



AGENDA
REGULAR BOARD MEETING NO. 1013
TUESDAY, JANUARY 24, 2017
7:00 P.M.

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. AWARDS
 - A. Best of the Best of Hoffman 2016: Eagle Scouts Brett Bertok & Niko Soriano
 - B. Best of Hoffman January: Redhawks' Football Team and Cheer Team
5. APPROVAL OF MINUTES
 - A. Regular Board Minutes 12/20/2016
 - B. Public Meeting 12/13/2016
6. COMMENTS FROM THE AUDIENCE
7. CONSENT AGENDA (Click links below to view documents)
 - A. Golf Cart and GPS Fleet M17-004
 - B. Policy Manual Updates M17-002
 - C. Open and Paid Invoice Register \$700,272.47
 - D. Revenue and Expenditure Report
 - E. Acceptance of Rec Minutes 12/13/2016
 - F. Acceptance of A&F Minutes 12/20/2016
8. PRESIDENT'S REPORT
9. ADOPTION OF EXECUTIVE DIRECTOR'S REPORT
10. OLD BUSINESS
11. NEW BUSINESS



Regular Board Meeting 1013
January 24, 2017
Page 2

12. COMMISSIONER COMMENTS
13. EXECUTIVE SESSION
 - A. Minutes, pursuant to Section 2(c)(21) of the Open Meetings Act
 - 12/20/2016
 - B. Appointment, employment, compensation, discipline, performance or dismissal of an employee, pursuant to Section 2(c)(1) of the Open Meetings Act.
14. POTENTIAL DISCUSSION AND POSSIBLE VOTE ON MATTERS FROM EXECUTIVE SESSION
15. ADJOURNMENT

ALL MEETINGS ARE HELD IN THE BOARDROOM OF THE SCOTT R. TRIPHAHN COMMUNITY CENTER & ICE ARENA AT 1685 W. HIGGINS ROAD IN HOFFMAN ESTATES UNLESS OTHERWISE SPECIFIED. IF AN ACCOMMODATION OR MODIFICATION IS REQUIRED TO ATTEND THESE PUBLIC MEETINGS PLEASE CONTACT JANE KACZMAREK AT JKACZMAREK@HEPARKS.ORG OR (847) 885-8500 WITH AT LEAST 48 HOURS' NOTICE.



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**MINUTES
BOARD MEETING NO. 1012
December 20, 2016**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Board of Commissioners was held on December 20, 2016 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner R. Evans, Kaplan, Kilbridge, Kinnane, McGinn, Mohan, Bickham

Absent: None

Also Present: Executive Director Bostrom, Deputy Director/A&F Director Talsma, Rec/Facilities Director Kies, Parks and Risk Director Giacalone, Golf Director Bechtold

Audience: Program Manager Cuff; from the 50+ club: Glen & Lydia Hoffmeyer, Hap & Jan Wittkamp, Russ Duke, Joe McCue, Program Manager Dodson and family, PS Coordinator Swan, Mr. K. Evans, Comm Rep Katis

2. Pledge of Allegiance:

Everyone present stood for the Pledge of Allegiance.

3. Approval of Agenda:

Commissioner Mohan made a motion, seconded by Commissioner Kilbridge to approve the agenda as presented. The motion carried by voice vote.

4. Awards:

A. BOH – 50+ Volunteers:

President Bickham presented the 50+ Volunteers with the BOH for their tremendous help in packing up the 50+ area for the TC Renovation project.

B. FT Employee of 4Q2016:

President Bickham presented Program Manager Dodson with the FT Employee 4Q 2016 Award for her hard work and extra effort on her programming and special events.

C. PT Employee of 4Q2016:

President Bickham presented PS Coordinator Swan with the PT Employee 4Q 2016 Award for her special efforts with PS and stepping up during Program Manager Stoner's absence.

5. Recess:

Commissioner Mohan made a motion, seconded by Commissioner Kaplan to recess the Regular Board meeting. Motion carried by voice vote.

During the recess, President Bickham awarded Executive Director Bostrom with his 20 year pin and reviewed his many awards and achievements during his employment as well as the establishment of the Friends of HE Parks Foundation.

6. Reconvene Following A&F Committee Meeting:

Commissioner Mohan made a motion, seconded by Commissioner McGinn to reconvene the Regular Board Meeting No. 2012 following the adjournment of the A&F Committee meeting. The motion carried by voice vote.

7. Approval of Minutes:

A. Regular Board 11/22/16, Special Board 11/15/16, Committee of the Whole 11/8/16:

Commissioner Kinnane made a motion, seconded by Commissioner Kaplan to approve the minutes of the November 22 Regular Board, November 15 Special Board and November 8 Committee of the Whole minutes as presented. The motion carried by voice vote.

8. Comments from the Audience:

None

9. Consent Agenda:

Commissioner R. Evans made a motion, seconded by Commissioner Kilbridge to approve the Consent Agenda as presented.

On a Roll Call: Carried 7-0-0
Ayes: 7 R. Evans, Kaplan, Kilbridge, Kinnane, McGinn, Mohan, Bickham
Nays: 0
Absent: 0

- A. BPC Sand Purchase / M16-140
- B. Padding and Netting Proposal Off-Ice Training area / M16-142
- C. Tax Levy Ordinance in Final Form O16-009 / M16-150
- D. B&A Ordinance in Final Form O16-011 / M16-149
- E. DLA Contract for PSSWC Locker room project / M16-144
- F. Travel Expense Account Policy, Resolution R16-004 / M16-139
- G. Balanced Scorecard / M16-088
- H. Open and Paid Invoice Register \$516,621.46
- I. Revenue and Expenditure Report
- J. Acceptance of B&G Minutes 11/1/2016
- K. Acceptance of A&F Minutes 11/15/2016

10. President's Report:

President Bickham congratulated staff on Winterfest and Breakfast with Santa. He also congratulated the district on receiving PDRMA's highest score on the loss control process and the Level A with \$1,500 cash award. He congratulated the district and accounting staff on the CAFR award and Deputy Director Talsma on his re-election. He also congratulated Executive Director Bostrom on his 20 years.

11. Adoption of Executive Director's Report:

Commissioner Kaplan made a motion, seconded by Commissioner R. Evans to adopt the Executive Director's Report as presented. The motion carried by voice vote.

12. Old Business:

None

13. New Business:

A. Policy on Board/Committee Meeting Schedule/M16-145:

Executive Director Bostrom reviewed the memo noting that the Comm Reps consensus supported option A/to begin the twice a month meeting schedule in June after the nomination of new Comm Reps to the committee meetings.

Commissioner Mohan made a motion, seconded by Commissioner Kilbridge to recommend the board approve the policies as modified in M16-145 and to approve the 2017 Board/Committee meeting schedule Proposal A to meet 2 times a month effective June 2017. The motion carried by voice vote.

B. 2017 Calendar of Board/Committee Meetings / M16-146:

Executive Director Bostrom reviewed the item. Commissioner Kaplan asked what would happen if the B&G meeting finished early and Executive Director Bostrom explained that if they find that the B&G is not running 45+ minutes that the scheduled start date could be revised.

Mr. K. Evans asked if the Comm Reps were in agreement with the starting times and Executive Director Bostrom noted that they were.

Commissioner Kaplan made a motion, seconded by Commissioner R. Evans to approve the new calendar with the meeting changes effective June 2017 as outlined in M16-146. The motion carried by voice vote.

C. Review/Release of Executive Session Minutes/M16-147:

Executive Director Bostrom reviewed the item.

Commissioner Mohan made a motion, seconded by Commissioner Kilbridge to approve R16-003 releasing Board Meeting No. 996 Executive Session notes as outline in M16-147. The motion carried by voice vote.

14. Commissioner Comments:

Commissioner Kaplan wished everyone an enjoyable holiday.

Commissioner R. Evans agreed and thanked Executive Director Bostrom for his past 20 years.

Commissioner Kilbridge noted that she enjoyed Winterfest and heard many good comments about Breakfast with Santa and she congratulated Director Bostrom on his 20 years.

Commissioner Mohan wished everyone a happy holiday noting that he was glad to be at the meeting. He thanked Executive Director Bostrom and staff for all their hard work.

Commissioner McGinn also congratulated Executive Director Bostrom and noted that he enjoyed Winterfest.

Commissioner Kinnane congratulated Executive Director Bostrom and wished everyone a happy new year.

15. Executive Session:

Commissioner Mohan made a motion, seconded by Commissioner Kilbridge to move to Executive Session at 8:40 pm for the purpose of:

- A. Minutes, pursuant to Section 2(c) (21) of the Open Meetings Act.
- B. Appointment, employment, compensation, discipline, performance or dismissal of an employee, pursuant to Section 2 (c) (11) of the Open Meetings Act.

On a Roll Call: Carried 7-0-0
Ayes: 7 Evans, Kaplan, Kilbridge, Kinnane, McGinn, Mohan,
Bickham
Nays: 0
Absent: 0

Commissioner R. Evans made a motion, seconded by Commissioner Mohan to reconvene to regular session at 10:45 pm. The motion carried by voice vote.

16. Discussion and Vote from Executive Session:

Commissioner Mohan made a motion, seconded by Commissioner Kilbridge to renew the Executive Director's Employment Agreement for an additional year to the existing 18 months remaining to the term of the agreement. Additionally, to increase the Executive Director's salary by 3.5% and provide a bonus in the amount of \$5,000.

17. Adjournment:

Commissioner Mohan made a motion, seconded by Commissioner R. Evans to adjourn the meeting at 10:45 p.m. The motion carried by voice vote.

Respectfully submitted,
Dean R. Bostrom
Secretary
Peg Kusmierski
Recording Secretary



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**MINUTES
PUBLIC MEETING
BUDGET AND APPROPRIATIONS ORDINANCE
December 13, 2016**

1. Roll Call:

A Public Meeting of the Hoffman Estates Park District Board of Commissioners was held on December 13, 2016 at 6:45 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner R. Evans, Kaplan, Kilbridge, Kinnane, McGinn, Bickham (arrived 6:47 p.m.)

Absent: Commissioner Mohan

Also Present: Executive Director Bostrom, Golf Director Bechtold

Audience: Comm Reps Snyder and Dressler

As President Bickham was not in attendance at the start of the meeting, Vice President Kilbridge ran the meeting.

2. Pledge of Allegiance:

Everyone present stood for the Pledge of Allegiance.

3. Approval of Agenda:

Commissioner R. Evans made a motion, seconded by Commissioner Kaplan to approve the agenda as presented. The motion carried by voice vote.

President Bickham arrived.

4. Public Input:

Vice President Kilbridge asked for public input on the B&A Ordinance. There were no comments.

5. Commissioner Comments:

None

6. Adjournment:

Commissioner Kaplan made a motion, seconded by Commissioner R. Evans to adjourn the meeting at 6:50 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom
Secretary

Peg Kusmierski
Recording Secretary

**HOFFMAN ESTATES PARK DISTRICT
REGULAR BOARD MEETING NO. 1013**

EXECUTIVE DIRECTOR'S REPORT

January 2017

Planning & development

1. Triphahn North Side Renovation:

Demolition work is now 95% complete and about 2 weeks ahead of schedule. Concrete floors will be cut the week of January 16th with underground work to follow and be completed by the last week of January. Structural steel has been ordered and is in fabrication. If everything goes as planned it will be installed last week of January or the first week of February. Moisture testing of the floors was done January 9th. From a budgetary standpoint, the above items represent approximately 30% of the extra exposure; with the 2 biggest items being slab moisture and soils for the foundation work. In addition, at this point with all walls open the extra exposure has been kept to less than \$5,000 which will come from trade allowances and we are not seeing any impact on the budget at this point. All trade items as they pertain to hard cost construction have been secured and are under contracts.

2. Park Projects 2017:

In addition to managing the Triphahn North Side Renovation project, planning staff has moved forward with preparing the installation bids for playgrounds, asphalt and parking lot crack filling and seal coating. These bids will be presented to the committee in March and April for approval and recommendation to the board. If all goes as planned, by May 2017, the district will have a handle on all of the district's cost exposures as they relate to the park projects.

3. GIS

Final testing is underway for the Asset Predictor and the RecTrac interface. The goal is to begin using this tool in early Spring so that it becomes the basis in the development of the 2018 Capital Plan.

PARKS & DEVELOPMENT

1. In preparation for construction on the north side of TC all maintenance staff did 100% the internal demolition of the building
2. All internal walls were removed and materials hauled off site by Groot.
3. Floor tiles and carpet squares were removed and floors leveled.
4. The front counter was disassembled and hauled offsite by Groot.
5. All ceiling tiles and supports were removed.
6. Back to back weekend snow events were also handled by the maintenance staff.
7. Fixed RTU-5 Ice Rink HVAC replaced inducer motor and gas valve.
8. Hook up dish washer for TC preschool.
9. Replaced two chillers on drinking fountain at TC
10. Staff replaced time delay relay at Pine Park hockey rink lights.
11. Retro fit all lights to LED in the new gymnastic shelf at Voagelei Barn.
12. Staff replaced hot surface ignitor at Voagelei barn furnace.
13. Staff replaced inducer motor on RTU-6 at TC.
14. Night Shift has started cleaning and repairing pool deck chairs.
15. 706 air compressor replaced water pump
16. Completed maintenance and repair on all trailers
17. Truck 503 replaced plow motor
18. Truck 505 Installed new tires
19. Tractor 591 replaced throttle pedal
20. Truck 519 replaced thermostat



UPCOMING EVENTS

- **Jan 21** - Parents' Night Out
- **Feb 10** - Daddy Daughter Dance
- **Feb 16** - Girls Night Out
- **Feb 17** - Friday Night Fish Fry
- **Feb 17** - Mother Son Date Night
- **Feb 18** - Parents' Night Out
- **Feb 24** - Friday Night Fish Fry

Snapshot Summary/Highlights:

- On December 9th we hosted our youth basketball night at the Windy City Bulls game. 148 total people bought tickets for the event. With every ticket sold, \$10 comes back to the Friends of HE Parks Foundation, so that evening the initiative generated \$1,480 in additional funding to the HE community.
- The Winter Dance Showcase was on December 18th at Schaumburg High School. There were 2 shows with the Willow and Triphahn Center dancers in both shows. The event was well attended and ran smoothly. Winter/Spring Recital session classes will start on 1/7- 1/12. Registration is ongoing.
- Public skate over the holiday weekdays has been very successful as over 800 people have been to TC to skate.
- C&M Superintendent Manisco passed the Certified Park & Recreation Professional (CPRP) test in December!
- Mike Kies was reelected as the Chair of the HE Chamber of Commerce for a second term in 2017. The maximum that a person can fill this position is 2 consecutive years; this is his second term, succeeding after Jim Norris the Village Manager. He was also appointed for a second term on the Illinois Parks and Recreation Foundation Board of Directors. Both of these position announcements took place in December.
- Youth basketball registration went very well this season; they are currently up 12.8% from this time last year (46 participants). NEW this year, Hoffman Estates Youth Basketball night is on December 9th at the Windy City Bulls game. Each player gets 1 free 100 level ticket. Each additional ticket bought by family for the game, \$10 of that ticket will go back to the youth basketball program here at HEPD.
- Currently the STAR program is going strong with over 213 participants ahead of this time last year. This equates to a 33.3% increase in participation from this time last year.
- Winterfest took place at Bridges on Saturday 12/10 from 10:00-1:00pm. It was a very cold day so many things were moved inside to help give people more

chances to warm up. The sleigh ride, ice sculptor and snow painting (with actual snow!!) were a big hit. An estimated 400 people came to the event.

- All Aboard Storytime Train Ride took place on Sunday, 12/11 leaving from the Schaumburg Train station. There were 113 participants on the first train ride and 120 on the second. The weather was cold and it was snowing which added to the magic of the ride. A story was read to the families on the way out to Elgin where we picked up Santa for the train ride/visits back. Everyone spent extra time in the train station visiting with Santa. Both of these events sold out.

Volunteers Summary:

- Human Resources processed 6 new volunteers.
- The 50+ group had 8 volunteers for a total of 8 hours.
- The Recreation/Special Events had 3 volunteers for Winterfest for a total of 9 hours



Youth Athletics

Youth Baseball/Softball

- Youth baseball registration is underway! We are currently working on a contract with PYBA, SAA, and RMPD to form one league for our youth baseball teams this upcoming summer.

Baseball Field Rentals

- Baseball field rentals for Cannon Crossing are booked every weekend from April 15th 2017 to July 8th 2017. It will be a busy spring/summer season at Cannon next year!

Youth Basketball

- On December 9th we hosted our youth basketball night at the Windy City Bulls game. 148 total people bought tickets for the event. With every ticket sold, \$10 comes back to our youth basketball program.
- Boys Feeder Basketball had their first tournament on Friday, December 30th at Prospect High School for the annual "B team shootout". Our teams went a combined 9-0 – a great way to start the season!

Gymnastics

- Gymnastics equipment has been removed from the gym shelf at TC and has been moved to Vogeley Barn. The process of re-installing will start on 1/10 and should take the week. Classes are due to start on Monday, 1/16. Registration is ongoing and numbers are looking strong.

Dance

- The Winter Dance Showcase was on December 18th at Schaumburg High School. There were 2 shows with the Willow and Triphahn Center dancers in both shows. The event was well attended and ran smoothly. Winter/Spring Recital session classes will start on 1/7- 1/12. Registration is ongoing.



Early Childhood

Three-school 16-17	13 TC 13 WRC	14 TC 10 WRC	+1 TC -3 WRC
2's Playschool 16-17	28 TC 24 WRC	26 TC 15 WRC	-2 TC -9 WRC
Preschool 16-17	126 TC 66 WRC	132 TC 69 WRC	+ 6 TC + 3 WRC
Early Learning Center*	33	39	+6
Total Preschool	303	305	+2

***Full Day Program**

- Preschool donated car loads of food to the Schaumburg Food Pantry and Palatine Food Pantry from our food drive before Thanksgiving.

STAR

District 54	318	356	+38
District 15	49	60	+11
WRC KSTAR	12	18	+6
School Age Totals	379	434	+55

- We added a new option for KSTAR for participants to attend only until 2:30pm to meet the high demand from the community. Currently there are 4 children enrolled in this option.
- With the additional participants in the KSTAR program we brought on an additional staff member to work on the higher enrollment days.



50+ Club

Membership	12/15	12/16	+/- Var.
Total	673	586	+ 87

Classes offered in December

- Basic Exercise, Gentle Yoga (resumed with 3 new instructors), Line Dance, Spanish, Tai Chi, Write It Now!

Athletic opportunities offered in December

- Balloon Volleyball (Weekly), Billiards, Pickle ball (indoor), Ping Pong, Volleyball and Walking Path

Upcoming trips

- Trips complete for 2016/Begin 2017 1/12, Holocaust Museum, 1/25, Windy City Bulls which includes 50+ Center fundraiser

Evening/Special Programs in December

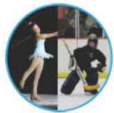
- Pub Quiz Night (3rd Thursdays/5:30 pm) – 26 participants - held at BPC

Friday post lunch programs (December)

- **12/2 AMITA Health**, Trivia game

Other

Free Adult Health Clinic – combined with/Flu Clinic for Public & Staff - 15 drop-ins
2016 Sponsorships/Donations/Commissions / Grand Total: \$10,205
Volunteers – 10 persons, 4 days, 5 hours (including packing 50+ Center and décor)
Posted for Writing instructor and 50+ Assistant

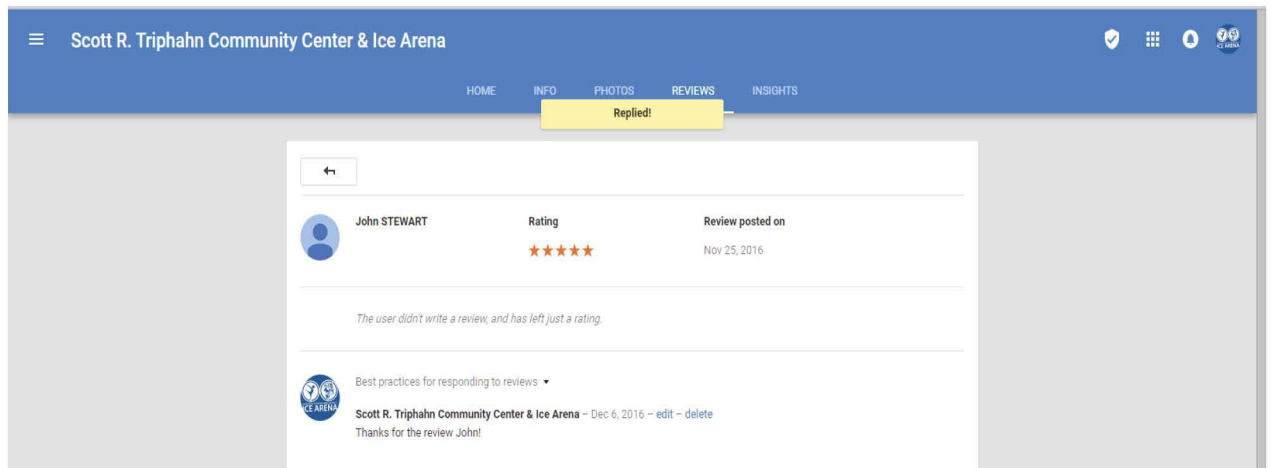


Ice Operations

TESTIMONIALS & SOCIAL MEDIA COMMENTS

On Facebook, Google Plus, Yelp, Twitter, etc.:

Google:



I.C.E Academy

- A mini Ice Exhibition took place at 2pm on Saturday, Jan. 7th. 23 Skaters have signed up for the event.
- An ICE Academy staff meeting took place on Dec. 19.
- Staff put out a survey to participants to get feedback on the fall session.

- Public skate over the holiday weekdays has been very successful as over 800 people have been to TC to skate.

Wolf Pack

- HEPD will be part of the USA hockey weekend Feb 25. Give Hockey a Try will be offered.
- Staff is promoting the New Off - Ice training facility for the spring. Spring hockey registration will open the first weekend in Feb.

Ice Rink Information

- Staff secured an April tournament similar to that of the Bauer Invite held in Nov.
- Girls State tournament will be held at TC Ice Arena March 1-5.
- Krolak Cup tournament will be held April 1-2.
- Wirtz Sled hockey tournament will March 10 -12
- Staff is currently working on the NWHL tournament ice which is going to run the last week of Feb. into the first week of March.

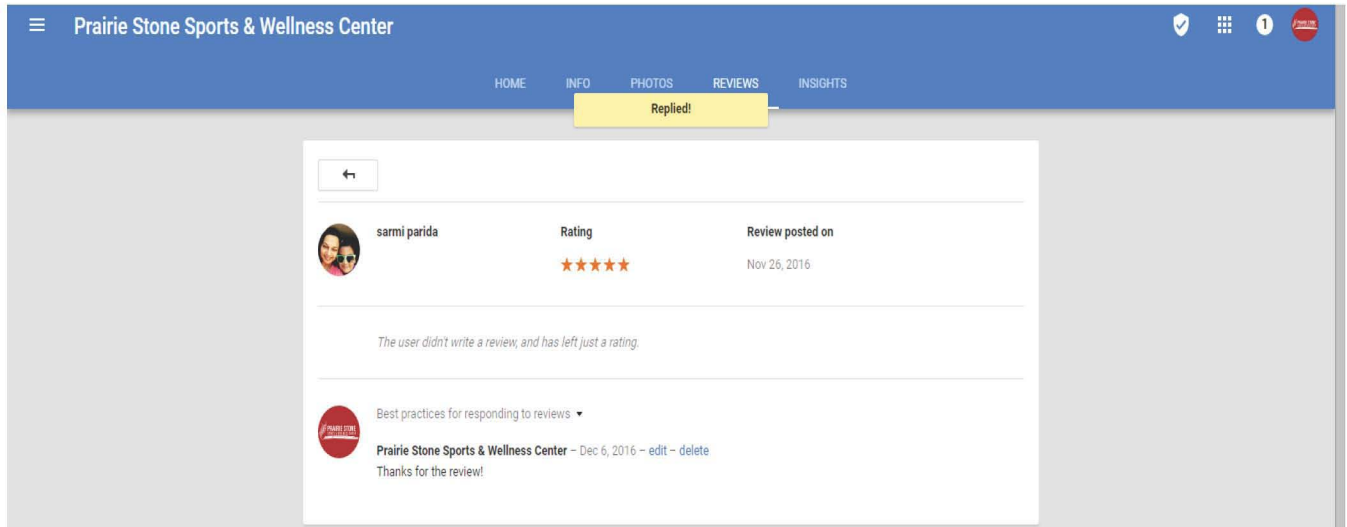


Prairie Stone_{tm} Sports & Wellness Center

December Membership Totals +/-	2015	2016	Var.
	3045	2942	- 103

TESTIMONIALS & SOCIAL MEDIA COMMENTS

On Facebook, Google Plus, Yelp, Twitter, etc.:

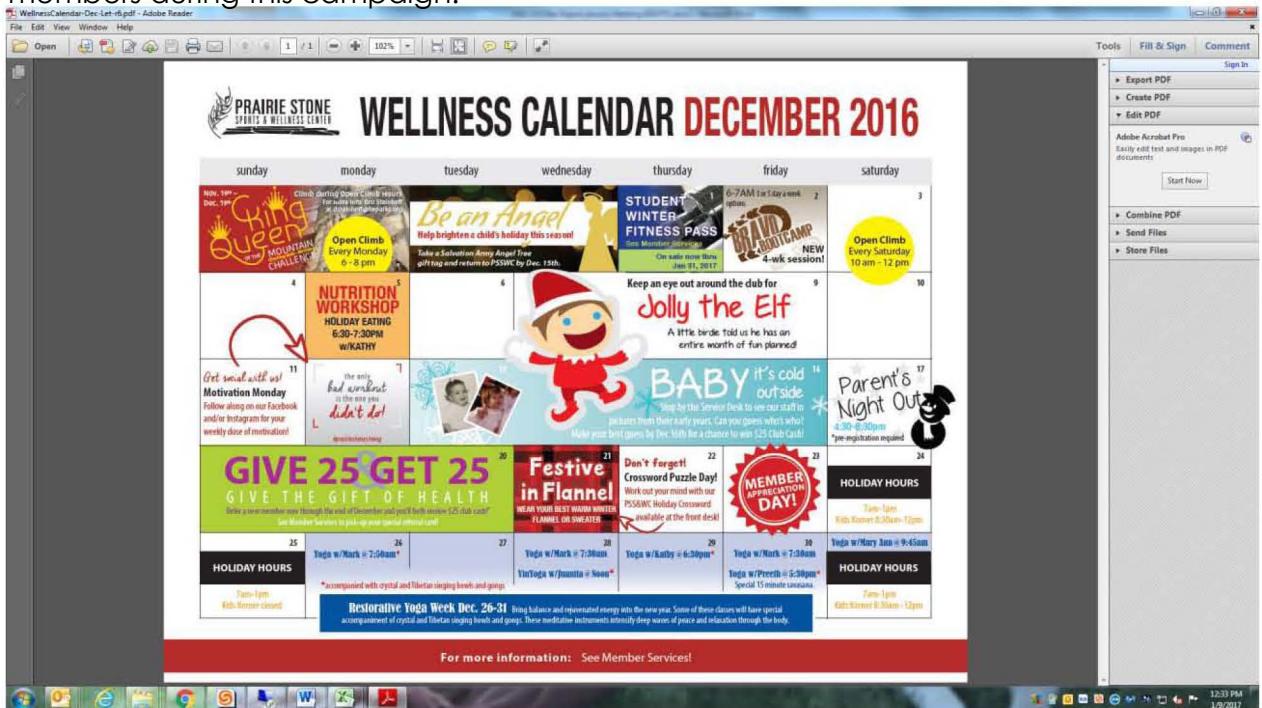


Member Services

- During the month of December Member Services team fell just shy of obtaining their net membership goal by 7 members, (the net goal was 5 and the net total was -7).

- The ongoing Friends in Fitness member referral program continued to be a primary force in generating new memberships in December with 13 referrals completed.
- The PSS&WC enrollment special was advertised on each of the following:
 - District's electronic marquee signs throughout the community
 - VHE electronic marquis located at the corner of Shoe Factory Road and Beverly
 - The ENROLLMENT FEE banner on the north side building exterior
 - Both internal and e-based targeted marketing were utilized to inspire member referrals as well as to reach all HEPD clients throughout the community. The HEPD bi-monthly Eblast included the enrollment promotion details, and targeted emails through Retention Management continued to be sent throughout the month to promote the club cash incentive for member referrals.
 - Facebook and the HEPD and PSS&WC websites (scrolling banner updates); two digital initiatives to promote the enrollment special on the final two weeks of December amidst the holidays were launched on Facebook.
- The number of credit card denials following December billing continued at a consistent pace in comparison to the previous recent months. The Member Services team resumed efforts to contact members proactively to obtain updated information for billing continued via mail and email during the month of December. These efforts also included phone calls and person-to-person contact upon check in at the Service Desk. While the Member Services team successfully managed the 90-day collection effort, significant collections were also achieved at the 60-day and current month levels, which translate to fewer potential 90-day cancellations after the New Year. This collaborative intensive collection effort resulted in a markedly lower number of 90-day cancellations (total of 14), which translated into 22 fewer total cancellations than projected for the month.
- The Member Services team is currently working on a potential new corporate membership account with a new business within the PS Business Park. Efforts will be ongoing in January to establish corporate visits to the company to meet with management and employees in an effort to promote enrollment.
- The Member Services team began selling student winter passes in 1 and 2 month durations to college students returning home for winter break. These special passes are paid in full at time of purchase and do not impact attrition rates once expired. Pass sales began December 1 and will continue thru Jan 31 (to accommodate both semester and trimester patterns). To date, there have been 65 student winter passes sold.
- The Member Services team coordinated a month full of special events for members that resulted in one of the most comprehensive wellness calendars to date (see image below). Events included several special fitness group classes and workshops along with a number of fun activities, all of which help to bolster retention. The Member Services team also partnered with the local chapter of the Salvation Army to host a 'Be an Angel' gift campaign. Members selected family "tags" and purchased gifts for distribution to needy families during the holiday season. Well over 100 donations were collected from our very generous

members during this campaign!



Operations and Fitness Departments:

- PSS&WC hosted a variety of athletic rentals within the gymnasium area during the month of December. Although birthday parties and scout lock-ins are still offered at PSS&WC, efforts have been taken to transition to larger multi-court athletic rentals that reduce labor intensity while generating steadier revenue streams.
- PSS&WC Managers have secured a new vending machine vendor for PSS&WC, TC, and WRC. Absolute Vending provides a variety of healthy snack options that are appealing to guests/members of each facility. Pepsi also delivered a third vending machine in the café area that dispenses a healthy selection of Pepsi beverages (i.e. Propel, Aquafina Splash, Gatorade G2 etc.). The General Manager of Sales & Operations and the Operations Manager met with a representative from Absolute Vending regarding the interest in adding an additional vending machine for a wider assortment of healthy beverages and potentially gourmet coffee selections. Intentions are to renovate the café area in FY17 to transition it to a more comfortable working lounge space, increasing seating areas for members and guests to relax in following workouts or during special club events in the gymnasium. A demo for the new gourmet coffee dispensing/vending option has been set up in the café area following a week-long demo during the month of December during which many positive comments were received regarding the new option.
- The PSS&WC team worked with carpet vendor, Scharm, on scheduling, coordinating, and completing the removal/replacement of carpeting behind the Service Desk, in the Member Services office, and in both front offices during the month of December.

- The fitness department held a “Restorative Yoga Week” the entire week after Christmas which was received well by participants.
- The group fitness classes were evaluated and streamlined for the upcoming 2017 season. The classes that maintained higher participation numbers of over 8-10 participants on a consistent basis were maintained for the upcoming year. Announcements of the new class schedule were provided to participants within the month of December. The January schedule was prepared and distributed within the final week of December.
- PSS&WC has 2 upcoming Nutrition Workshops, Creating and Sticking to Health Resolutions on 1/14 and Belly busters on 1/31. The seminars have been added to the monthly wellness calendar and marketed through the guide.

PSS&WC Swim Lessons

- The first session of group swim lessons are scheduled to start Saturday, January 7. We are currently at an enrollment of 131, registration is on-going.

Climbing Wall

- Youth classes for the climbing wall continue to hold steady with 9 and 6 participants in the 6pm & 7pm classes Wednesday nights. Because of the consistent numbers and the number of returning climbers we are able to split the program into a beginner class and an intermediate climbing class. Winter session is due to begin January 18.

Early Childhood Programming

- Kids First Sports Soccer continues in its popularity. We are averaging between 10-15 participants per class.



Triphahn Center

Triphahn Center Fitness and Operations:

Membership	12/2015	12/2016	Var.
+/-			
Fitness	892	863	-29

General Summary:

- Dance World was held on 12/10.



Willow Recreation Center

Membership Fitness Totals	12/2015	12/2016	Var.
+/-			
Fitness	310	295	- 15

General Summary:

- Personal Training special was 10% off a 5 pack.
- The last rental was held at Vogelei on Dec. 17th.



Dog Off-Leash Areas

Bo's Run:

- Breakdown for Bo's Run / Combo passes HE 148, Palatine 47, Barrington 24, Schaumburg 44, Arlington Heights / Mt. Prospect 6, Inverness 34. Additional towns are Rolling Meadows, Elk grove, Hanover Park & Streamwood.
- There were 7 guests to Bo's Run in December compared to 6 in December 2015.

Freedom Run:

- Breakdown for Freedom Run/ Combo passes Elgin – 182, HE – 84, Streamwood 69. Schaumburg – 22. Additional towns are Huntley, Hanover Park & S. Barrington, Elk Grove, Palatine, Wheeling & others.

Dog Park Passes	12/2015	12/2016	
Bo's Run	249	297	
Freedom Run	281	321	
Combo	72	76	
Total:	602	694	Var. +92



Communications and Marketing

PROGRAM PROMOTIONS

Staff worked with program managers to promote Winter Guide and Registration, youth sports programs, 50+ events, trips and programs; Winter Fest, Breakfast with Santa, Holiday Break Field Trips, Parent's Night Out, Giving Tree, Seascape Pass Winter Sale, Hockey and Figure Skating, BPC Holiday Parties.

Community Calendar Submissions to: Daily Herald, Chicago Tribune, Hoffman Estates and Schaumburg Chambers and Hoffman Estates Visitor's Bureau.

Video

This month, we featured the video "I Love HE Parks Photo Contest".

PRESS RELEASES/PUBLIC RELATIONS

Articles that were printed or appeared online on the newspaper websites will be attachments at end of the Board Report:

- Winter Fest listing in Daily Herald Community Events Calendar
- Hoffman Estates Park District Receives Illinois Distinguished Agency Award

The following are press releases that were sent to the newspapers, but not picked up for print:

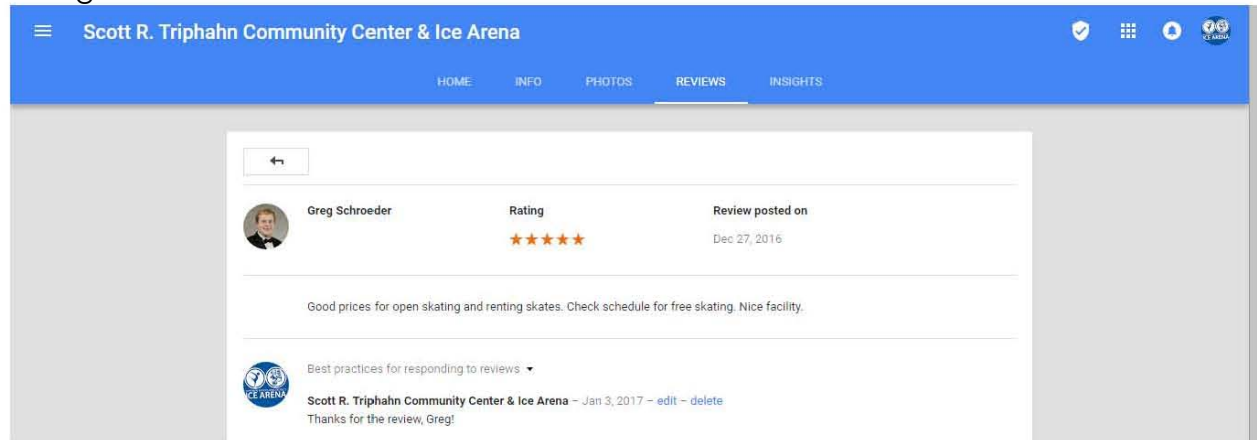
- Last Minute Gift Ideas from Hoffman Estates Park District
- Get Fit With A Little Help from the Hoffman Estates Park District

OTHER NEWS

C&M Superintendent Manisco passed the Certified Park & Recreation Professional test.

REVIEWS & SOCIAL MEDIA COMMENTS

Google Plus Reviews:




The screenshot shows a Google Plus review for the "Scott R. Triphahn Community Center & Ice Arena". The review is by Greg Schroeder, posted on December 27, 2016, with a 5-star rating. The review text reads: "Good prices for open skating and renting skates. Check schedule for free skating. Nice facility." Below the review, there is a response from the business, dated January 3, 2017, which says: "Best practices for responding to reviews" and "Thanks for the review, Greg!". The business name and date are also visible in the response area.


Freedom Run Dog Park

HOME INFO PHOTOS **REVIEWS** INSIGHTS

←

Profile	Name	Rating	Review posted on
	Jordan G	★ ★ ★ ★ ★	Dec 26, 2016

is "Members Only" with a locked gate.

 Best practices for responding to reviews ▾

Freedom Run Dog Park - Jan 3, 2017 - edit - delete


Hi Jordan, thanks for your review. Yes, Freedom Run and Bo's Run both require a membership fee for access. We do have one-day drop in rates as well. This is because Cook County requires us to check that dogs are up to date on their immunizations before using the dog parks. Please read more about it here: <http://www.heparks.org/programs-sports/dogs/>.

Prairie Stone Sports & Wellness Center


HOME INFO PHOTOS **REVIEWS** INSIGHTS

Replied!

←

Profile	Name	Rating	Review posted on
	Jim McIlrath	★ ★ ★ ★ ★	Dec 22, 2016

The user didn't write a review, and has left just a rating.

 Best practices for responding to reviews ▾

Prairie Stone Sports & Wellness Center - Jan 3, 2017 - edit - delete

Thanks for your review, Jim!

Facebook Comments:

New Smoking Ban Ushers In a Healthier New Year!

Effective Jan. 1st, 2017.
For more information visit us at:

heparks.org
making life fun

Seascapes Family Aquatic Center
Published by Hootsuite [?]
Like This Page · January 1 · Edited ·

Happy Healthier New Year! Starting TODAY all HE Parks properties (except Bridges of Poplar Creek) are 100% smoke free. Read more here -->
<http://ow.ly/4c3D3063ChE>

Tag Photo Add Location Edit

Like Comment Share

2 Chronological

Vicki Parker THIS IS WONDERFUL!!!
Unlike Reply Message · 1 · 15 hrs

Write a comment...

People You May Know See All

Debbie Evola
1 mutual friend
Add Friend

HE Parks Ice Arena

Sandy Home 1

Page Messages **Notifications** Insights Publishing Tools Settings Help

Notifications

Activity

Reviews

Check-ins (1)

Mentions

Shares

Requests 1

Invite Friends to Like This Page

Invite your friends to like HE Parks Ice Arena

Terri Tomasovic Molitor Invite

James Petterec Invite

Larry Kahan Invite

Rolando Delgado Invite

Recent Reviews

★ Review

Rodica Barbus reviewed HE Parks Ice Arena — 5+
December 28, 2016 at 12:04pm ·

It's very awesome place for everyone to be and have fun ,I love the children enjoying them self 😊

HE Parks Ice Arena
Ice Skating Rink
339 Likes
7 talking about this

Like Comment Share

HE Parks Ice Arena Thanks for the review!
Like Reply · Commented on by Sandy Manisco [?] · December 28, 2016 at 1:02pm

Write a comment...
Press Enter to post.

Post a sticker

Search [Sandy] Home 6 [Settings] [Help]

Insights Publishing Tools Settings Help

Like · Reply · Commented on by Sandy Manisco [?] · Just now

Write a comment...

★ Review

Jen Mietus reviewed Bo's Run & Freedom Run Off Leash Parks — 5 stars
December 4, 2016 at 1:37pm · 🌐

Bo's Run & Freedom Run Off Leash Parks
Park
411 Likes
3 talking about this

Like · Comment · Share

Bo's Run & Freedom Run Off Leash Parks

Bo's Run & Freedom Run Off Leash Parks Thanks for the review Jen!
Like · Reply · Commented on by Sandy Manisco [?] · December 4, 2016 at 2:01pm

Jen Mietus Our puppies loved it. Can't wait to get the membership!!

Like · Reply · December 4, 2016 at 2:18pm

Write a reply...

Facebook [Sandy] Home 2 [Settings] [Help]

Page Messages Notifications Insights Publishing Tools Settings Help

Prairie Stone Sports & Wellness Center
@PSSWC

*don't wish for it
work for it*

Contact us today to start your journey.
#praiestonestrong

Liked Following More Sign Up

4.6 ★ 4.0 of 5 stars
07 reviews

5 stars	00
4 stars	20
3 stars	0
2 stars	1
1 star	1

MOST HELPFUL MOST RECENT STAR RATING

Heidi Irani reviewed Prairie Stone Sports & Wellness Center — 5 stars
13 hrs · 🌐

Kids Corner Staff if amazing, facility is always clean and there is always open equipment for use!!!

Like · Comment · Share

Balaji Pad reviewed Prairie Stone Sports & Wellness Center — 5 stars
December 27, 2016 at 2:07pm · 🌐

Like · Comment · Share

- Home
- About
- Photos
- Reviews**
- Likes
- Notes
- Videos
- Events
- Posts
- Services
- Shop
- Manage Tabs

MARKETING DASHBOARD



Mobile App Downloads – Source: Apple iTunes & Google Play reports

The app has been available since April 25, 2014. C&M continues to promote various features of the app to increase usage. Below is a chart showing progress over the previous 10 months. In October, 667 mobile app users had Push Notifications turned on.

March 2016	April 2016	May 2016	June 2016	July 2016	August 2016	Sept 2016	Oct 2016	Nov 2016	Dec 2016
1,412	1,421	1,429	1,525	1,560	1,602	1,547	1,530	1,461	1,478



Mobile Access – Source: Google Analytics

Desktop numbers have increased slightly for the first time in many years, instead of declined. This may indicate that we've hit at saturation point – there will always be a certain number of visitors that will visit via desktop. For example, during December with many people on vacation, it may have been easier to access the site via desktop. (NOTE: "Prior to" column indicates how users accessed HEParks prior to the app and mobile-friendly website. Responsive mobile-friendly website launched Oct 28, 2014; app launched April 25, 2014; mobile WebTrac launched in late November 2014.)

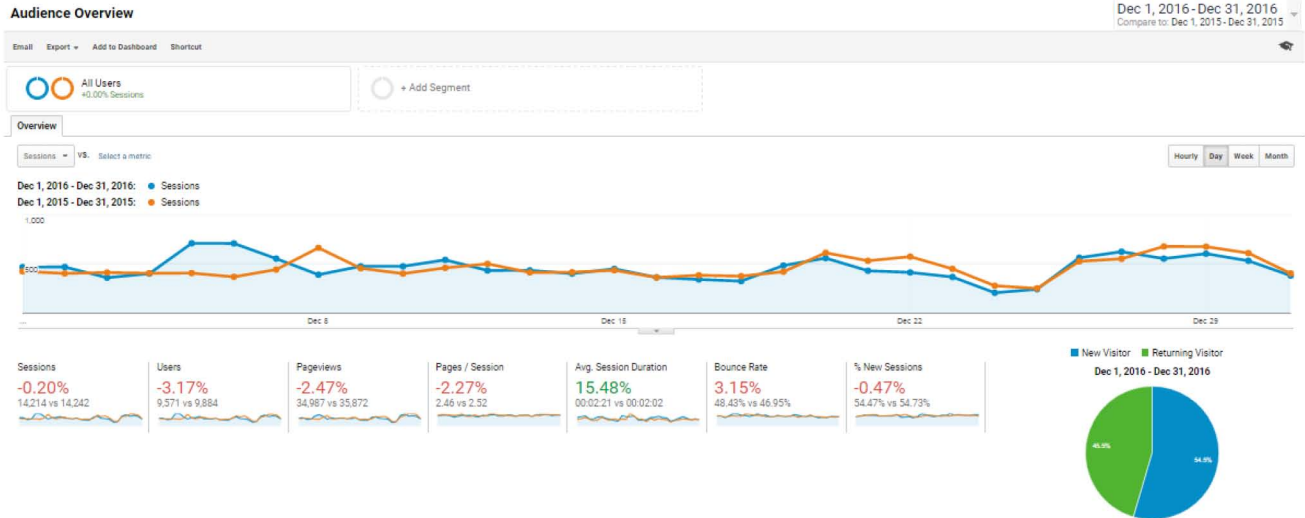
Source:	Prior to App & responsive web: Feb 2013-Feb 2014	Dec 1-31, 2015	Dec 1-31, 2016	Change from last year
Desktop	63%	41%	43%	+2%
Mobile	27%	51%	50%	-1%
Tablet	10%	8%	7%	-1%

*A decrease in tablet views is speculated to be a result of more mobile phone use as mobile phone screens are increasingly larger. Tablet sales have leveled off. It is more convenient to use a smart phone which is always within reach. (<http://time.com/3532882/people-arent-buying-tablets/>)



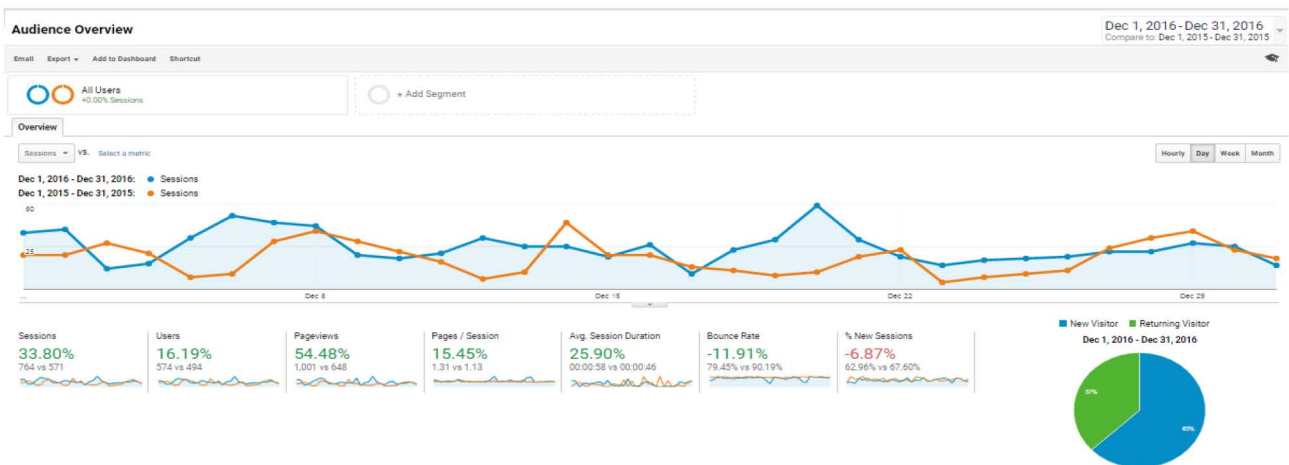
Website HEParks.org – Source: Google Analytics

Hits to the website are level.



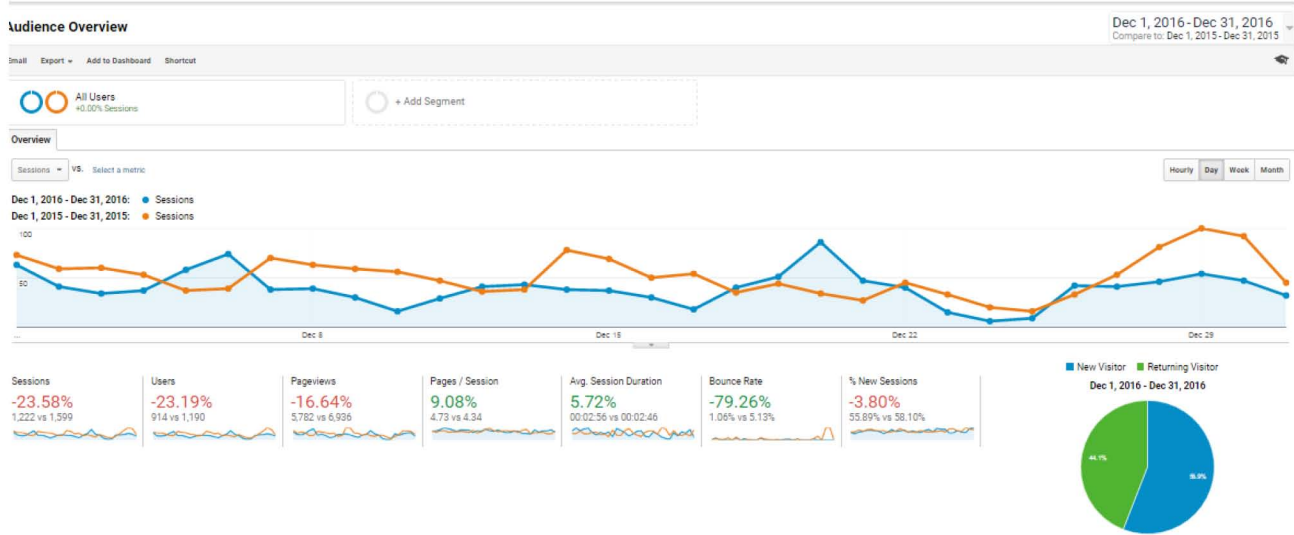
 **Program Guide Online – Source: Google Analytics**

Hits to the online program guide are way up this month, likely due to Winter Registration; the Winter Guide registration began late in November.



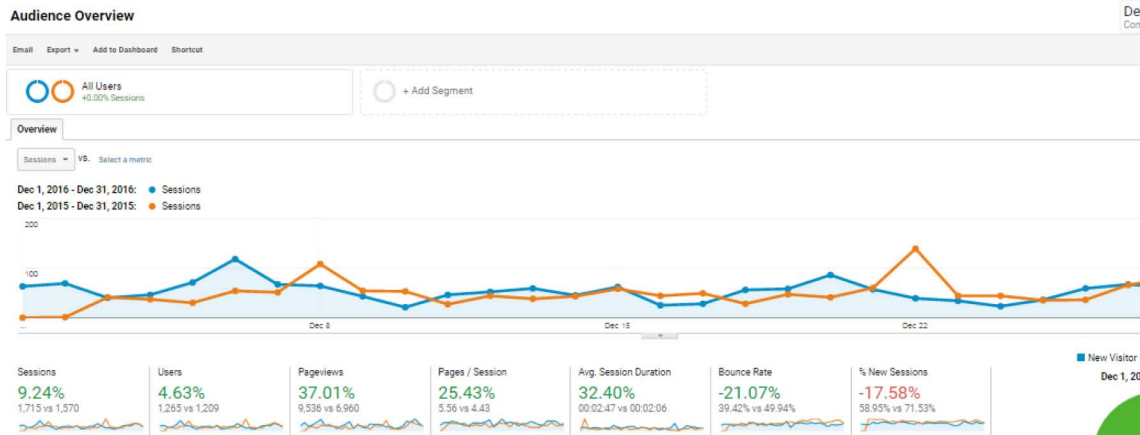
 **WebTrac/Online Registration Page Hits – Source: Google Analytics**

Hits to online registration have dropped this month as we have been driving more users to the mobile WebTrac page, with the increased use of mobile devices for web browsing. In electronic marketing, links go primarily directly to Mobile WebTrac pages.



Mobile WebTrac – Google Analytics

The number of people accessing Mobile WebTrac from their mobile devices is up from last year, and up significantly higher than those browsing WebTrac with a PC. A strategy we use that is having a great impact is that when we post links on web, email and social media we typically link directly to mobile online registration pages. Unfortunately, we have found that the program details are harder to view on the Mobile WebTrac, so programs that we think are important to view the details are directed to another source, such as PDF of the program guide or regular WebTrac.



- Bo's Run & Freedom Run Off L...
- Bridges of Poplar Creek Count...
- HE Parks 50+ Active Adults Club
- IE Parks Preschool
- IEPD Ice Arena
- IEPD Youth Theater
- Hoffman Estates Park District
- Prairie Stone Sports & Wellnes...
- Seascapes Family Aquatic Center
- Triphahn Center
- Triphahn Fitness Center
- Vogelei Park
- Willow Recreation Center

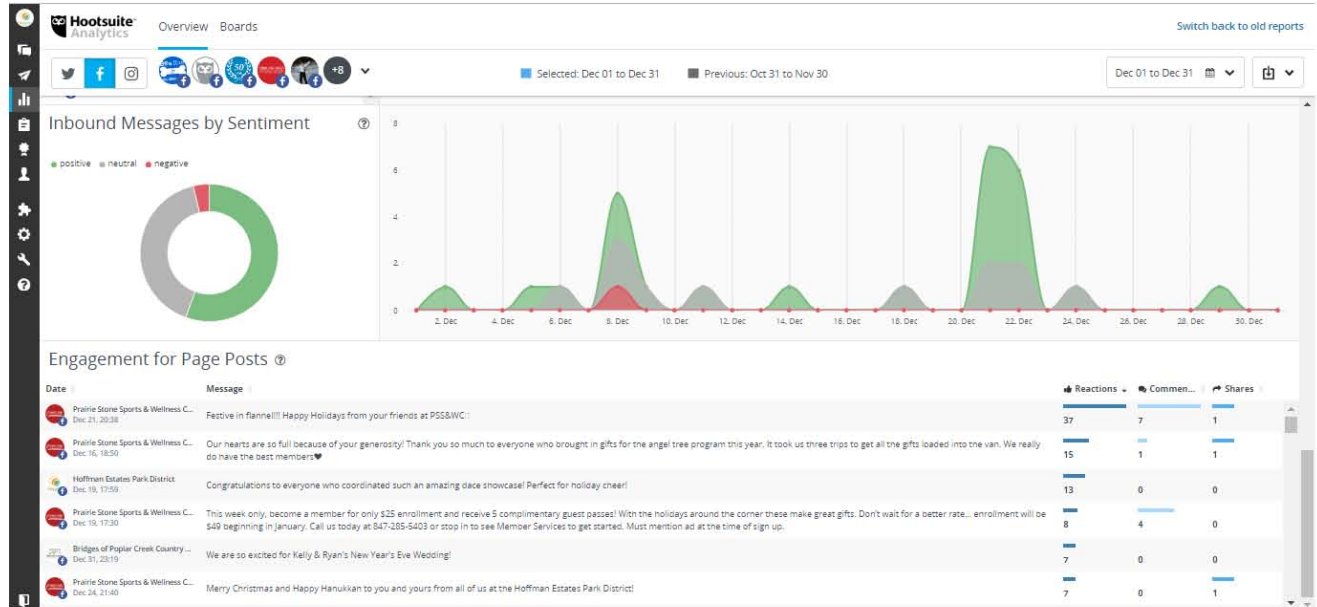
Facebook Reach

Facebook fans will now be reported as a total of all Facebook pages throughout the district, including:

Total fans for all pages as of December 31, 2016: 6,472

Our goal is engagement, which was down in December. While we had some events in December, many programs did not run for the majority of the month. See the chart below for a list of our most successful posts this month.

Top Most Engaging Posts this Month: Achieved a total of 3,201 impressions



Top 5 Most Successful Posts December 1-31, 2016 for the main Hoffman Estates Park District page:

Post Message	Type	Posted	Lifetime: The number of impressions of your Page post. (Total Count)
Pardon Our Dust! The Triphahn Center is starting its exciting North Side renovation this month. Check out what's in store here --> http://ow.ly/J0Ms3063GAj	Link	12/5/16 1:25 PM	4059
Congratulations to everyone who coordinated such an amazing dance showcase! Perfect for holiday cheer!	Photo	12/18/16 6 10:00 AM	3180
The sled hills are open! Bundle up & enjoy the snow at Seascapes Sled Hill or Pine Park's Sled Hill: http://ow.ly/Dqrn3071192	Link	12/11/16 6 6:16 AM	2979
Kicking off Winter Fest with a jingle! Lots of time left to join all the festivities ❄️🎅🎁 Link for more information: http://www.heparks.org/event/winter-fest-2/	Photo	12/10/16 6 9:06 AM	2661
S'mores, sleigh rides, crafts, and Santa! Don't miss Winter Fest this Saturday from 10am-1PM at Bridges of Poplar Creek! For more information: http://ow.ly/QT66306U4pq	Photo	12/7/16 8:10 AM	2554

Top 10 Highest Posts since October 2015

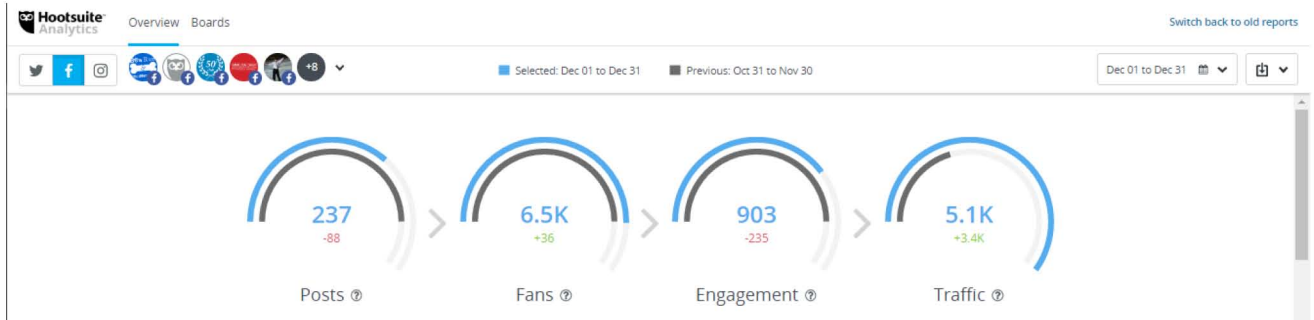
	Type	Posted	Lifetime: The number of impressions. (Total Count)
Post Message Qualified Kindergarten Enrichment Teachers and Counselors Needed. Please see our careers page for more info: https://goo.gl/X71UZs	Photo	8/15/16 10:29 AM	6715
This week through Friday Aug 19 Seascape has short hours, 4-7:30 PM http://ow.ly/TY6l3037o3z	Photo	8/15/16 7:55 AM	6710
#Pokémon Trainers comes to Black Bear Pk for our Gathering Sat Aug 27 10-11:30 catch 'em all! http://ow.ly/cCns3037nfO	Photo	8/13/16 12:55 PM	6168
Today our Half-Day Preschool is having their own Crazy Hair Day! How cute are they?	Photo	3/14/16 11:12 AM	6148
Congrats to figure skater, Tomoki Hiwatashi, who won a Gold Medal at Nationals! http://ow.ly/Xyalq Tomoki trains @ Triphahn Ice Arena!	Link	1/26/16 8:00 AM	6119
#Pokémon Trainers come to Black Bear Pk for our Gathering Sat Aug 27 10-11:30 catch 'em all! http://ow.ly/cCns3037nfO	Photo	8/10/16 12:56 PM	5506
Due to weather conditions, we will be postponing our Pokemon Go event that was scheduled for today. Keep a look out for a new date and time on our HEParks social media pages!	Photo	8/27/16 7:30 AM	5285
Tomorrow! Come to the Open House for 50+ Active Adults! 9-11 AM Wed 8/17 at Triphahn Center http://ow.ly/soW53036YZb	Photo	8/16/16 9:45 AM	5221
Wine lovers get your tickets for Uncorked & Untapped event at Bridges of Poplar Creek 9/23. http://ow.ly/Hj2x303tEff	Photo	8/22/16 12:55 PM	5164
Congrats to August Best of Hoffman Chip Mahr who helped create a Monarch habitat in Hoffman. http://ow.ly/AS69303xt8r	Photo	8/24/16 7:00 AM	5130

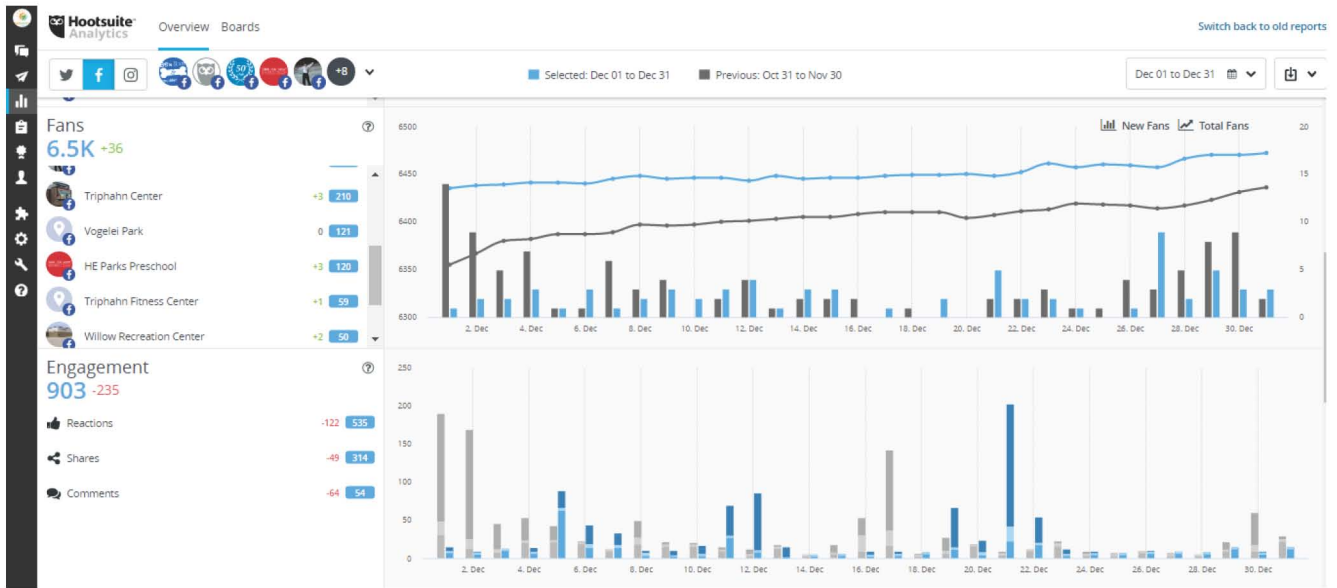


NEW! Engagement Report for All HE Parks' Facebook Pages

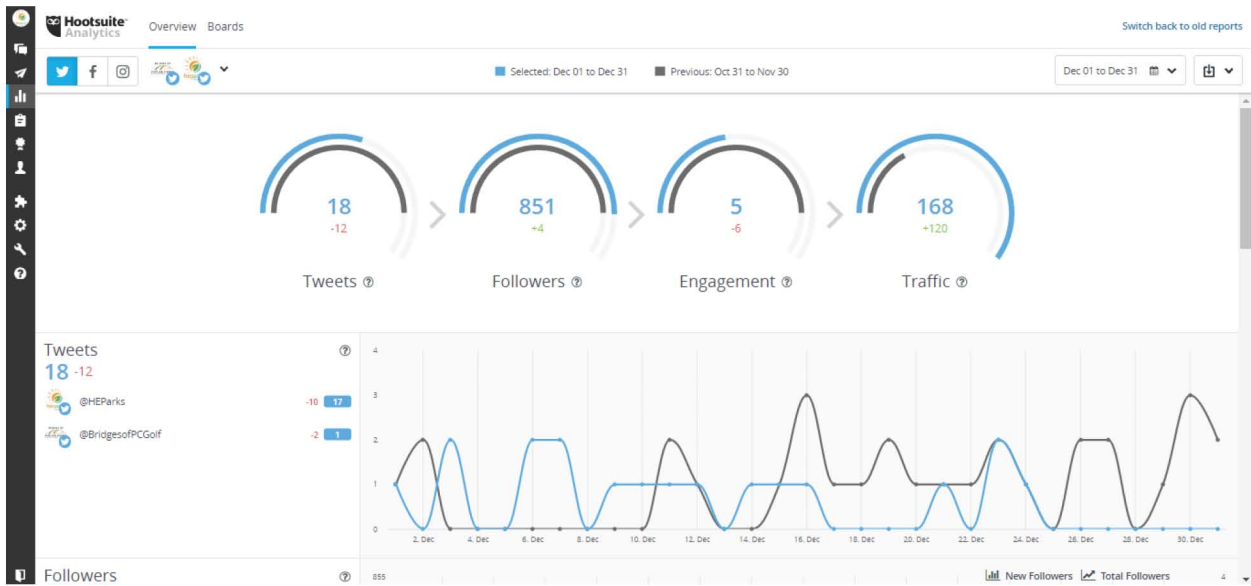
Source: Hootsuite

All Facebook pages:





NEW! Twitter Analytics
Source: Hootsuite
@HEParks & @BridgesofPCGolf Twitter



HE Parks' Twitter account
Source: Twitter
@HEParks

	Aug16	Sept16	Oct16	Nov16	Dec16	Jan17	Feb17	Mar17	Apr17	May17	June17
Followers	707	713	718	726	730						
Impressions	7,146	5,599	5,973	3,964	3,870						
# of tweets	41	20	32	22	15						

Analytics Home Tweets Audiences Events More

HEParks Sign up for Twitter Ads

Account home
HEParks @HEParks Page updated daily

28 day summary with change over previous period


Tweets 15 ↓ 46.4%	Tweet impressions 3,870 ↓ 8.2%	Profile visits 48 ↓ 21.3%	Followers 730 ↑ 4
----------------------	-----------------------------------	------------------------------	----------------------

Dec 2016 · 31 days

TWEET HIGHLIGHTS

Top Tweet earned 174 impressions


Did you know Santa likes pancakes? Join Santa for Breakfast on Sat. Dec 10 and stay for Winter Fest, too. ow.ly/8yPO306ccOu pic.twitter.com/oQBrERCseh



[View Tweet activity](#) [View all Tweet activity](#)

Top media Tweet earned 164 impressions

Bundle up and join us for Winter Fest Sat. Dec 10 - ice sculptures, games, sleigh rides and more. ow.ly/2wMZ306cdP2 pic.twitter.com/UECCdzIWho



[View Tweet activity](#) [View all Tweet activity](#)

DEC 2016 SUMMARY

Tweets 17	Tweet impressions 4,363
Profile visits 51	New followers 3



NEW! Instagram Reports

Source: Instagram







@HEParks

	Aug16	Sept16	Oct16	Nov16	Dec16	Jan17	Feb17	Mar17	Apr17	May17	June17
Followers	86	91	109	107	109						
# of posts	10	9	23	8	6						

heparks Edit Profile

121 posts 109 followers 186 following

HE Parks The award-winning Hoffman Estates Park District proudly offers first-class parks, facilities, programs, and services to over 50,000 diverse residents. www.heparks.org/2016/12/win-park-district-bucks-2



Conversion Rate – What percentage registered online?

More and more people are registering online. Derived from a RecTrac Report that indicates the percent of registrations made online vs in person. Mobile-friendly email template began Nov 2015. Progress is being made each year in online registrations:

2011:	21%
2012:	26%
2013:	30%
2014:	33%
2015:	35%
2016:	37%



Email Blast Results, Constant Contact

	Sent/Opens	Mobile	Bounces	Clicks	Unsubscribes
2016 Fitness, Sports & Rec Benchmark	---/17.7%	50+%	8.8%	8%	0.22%
Hoffman Happenings 12/6	19.5K/17.7%	63%	1.6%	9.4%	.2%
50+ Newsletter December	988/37%	58%	1.5%	14.6%	.1%

Opens = Emails our contacts received and viewed.

Mobile = Percent of emails opened on a mobile device.

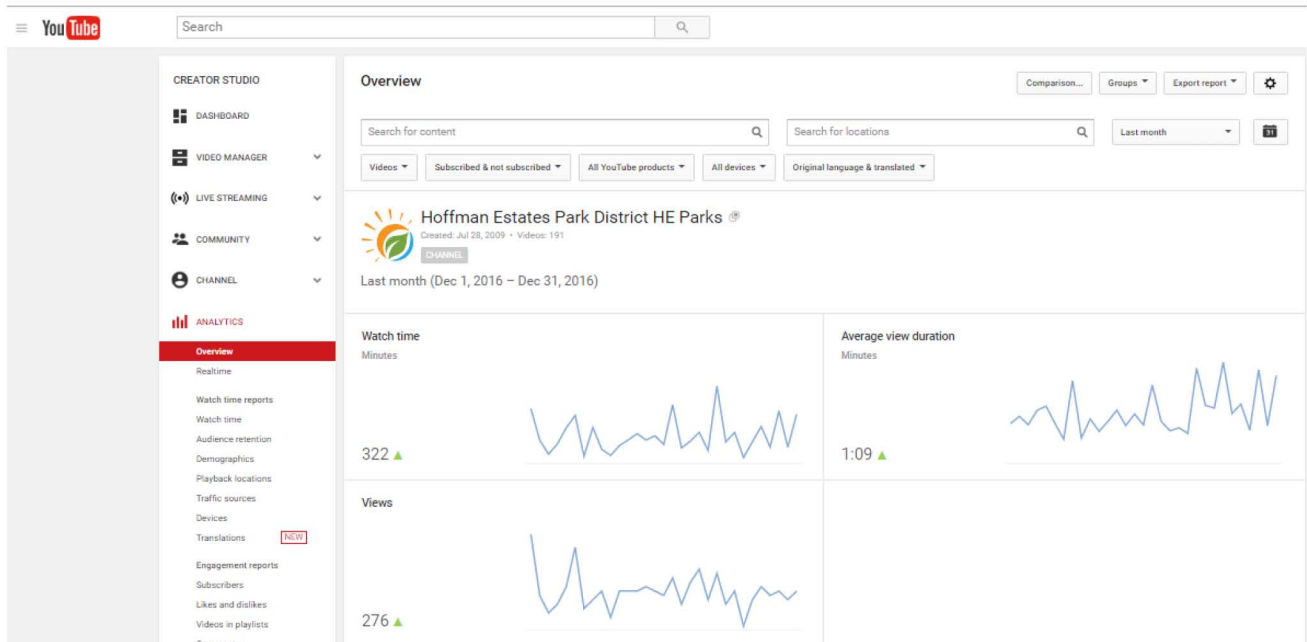
Bounces = Emails sent, but not received by our contacts, indicates the quality of the data.

Clicks = Contacts who clicked on a link within our email.



YouTube Metrics

Below is a list of our Top 10 Videos with the most traffic and minutes watched over the past 30 days.

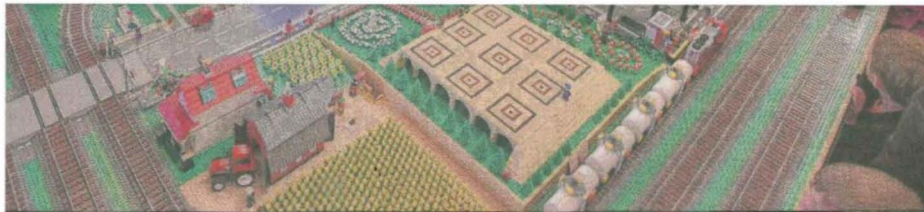


Top 10 Videos

[Browse all content](#)

Video	↓ Watch time (minutes)	↓ Views
I Love HE Parks Photo Contest	58 18%	58 21%
Wolf Pack Hockey Hosts Krolak Cup	52 16%	19 6.9%
What is Pickleball?	47 15%	30 11%
Park Info: Playground Workout, Bench Pushup	37 11%	36 13%
Park Info: Thor Guard	35 11%	36 13%
Park Info: What is Bioswale?	22 6.9%	12 4.3%
Hoffman Estates Park District National Gold ...	13 4.0%	3 1.1%
Aqua Fit Swim Aerobic Class at Prairie Stone ...	13 3.9%	10 3.6%
Me & HEPD: David and Elizabeth Rossaiky, M.L.	8 2.4%	4 1.4%
Summer Campers 2016	6 1.9%	5 1.8%

Daily Herald



MARK BLACK/mblack@dailyherald.com/December 2015

are expected to attend the Lego Train Show this weekend at Cantigny Park in Wheaton, where experts will be on hand to answer questions about how they made their creations.

w Party
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adults.
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If you go

What: Lego Train Show
Who: Northern Illinois Lego Train Club
Where: Cantigny Park, 1S151 Winfield Road, Wheaton
When: 9 a.m. to 4 p.m. Saturday and Sunday, Dec. 10 and 11
Cost: \$5 per car parking fee, waived with Toys for Tots donation
Info: www.cantigny.org or (630) 668-5161



MARK BLACK/mblack@dailyherald.com/December 2015

Visitors to this year's Lego Train Show at Cantigny Park will see some new displays, including a replica of the iconic clock tower from the movie "Back to the Future."

the McCormick Museum Gold Theatre, where children can learn about engineering and try making a Lego brick construction of their own.

Two programs combining

the Minecraft block-building video game with Lego brick-building will follow in

the Visitors Center Medill Room Wednesday and Thursday, Dec. 14 and 15.

Christmas Craft Fair

• 9 a.m. Saturday, 930 W. Higgins Road, Schaumburg. Proceeds benefit the annual mission trip to repair homes damaged by natural disasters.

Second Saturday Poetry Workshop

• 9 a.m. Saturday, Palatine Library, 700 N. North Court. Driven to Abstraction: Poetry, Play, and Possibility. Key concepts from two masters of possibility thinking who died this year, Jerome Bruner and Paul Friedrich. Participants invited to put those concepts into play in poetry. \$15.

Winter Fest

• 10 a.m. Saturday, Bridges of Poplar Creek Country Club, 1400 Poplar Creek Drive, Hoffman Estates. Outdoor crafts and activities include gingerbread decorating and sleigh rides. Register at heparks.org. Info: Jody Dodson, (847) 285-5432 or jdodson@heparks.org. Free.

From the community: HOFFMAN ESTATES PARK DISTRICT RECEIVES ILLINOIS DISTINGUISHED ACCREDITED AGENCY AWARD



HE Parks won IPRA's Distinguished Agency award, an honor the district has held since 2000. The district is evaluated every six years. The award is valid through 2022. (Posted by Hoffman Estates Park District, Community Contributor)

By **Community Contributor Hoffman Estates Park District**

DECEMBER 1, 2016, 10:40 AM

(HOFFMAN ESTATES, IL) - - Hoffman Estates Park District (HE Parks) has again been recognized as an Illinois Distinguished Accredited Agency by the Illinois Association of Park Districts (IAPD) and the Illinois Park and Recreation Association (IPRA). HE Parks was first recognized in 2000. The current certification is valid through 2022. In compliance with the program, HE Parks will be reevaluated in six years to verify that they have continued to demonstrate sound management practices in providing quality park and recreation services to the community.

The two statewide associations administer the Illinois Distinguished Accreditation program with the goal of improving the delivery of park and recreation services to Illinois residents. "Illinois has a reputation for the best park districts, forest preserves, conservation, recreation and special recreation agencies in the nation," said

<http://www.chicagotribune.com/suburbs/schaumburg-hoffman-estates/community/chic-ugc-article-hoffman-estates-park-district-receives-illino-2016-12-01-stor...> 1/3

Peter Murphy, IAPD President and CEO. "The Illinois Distinguished Accreditation program provides an opportunity for these agencies to undergo a voluntary, comprehensive evaluation process to demonstrate that they have met state guidelines to provide exceptional park and recreation services to their community. The end result is to improve the quality of life for Illinois residents."

"This program gives recognition to park and recreation agencies that go above and beyond in dedicating themselves to offering quality programs and services designed to fulfill their community's needs," said Debbie Trueblood, IPRA Executive Director.

A park district or recreation agency interested in applying for Distinguished Accredited Agency recognition undergoes a detailed, lengthy process of application and evaluation. A Joint Distinguished Park and Recreation Accreditation Committee (JDPRAC) comprised of members from IAPD and IPRA coordinates the process. "Agencies submit a self-evaluation and a formal letter requesting admission into the process," said Penny Randel, IAPD Co-Chair of the JDPRAC. "If the committee determines the agency is eligible to continue the process, we send them an evaluation date."

According to Randel, on the day of the evaluation, the agency presents documented information and gives a tour of pertinent facilities and parks for the evaluation team's review.

The team reviews general management procedures, finance and business operations, facilities and parks, personnel, recreation services, legal documentation and other materials including mission statements, goals and safety manuals.

Upon completion of the evaluation, the agency is notified in writing of the official results within ten days. Agencies that have achieved Distinguished Accredited status are recognized with a plaque at the IAPD/IPRA Annual Conference Awards Luncheon in January.

"There are tremendous benefits for an agency that achieves Distinguished Accredited status," said Dan Jones, IPRA Co-Chair of the JDPRAC. "The agency's application and review process is an excellent self-evaluation and agencies that apply realize increased operational efficiency and effectiveness. Communities can have confidence that their park district or recreation agency employs qualified professionals and has met professional standards."

HE Parks began the process for applying for the Illinois Distinguished Accreditation program in January of 2016.

"We are thrilled to have been honored again with Distinguished Agency status," said Executive Director Dean Bostrom. "This, along with our National Gold Medal Award and CAPRA certification, is the greatest recognition."

The National Gold Medal Award, which the park district won in 2009, is for excellence in parks and recreation management awarded by the National Recreation & Parks Association (NRPA); the highest national honor in the public recreation category.

In 2013 HE Parks was accredited by the Commission for Accreditation of Park and Recreation Agencies (CAPRA), also administered by NRPA.

IAPD is a non-profit service, research and education organization that serves park districts, forest preserves, conservation and recreation agencies. The association advances these agencies, their citizen board members and professional staff in their ability to provide outstanding park and recreation opportunities, preserve natural resources and improve the quality of life for all people in Illinois.

IPRA is a not-for-profit organization and public interest group who is an advocate in providing quality park, recreation and conservation education, resources and services to professionals and citizens throughout the state of Illinois.

HE Parks' provides first-class parks, facilities, programs and services for a dynamic community of more than 50,000 in the northwest suburbs of Chicago. HE Parks operates two community centers, twin ice arenas, a premier 18-hole golf course, state-of-the-art fitness center, family aquatic center and more than 70 parks. Facilities include Triphahn Community Center & Ice Arena, Willow Recreation Center, Bridges of Poplar Creek Country Club, Prairie Stone™ Sports & Wellness Center, Seascape Family Aquatic Center and Vogeley Park & Barn.

For more information visit heparks.org or call 847-885-7500.

#

This item was posted by a community contributor. To read more about community contributors, [click here](#).

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This article is related to: [Hoffman Estates](#)

Finance/Administration

- Staff will be meeting with Sikich auditors on January 24, 2017 to begin the review of the 2016 meeting minutes and conduct preliminary 2016 audit field work including interviews with District staff.
- Staff has been working on year-end account verification and preparation for the 2016 audit process.
- The Payment Card Industry Data Security Standard (PCI DSS) is a set of security standards designed to ensure that all companies that accept, process, store or transmit credit card information maintain a secure environment. Staff completed the PCI (Payment Card Industry) self-assessment questionnaire on December 12th and received certification for the next 12 months which includes vulnerability scans conducted monthly.
- The 2016 payroll files were closed in preparation of issuing and distributing W2 forms to staff.
- The 2016 accounts payable files were closed in preparation of issuing and distributing 1099 forms as required.

- The B&A Ordinance and Tax Levy Ordinance were filed with the county as required.
- Filed all required tax and financial information for the Friends of HE Parks.
- Payroll Cycle Processing
 - 12/16/16 \$262,719.99
 - 12/30/16 \$293,643.79

Administrative Registration/EFT Billing

- EFT Billings for:
 - a. TC/WRC/PSSWC Fitness Centers
 - b. ELC (weekly)
 - c. Sponsorship/Marquee Signs
 - d. Dance
 - e. Preschool
 - f. STAR
 - g. Hockey
- Administrative
 - a. Travel soccer fees updated
- Administrative Registration for:
 - a. Financial Assistance
 - b. Foundation Giving Tree

Human Resources

- Processed 15 new part-time hires and 6 new volunteers.
- Completed orientation for 3 new FT hires: GIS/Parks Services Administrator, Parks Groundsman, and Superintendent of Recreation.
- Met with BPC maintenance staff to begin transition process as FT HEPD employees: Golf Course Superintendent, Assistant Golf Course Superintendent, and BPC Equipment Manager.
- Attended webinar for PATH 2016 end of year wrap-up / 2017 PATH updates/changes. 2017 brings a totally revised PATH website that is more interactive and integrated. The PATH website can now be accessed through a phone mobile app and has some integration with personal tracking devices (Fitbit, step trackers, etc.) that PDRMA continues to enhance. Participants can also individually tailor fitness goals and objectives in order to help them improve fitness and earn incentives.

Technology

- Purchased and deployed additional five (5) laptops to preschool.
- TC North side renovation

- a. In the process of planning the placement of network drops to accommodate the various network devices that will be installed after the renovation.
 - b. Working with Gary B. to come up with specs on the network wiring.
 - c. Working on a floor map to identify current network drops and plan to identify where we need new drops.
 - d. Continuing to review the required network wiring and other IT hardware needs for the renovation.
 - e. Pinnacle was chosen to run new network cabling for the North Side renovation.
 - f. In the process of moving all users and equipment from the North side to new locations or into storage in preparation for the start of demolition.
 - g. All users & equipment were moved to their respective locations. Awaiting construction of the new area to work with Pinnacle to run new network cabling.
 - h. Old analog security cameras were disabled and removed from Exacqvision. In the process of planning for new cameras to be installed.
 - i. Planning and Coordinating with Gary B. and Pinnacle regarding the network cabling drops for phones, security cameras, & computer equipment.
- Security Cameras for PSSWC
 - a. Installed and configured two (2) additional cameras, the main entrance and rear fitness area.
 - Security Cameras for Triphahn
 - a. All three (3) security cameras have been installed in the playground, North, & South side hockey locker room hallways.

Advertising and Sponsorships

- Newly acquired sponsors:
 - a. ReMax Home Mortgage
 - 2017 Sponsor
 - b. KIND Bars
 - 2017 Inkind Sponsor
- New Proposals Submitted to:
 - a. Macaroni Grill
 - b. HE Family Dentistry
 - c. Bentleys
 - d. Brookdale Senior Living
 - e. ABC Plumbing
 - f. Pinstripes