

RIVER FOREST CIVIC CENTER

Review/Accomplishments of Fiscal Year 2017 – 2018

Overview

The primary responsibilities of the Facility Administrator for the River Forest Civic Center Authority (RFCCA) are to oversee the daily operations of the building and address issues which arise, research information and make recommendations for building projects, coordinate the usage of the facility for various user groups and ensure the facility is being operated in a fiscally responsible manner.

Key Developments and Accomplishments

- 1. Creation of the Madison Street Tax Increment Finance (TIF) District.** In December of 2016, the Village of River Forest finalized the creation of the Madison Street TIF District which encompasses all properties on the north side of Madison Street from Lathrop to Thatcher, including the River Forest Civic Center Authority building and residential property located in selected adjacent blocks. To date, the only significant development in the Madison Street TIF District occurred in December of 2017 when the Village of River Forest purchased the Lutheran Children and Family Services property located at 7610 Madison Street. Prior to the creation of the Madison Street TIF District, Civic Center Authority trustees raised concerns about the possibility of the Civic Center building being developed for a different use and displacing the Community Center. Village officials assured RFCCA trustees it is not the intent of the Village to change the use of the Civic Center property and if a developer were to express interest in the future, there are public hearings which must occur as part of the overall process.

- 2. Exterior Building Projects/Improvements**
 - a.** Although no major exterior building projects or improvements were undertaken during the past fiscal year, the Illinois Department of Transportation (IDOT) repaved Madison Street from the railroad tracks west to the Des Plaines River bridge. Unfortunately, since there was minimal communication from IDOT prior to the start of the project, the Community Center was unable to provide advance notification to program participants which resulted in a tremendous inconvenience for participants attending activities at the building. Additionally, the IDOT started the project in May during the week of preschool graduations and Celebrating Seniors week which further compounded the inconvenience to program participants. Although the overall project was very disjointed and there were large gaps of time between construction phases, it was ultimately completed in the fall.

- 3. Interior Building Improvements.**
 - a. Installation of Room Dividers.** Building usage has continued to increase as a result of the room dividers that were installed two years ago. In addition to several new programs offered by the Community Center, River Forest Township has also been able to offer new programs for seniors, youth and other groups.

River Forest Civic Center Authority

Accomplishments of FY 2017 – 2018

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4. **Replacement of HVAC Equipment.** As previously addressed with the Civic Center Authority board, the components of the HVAC system in the building all vary in age. As an overview of the HVAC systems, heat on the first floor is generated by a zoned boiler system (3 units) and cooling is provided by a rooftop chiller unit. Both of these components work in conjunction with a large air handler which circulates forced air throughout the first floor of the building to heat and cool various areas.

The second floor is serviced by six (6) rooftop units which heat and cool various zones of the second floor as needed. The rooftop units were initially installed in the late 1990's as part of an energy efficiency upgrade for the building. In November of 2013, West Town Refrigeration, the HVAC service contractor for the building for the past 24 years, prepared a list of recommendations to replace several major HVAC components. The recommendations were prioritized based on economic considerations and the following projects have been completed:

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| 1. Replacement of the Circuit Setter | Fall, 2013 |
| 2. Replacement of the main hot water system pump | Fall, 2013 |
| 3. Replacement of the air handler coil pump | Fall, 2013 |
| 4. Replacement of automatic drain valve | Fall, 2013 |
| 5. Replacement of various rooftop components, relays, etc. | Fall, 2013 |
| 6. Replacement of rooftop compressor #2 | Spring, 2014 |
| 7. Replacement of the gym HVAC control system | Spring, 2014 |
| 8. Replacement of Boiler #2 | Fall, 2016 |

Although all of the major projects outlined in the November, 2013 West Town letter have been completed, the following additional HVAC projects were undertaken during the past fiscal year:

- a) **Replacement of Miscellaneous HVAC Parts.** As addressed in the Capital Improvement budget, and given the age of the HVAC components, it is inevitable that parts will need to be replaced during the year to keep the various units in proper working order. During the fiscal year, there were several service calls to replace or repair different HVAC components. The total cost for the miscellaneous repairs paid from the Capital Improvement fund was again ~\$7,000.00 with the HVAC unit in the Dance Room requiring the majority of the repairs. In addition to the amount paid from the Capital Improvement fund, the Community Center also paid ~\$8,500.00 for other HVAC repairs and maintenance items.

5. **Building Usage**

a) **River Forest Community Center Programs**

As outlined in the Lease Management Agreement, the River Forest Community Center is the primary tenant in the Civic Center building and is responsible for maintaining the operations of the building. The Community Center offers a number of programs and services, including 1) a child care program licensed by the Illinois Department of Children & Family Services (DCFS), 2) a preschool program also licensed by DCFS, 3) various tot programs, 4) a variety of recreation and sports programs, 5) birthday parties, 6) select programs for seniors and 7) full and partial day summer camp programs for participants ages 3 – 12. The building is open seven days per week, typically from 7:00 am to 10:00 pm although hours of operation may vary according to scheduled activities in the building.

b) OPRFHS - Community Integrated Transitional Education (CITE) Program

1. **CITE I.** In 2008, the OPRFHS CITE I program which serves young adult students ages 18-22 with developmental disabilities, was moved into building as part of the Space Sharing Agreement with the Community Center. There is daily interaction between the participants and staff of the Community Center and OPRFHS which has helped strengthen the cooperative partnership between the agencies. Numerous comments have been received about the positive impact and benefit of the interaction between the Community Center and OPRFHS program participants. Additionally, CITE I participants perform a number of tasks in the building on a daily basis, including assisting in classrooms, serving lunch, filling vending machines and cleaning various areas of the building.
2. **CITE II.** In 2011, the CITE II program which serves higher functioning young adult students ages 18-22 with developmental disabilities, was moved from a separate off-site location into Room 201 on the second floor of the building. Positive feedback has also been received from staff and participants about the CITE II program although there is less interaction between students and RFCC staff on a daily basis since many CITE II students attend classes at local colleges or work at jobs outside of the building.
3. **CITE III.** In 2017 the CITE III program which also serves higher functioning young adult students ages 18-22 with developmental disabilities, was moved to the 8020 Madison Street building and is housed on the second floor across from the CITE II classroom. Much like the CITE II Program, participants are often engaged in off-site activities although several students have undergone training and assist in the RFCC front office on a daily basis.

c) Opportunity Knocks.

Opportunity Knocks (OK) currently has a five (5) year lease with the Community Center which went into effect June 1, 2016. During the past year OK continued to expand their programs for participants and develop the two businesses which they created to provide employment opportunities for some of their participants; a) the pickling business which supplies pickles to several local businesses and restaurants and b) the catering service which is available to the general public.

Opportunity Knocks (OK) is a local not for profit organization which provides programs and services for persons with developmental disabilities and celebrated its 8th anniversary in February. OK provides an after school program which has 30-35 participants and meets three times/week on a year round basis. OK also offers a full day Life Shop program which meets three times/week and has ~10-12 participants attending each day. Both programs continue to gain exposure and generate positive feedback which has enabled OK to sustain their program enrollment.

Similar to the CITE programs, there is daily interaction between the OK participants, Community Center participants and staff and other building patrons which has resulted in substantial positive feedback. In addition to sharing resources throughout the year, Opportunity Knocks and the Community Center have also worked together on selected special events in order to increase program awareness and to strengthen the partnership between the agencies.

d) River Forest School District 90

During the past year, the Community Center and RF School District 90 entered into a formal partnership in order for D90 to expand its Blended Preschool program to accommodate 3-5 year old participants as mandated by the Illinois State Board of Education (ISBE). Blended Preschool participants attend classes at the Community Center building and, much like the partnership with OPRFHS District 200, the program has been very well received and much positive feedback has been received.

e) **Special Events in the Building**

In addition to the daily programs offered by the Community Center, CITE and Opportunity Knocks, the following events were also held in the building:

1. **April 24 -28, 2017** – RFCC Week of the Young Child with daily events and activities
2. **May 2 – 3, 2017** – Hephzibah employee training seminars and activities
3. **May 18 – 26, 2017** – Celebrating Seniors week with various seminars and activities
4. **August 21, 2017** - RF Township Assessor/Cook County Assessor taxpayer outreach seminar
5. **October 27, 2017** – RFCC Halloween party attended by ~300 people
6. **February 16, 2018** – RFCC Daddy Daughter Dance attended by ~410 people
7. **April, 2017 – March, 2018** – various Early Childhood Collaboration meetings and training sessions and Illinois Action for Children training seminars. During the past fiscal year, the Community Center was designated as one of the primary locations for conducting early childhood training in the Chicago area. As a result, the number of training sessions has increased substantially and multiple training sessions are typically being held in the building each month.

6. **Previously Initiated Projects addressed in FY 2017-2018**

a) **Replacement of the Flooring in Room 202**

The recommendation to replace the flooring in Room 202 was previously approved during the 2016 – 2017 fiscal year but has been deferred based on other projects which have been considered higher priority. Room 202 is approximately 1250 square feet and has a laminate floor that is ~ 20 years old and showing significant signs of wear and tear. Since moveable wall dividers and new window treatments were installed in the room in 2016 to accommodate additional programs offered by the Community Center and RF Township, the deteriorated condition of the floor is much more noticeable. Overall, the laminate flooring has held up well and it is the recommendation to replace the existing floor with another laminate floor product in a neutral color. The cost of this project is ~ \$ 9,200.00 and includes the cost of new flooring, tearing up and removing the old floor and any prep work that is needed. As agreed when the project was initially approved, the cost of the project will be shared equally between the Community Center and the RFCCA Capital Improvement fund based on the mutual benefit to each agency.

b) **Security System Upgrades**

In the fall of 2016, the security system in the building was upgraded and nine new digital cameras were added, three analog cameras were replaced with digital cameras and the DVR recorder was upgraded to accommodate the additional cameras and enable the system to record both digital and analog cameras on the same system. The recommendation to upgrade the security system was based on several factors including 1) increased building usage, 2) expectations of program participants, 3) advancements in technology and 4) the number of litigious actions which have occurred in general.

In light of the school shooting which took place in Florida in February, the Community Center requested the RF Police Department to perform a site inspection of the premises. While the Police Department noted that many security measures are already in place at the building, they also emphasized no security system is foolproof nor will it be able to prevent all crime. Fortunately throughout the years, very few crimes have occurred at the building, although a carjacking took place in the parking lot during the summer. The Police Department suggested additional security cameras would be helpful and could act as a deterrent to crime. Once proposals are received, it is anticipated the cost of this project will be shared equally between the Community Center and the Capital Improvement Fund based on the mutual benefit to both agencies.

c) **Building Signage**

With the completion of the first floor building renovations and reconfiguration of the front entrance and office areas, improvements to the interior signage have been discussed with the various occupants in the building, including the Township and Assessor, Opportunity Knocks, OPRFHS, etc. Although discussions have been held about developing a coordinated signage plan throughout the building, this project has been deferred multiple times due to other priorities. Most importantly, while coordinated signage would be a welcome improvement, the primary reason this project has been deferred is because there is functional existing signage throughout the building.

7. **Miscellaneous**

a) **ComEd Power Outage**

On May 30, 2017, the Community Center building experienced a partial power outage which resulted in damage to 1) various HVAC components including the frequency drive which controls the HVAC system, 2) the alarm system, and 3) a loss of perishable items for a total loss of ~\$12,000.00. A claim was submitted to ComEd for reimbursement of the aforementioned items but was rejected for erroneous reasons. The decision to reject the claim is being appealed although there is no timetable for a response. As additional information, in September of 2016, there was a transformer fire which also resulted in damage to HVAC equipment in the building. A claim for reimbursement of the costs that were incurred to repair the damaged items was submitted to ComEd but was rejected on the grounds the damage was caused by an animal which apparently absolves ComEd of any responsibility.

b) **Roof**

Preventive maintenance has continued to be done on the roof during the past fiscal year and it is recommended that additional work be scheduled again for this fiscal year to help prolong its life. Based on feedback received from the roofing contractor, the roof is still in fairly good shape for its age and its life can be effectively extended with additional preventive maintenance work, although it is inevitable the roof will eventually need to be replaced. As information, a comprehensive roof inspection was conducted in 2004 and determined the condition of the roof was good and preventive maintenance should be periodically undertaken to further prolong the life of the roof. Although the report also projected that replacement of the roof should occur in 2008, the preventive maintenance which has been undertaken throughout the years has been extremely beneficial and has effectively continued to prolong the life of the roof.

c) **Capital Improvement Project Committee**

As stipulated in the Lease Management Agreement, a Capital Improvement Project Committee (CIPC) has been created to address the needs of the Civic Center building. Like many older buildings, it is inevitable that repairs and preventive maintenance will need to be undertaken to maintain the integrity and extend the life of the building, especially since several physical plant components are nearing the end of their projected useful life. The Committee typically meets ~ 2-3 times per year and is responsible for assessing the overall condition of the building and making recommendations to ensure the building will continue to be operated efficiently on a long-term basis. In January, 2018, the Capital Improvement Committee met and approved the following two projects:

- 1. Replacement of Two Rooftop HVAC Units.** As previously discussed, all of the HVAC projects outlined in the November 13, 2013 letter from West Town Refrigeration have been completed during the past four years, including replacement of the third boiler which was completed during the 2016 – 2017 fiscal year.

Since all of the HVAC projects recommended by West Town Refrigeration have been completed, priority consideration is being given to replacing the rooftop units since five of the six units are beyond the 15 year life expectancy of each unit. Preventive maintenance has been undertaken annually on the rooftop units which has contributed to these units lasting beyond their projected life expectancy. Based on the successful results of the preventive maintenance, the CIPC has decided to wait until a unit stops working before replacing it. During the past year, the heat exchanger in the rooftop unit which serves Room 202 stopped working. Based on the age of the unit (19 years) and the ~\$5,000.00 estimated cost to replace the heat exchanger, the CIPC felt it was more cost effective to replace the whole unit at a cost of \$12,000 instead of just replacing the heat exchanger.

Additionally, since a crane must be rented at a cost of ~\$2000.00/day to remove the old unit and install the new unit, the CIPC felt it was practical to also replace a second HVAC unit that is 26 years old and located on the northwest side of the second floor. Replacing it at the same time will save an additional crane rental fee if the unit were to be replaced separately at a later date. The second rooftop unit is larger since it serves the entire north side of the second floor and the cost to replace it is \$15,000.00.

Although both of these projects have been approved, the work has been deferred until the fall of 2018 in order to optimize the warranties on the new units since the heating component is the only part that is not working properly.

- 2. Replacement of Existing Light Switches to Energy Efficient Switches.** There are ~ 125 light switches in the building. As part of the green initiatives which have been undertaken during the past few years to reduce energy consumption, the CIPC agreed with the recommendation to replace all of the light switches with motion activated switches. There are two different types of switches in the building, single pole and 3 –way switches and the average price for a switch is ~\$35.00. With installation, it is estimated the total cost to replace all switches will be approximately \$6500.00. Staff will also check to see if there are any grants available which could further lower the costs of the project.

d) Mandated Testing of Building Systems & Components

Due to legislation which has been enacted by the State of Illinois over the past few years, there are several annual and periodic tests/inspections which are now required for the building. Although the fee for each test or inspection varies, annual tests/inspections are required for 1) smoke detectors and fire alarm system components, 2) the elevator, 3) the sprinkler system, and 4) the backflow valve which prevents the mixing of water in the sprinkler system with the potable water supply for the building. Most public buildings (including the Civic Center) are required to conduct a “Lead in the Water Supply” test. This test was conducted in February of 2018 and the results identified faucets in two classrooms that had readings slightly over the accepted threshold level. It is expected these faucets will be replaced prior to summer and then re-tested. Excluding the “Lead in the Water Supply” test that was conducted this year at a cost of \$2,500, the total cost for the various mandated annual tests/inspections is typically around \$3,000 - \$3,500 each year.