the following types of facilities?

- Larger, multi-purpose facilities
- Special use facilities
- Smaller support/ancillary facilities
-

1. Need facilities to be somewhat separated to cover geographical area of Park District.
2. Like having "main facilities" with "off-shoot facilities".
3. Park District Offices can be located anywhere within district.
4. Okay with program distribution as it currently is.
5. Okay with location of larger facilities (Courts Plus and Wagner)
6. Gym space is needed as the basketball programs are growing.
7. Can there be more sharing of space with others?
8. Like the preschools located in the neighborhoods.
9. A facility like the Wagner Center in the southern part of Elmhurst would enhance programming. Would Madison School be available in the future?

10. Have a few small support/ancillary facilities which are currently being used, but really should be replaced with more useable and accessible buildings, especially at the south end of the community.
11. Can there be more sharing of facilities with School District 205 such as the track and pool? Can classrooms be used?
12. Courts Plus and Wagner make sense as larger facilities.
13. OK that bulk of programming from early childhood to adult is at Wagner.
14. Problem that dance is the only thing for teens.
15. Staff says that space is becoming a challenge.
16. Registrations continue to increase.
17. Decentralized preschools have pros and cons. Like it as is for neighborhood feel. Harder on teachers.
18. Would consider changing.
19. Yes, distribution is good.
20. Courts Plus with fitness all together is good.
21. Wagner with programs all together is good.
22. Locations are fine.
23. Now OK as semi-decentralized with Wagner and Courts Plus.
24. There are a lot of program offerings for young kids.
25. Must have area for teens (pre- driving age), large growth of pre-teens now.
26. Large, active, multi-use space, but not a "Teen Center". Space can be used for other things during school hours.
27. Performing arts groups need rehearsal space, -Artist in residence program. Firehouse has right ambiance.
28. Courts Plus and Wagner together would be ideal.
29. Could add some exercise equipment (w/swipe card) at Wagner, or program space (multi-purpose) at Courts Plus.
30. Preschools- one stop shopping would be better. Now people try to find the best one, even if not closest.
31. Should serve multiple ages with the same schedule.

Q3 **ADDITIONAL MAINTENANCE NEEDS** - Is the District's current centralized maintenance philosophy working? If not, do we want to add a maintenance and/or storage location on the North end of the District?

1. If the Park District had a lot of money, would support a northern maintenance facility. See this as a nicety, not a necessary and would be a lower to middle priority for district.
2. Would like to see data showing inefficiencies.
3. This commissioner would defer to a staff recommendation. Would support greater efficiency. Would like to see more information.
4. This would be nice, but it does work now, perhaps not as efficient, but it works.
5. Could the fire station be utilized for maintenance further north?
6. Definitely look at north side facility, especially with gas prices as they are.
7. See trucks going back and forth all the time.
8. Behrens Park is so heavily used.
9. Have mixed feelings.
10. Possibly a garage at north end, just to park vehicles, workers would not have to go there for lunch.
11. The cost of gas is a consideration.
12. The agreement with the Village for the current joint facility is a permanent one.

13. 3rd category on wish list.
14. Must analyze what is moving, how many trips, and what is cost.
15. In favor of a public/private partnership.
16. Not in favor of a grand facility, maybe a shed or garage.
17. More analysis needed.
18. Consider Superior Ambulance site/building on Walnut, close to Behrens Park.
19. Maybe a skeleton maintenance crew.
20. Planned for a facility at Behrens Park, if affordable.
21. Is there a cost payback?
22. Conduct a cost/benefit analysis.

Q4 TECHNOLOGY IMPROVEMENTS – What elements are you including in “Technology”?

- What are your general technology goals?
 - (Wi-Fi throughout District, phones, security, etc.)
 -
1. Within the last year or so, there have been a lot of improvements in technology; this has really been ramped up.
 2. Would like to see more security and monitoring of parks and facilities.
 3. Would like Wi-Fi to be available throughout district, anywhere where one can seat, indoors and out.
 4. For technology, goal would be to make things as easy as possible for users.
 5. Would like WiFi access at all facilities.
 6. For security issues, would defer to staff recommendations.
 7. Would like to see quicker response times.
 8. Would like WiFi throughout district
 9. Would like more kiosks throughout district.
 10. Would like staff to identify IT and security needs they see necessary.
 11. Wi-Fi throughout would be ideal. Great for parents waiting for kids.
 12. Would like to see kiosks at each facility for online program registration.
 13. Security-Park District is more secure than schools.
 14. Cameras at entrances and exits-yes.
 15. Limit accessibility to staff areas.
 16. Not to point of requiring cameras everywhere. Haven't had extreme vandalism.
 17. Only have cameras now where money is changing hands, fine.
 18. Wi-Fi would be OK.
 19. Would defer issue to staff, as they see necessary.
 20. Don't feel equipped to comment on security.
 21. Wi-Fi everywhere. Big on technology.
 22. Tap into the teen age market with technology. Christ Church in Oakbrook's Student Center is a good model.
 23. Feels doing a decent job now with technology with staff in house.
 24. Want customer friendly information and registration.
 25. Kiosks throughout.
 26. Wi-Fi at all facilities – Security at preschools is not good. People from parks come and bang on doors to get in. At Wilder you cannot see outside if anyone is there.
 27. At Courts Plus you can walk right past desk without anyone stopping you.

- Q5 PRIORITIZATION** – Who and how will these facility projects be prioritized? Do you have any general thoughts or preferences on facility improvements that should automatically be placed in one of the three prioritization categories?
- Dire/High Need
 - Short Term/Medium Need
 - Long Term/Wish List Item

Dire/High Need:

1. Dire needs would include green space.
2. Dire need would be administrative office space, but the cost must be reasonable.
3. Top Need: inside athletic space
4. Administration building is embarrassing and no longer meets the needs of staff. Look at other location if necessary, appropriate space is the more important.
5. Enhance program space. Registration is growing (see it already in schools). As more children, also need more adult programs and soon more teens. Do not want to have to turn away children.
6. Need to do more for Teen programming.
7. Need to have programs adults can take while kids are in class, i.e.: yoga.
8. Would like to see them at Wilder, Abbey parking lot is dangerous for pulling in and out.
9. Dire needs include a useable facility in the southern part of town and replacing/repairing the greenhouse.
10. Would like to pursue use of High School Facilities as a “dire” need – use of the indoor pool, track, and meeting rooms.

Short Term/Medium Need

11. Short term needs would include gymnasium for basketball, more synthetic fields, and teen center.
12. As a short term need, something should be provided for the seniors that is different from the Abbey.
13. Short term need – centralized staff offices
14. Short term need – nature center, perhaps in Eldridge?
15. Short term needs include administrative office space, especially for the Landscape Architects, Marketing, and IT. This is important, but there are higher priorities
16. Short term needs include a gymnasium and northern maintenance facility.
17. -Address population growth.
18. -Gymnasiums needed, not enough at schools.

Long Term/Wish List

19. Longer term need would include the north maintenance garage.
20. Wish list item – ice skating?
21. Longer term need – northern maintenance facility.
22. Top wish list item – large gymnasium – (4) full size basketball courts.
23. Long term/wish list needs include golf bubble, indoor swimming pool, performing arts facility, and conservatory (perhaps with Elmhurst College.)
24. Lazy river at Smalley Pool.
25. Aesthetics at Wagner.

Miscellaneous

26. Since the Abbey is close to York High School, should this be used for a teen center?
27. Early Childhood, great offerings. If have to open another class, or add another teacher to increase class size.
28. Seniors, hears great things. They love their own space. Trips are great.
29. The remote field house facilities are good. Has not heard any complaints.
30. Addressing needs of pre-school, art programs is an important need.
31. Should always be looking for facilities for purchase.

32. If Pot of Money-
 - Appropriate space for employees.
 - Additional storage.
 - Program space at Wagner, etc. to address need in next 3-5 years.
 - "Greening", spend a little extra to think environmentally.
 - Aesthetics, rotational system working. Would like to see recycle bins, if people would use properly.
 - Matching benches.
 - Conservatory is in desperate need of repair. Great sentimentality w/ location. Staff does wonderful job in sub-standard building.
 - Energy efficiency as it occurs.
 - Recycle bins, people out garbage in them, but should be at picnic areas and tennis areas (for ball sleeves).
 - Aesthetics- as improving other things, not as a separate project.
 - LEED.
 - "Branding" is not a big concern.

33. Top Priority-
 - Administration is an embarrassment. It's a sturdy building, could use for early childhood and get rid of other Wilder Park "dump".
 - Teen/Pre-teen programming is a dire need.
 - LEED- should have some staff trained in it and share the knowledge. Would defer to Rich Grodsky on this, but would like to be a leader in the community.
 - Improve aesthetics as can.
 - More exhibitions, displays, galleries.
 - Multi-purpose community center that has everything. Convert Wagner, or do something at Courts Plus.
 - Two facilities would be OK as long as they are not competing.

34. Short/Medium-
 - Use spaces efficiently.
 - Offices space. Think offices should be more open and have some meeting rooms for privacy. Use technology and work from home when possible.
 - Have a repository/central storage for hard copies of documents.
 - Space concern for staff. Can we tweak what we have, or can staff be reduced. Outsourcing, or working from home.
 - Park maintenance, can it be outsourced, does it pay off.

35. Long Term/Wish-
 - Third pool, indoor aquatics w/ lap and splash.
 - Walking track for seniors.

- Outdoor playing fields.
- Indoor field space – turf (Lacrosse).

36. Wish List-

- Purchase Sportsman's Park near Crestview.
- Gun Club at County Line Road is also a good piece of property near Crestview Park.
- Near Korean Church, there is a school for sale, would be good for program space like Wagner, or Administration space. Not many people come to Administration because registration is at Wagner, so it does not matter where located.
- Community Center. Decentralized, if must keep as is, but increased programming at each.
- Inter-District transportation bus, goes between all facilities, kids can pick up at their neighborhood park to go to other facilities.

37. Additional-

- Warehouse for Sale at 1st and Highland.
- Fire Station on York, don't see it serving any purpose.

Q6 GENERAL FACILITY CONSIDERATIONS – Proportionally, what percentage of the Total Master Plan Facility Budget would you spend on the “general facility considerations” to include aesthetics, greening your building, customer service and revenue generation VERSUS your top priorities of increasing/improving program space, storage, parking and technology?

- Do you have any interest in LEED Certification?
- Should we only consider aesthetic improvements as they apply to an expansion/renovation project (versus spending the budget just to improve an exterior or interior look)?

1. For LEED – interested in the environment, but would only support items that are “really green”, not labeled as green.
2. Would not put money into aesthetics for aesthetics sake. Would put money into greening buildings if there is a payback.
3. Would be proactive in maintenance items such as replacing heating plants, at that time could put in energy efficient equipment.
4. None of the above items are as important as priority needs.
5. Is not in favor for improvements for aesthetics.
6. Would like to look at greatest bang for buck. By fixing existing facilities would probably get more, but also need new facilities.
7. Would look at needs of community, new facilities are more important (adding programs), would allocate 70% of available funds towards new facilities, 30% towards maintaining existing.
8. The Abbey needs a lot of help.
9. Need to maintain and keep up buildings – this is a top priority. Aesthetics is a separate issue.
10. Would like to have it all, but everything is not possible, can we do things on a small scale for each?
11. Interested in LEED Certification – wants it all.
12. Appropriate space for employees. Storage.
13. Program space at Wagner, etc. to address need in next 3-5 years.
14. “Greening”, spend a little extra to think environmentally.
15. Aesthetics, rotational system working. Would like to see recycle bins, if people would use properly. Matching benches.

16. Conservatory in desperate need. Great sentimentality w/ location. Dave Price does wonderful job in sub-standard building.
17. Energy efficiency as it occurs – sure.
18. Recycle bins, people out garbage in them, but should be at picnic areas and tennis areas (for ball sleeves).
19. “Branding”- not a big concern.
20. Aesthetics- as improving other things, not as a separate project.
21. LEED – fine.
22. Additional-
 - Warehouse for Sale at 1st and Highland.
 - Fire Station on York, don't see it serving any purpose.
23. All the small buildings need work. Is it cost effective to put money into them? They have served their purpose already. They are not safe, are energy pigs, and are not multi-functional. The district must offer a quality product. Phase in replacement one at a time.
24. Becoming more interested in and aware of sustainability, but at what cost? OK for new structures. Maybe for vehicle replacements should consider flex fuels. Recycle in the parks even though hard to keep people from throwing trash in.
25. Not in favor of old fire station, do not need another old building.
26. Parking is only an issue during baseball season.

UTILIZATION ANALYSIS

When performing an analysis to review how well a facility is utilized, one must understand the factors that influence the results. For example, if a preschool room on a given day has a morning and afternoon session, that room can be considered fully utilized for that day. This is because preschool rooms in our experience are dedicated spaces that are permanently set up with tables, desks, and other equipment necessary for preschool. There are also limited times that preschool class offerings can be had, once in the morning, and once in the afternoon. Therefore, if the preschool room held two classes every weekday, that room is fully utilized.

When presented with the data from the park district, the hours available for a preschool room is shown as equal to when the facility is open. In the case of the Wagner Community Center the stated availability of a preschool room is 91 hours per week. Two preschool classes a day each weekday would utilize between 22 to 25 hours per week (4.5 to 5 hours a day). If we were to convert this to a percentage using the 91 hour availability, the result would reflect a utilization rate less than 25% which would not reflect how the space is truly used.

The preschool is an example of one case how data must be adjusted to more accurately reflect space utilization. There are many more situations that need to be adjusted. Therefore, in the following analysis, we have provided in addition to utilization percentages based off of the park district data, utilization percentages which have been adjusted to reflect more accurate potential use times for a space. The assumptions for the adjustments are all stated within each analysis.

The analysis data shows information as provided by the park district in black type and adjusted information in red type.



Elmhurst Park District
 Wagner Community Center
 Utilization Analysis
 SRBL Project No. 08113
 January 27, 2009

Data Based off Information Provided by Park District

Wagner Community Center	Winter							Hrs Available	% Utilized	
	S	M	TU	W	TH	F	S			
Classroom 1		3.50	5.00	5.00	5.00	5.00	3.50	22.00	91.00	24.18
Classroom 2			4.00	2.00	2.00			8.00	91.00	8.79
Classroom 3		1.50	1.50	3.00	1.50	1.50		7.50	91.00	8.24
Classroom 4		1.50	3.00	1.50	1.50	1.50	1.50	9.00	91.00	9.89
Gymnastics Center		16.58	13.16	16.08	16.00	16.00	6.08	76.15	91.00	83.68
Multipurpose Room A		1.00	2.00	3.75	4.00	4.00	4.50	15.25	98.00	15.56
Multipurpose Room B			1.50	1.00	2.50	2.50	3.00	8.00	98.00	8.16
Multipurpose Room C		1.75	3.75	1.50	3.00	3.00	2.00	13.16	98.00	13.43
Music Room 2		4.50	6.00					16.00	91.00	17.58
Music Room 3			4.65					4.65	91.00	5.11
Studio North		2.50	7.08	4.83	3.92	3.92	3.42	23.58	91.00	25.92
Studio South		3.33	2.17	3.42	8.75	8.75	4.67	26.76	91.00	29.41
Sunbeam and Rainbows Preschool		2.25	4.25	4.50	4.25	4.25	2.25	17.50	91.00	19.23
		38.41	58.06	46.58	52.42	30.92	21.16	247.56	1,204.00	20.56

Wagner Community Center	Spring							Hrs Available	% Utilized	
	S	M	TU	W	TH	F	S			
Classroom 1		3.50	8.00	5.00	5.00	5.00	3.50	30.50	91.00	33.52
Classroom 2			4.00	2.00	2.00			8.00	91.00	8.79
Classroom 3		1.50	1.50	3.00	1.50	1.50		7.50	91.00	8.24
Classroom 4		1.50	3.00	1.50	1.50	1.50	1.50	9.00	91.00	9.89
Gymnastics Center		16.58	13.17	17.08	17.42	17.42	9.08	80.75	91.00	88.74
Multipurpose Room A		2.00	2.00	1.50	1.00	1.00	0.75	12.75	98.00	13.01
Multipurpose Room B			5.25	2.00	5.33	5.33	2.67	16.75	98.00	17.09
Multipurpose Room C		3.75	2.00	7.50	0.75	4.00	4.00	22.00	98.00	22.45



Elmhurst Park District
 Wagner Community Center
 Utilization Analysis
 SRBL Project No. 08113
 January 27, 2009

	S	M	TU	W	TH	F	S	Hr/Week	Hrs Available	% Utilized
Music Room 2		5.50	6.50		2.00	2.00	5.50	21.50	91.00	23.63
Music Room 3		2.67	4.42		1.50			8.59	91.00	9.44
Studio North		2.00	7.08	4.83	5.67	1.42	1.00	22.00	91.00	24.18
Studio South		4.83	5.17	4.33	8.00	3.17	2.67	28.17	91.00	30.96
Sunbeam and Rainbows Preschool		2.25	4.25	4.50	4.25	2.25		17.50	91.00	19.23
		46.08	66.34	53.24	55.92	30.34	33.09	285.01	1,204.00	23.67

Summer

	S	M	TU	W	TH	F	S	Hr/Week	Hrs Available	% Utilized
Wagner Community Center										
Classroom 1		4.50	4.50	4.50	4.50	2.00		20.00	91.00	21.98
Classroom 2		2.50		0.75	2.00			5.25	91.00	5.77
Classroom 3		4.00	4.00	4.00	4.00	4.00		20.00	91.00	21.98
Classroom 4								-	91.00	-
Gymnastics Center		15.67	15.17	16.58	12.33			59.75	91.00	65.66
Multipurpose Room A		1.00	1.00	1.50				3.50	98.00	3.57
Multipurpose Room B		6.00	6.00	6.00	6.00	6.00		30.00	98.00	30.61
Multipurpose Room C		6.00	6.00	6.00	6.00	6.00		30.00	98.00	30.61
Music Room 2		5.50	5.00	6.00	3.00	4.00	4.50	22.00	91.00	24.18
Music Room 3		8.00	13.58		2.50			24.08	91.00	26.46
Studio North		2.50	0.75	0.83	5.50			9.58	91.00	10.53
Studio South		2.25	3.25	2.67	4.58	1.50		14.25	91.00	15.66
Sunbeam and Rainbows Preschool		3.50	2.00	3.50	2.00	2.00		13.00	91.00	14.29
		61.42	61.25	46.33	52.41	25.50	4.50	251.41	1,204.00	20.88

Fall

	S	M	TU	W	TH	F	S	Hr/Week	Hrs Available	% Utilized
Wagner Community Center										
Classroom 1			4.00	7.00	4.50	3.50	2.50	21.50	91.00	23.63
Classroom 2			4.00	2.00	2.00			8.00	91.00	8.79



Elmhurst Park District
 Wagner Community Center
 Utilization Analysis
 SRBL Project No. 08113
 January 27, 2009

Classroom 3	3.00	1.50	1.50	1.50	1.50	6.00	91.00	6.59
Classroom 4	3.00	1.50	1.50	1.50	1.50	7.50	91.00	8.24
Gymnastics Center	15.67	12.92	15.58	17.00	7.58	74.00	91.00	81.32
Multipurpose Room A	2.00	2.00	3.75	4.50	5.25	22.00	98.00	22.45
Multipurpose Room B	1.00	3.25	2.00	5.33	2.67	14.92	98.00	15.22
Multipurpose Room C	3.50	3.75	1.50	6.00	1.25	16.67	98.00	17.01
Music Room 2						-	91.00	-
Music Room 3						-	91.00	-
Studio North	0.50	5.58	5.17	7.50	3.75	26.00	91.00	28.57
Studio South	4.67	4.67	3.25	7.25	5.08	22.92	91.00	25.19
Sunbeam and Rainbows Preschool	4.25	4.25	4.50	4.25	2.25	15.25	91.00	16.76
	22.67	50.42	47.75	61.33	32.83	234.76	1,204.00	19.50

Data Adjusted for Realistic Use

Assumptions for Hours Available

Classrooms 1-4 and Sunbeam and Rainbow Room

There would be two sessions of Pre-School for weekdays (4.5 hours per day)

Hr/Week

22.50

Multipurpose Room A, B, C

There would be 6 hours of programming daily for weekdays and on Saturday

36.00

Gymnastics Center

There would be 17 hours of programming daily for weekdays

There would be 6 hours of programming on Saturday

Hours Available

85.00

6.00

91.00

Music Rooms 2 and 3