



Joe Doud Administration Building
545 Academy Drive
Northbrook, IL 60062
847-291-2960
nbparks.org

Parks and Properties Committee Meeting

August 14, 2017

6:00 pm or immediately following the Administration and Finance Committee Meeting
Joe Doud Administration Building, 545 Academy Drive

AGENDA

- I. Call to Order—Chair Chambers; Commissioners Chalem and Ziering
- II. Recognition of Visitors
- III. Approval of Minutes
 - o Parks and Properties Committee Meeting of July 18, 2017
 - o Closed Session Meeting of July 18, 2017
- IV. Unfinished Business
- V. New Business
 - A. Consider Leisure Center Fitness Room Equipment, Bid #2132
 - B. Consider Overhead Door Replacement, Bid #2135
 - C. Consider Sportsman’s Country Club Classic 18 Greens Drainage, Bid #2136
 - D. Consider Northbrook Sports Center Hockey Scoreboard Replacement
- VI. Informational Items / Verbal Updates
 - A. District-wide Water Testing
 - B. Northbrook Days
 - C. 2017 July 4th Event Recap
- VII. Next Meeting – September 12, 2017 at 6:00 pm, or immediately following the Administration and Finance Committee Meeting, Joe Doud Administration Building
- VIII. Move into Closed Session to Discuss Purchase of Real Property, Section 2(c)5
- IX. Return to Open Session
- X. Adjournment

Copies to: Park Board, Attorney, Directors, All Staff and Park District Facilities, Northbrook Star, Village of Northbrook,
Posted on Park District Website: nbparks.org

Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact Eileen Loftus, the Park District’s ADA Compliance Officer, at the Park District’s Administration Building by mail at 545 Academy Drive, Northbrook, Illinois 60062, by phone at (847) 291-2960, Monday through Friday 8:30am until 5:00pm, or by email to eloftus@nbparks.org at least 48 hours prior to the meeting. Requests for a qualified ASL interpreter generally require at least 5 business days’ advance notice. For the deaf or hearing impaired, please use the Illinois Relay Center voice only operator at (800) 526-0857.



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MEMORANDUM

To: Parks and Properties Committee
From: Ed Dalton, Director of Parks and Properties
Agenda Item: V. A. Consider Leisure Center Fitness Room Equipment, Bid #2132
Date: August 11, 2017

Staff Recommendation:

Staff recommends the approval of the Leisure Center Fitness Room Equipment base bid in the amount of \$12,555.00 and Alternate #2 in the amount of \$7,258.18 for a total of \$19,813.18 from Life Fitness of Rosemont, IL. Please note that there was a clerical error in the bid documents requesting two (2) CM DUAL ADJ PULLIES, when only one (1) is needed. Therefore, the original total for Alternate #2 (\$11,735.31) was adjusted to \$7,258.18 (less \$4,477.13).

Background & Analysis:

The project includes the purchase of cardio equipment (i.e. treadmill, recumbent bike, upright bike, cross trainer) and equipment for strength training (i.e. resistance pulley machine, weight bench) to create a small fitness room at the Leisure Center. The target participation group for the fitness room is older active adults who participate in fitness classes or other senior center programming, and populations that compliment them. The repurposed Meadowhill Room will be used for drop-in daily use and personal training. This room will begin to address the areas of active adults and fitness, as identified in the Comprehensive Master Plan and related analysis.

One contractor submitted the bid listed below.

Bidder	Total Base Bid - Certified Pre-Owned Fitness Machines, Start-up, Training & Maintenance	Total Alternate #1 - Upgrade to Factory New Fitness Machines	Total Alternate #2 - Additional Fitness Equipment Cost
Life Fitness Rosemont, IL	\$12,555.00	\$5,258.00	\$11,735.31

Life Fitness Corporation references were checked and were all positive for quality of workmanship and equipment. References included the Park Ridge Park District, Park District of Highland Park, Hoffman Estates Park District, Schaumburg Park District and the Gurnee Park District.

Explanation:

1. Budgeted Cost: \$25,000
2. Budget Source: 2017 Capital Improvement Plan 63000-5820-LC023
3. Legal Requirement: None

Motion:

The Parks and Properties Committee Chair moves to approve the Leisure Center Fitness Room Equipment for \$19,813.18 from Life Fitness of Rosemont, Illinois, to the full Board for approval.

Pc: Molly Hamer, Executive Director



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MEMORANDUM

To: Parks and Properties Committee
From: Ed Dalton, Director of Parks and Properties
Agenda Item: V. B. Consider Overhead Door Replacement, Bid #2135
Date: August 11, 2017

Staff Recommendation:

Staff recommends the approval of the base bid and four units (OMRON photoelectric sensor) for the Overhead Door Replacement at the Joe Doud Administration Building in the amount of \$25,587.00 from House of Doors, Inc. of Brookfield, Illinois.

Background & Analysis:

This project will consist of the replacement of the two fleet bay garage doors, and the east and west overhead doors for the main vehicle bay at the Administration Building. These are the original doors from 1994, for which the District has incurred over \$5,300.00 in contractor repairs. The springs, tracks, trolleys/hoists and electronic eyes will be replaced and the operating controls will be lowered to be ADA compliant.

One contractor submitted the bid below. The base bid includes the replacement of four garage doors with Wayne Dalton doors, while Alternate #1 includes the replacement of the four garage doors with Hass 700 Series doors. The unit price includes replacement of the OMRON photoelectric sensors, for extra safety.

Company	Base Bid	Alternate #1	Unit Price
House of Doors, Inc. Brookfield, IL	\$23,787.00	\$23,839.00	\$450.00

Two companies (Principle Construction and Austin Power Conrac) responded to inquiries for a reference check. Each company commented on the ability of House of Doors, Inc. to perform quality work on-time and within budget.

Explanation:

1. Budgeted Cost: \$28,000.00
2. Budget Source: 2017 Capital Improvement Plan – Project Number 63000-5815-A0040; Project Number 47000-5825-P0046
3. Legal Requirement: None

Motion:

The Parks and Properties Committee Chair moves to approve the Overhead Door Replacement for \$25,587.00 from House of Doors, Inc. of Brookfield, Illinois to the full Board for approval.

Pc: Molly Hamer, Executive Director



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MEMORANDUM

To: Parks and Properties Committee
From: Ed Dalton, Director of Parks and Properties
Agenda Item: V. C. Consider Sportsman's Country Club Classic 18 Greens Drainage, Bid #2136
Date: August 11, 2017

Staff Recommendation:

Staff recommends the rejection of all bids for Sportsman's Country Club Classic 18 Greens Drainage. The bids were over budget and it is likely that some of the greens may change in response to the Golf Assessment.

Background & Analysis:

This project addresses the addition of an internal drainage system to greens numbers 1, 4, 5 and 9, and the practice greens at the Classic-18 course. Greens drainage enhances playing surfaces, thereby increasing customer enjoyment. Additionally, sustainability of the turf throughout the growing season increases plant health, which decreases the need for inputs such as fertilizer, fungicides, labor and etc.

Two contractors submitted the bids listed below.

Bidder	Total Base Bid
XGD Systems, LLC Stuart, FL	\$109,302.00
Continental Construction, Inc. Evanston, IL	\$460,000.00

Explanation:

1. Budgeted Cost: \$78,500
2. Budget Source: 2017 Capital Improvement Plan: 63400-5870-GD033
3. Legal Requirement: None

Motion:

The Parks and Properties Committee Chair moves to reject all bids for Sportsman's Country Club Classic 18 Greens Drainage.

Pc: Molly Hamer, Executive Director



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MEMORANDUM

To: Parks and Properties Committee
From: Ed Dalton, Director of Parks and Properties
Agenda Item: V. D. Consider Northbrook Sports Center Hockey Scoreboard Replacement
Date: August 11, 2017

Staff Recommendation:

Staff recommends approval to purchase the Northbrook Sports Center Hockey Scoreboard Replacement from the National Joint Powers Alliance.

Background & Analysis:

This future project will consist of the replacement of the two (2) hockey scoreboards in A and B Rinks at the Sports Center. The scoreboards are more than 20 years old, and the new scoreboards are more energy efficient, with LED lights requiring only 2.4 AMPS to run the entire scoreboard.

It was discovered during the bidding process that NEVCO is an approved vendor in the National Joint Powers Alliance (NJPA), a purchasing co-op that has already completed the bidding process (similar to the state purchase agreement). The Park District has purchased grounds equipment from NJPA in the past. The Board rejected the one bid received last month. Installers will be selected from separate quotes.

Company	Base Pricing	Sponsor Signs	Electronic Team Names	Total Equipment
National Joint Powers Alliance	\$19,130.00	\$2,822.00	\$5,370.00	\$27,322.00

Explanation:

1. Budgeted Cost: \$34,500.00
2. Budget Source: 2017 Capital Improvement Plan – Project Number 63000-5820-SC050
3. Legal Requirement: None

Motion:

The Parks and Properties Committee Chair moves to approve the purchase of the Northbrook Sports Center Hockey Scoreboard Replacements from the National Joint Powers Alliance.

Pc: Molly Hamer, Executive Director



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MEMORANDUM

To: Parks and Properties Committee
From: Ed Dalton, Director of Parks and Properties
Agenda Item: VI. A. Water Sampling Results
Date: August 11, 2017

Background & Analysis:

The concern of lead presence in drinking water gained national attention when the city of Flint, Michigan changed the source of the city's drinking water, which resulted in highly elevated levels of lead in the water. Since that time, the state of Illinois passed a law that certain jurisdictions are required to conduct lead testing. Park Districts were not included in this requirement; however, the Northbrook Park District felt it was prudent to conduct testing.

According to the Village of Northbrook's website, Lake Michigan water is virtually lead free. Lead contamination, if it does occur, results from corrosion of the element from service lines and/or plumbing fixtures.

Park District staff collected eighty-nine samples from indoor and outdoor water fountains and any sinks used for drinking water, or making ice or coffee. The lab results are attached. The maximum allowable level set by the Environmental Protection Agency (EPA) is 15 ug/L (micrograms per liter), or 15ppb (parts per billion). Fifty-six of the eighty-nine samples taken reported less than 1.00 ug/L. The sample reporting the highest was at 12.0 ug/L; this sample was taken from the water fountain at Greenfield Park.

Explanation:

1. Budgeted Cost: \$2,000.00
2. Budget Source: Parks & Properties Administration: 10029 - 5214
3. Legal Requirement: None

Pc: Molly Hamer, Executive Director

	Facility/Site	Park Code	Sample ID #	Location	Fixture Type	Collection Date	Test Date	Lead Value
	PARK SITES							ug/L
001	1710 DRINKING FOUNTAIN	1710	001	Park Pathway	Fountain	6/21/2017	7/21/2017	3.55
002	CGP DRINKING FOUNTAIN	CGP	002	Entry Gate to Dog Park	Fountain	6/21/2017	7/21/2017	1.93
003	CGP DRINKING FOUNTAIN	CGP	003	In Park Area-Bid Dog Area	Fountain	6/21/2017	7/21/2017	<1.00
089	CGP DRINKING FOUNTAIN	CGP	089	In Park Area-Small Dog Area	Fountain	6/21/2017	7/21/2017	<1.00
004	COU DRINKING FOUNTAIN	COU	004	Next to Playground	Fountain	6/21/2017	7/21/2017	<1.00
005	CRE DRINKING FOUNTAIN	CRE	005	South of Tennis Courts	Fountain	6/21/2017	7/21/2017	4.77
006	FLO DRINKING FOUNTAIN	FLO	006	North Side of Park	Fountain	6/21/2017	7/21/2017	3.86
007	GNF DRINKING FOUNTAIN	GNF	007	Between BB & Playground	Fountain	6/21/2017	7/21/2017	12.00
008	GNV DRINKING FOUNTAIN	GNV	008	North of Shelter	Fountain	6/21/2017	7/21/2017	7.05
009	IRP DRINKING FOUNTAIN	IRP	009	East of Playground	Fountain	6/21/2017	7/21/2017	5.32
010	MHP DRINKING FOUNTAIN	MHP	010	Between OEC & MH #2	Fountain	6/21/2017	7/21/2017	4.62
011	MHP DRINKING FOUNTAIN	MHP	011	Playground Shelter	Fountain	6/21/2017	7/21/2017	4.52
012	OAK DRINKING FOUNTAIN	OAK	012	Next to tennis court	Fountain	6/21/2017	7/21/2017	9.61
013	SAL DRINKING FOUNTAIN	SAL	013	Next to Playground	Fountain	6/21/2017	7/21/2017	10.70
014	STO-DRINKING FOUNTAIN	STO	014	Next to Playground	Fountain	6/21/2017	7/21/2017	4.85
015	TPPF DRINKING FOUNTAIN	TPPF	015	Skate Park Shelter	Fountain	6/21/2017	7/21/2017	3.64
016	TPPF DRINKING FOUNTAIN	TPPF	016	Bluegill Shelter	Fountain	6/21/2017	7/21/2017	1.70
017	TPPF DRINKING FOUNTAIN	TPPF	017	Playground Shelter	Fountain	6/21/2017	7/21/2017	<1.00
018	TPPF DRINKING FOUNTAIN	TPPF	018	Ball field/Batting Cage Shelter	Fountain	6/21/2017	7/21/2017	1.65
019	VG PARK DRINKING FOUNTAIN	VG	019	Leo on Pathway	Fountain	6/21/2017	7/21/2017	<1.00
020	VG PARK DRINKING FOUNTAIN	VG	020	Outside Pavilion	Fountain	6/21/2017	7/21/2017	<1.00
021	VG PARK DRINKING FOUNTAIN	VG	021	Next to Playground	Fountain	6/21/2017	7/21/2017	<1.00
022	WESCOTT PARK DRINKING FOUNTAIN	WES	022	Next to Playground	Fountain	6/21/2017	7/21/2017	<1.00
023	WESCOTT PARK DRINKING FOUNTAIN	WES	023	Next to Ball field	Fountain	6/21/2017	7/21/2017	5.93
024	WEST PARK DRINKING FOUNTAIN	WEST	024	Next to Playground	Fountain	6/21/2017	7/21/2017	1.11
025	WEST PARK DRINKING FOUNTAIN	WEST	025	Next to Ball fields	Fountain	6/21/2017	7/21/2017	<1.00
026	WILLIAMSBURG DRINKING FOUNTAIN	WIL	026	Next to Playground	Fountain	6/21/2017	7/21/2017	1.02
027	WOOD OAKS GREEN DRINKING FOUNTAIN	WOG	027	Outside Tennis Building	Fountain	6/21/2017	7/21/2017	<1.00

	Facility/Site	Park Code	Sample ID #	Location	Fixture Type	Collection Date	Test Date	Lead Value
	BUILDING SITES							
028	CHALET	CHA	028	Next to Bathrooms	Fountain	6/21/2017	7/21/2017	1.00
029	CHALET	CHA	029	Concession Area	Sink	6/21/2017	7/21/2017	<1.00
030	JOE DOUD ADMINISTRATION BUILDING	545	030	Parks Hallway	Fountain	6/21/2017	7/21/2017	<1.00
031	JOE DOUD ADMINISTRATION BUILDING	545	031	Admin Work Room	Fountain	6/21/2017	7/21/2017	<1.00
032	JOE DOUD ADMINISTRATION BUILDING	545	032	Vehicle Bay by locker rooms	Fountain	6/21/2017	7/21/2017	<1.00
033	JOE DOUD ADMINISTRATION BUILDING	545	033	Parks Kitchen	Sink	6/21/2017	7/21/2017	<1.00
034	JOE DOUD ADMINISTRATION BUILDING	545	034	Admin Kitchen	Sink	6/21/2017	7/21/2017	<1.00
035	JOE DOUD ADMINISTRATION BUILDING	545	035	Executive Director's office	Sink	6/21/2017	7/21/2017	<1.00
036	LEISURE CENTER	LC	036	Main office area (coffee)	Sink	6/22/2017	7/21/2017	<1.00
037	LEISURE CENTER	LC	037	Front lobby	Fountain	6/22/2017	7/21/2017	<1.00
038	LEISURE CENTER	LC	038	Cedar Lane Preschool Classroom	Sink	6/22/2017	7/21/2017	<1.00
039	LEISURE CENTER	LC	039	Art Studio Preschool Classroom	Sink	6/22/2017	7/21/2017	<1.00
040	LEISURE CENTER	LC	040	Williamsburg A (coffee)	Sink	6/22/2017	7/21/2017	<1.00
041	LEISURE CENTER	LC	041	Williamsburg B (coffee)	Sink	6/22/2017	7/21/2017	<1.00
042	LEISURE CENTER	LC	042	Staff Lounge	Sink	6/22/2017	7/21/2017	<1.00
043	LEISURE CENTER	LC	043	Hallway by Library	Fountain	6/22/2017	7/21/2017	<1.00
044	LEISURE CENTER	LC	044	Library (coffee)	Sink	6/22/2017	7/21/2017	<1.00
045	LEISURE CENTER	LC	045	Oaklane Preschool Classroom	Fountain	6/22/2017	7/21/2017	6.36
046	LEISURE CENTER	LC	046	Green Room	Fountain	6/22/2017	7/21/2017	<1.00
047	LEISURE CENTER	LC	047	Kitchen	Triple Sink	6/22/2017	7/21/2017	3.10
048	LEISURE CENTER	LC	048	Ceramics	Sink	6/22/2017	7/21/2017	<1.00
077	LEISURE CENTER	LC	077	Kitchen	Double Sink	6/22/2017	7/21/2017	<1.00
049	MEADOWHILL AQUATIC CENTER	MAC	049	Men's Locker Room	Fountain	6/21/2017	7/21/2017	<1.00
050	MEADOWHILL AQUATIC CENTER	MAC	050	Women's Locker Room	Fountain	6/21/2017	7/21/2017	<1.00
051	MEADOWHILL AQUATIC CENTER	MAC	051	Outside Front Entrance	Fountain	6/21/2017	7/21/2017	<1.00
052	MEADOWHILL AQUATIC CENTER	MAC	052	Outside Hot Water Heat Rm	Fountain	6/21/2017	7/21/2017	<1.00
053	MEADOWHILL AQUATIC CENTER	MAC	053	South Side of Pool Deck	Fountain	6/21/2017	7/21/2017	<1.00
054	MEADOWHILL AQUATIC CENTER	MAC	054	Pool Deck by Children's Pool	Fountain	6/21/2017	7/21/2017	<1.00
055	MEADOWHILL AQUATIC CENTER	MAC	055	First Aid Room	Sink	6/21/2017	7/21/2017	<1.00
056	MEADOWHILL AQUATIC CENTER	MAC	056	Concessions-Ice Machine	Sink	6/21/2017	7/21/2017	<1.00
057	OUTDOOR EDUCATION CENTER	OEC	057	Front lobby	Fountain	6/21/2017	7/21/2017	8.17
058	OUTDOOR EDUCATION CENTER	OEC	058	Hallway to back rooms	Sink	6/21/2017	7/21/2017	10.80

	Facility/Site	Park Code	Sample ID #	Location	Fixture Type	Collection Date	Test Date	Lead Value
059	SPORTS CENTER	SC	059	Team Room 1-4 Hall by Rm#3	Bottle Fountain	6/22/2017	7/21/2017	<1.00
060	SPORTS CENTER	SC	060	Team Room 1-4 Hall by Rm#1	Bottle Fountain	6/22/2017	7/21/2017	<1.00
061	SPORTS CENTER	SC	061	Staff Lounge (Coffee)	Sink	6/22/2017	7/21/2017	<1.00
062	SPORTS CENTER	SC	062	B-Rink Lobby West Wall-low	Fountain	6/22/2017	7/21/2017	<1.00
063	SPORTS CENTER	SC	063	B-Rink Lobby West Wall-high	Fountain	6/22/2017	7/21/2017	<1.00
064	SPORTS CENTER	SC	064	B-Rink Bathrooms	Bottle Fountain	6/22/2017	7/21/2017	<1.00
065	SPORTS CENTER	SC	065	Concessions-Ice Machine	Single Sink	6/22/2017	7/21/2017	3.32
066	SPORTS CENTER	SC	066	Coffee Pot in Concessions	Triple Sink	6/22/2017	7/21/2017	1.92
067	SPORTS CENTER	SC	067	Multi-Purpose Room	Sink	6/22/2017	7/21/2017	<1.00
068	SPORTS CENTER	SC	068	Community Room	Sink	6/22/2017	7/21/2017	<1.00
069	SPORTS CENTER	SC	069	A-Rink Restrooms	Bottle Fountain	6/22/2017	7/21/2017	<1.00
070	SPORTS CENTER	SC	070	A-Rink Restrooms-low	Fountain	6/22/2017	7/21/2017	<1.00
071	SPORTS CENTER	SC	071	Team Rm 7-8	Bottle Fountain	6/22/2017	7/21/2017	<1.00
072	SPORTS CENTER	SC	072	Team Rm 7-8-low	Fountain	6/22/2017	7/21/2017	<1.00
							7/21/2017	
073	SPORTS CENTER POOL	SCP	073	Filter Bldg Exterior Wall	Fountain	6/22/2017	7/21/2017	<1.00
074	SPORTS CENTER POOL	SCP	074	Family Changing Exterior Wall	Fountain	6/22/2017	7/21/2017	<1.00
075	SPORTSMAN'S COUNTRY CLUB-CLUBHOUSE	SCC	075	Front lobby	Fountain	6/22/2017	7/21/2017	<1.00
076	SPORTSMAN'S COUNTRY CLUB-CLUBHOUSE	SCC	076	Kitchen-Sink by Dishwasher	Sink	6/22/2017	7/21/2017	<1.00
078	SPORTSMAN'S COUNTRY CLUB-DRIVING RANGE	SCC	078	South exterior wall	Fountain	6/22/2017	7/21/2017	2.56
079	SPORTSMAN'S COUNTRY CLUB-GOLF MAINTENANCE	SCC	079	Kitchen Sink	Sink	6/22/2017	7/21/2017	1.12
080	SPORTSMAN'S COUNTRY CLUB-GOLF MAINTENANCE	SCC	080	Water fountain	Fountain	6/22/2017	7/21/2017	<1.00
081	SPORTSMAN'S COUNTRY CLUB-HALFWAY HOUSE	SCC	081	Sink	Sink	6/23/2017	7/21/2017	9.85
082	SPORTSMAN'S COUNTRY CLUB E-9 RESTROOMS	SCC	082	Restroom building on E-9	Bottle Fountain	6/23/2017	7/21/2017	<1.00
083	SPORTSMAN'S COUNTRY CLUB C-18 RESTROOMS	SCC	083	Restroom building on C-18	Bottle Fountain	6/23/2017	7/21/2017	<1.00
084	TECHNY PRAIRIE CENTER	TPC	084	South side on building	Fountain	6/21/2017	7/21/2017	<1.00
086	TECHNY PRAIRIE CENTER	TPC	086	Behind proshop counter	Sink	6/21/2017	7/21/2017	<1.00
087	TPPF WARMING SHELTER	TPPF	087	Inside shelter by restrooms	Fountain	6/21/2017	7/21/2017	<1.00
088	VILLAGE GREEN CENTER	VGC	088	Lobby by restrooms	Fountain	6/21/2017	7/21/2017	<1.00
085	VILLAGE GREEN PAVILION	VGP	085	Concession Sink/Ice Machine	Sink	6/21/2017	7/21/2017	2.99



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MEMORANDUM

To: Parks and Properties Committee
From: Eileen M. Loftus, Director of Leisure Services
Katie Kotloski, Leisure Center Manager
Agenda Item: VI. C. 2017 July 4th Event Recap
Date: August 11, 2017

Attached is the 2017 4th of July report. Aside from this year, the report is typically completed in October.

In previous years, this report was approved by the Park District and then sent to the Village for their review. After both agencies approved the document, it was presented to our respective Boards. The initial presentations were about forging a new partnership. Since we entered into automatic renewal in 2015 and the event has become routine and revenue and expenses are relatively steady, this report is no longer provided to the Board of Commissioners. However, with the addition of 90th Anniversary/Parade Marshal expenses, the report has been prepared to show revenue and expenses from 2016 and 2017.

Pc Molly Hamer, Executive Director

NORTHBROOK PARK DISTRICT

This is a report developed by the Northbrook Park District providing an overview of the 2017 July 4th events.

OVERVIEW

For the past five years, the Village of Northbrook and the Northbrook Park District partnered to present the July 4th celebration to the community. After the successful implementation of an agreement developed in 2013-2014, the Village and Park District entered into a three-year Intergovernmental Agreement in 2015 with an automatic renewal.

A July 4th Committee met from February-June and included Village representatives from Fire, Police, Public Works and general government departments, as well as Park District representatives from Parks and Properties, Leisure Services, Marketing & Communications and Administration Departments. Work responsibilities were similar to those in previous years. The Park District took the lead on the parade staging and logistics, and the primary responsibility of the Village was the fireworks display. The two agencies collaborated to accomplish other activities.

The Committee met in July to recap the events and determine successes and areas for improvement. The following are observations from that meeting:

PARADE

Overall, the parade was considered a success. With 77 entries (a decrease of 8 entries from 2016), the Northbrook parade appeared to be one of the largest and most diverse on the North Shore. The parade required a large number of staff to operate. This included not only the Committee members in leadership roles, but also the assistance of Fire, Police and Public Works staff to direct traffic, close streets, clean-up the parade route and maintain a safe and orderly procession.

FIREWORKS

Staff coordinated fireworks, specifically the Fire Department (firing logistics) and the Park District. Favorable event conditions contributed to an overall safe fireworks display, with very little breeze, mild temperatures and modestly dry ground conditions. For the first time, two embers of a firework landed and scorched two small areas of the synthetic field. This resulted in \$290 in necessary repairs.

EVENT BUDGET

Expenses included staff overtime, contractual services (portable restrooms, access to Gloria Dei, DJ, printing and parking security), and the purchase of supplies. Revenue included parade entry fees and sponsorships. Revenue and expenses are outlined in the following chart:

NORTHBROOK PARK DISTRICT

REVENUE		
	2016	2017
Parade Entry Fees	\$7,725	\$4,425
Sponsorships	\$3,600	\$6,630
TOTAL REVENUE	\$11,325	\$11,055
EXPENSE		
	2016	2017
Staff Overtime <i>(Expenses reflect the entire day and are not event specific.)</i>		
Park District	\$4,798	\$3,995.20
Contracts		
Paid Entertainers	\$18,955	\$18,155*
Misc.	\$2,057	\$1,785
Event Items		
Printing (banners/signs)	\$752	\$86.45
Other Supplies	\$2,728	\$416
SUMMARY		
	2016	2017
TOTAL REVENUE	\$11,325	\$11,055
TOTAL EXPENSE	\$29,289	\$24,437
NET LOSS	(\$17,964)	(\$13,382)

*The "Paid Entertainers" category is primarily parade participants. However, this year the Park District and the Village decided to hire a DJ to entertain the crowd waiting for the fireworks to begin. The total cost for this was \$1,200 and was split between the Village and Park District.

The above financial summary does not include Committee participation, preparation, and time spent working in the parade staging area or fireworks by salaried employees.

Changes for 2018:

The joint committee agreed that while crowd control during the parade was better than in years past, there were still several safety concerns and problems. The Village is interested in researching barricades or other means of crowd control, specifically at the beginning of the parade route on Cherry between Western and Cedar.

CONCLUSION

The positive collaboration of the Park District and Village staff led to a successful celebration in 2017. Each year, the Committee develops a better understanding of the activity requirements and new logistical issues surface. Examples include: communication to entries, viewing and performance areas, and reliance on the website and GIS systems. Moving forward, staff will continue to evaluate event

NORTHBROOK PARK DISTRICT

logistics and find ways to incorporate new safety and communication protocols to ensure the enjoyment of the community.

90th Anniversary Recap – 2017 Expenses Only

To bring visibility to the District's 90th Anniversary and engage our former Commissioners, staff added a large-scale balloon entry for this year's parade, as well as a Parade Marshal trolley and hospitality event.

Expenses for the 90th Anniversary are allocated to a one-time budget line item for 2017. The expenses were not drawn from the 4th of July.

90th Anniversary Expenses (2017 only)	
Catering – hospitality event (31 people attended)	\$750
Commissioner Gift (also mailed to those unable to attend)	\$240
Marshall Trolley	\$700
Balloons by Tommy (included vendor's 15 staff in parade, set up, delivery)	\$2,100
Joe/Betsy Doud Flight	\$900
Advertising – 90 th Anniversary and Parade Marshal (NBK Tower and NBK Star)	\$900
Total 90th Expenses	\$5,590