



AGENDA
REGULAR BOARD MEETING NO. 1006
TUESDAY, JUNE 28, 2016
7:00 P.M.

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. AWARDS
 - Best of Hoffman – Al and Judy Skwira
5. APPROVAL OF MINUTES
 - A. Annual Board Minutes 5/17/2016
 - B. Special Board Minutes 5/17/2016
 - C. Regular Board Minutes 5/24/2016
6. COMMENTS FROM THE AUDIENCE
7. CONSENT AGENDA
 - A. 2015 CAFR / M16-073
 - B. PSSWC Aquatic Center Tile Flooring / M16-074
 - C. Prevailing Wage Ordinance O16-003 / M16-072
 - D. Surplus Equipment Ordinance O16-004 / M16-076
 - E. A&F Detail Reports
 - Manual checks \$418,281.72
 - Monthly Invoices \$496,627.05
 - F. Financial Statements
 - G. Acceptance of B&G Minutes 5/3/2016
 - H. Acceptance of Rec Minutes 5/10/2016
 - I. Acceptance of A&F Minutes 5/17/2016
8. ADOPTION OF EXECUTIVE DIRECTOR'S REPORT
9. PRESIDENT'S REPORT

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10. OLD BUSINESS
11. NEW BUSINESS
 - Review of Closed Session Minutes Resolution R16-001 / M16-078
12. COMMISSIONER COMMENTS
13. EXECUTIVE SESSION
 - A. Minutes, pursuant to Section 2(c)(21) of the Open Meetings Act
 - 4/26/2016
 - B. Appointment, employment, compensation, discipline, performance or dismissal of an employee, pursuant to Section 2(c)(1) of the Open Meetings Act.
 - C. The purchase or lease/sale of real property for the use of the public body, pursuant to Section 2(C)(5) 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.



The mission of the Hoffman Estates Park District is to offer healthy and enjoyable experiences to our residents and guests by providing first class parks, facilities, programs and services in an environmentally and fiscally responsible manner.

**MINUTES
ANNUAL BOARD MEETING
May 17, 2016**

1. Roll Call:

An annual meeting of the Hoffman Estates Park District Board of Commissioners was held on May 19, 2015 at 7:20 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: None

Also Present: Executive Director Bostrom, Deputy Director/ A&F Director Talsma, Parks Director Giacalone

Audience: Comm Rep Winner, Utas, Mr. K. Evans

2. Pledge of Allegiance:

Everyone present stood for the Pledge of Allegiance.

3. Agenda:

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

4. Comments from the Audience:

None

5. Election of Officers:

A. President:

Commissioner Kinnane made a motion, seconded by Commissioner R. Evans to open nominations for President. The motion carried by voice vote.

Commissioner McGinn made a motion, seconded by Commissioner Kilbridge to nominate Commissioner Bickham for President.

With no other nominees, Commissioner Mohan made a motion, seconded by Commissioner McGinn to close the nomination for President. The motion carried by voice vote.

Motion to elect Commissioner Bickham to Board President carried by voice vote.

B. Vice President:

Commissioner Kinnane made a motion, seconded by Commissioner R. Evans to open nominations for Vice President. The motion carried by voice vote.

Commissioner Kinnane made a motion, seconded by Commissioner Mohan to nominate Commissioner Kilbridge for Vice President.

With no other nominees, Commissioner Kilbridge made a motion, seconded by Commissioner McGinn to close the nomination for President. The motion carried by voice vote.

Motion to elect Commissioner Kilbridge to Board Vice President carried by voice vote.

6. Appointment of Officers:

A. Treasurer:

Commissioner Kinnane made a motion, seconded by Commissioner McGinn to appoint Commissioner Kaplan as Treasurer. The motion carried by voice vote.

B. Assistant Treasurer:

Commissioner Kilbridge made a motion, seconded by Commissioner R. Evans to appoint Deputy Director Talsma as Assistant Treasurer. The motion carried by voice vote.

C. Secretary:

Commissioner Kinnane made a motion, seconded by Commissioner Kaplan to appoint Executive Director Bostrom as Secretary. The motion carried by voice vote.

D. Assistant Secretary:

Commissioner McGinn made a motion, seconded by Commissioner Kinnane to appoint Commissioner R. Evans as Assistant Secretary. The motion carried by voice vote.

7. **Annual Appointments:**

A. Attorney:

Commissioner Mohan made a motion, seconded by Commissioner R. Evans to appoint Ancel, Glink, Diamond, Bush as Attorneys for the park district. The motion carried by voice vote.

B. NWSRA Member District Rep:

Commissioner R. Evans made a motion, seconded by Commissioner Kaplan to appoint Executive Director Bostrom as Member District Rep for NWSRA. The motion carried by voice vote.

8. **Committee Appointments:**

A. A&F:

Commissioner Mohan made a motion, seconded by Commissioner McGinn to appoint Commissioner Kaplan as Chairman of the A&F Committee and Commissioner Kinnane as Vice Chairman. The motion carried by voice vote.

Commissioner McGinn made a motion, seconded by Commissioner Kilbridge to appoint Victor Katis, Steven Winner, Kathy Musial, Hosep Utas and Raj Chhatwani as Comm Reps to the A&F Committee. The motion carried by voice vote.

B. B&G Committee:

Commissioner Mohan made a motion, seconded by Commissioner Kaplan to appoint Commissioner McGinn as Chairman of the B&G Committee and Commissioner Kilbridge as Vice Chairman. The motion carried by voice vote.

Commissioner Kaplan made a motion, seconded by Commissioner R. Evans to appoint Raffi Dekirmenjian, Mark Friedman, Sue Triphahn, Robert Neel and Chad Bettencourt as Comm Reps to the B&G Committee. The motion carried by voice vote.

C. Recreation Committee:

Commissioner Kaplan made a motion, seconded by Commissioner Kilbridge to appoint Commissioner R. Evans as Chairman of the Recreation Committee and Commissioner Kinnane as Vice Chairman. The motion carried by voice vote.

Commissioner Kaplan made a motion, seconded by Commissioner McGinn to appoint Hap Wittkamp, Susan Neel, Linda Dressler, Pearl Henderson and Paul Snyder as Comm Reps to the Recreation Committee. The motion carried by voice vote.

D. Senior Liaison:

Commissioner Kinnane made a motion, seconded by Commissioner Kilbridge to appoint Commissioner R. Evans as the Liaison for the Senior Commission. The motion carried by voice vote.

E. Village Bike Path Committee Liaison:

Commissioner Kaplan made a motion, seconded by Commissioner R. Evans to appoint Mr. Keith Evans as the Liaison for the Village Bike Path Committee. The motion carried by voice vote.

F. Executive Director Review Committee Chairman:

Commissioner Mohan made a motion, seconded by Commissioner Kilbridge to appoint Commissioner Bickham as the Executive Director Review Committee Chairman. The motion carried by voice vote.

9. Commissioner Comments:

Commissioner R. Evans noted that the 9&Stein had gone very well and he was still searching for additional gardeners.

Commissioner Kilbridge said she was looking forward to getting to BPC.

Commissioner Mohan thanked all the Chairmen and Vice Chairmen for their participation in the past year.

Commissioner McGinn congratulated President Bickham on his re-election.

Commissioner Kinnane noted that he and his 2 children were volunteering for the gardening club.

President Bickham congratulated everyone on their appointments and noted that he was looking forward to next year.

10. Adjournment:

Commissioner Mohan made a motion, seconded by Commissioner Kaplan to adjourn the meeting at 7:30 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom
Secretary

Peggy Kusmierski
Recording Secretary



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**MINUTES
SPECIAL BOARD MEETING
May 17, 2016**

1. Roll Call:

A special meeting of the Hoffman Estates Park District Board of Commissioners was held on May 17, 2016 at 7:31 pm at the Triphahn Center in Hoffman Estates, IL.

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

Absent: None

Also Present: Executive Director Bostrom, Deputy Director/A&F Director Talsma, Parks and Risk Director Giacalone

Audience: Comm Rep Winner and Utas, Mr. K. Evans

2. Pledge of Allegiance:

Everyone present stood for the Pledge of Allegiance.

3. Approval of Agenda:

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

4. Comments From the Audience:

None

5. PSSWC Pool Filtration System Replacement/M16-069:

Director Giacalone reviewed the item noting that everything had checked out and they were prepared to move forward and happy to have an additional week.

Executive Director Bostrom noted that the pool was still scheduled to shut down July 5th and staff was glad to have the project approved a week early so that the equipment could be ordered in a timely manner.

Commissioner Mohan made a motion, seconded by Commissioner Kilbridge to award a contract to Schaeffges Brothers of Wheeling in the amount of \$198,990 to install two Regenerative Media Filtration systems at PSSWC.

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

6. Commissioner Comments:

Commissioner Mohan asked staff to make sure that the equipment delivered was equal to that of the bid contracts.

Commissioner R. Evans asked about the warranty and the maintenance on the old equipment and Director Giacalone explained that the warranty was for 1-year and that there had been costs to maintain the old system i.e. replacement of pumps, etc. Executive Director Bostrom noted that the new system would be more energy efficient.

7. Adjournment:

Commissioner Mohan made a motion, seconded by Commissioner Kaplan to adjourn the meeting at 7:40 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom
Secretary

Peg Kusmierski
Recording Secretary



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**MINUTES
BOARD MEETING NO. 1005
May 24, 2016**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Board of Commissioners was held on May 24, 2016 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: Mohan

Also Present: Deputy Director/A&F Director Talsma, Rec/Facilities Director Kies

Audience: See attached list

2. Pledge of Allegiance:

Everyone present stood for the Pledge of Allegiance.

3. Approval of Agenda:

It was noted that the agenda needed to be amended to include item

- 4B. Employee of the 1st Quarter

Commissioner Kinnane made a motion, seconded by Commissioner Kaplan to approve the agenda as amended. The motion carried by voice vote.

4. Awards:

A. Best of Hoffman:

President Bickham awarded Scott Lesht with the BOH for his 8 outstanding years coaching Basketball. It was noted that the time Scott has spent volunteering as a coach is fairly remarkable as Scott has no children in the

program and is coaching purely for the betterment of Hoffman Estates kids and his personal enjoyment.

B. Employee of the 1st Quarter:

President Bickham acknowledged Shippe Ademi for the major impact he has had in tackling the work orders at all of the facilities. His diagnostic and troubleshooting skills have kept the facilities up and running and saved numerous dollars and service calls.

5. **Minutes:**

A. Regular Board meeting April 26, 2016:

Commissioner R. Evans made a motion, seconded by Commissioner Kinnane to approve the minutes of the April 26, 2016 meeting as presented. The motion carried by voice vote.

6. **Comments from the Audience:**

Deputy Director Talsma opened the meeting to the Comments from the Audience and a number of the attendees addressed the board in support for Hockey Coach Mark Brunner.

Ms. Greco of 360 Hawthorn Ln asked the board to reconsider their decision on retaining Mr. Brunner as a coach noting that he was highly regarded in the hockey community by both parents and their children; noting that he had been a major factor in growing the program.

Ms. Riess of 2480 Otter Creek Ln in Elgin distributed a letter to the board stating that the Wolfpack club members fully supported Mr. Brunner and his coaching philosophies and encouraging the district to reconsider his employment with them.

Mr. Holmes of 360 Hawthorn Ln and Ms. Mattes of 1615 Maureen Dr both supported the viewpoint.

Ms. Buchholz of 2132 Kensington Dr in Schaumburg noted that Mr. Brunner went above and beyond in working with the young children; noting that he engages every player.

Mr. Vosborg of 639 Portsmouth in Pingree Grove said his son was a victim of bullying and Mr. Brunner was responsible for turning his son 360 degrees and that Mr. Brunner was the heart of the club.

Ryan, Evan Pish and Aiden (children) spoke for Mr. Brunner saying he was a great coach and their friend.

Ms. Peterson of 597 Groen Ct in Schaumburg addressed the board saying Mr. Brunner was the most phenomenal coach and that the kids strive to be on his team.

Mr. Pish of 411 Wildflower Ln in Streamwood read a letter regarding all the positive experiences with Mr. Brunner and that the kids all wanted to be on his team.

Mr. Tarallo of 841 Dovington Ct said he had been an assistant coach with Mr. Brunner for 3 years and he was fair and honest, knew the game; had integrity. He also noted that he knew hundreds of coaches and Mr. Brunner was the best.

President Bickham thanked everyone for their comments noting that board discussion on decisions of this nature were in Executive Session with the Executive Director.

Mr. Jerome of Jody Lane addressed the board explaining that his children wanted to be in hockey because of Mr. Brunner and that they would follow him to a different rink.

Commissioner Kilbridge thanked everyone for their comments. She also noted that the information would have to be discussed in a scheduled Executive Session / Closed Meeting with the Executive Director and that at this time, the board could only listen to the comments from the audience without commenting back. She assured them that the board was listening and interested.

Deputy Director Talsma asked everyone that had read statements to the board to forward those statements to Executive Director Bostrom for his review. He also thanked everyone for their input and also noted that the board could only discuss this issue at a scheduled Executive Session / Closed Meeting.

7. Consent Agenda:

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

On A Roll Call: Carried 6-0-1

Ayes: 6 R. Evans, Kaplan, Kilbridge, Kinnane, McGinn, Bickham

Nays: 0

Absent: 1 Mohan

- B. PSSWC Pool Ceiling Painting / M16-060
- C. Seascape Fire Suppression System / M16-062
- D. Balanced Scorecard 1Q2016 / M16-059
- E. Billy Casper Contract / M16-065
- F. A&F Detail Reports

- Manual checks \$304,515.77
- Monthly Invoices \$375,367.00
- G. Financial Statements
- H. Acceptance of B&G Minutes 4/5/2016
- I. Acceptance of Rec Minutes 4/12/2016
- J. Acceptance of A&F Minutes 4/19/2016

8. Adoption of Executive Director's Report:

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

9. President's Report:

President Bickham noted that he had been to the garage sale and it went very well, nice crowd and an opportunity to speak with repeat vendors. He also noted that the Bergman Park Playground looked good and that the district did not pay for the equipment but would maintain it.

Commissioner Kinnane asked if the district had any input on the design and Deputy Director Talsma said staff would check. (Director Buczkowski provided the contractor with a design after which they purchased and installed the recommended equipment).

10. Old Business:

None

11. New Business:

None

12. Commissioner Comments:

Commissioner Kilbridge noted that she was also at the garage sale.

Commissioner Evans said he was also and questioned the long grass at Seascape. Staff will check.

Commissioner Kaplan asked how an item such as the Comments from the Audience would be put on the agenda and Deputy Director Talsma noted that any Commissioner or staff could request an item to go to the agenda as well as residents through staff.

Commissioner McGinn noted that he was a charter member in the garden club.

Commissioner Kinnane thanked Commissioner R. Evans for organizing the flower planting; said he had an opportunity to meet Grounds Superintendent Dustin Hugren as well as Shelly and Lindsay from PSSWC. He also said he'd been on the course and it looked great and the restaurant had been full after golf.

13. Adjournment:

Commissioner McGinn made a motion, seconded by Commissioner Kaplan to adjourn the meeting at 8:00 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Assistant Treasurer

Peg Kusmierski
Recording Secretary

**HOFFMAN ESTATES PARK DISTRICT
REGULAR BOARD MEETING NO. 1006**

EXECUTIVE DIRECTOR'S REPORT

June 2016

PARKS DIVISION

1. A very rainy May has caused numerous disruptions in the normal mowing cycle. All high priority sites (athletic fields and facilities) have been completed weekly while other park areas need to dry before they can be mowed effectively. We have tried to adhere to our practice of letting the grass grow higher than normal rather than try to mow and cause severe turf and machine damage.
2. The Thorgard Lightning Prediction System is undergoing a station by station inspection and we are discovering several strobe lights have had to be replaced. All parts of the system are out of warranty and need to be monitored closely for replacement.
3. The area around Sheffield playground has been restored after playground renovation. Grading, seeding and erosion matting tasks were completed.
4. All irrigation systems have been tested and are ready to be used when the weather dictates. Several solenoids were replaced at the Seascape facility and two valves at Cannon Crossing were also replaced.
5. The first round of weed control has been completed with only spot spraying left to go. Clover can be expected to begin to flourish and secondary applications will be necessary.
6. All athletic fields have been fertilized with the normal 18-0-0 50% organic 50% synthetic mixture. Primary facility fertilization is in progress and second round of athletic fields will begin in early June.
7. Ten trees have been planted throughout the district and second round of planting bed weeding and repair is underway.
8. Staff replaced Agility equipment at WRC Dog Park.
9. Staff constructed and installed new logo sign for boardroom at TC.
10. Staff started to construct new playground and park rules signs for the district.

11. Staff replaced bolts on fishing pier and repaired top cap around lake at Fabbrini Park.
12. Staff repaired pathway hole by tennis court and replaced top cap around lake at South Ridge Park.
13. Staff sanded and painted five outdoor tables for sun deck. Staff constructed new shelves for main entrance registers at PSSWC.
14. Staff installed a 10 x 15 concrete pad for Archery Shed Eagle project. Staff installed shelving, replaced ceiling tiles and replaced flooring in concession building at Seascape.
15. Staff ran data line cable at PSSWC for WIFI for the weight room. Installed 4 light ballasts in the men's club locker room.
16. Staff repaired drinking fountain at Freedom Run Dog Park.
17. Staff rewired building outdoor lights at TC.
18. Staff repaired a pond bubbler at Chestnut Park.
19. Staff repaired parking lot and building lights at Seascape.
20. Staff repaired pond water fountain on the third hole at BPC.
21. Staff replaced motor for dehumidification at TC ice rink
22. Truck 511 installed new leak detection pump and purge valve for emissions
23. Truck 505 replaced EGR cooler and intake gaskets
24. Vehicle 506 replaced water pump, spark plug wires, spark plug distributor cap and rotor
25. Vehicle 493 replaced rear brake shoes and brake drums
26. Truck 524 replaced multifunction switch
27. Truck 538 installed tool boxes

28. New truck 548 installed all new accessories on vehicle
29. Truck 520 transmission service
30. Daily maintenance and repair of all mowers

PLANNING & DEVELOPMENT

1. GIS Asset Management System:

GTG (Geographic Technologies Group) completed the data base design on June 4 and began the park inventory on June 6, 2016. The inventory will take approximately 3 weeks to complete and at that time the information will be taken back to GTG's home office to be further formatted so that staff and the public can use the information for both planning purposes and identification of park district features. At this point, the project is on schedule to be completed in the Fall of 2016.

2. Bergman Point Development:

The park site at Bergman Point is now being constructed by the developer's contractor and includes both a playground and shelter that will be completed in mid to late summer. At that time, the park district will take ownership of the park and begin maintaining the property.

3. Parking lot paving and improvements 2016L:

The asphalt patching project at TC and BPC was completed the third week of May with crack filling and seal coating being completed at various locations weather permitting. All the planned projects should be completed by mid-summer at budget levels.

4. Victoria Park Playground:

The poured in place rubber surface was completed on May 27th. Yet to be completed are some final playground items which had to be ordered so as to meet grade differentials required by ADA. At this point, staff is anticipating the entire project to be completed by the first of July and in plenty of time for the playground renaming dedication scheduled for mid-July.

5. 2017 Projects:

Planning staff has begun to prepare preliminary concepts for the 2017 identified capital projects which will be considered later this fall. Surveys are now being conducted for Armstrong, Victoria South and Willow Parks. These surveys will be used to develop playground plans for these 3 projects. In addition to the playgrounds, staff is conducting site inspections of the tennis courts and parking lots to prepare the bid documents for the 2017 parking lot work.

RECREATION & FACILITIES

UPCOMING EVENTS

- June 6 – Summer Camps start
- June 10 – Movie Night at Seascap, "Goonies"
- June 10 – Friday Fun in the Park at Vogelei
- June 11 – Park Cleanup 9-11am at Essex Park
- June 15 – SRT Celebri-Tee Golf Outing
- June 16 – Summer Sounds Concert at the Village Green
- June 16 – Live Music at Bridges
- June 18 – Parents Night Out
- June 18 – All Star Baseball Game with Mayor & Trustees
- June 19 – Father's Day Pool Party at Seascap
- June 23 – Summer Sounds Concert at the Village Green
- June 24 – Friday Fun in the Park at Vogelei
- June 30 – North West Fourth Fest begins
- July 2-4 – Military Appreciation Weekend at Seascap
- July 3 – Bucket Cup Challenge at BPC
- July 4 – Independence Day Parade on Illinois Ave.
- July 7 – Summer Sounds Concert on the Village Green
- July 8 – Friday Fun in the Park at Vogelei
- July 14 – Live Music in the Gazebo at BPC
- July 14 – Summer Sounds Concert on the Village Green
- July 16 – Queen Anne's Lace Pull nature volunteer event
- July 21 – Summer Sounds Concert on the Village Green
- July 20-23 – Fall Guide is Delivered
- July 23 – Peter M Smith Playground Dedication at Victoria Park
- July 22 – Friday Fun in the Park at Vogelei
- July 27 – Fall Registration begins
- July 28 – Summer Sounds Concert on the Village Green
- Aug 6 – Party in the Park – Save the date!

Snapshot Summary/Highlights:

- Staff is working with an outside contractor on the enhancement of the upselling and cross selling of district services. The program is in full swing and will start taking place with the staff during the month of June.
- SFAC season passes are selling well; currently we are 185 more passes sold ahead of last year.
- The dog park memberships have made an outstanding increase from this time last month; currently they are tracking 77 ahead of this time last year.
- You will notice some of the fitness membership numbers are lower; a lot of this can be attributed to the influx of new centers/clubs in the area. Staff has seen this transition before and though it is a minor difference in the numbers from last year. Staff continues to work hard to increase new members and work on retention. Value added services are critical at this point and establishing amenities that separate us from the other centers to create that competitive

advantage. Though the numbers are not that much lower than last year they have seen a dip with the new centers opening in the area.

Volunteers Summary:

- The administrative teams was contacted by 2 high school volunteers looking for opportunities and were forwarded to Skating Manager Dooley to see if she could use them at Skate Rental.
- 4 Volunteers for 50+ for a total of 5 hours.

Dance

- Dance Recital was held on Saturday, May 14 for the Triphahn Center with shows at 10:00, 1:00 and 4:00pm. At the end of each recital the Hoffman Stars Dance Company did a tribute thank you dance to the 4 teachers that are leaving the park district. At the 4:00 show, Company Alumni were invited to the show and up on stage as a final goodbye/thank you. All 3 shows ran very well and many tears were shed for our teachers who are leaving after 13+ years working for the park district.
- Willow’s dance recital was held on Sunday, May 15 at 1:00. This show ran very smoothly and quickly. All recitals were held at Hoffman Estates High School.
- Summer registration is ongoing and classes are due to start the week of June 13th.

Winter/Spring Recital Session	5/2015	5/2016	Var. +/-
Triphahn Center	177	181	+4
Willow	71	70	-1
Dance Company	24	22	-2
Total Dance	272	273	+1

- The Hoffman Stars Dance Company participated in its 4th competition, Rainbow Dance Competition at the Genesse Theatre. The teams did an outstanding job as you can see from the results below (soloists and groups).
 - Soloist – 10-12 age –Novice – Double Platinum – 2nd overall – Invite to All Stars Convention in New York.
 - Soloist – 10-12 age – Intermediate – Platinum
 - Soloist – 10-12 age – Intermediate – Platinum
 - Soloist – 12-14 age – Novice –High Gold– – Invite to All Stars Convention in New York.
 - Duo – 10-12 age – Intermediate – Double Platinum – 1st overall highest score
 - Company 1 jazz – Platinum
 - Company 1 lyrical – Platinum and 4th Place Overall.
 - Company 2 jazz – Platinum
 - Company 2 lyrical – High Gold and The Super Smiles Award.
 - Company 3 jazz – Platinum – 8th place overall highest score 10-12 age.
 - Company 3 lyrical – Platinum and the Best costume Award and the whole team was invited to the All Stars Convention in New York.

This was the last competition for the season for this year's Hoffman Stars Dance Company. Their banquet was held at Bridges on Monday, May 9th. Food, awards, games and special presents for the departing teachers were given. It was a great ending to an amazing year.



Youth Athletics

Youth Baseball/Softball

The season has hit the halfway point. Rain has played a big role in the month of May for our teams. Each team has experienced at least 3 rainouts with some having 7! Picture day was completed on May 14th. Teams will vote for their all-star representatives the week of May 27th. The All-Star game will take place on June 18th. The Mayor of Hoffman Estates will throw out the first pitch; Hoffman Estates high school choir member will sing the national anthem and concession stand will be open. This past month we have been selling Boomers tickets for a game on June 14th to help fundraise money for new catcher's equipment.

Year	Shetland	Pinto	Mustang	Bronco	Pony	Palomino	Total
2015	50	61	30	26	28	0	195
2016	47	57	34	13	34	12	197
							Var.

+/- +2

Travel Baseball

- Travel baseball is over the half way point. Teams will start to gear up for the MSBL tournament. Our 12u team is making a trip to Cooperstown in July for a tournament.

Tournament Team Baseball

- Teams have started to practice once a week at the 10u level.
- The 10u team will compete in its first tournament the weekend of June 4th.

Fall Baseball

- Registration is underway for all 10u/12u and 14u teams

Youth Basketball

- The Hoffman Estates Park District youth basketball program is working with the Windy City Bulls to host a free clinic on July 25th at the Sears Centre from 1pm to 3:30pm. Players will go through 2 hours of fundamental drills coached by the HEHS feeder coaches and varsity basketball players.
- Hoffman Tournament team- one of tournament/all-star teams from the 5/6th grade league this past season has taken their talents to the AAU circuit. They will be competing in a state qualify on June 5th in Romeoville.

Youth Outdoor Soccer Year

Participation	468	472	+4
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- Season began on 4/17.
- Added two teams in the 3rd & 4th Grade Boys and 1st & 2nd Grade Boys.
- A great big thank you to all our volunteer coaches!

Adult Basketball

- The Spring Season is underway. Tuesday night C league has a total of 9 teams. This matches last year's spring total.

Adult Softball

- On June 20th local cable television will record one of adult softball games at 6:30pm at Cannon Crossing. The game will air 6 times during the month of August a Comcast/Xfinity Channel 100. This is a great opportunity to promote our league and other park district programs.

Gymnastics

- The spring session ended the week of 5/23. Total registration ending for the session of classes was 198 students, compared to the same session in 2015 – 196 students. Summer registration is ongoing and will begin the week of June 6th.



Early Childhood

Preschool:

	2 TC	12 TC	+10 TC
Three-school 16-17	7 WRC	4 WRC	-3 WRC
	17 TC	6 TC	-11 TC
2's Playschool 16-17	14 WRC	6 WRC	-8 WRC
	120 TC	113 TC	-7 TC
Preschool 15-16	60 WRC	61 WRC	+1 WRC
Early Learning Center	32	39	+7
EC Enrichment	127	103	-24
Parent Tot	49	50	+1
Preschool Totals	428	394	-34

- Preschool 2015-2016 ended Friday, May 20. No snow days were used. The 4's classes held "end of the year celebrations" (graduations) during their final class day. The 3's classes all held end of the year picnics to celebrate the end of the year.

- ELC had 7 more children in the program in May compared to last year. ELC graduation was held Thursday, May 27th in the gym.
- Summer Camp begins Monday, June 6.
- Preschool registration for 2016-2017 remains open. All a.m. preschool classes are full with waitlists. There are two afternoon - 3 year old preschool and thirty-four afternoons - 4 year old preschool spots remaining.

STAR			
Program	4/2015	4/2016	Var. +/-
TJ:	15	20	+5
Whiteley:	24	27	+3
Armstrong:	42	46	+3
Fairview:	70	78	+8
Lakeview:	42	32	-10
MacArthur:	43	82	+39
Muir:	29	38	+9
Lincoln Prairie:	49	53	+4
Total	314	376	+62

Kinder STAR			
	3/2015	3/2016	Var. +/-
WRC:	10	12	+2

- Staff has finalized summer camp field trips. They're available for the public to view on the summer camp website.
- STAR registration for 2016/2017 school year is open to current STAR participants. Registration will open to the public on Monday, May 2nd.
- Summer Camp registration is currently open and ongoing



Volunteerism

Volunteers – 2 volunteer – 4 hours total
(Member mailings, center decor)

Classes offered in May

Basic Exercise, Chair Fitness, Chair Yoga, Gentle Yoga, Line Dancing, Spanish, Tai Chi, Write It Now!

Athletic opportunities offered in May

Billiards, Pickleball (outdoor & indoor), Ping Pong, Volleyball, Walking

Upcoming trips

Chi Archi Tour (Aqua/Lakeshore East), Homer Glen (Stargazing), Gurnee (The Tempel Lipizzans)

Evening/Special Programs in May

Pub Quiz Night (3rd Thursdays/6:00 pm) – 20 participants - held in 50+ Center

Friday post lunch programs (May)

- 5/6** Lunch & Learn (Topic: Conversations with children/loved ones)
- 5/13** BBLs & Cubs vs Pitts Game

5/20 No BBLS/Program (Mt Rushmore trip/please see testimonials below)

5/27 HEV Police Sgt speaks on "Active Shooter Situation Do's & Don'ts"

Organized Activities

Wii Bowling League formed (played from 10a-11a, Tuesdays), Bingo at Culver's, Pub Quiz (30 participants) at Los Fernandez restaurant, Free Acrylic Painting Class provided by Visiting Angels Elgin

Other

Met with Pat DiMaria and other representatives from AMITA Health regarding programs

Formally introduced/stepped up 50+ social media presence, also NEW! Facebook page

Held Ambassador's meeting (north side renovation and had presentation from 50+ representative on Friends of HE Parks Foundation).

Second Write It Now! Class registrant has been picked up by publisher (wrote children's book)



Ice Operations

I.C.E Academy

- The spring skating lesson program concluded on May 27. 244 skaters took part in the spring program.
- Staff is working on a new fall format for the skating program with regard to ice usage and number of classes being offered at one time.

Wolf Pack

- Wolf Pack Development concluded their program on May 29. 177 players took part in the program.
- Staff is offering an off ice hockey camp (9a -3:30pm) at Willow Recreation Center that will begin on June 13.
- Fall planning for Wolf Pack is underway for lessons as well as the NWHL program.

Ice Rink Information

- TC Ice Arena maintenance project is set to begin June 6. Painting and general maintenance of the ice rink level will begin as well.



Prairie Stone[™] Sports & Wellness Center

May Membership Totals	2015	2016	Var.
+/-	3208	3174	-34

Member Services

- The enrollment promotion for the month of May extended a deeply discounted enrollment fee of just \$1.00 with prorated May dues as advertised via digital media.
- The ongoing Friends in Fitness member referral program continued to be a primary force in generating new memberships; during the month of May there were 13 new members who have enrolled as a result of the club cash referral promotion.
- The PSS&WC enrollment special was also advertised on each of the District's electronic marquis signs throughout the community. The PSS&WC enrollment special was also advertised on the VHE electronic marquis located at the corner of Shoe Factory Road and Beverly on the southwestern edge of Hoffman Estates. The ENROLLMENT FEE banner on the north side exterior remained mounted on the building along with the east side banner, both of which continue to attract many prospective clients. This second banner provides visibility/identity of the building for westbound traffic on Route 72 and compliments the signage panels installed in the spring of 2014. Likewise, 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 with additional incentives promoted on Facebook and the HEPD and PSS&WC websites. The PSS&WC enrollment special was also advertised on each of the District's electronic marquis signs throughout the community.
- The Member Services team initiated a special corporate enrollment discount of \$0 enrollment fee/free May dues for corporate members. Efforts were taken during the month with special promotional flyers and E-blasts to target specific existing corporate accounts such as Leopardo, Sensient, Cabela's, Omron to help inspire additional membership interest and growth. Personal visits by the Member Services team took place throughout the month at select corporations and retail businesses in the surrounding community in an effort to recruit interest as well. Additional activities were hosted during the month to promote corporate interest such as Free Fitness Wednesdays (aka free guest day for those employed at current corporate accounts or any employee within the Prairie Stone business park) and a business card raffle that awarded guest passes and a complimentary month pass to a lucky corporation.

- The number of credit card denials following May billing was slightly lower in comparison to recent months. Efforts that were implemented within the Member Services and Billing offices to continue to contact members proactively to obtain updated information for billing continued aggressively during the month of May. These efforts include phone calls, emails, form letters, and person-to-person contact upon check in at the Service Desk. With such efforts being taken consistently from month to month, the number of 90-day cancellations continues to decline as the team is becoming increasingly successful at connecting with members in the first 30 to 60 days following billing to reconcile account balances. Thanks to the concerted efforts of the Member Services team and the Service Desk team, there were only 10 90-day cancellations during the month of May, which marked nearly a 50% reduction from May 2015 totals.
- The General Manager of Sales & Operations is currently working with the Member Services Supervisor on the PSS&WC website platform conversion from Joomla to WordPress. The conversion also includes replacement of the current Fitness calendar on the right sidebar margin of the site with a scrolling event calendar as well as other minor enhancements to improve site navigation and responsiveness.

Operations and Fitness Departments:

- PSS&WC hosted a variety of athletic rentals within the gymnasium area during the month of May. Pickle ball activities transitioned from indoor play at PSS&WC to outdoor play at Fabbri Park during the month. PSS&WC hosted the large Chicago Classic 2-day youth basketball tournament that welcomed teams and families from across the Midwest. 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 been working with the Superintendent of Business to secure details pertaining to a new and improved check-in/check-out process within the Kids Korner. This new process will result in improved reporting analytics that will compliment other existing processes within the Kids Korner.
- The Operations and Maintenance teams are currently working through a locker audit in both member locker rooms to identify hardware/repair issues and erroneous permanent locker assignments; efforts have been made in April to repair a number of full length lockers to restore them to daily use in the men's club locker room. An audit of locker reporting data was conducted in April by the General Manager of Sales & Operations and the Business Supervisor to ensure that records between front line rental spreadsheet and RecTrac are accurate. New locker mechanisms were purchased to use as replacements for any broken or malfunctioning lockers. An overnight repair audit will be scheduled during the month of June.
- PSS&WC Managers have secured a new vending machine vendor for PSS&WC, TC, and WRC. Absolute Vending will provide a variety of healthy snack options that are appealing to guests/members of each facility. The General Manager of Sales & Operations met with the District's Pepsi representative to discuss the addition of a third vending machine in the café area that would dispense a healthy selection of Pepsi beverages (i.e. Propel, Aquafina Splash, etc.).

Products within the men's and women's member locker rooms were updated during the month of May with these healthy selections.

- The PSS&WC team has been preparing and has completed the informational FAQ sheet and the flyer/poster for the announcement of the PSS&WC aquatic facility closure from July 5- August. All details have been provided for the staff and will be provided for the patrons the week of June 6th. During the closure, several projects will be completed, including the aquatic filter tank and HVAC system replacement, painting of the aquatic ceiling, resurfacing of the pool base, as well as a number of additional projects to enhance the aquatic centers. During the time of closure, PSS&WC adult members are being provided with complimentary access to Seascope and Hoffman Estates High School. Fees apply for children and additional guests and family members.
- The outreach fitness classes provided by the park district for District 211 at the Higgins Educational Outreach Center will be placed on hold over the summer months (given that the facility closes throughout the summer), with classes to resume in the fall. The classes have been very well received and well attended. We look forward to providing the classes in the fall.
- The New Fitness equipment has been incorporated into many members' daily routines! The personal trainers have continued to promote the piece with free small group classes throughout May.
- PSS&WC has an upcoming Nutrition Workshop, *How to Lose 20lbs and Keep It Off taught by Zac Marshall on Sat. June 4 9-10am.*
- The PSS&WC PT department continues to recruit new clients by offering free educational workshops, small group classes, and fitness tests. Promoted through the wellness calendar. Some of the topics from May include, importance of hydration, powering through plateaus, and best ab exercises does and don'ts.
- The PSS&WC PT department has officially hired one new trainer. We are in the interview process with two other potential new trainers.
- One of our female trainers is returning as a Personal Trainer after taking time off to have a baby.
- Within the area of group fitness Class participation has remained steady. Highlighted classes include:
Zumba 40-45 Power Hour 30-35 Forever Fit 35-40
- 2 Group Fitness classes have been highlighted on the wellness calendar in May, Miami Beach Party spin on the patio may 21, 8-10a and Flower Power Piloga May 22, 10-11am. The spin class had 24 participants for the entire 2hours!
- The Fitness Supervisor May fit talk with our members was based on why you have to eat to lose weight.

Seascope, Programs and PSS&WC Swim Lessons

Seascope Pass Sales	<u>2015</u>	<u>2016</u>	<u>Var.</u>
<u>+/-</u>	656	739	+ 83

- The Starguard training for new guards took place on May 15-May 22.

- Lifeguard orientation took place on Wednesday, May 25, 6pm-8pm at the Bridges of Poplar Creek.
- Spring session II for the climbing wall begins Wednesday, May 5. Current enrollment is 8 participants. We are up 6 from last year.
- The 2016 climbing wall inspection is in process was completed for April 14.
- Aquatics managers continue to host monthly in-service lifeguard trainings on Sundays monthly so the aquatics staff can hone and practice their life saving techniques.
- Kid's First Sports Soccer ran with 14 for the April Session and now has 17 scheduled for session II that starts in May. This is the first time that we were able to get the Kid's First Basketball program to run; we have with 11 participants for the younger division and 16 for the older class.
- Special events:
Community Garage Sale: Was on Saturday, May 21, 8am-1:00pm. there was a great turnout for the event from both vendors and participants.



Triphahn Center

Triphahn Center Fitness and Operations:

Membership	5/2015	5/2016	Var. +/-
Fitness	955	935	- 20

General Summary:

- Dance World was held successfully on Saturday May 14th-
- Facility rentals for both church groups continue. Picked up a new Choir group in the Senior Center through 9/2016.
- Both fitness classes have met minimum or greater attendee's.
- Staff has successfully had the portable climbing wall inspected and licensed for the 2016 season. To date there are 6 rentals reserved for the wall.
- Door Counts- Main-175,824 (End of April-254,932)
 North Side- 139,658 (End of April-115,327)



Willow Recreation Center

General Summary:

- Facility Rentals continue to be very busy. Rental revenue generated at Vogelei Barn was \$3,545 compared to \$1,525 in May of 2015.
- Rental revenue generated at WRC in May was \$3,610 compared to \$3,805 in 2015.
- Staff is working with Harper College to assist with providing rental space for their fall of 2016 and possibly the winter of 2017 programs. Harper will be undergoing renovations leaving them in need of space for some of their programs. We are

confident that we will be able to house most, if not all, of their programs between WRC & TC. This would be at a contractual rate of a 70/30 split of all registrations.

- WRC Door Count 354,013 (319,013 end of April)
- Vogelei Door Count 94,152 (89,187 end of April)

Membership Fitness/Racquetball Totals	5/2015	5/2016	Var. +/-
	414	374	-40



Dog Off-Leash Areas

Bo's Run:

- Breakdown for Bo's Run / Combo passes HE 161, Palatine 52, Barrington 21 Schaumburg 49, Arlington Heights / Mt. Prospect 5, Inverness 29. Additional towns are Rolling Meadows, Elk grove, Hanover Park.
- There were 23 guests to Bo's Run in May compared to 6 in May 2015.

Freedom Run:

- Breakdown for Freedom Run/ Combo passes Elgin – 169, HE – 88, Streamwood 83. Schaumburg – 29. Additional towns are Huntley, Hanover Park & S. Barrington, Elk Grove, Palatine, Wheeling & others.

Dog Park Passes	5/2015	5/2016	
Bo's Run	246	Bo's Run 302	
Freedom Run	322	Freedom 322	
Combo	64	Combo 85	
Total:	632	709	Var. + 77



Communications and Marketing

PROGRAM PROMOTIONS

Staff worked with program managers to promote Summer Guide and Summer Camp Registration, STAR registration, Community Garage Sale, ELC Open House, Mother's Day Skate, Parents' Night Out, SRT Celebri-Tee Golf Outing, Burger Bucks, Giving Tree, Mobile App.

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

RE-BRANDING

In April, C&M rolled out a new logo and tagline for the park district. Throughout May, C&M staff changed internal signage, forms and staff badges. With time, staff badges will be replaced. The logo in the Board Room is complete. Next to be completed are logo stickers for large internal signage, plus stickers for District Parks' vehicles including the school buses. Also the banners in the TC lobby staircase will be changed this late summer/early fall.

COMMUNITY EDUCATION

Weed Control tips and Summer Lawn Tips – in cooperation with the Parks Dept, we provided this information for residents as articles and photos on our website and with links to the articles on social media.

VIDEO

This month, we featured the video "Sum Sum Summertime 2016" starting May 24. Previously, we featured a video that focused on Summer Events.

PRESS RELEASES/PUBLIC RELATIONS

Any earned press will be shown as attachments at end of the Board Report. Press releases that were sent this month to the Daily Herald, Chicago Tribune:

- Seascape Opening Day
- Full Day Preschool Open House Scheduled
- Friday Fun in the Park Children's Entertainment Announced
- Zumba at the Higgins Educational Center

TESTIMONIALS

Below are testimonials that we received in the first quarter of 2016.

"Hi Wendy,

I can't believe that last Friday was Emma's last week. And I want to take a moment to say thank you for everything you guys have done. Thank you for helping my daughter to grow and mature emotionally. As a parent, it is always very difficult to leave your child with people that you don't know. However, during these two years, the teachers have provided a welcome and friendly environment for everyone. The field trips are fantastic! I always enjoyed listening to my daughter telling me all the new things that she has discovered.

Thank you for all the learning and discovering that happens in ELC!

From the bottom of my heart THANK YOU!

"Hi Chad,

Thank you for topping off the fitness assessment today. Also, thank you for 5 – 6 years of your tutelage – which had brought me from 194# and a body fat of ~ 25% to 173 # (@today's weigh in) and BFP of ~ 20% (was down to 15% at one time...). I have a marker now that I want to improve upon (or try not to decline from). The health club made it easy for me to at least keep a semblance of fitness. The camaraderie, classes, and facilities were like a three legged stool, from which I was always on a solid foundation. Thanks again Chad as you played an integral role in my fitness and overall well-being for the past 5 – 6 years.

Best regards,

“Good morning Wendy,

I just wanted to take a moment to let you know how happy I am with Miss Jo as the new 2's Playschool teacher. She is very kind and energetic, and is a natural with the kids. I especially appreciate that the program now seems to have more structure and direction. My daughter used to dread these classes, which previously seemed chaotic, but now she talks excitedly about it and enjoys participating in the projects. Thank you very much for making this change and thank you to Miss Jo and Miss Christie for their outstanding work!

“Thank you for everything! My kids and I appreciate having access to such enriching experiences. This is the first community in which I lived that strives for social equity. Our hearts are full.

Regards,

Mt Rushmore 50+ Trip Testimonials

“We are very satisfied about this trip and thank you for the preparation works for the leaders in advance and the arrangements during the trip. we enjoyed the trip very much and saw a lot of new things on this trip too. We would like to make a special thanks to Rica Cuff who made this wonderful journey for us”.

“The trip was great and a real bargain! I would definitely go on another trip with you. Thanks for all you do and did”.

“I brought a friend with and she loved the trip”!

“Rica Cuff is a good leader. I enjoyed traveling under her leadership”.

“This trip EXCEEDED!! The stated objectives”.

“We had a wonderful trip”.

Note: All respondents said they would tell friends about the annual spring trips and would do one again.

MARKETING DASHBOARD



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

The app has been available since April 25, 2014; as May 31, 2016 we have had 1,516 apps downloaded. C&M continues to promote various features of the app to increase usage.



Mobile Access – Source: Google Analytics

More users are accessing heparks.org on mobile devices than on PCs or tablets. Benchmark 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:	Benchmark:	May 1-31, 2015	May 1-31, 2016	Change from last year
Google Analytics	Feb 2013-Feb 2014			
Desktop	63%	50%	48%	-2
Mobile	27%	40%	44%	+4
Tablet	10%	9%	7%	-2

*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/>)

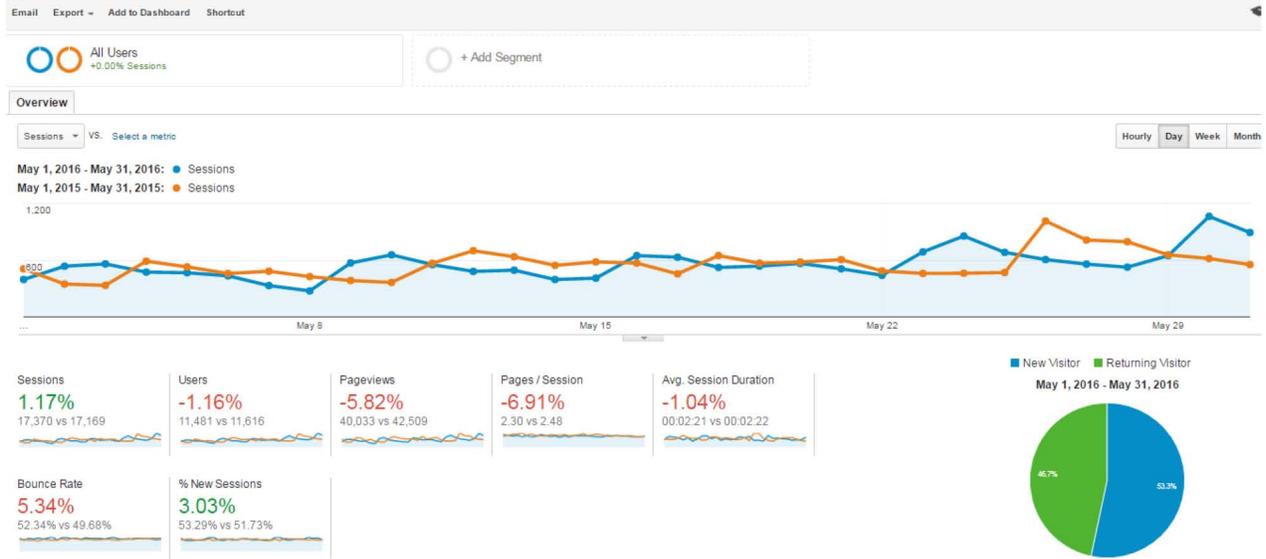


Website HEparks.org – Source: Google Analytics

Hits to the website are still very high, but have leveled off.

Audience Overview

May 1, 2016 - May 31, 2016
Compare to: May 1, 2015 - May 31, 2015

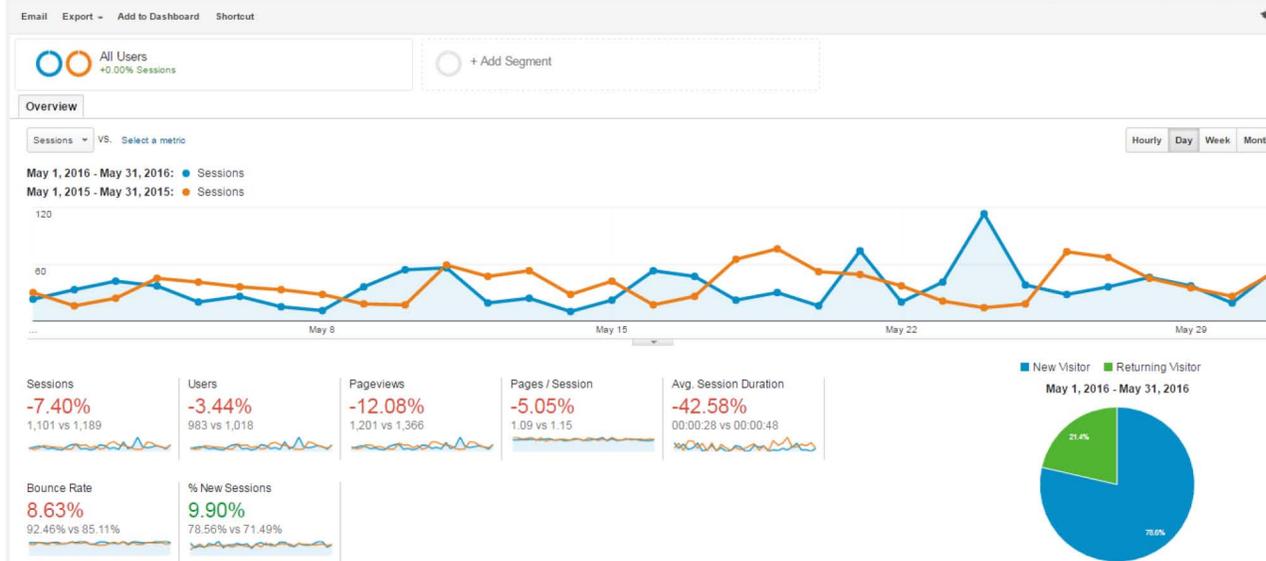


Program Guide Online – Source: Google Analytics

Hits to the online program guide are down.

Audience Overview

May 1, 2016 - May 31, 2016
Compare to: May 1, 2015 - May 31, 2015



WebTrac/Online Registration Page Hits – Source: Google Analytics

Hits to online registration are way up as we drive more users to register online and as we have worked to make online registration easier to use.

Audience Overview

May 1, 2016 - May 31, 2016
Compare to: May 1, 2015 - May 31, 2015

Email Export - Add to Dashboard Shortcut

All Users
+0.00% Sessions

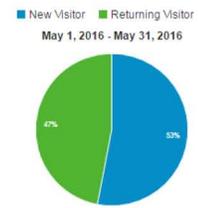
+ Add Segment

Overview

Sessions VS. Select a metric

Hourly Day Week Month

May 1, 2016 - May 31, 2016: Sessions
May 1, 2015 - May 31, 2015: Sessions



Mobile Webtrac – Google Analytics

(Tracking began December 1, 2015.) More people are accessing the site from their mobile devices. The mobile version of our online registration has had increased usage. A strategy we use that is having a great impact is that when we post links on web, email and social media we always links directly to mobile online registration pages.

Audience Overview

May 1, 2016 - May 31, 2016
Compare to: May 1, 2015 - May 31, 2015

Email Export - Add to Dashboard Shortcut

All Users
+100.00% Sessions

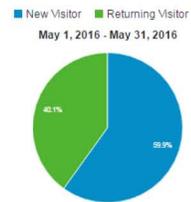
+ Add Segment

Overview

Sessions VS. Select a metric

Hourly Day Week Month

May 1, 2016 - May 31, 2016: Sessions
May 1, 2015 - May 31, 2015: Sessions





Facebook Reach

Total Likes totaled 2,237 this as of 5/31. Our goal is engagement: The more people tag, share and comment on posts the greater the reach. 28 Days Page Engaged Users (Col G): The number of people who engaged with our Page. Engagement includes any click or story created in May = 13,357. See the chart below for a list of our most successful posts this month, which explains the "peaks".

Top 5 Most Successful Posts May 1-31

	Type	Posted	Lifetime: The number of impressions of your Page post. (Total Count)
Post Message Please share....Experienced part-time dance teachers needed! Apply online here: http://ow.ly/aZNy3005xnv Congratulations to all our dancers at the 2016 Dance Recital!	Photo	5/10/16 2:33 PM	2210
Youth baseball 2016	Photo	5/14/16 10:00 AM	2069
NEW! Off-Ice Hockey Summer Camp is now open for registration --> http://ow.ly/a5bk300fMKG	Photo	5/3/16 10:00 AM	1699
It was a beautiful day for a preschool field trip to Alexian Brothers Women and Children's Hospital today!	Shared Video	5/16/16 11:43 AM 5/19/16 12:09 PM	1265 1257

Top 10 Highest Posts Since October 2015

	Type	Posted	Lifetime: The number of impressions of your Page post. (Total Count)
Post Message 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
Dads and their little girls having a night to remember! Moms, don't miss Mother Son Date Night on Feb. 19!	Photo	2/12/16 10:00 AM	4654
Congrats Volunteer of the Year Coach Bill Buesing! And Jan. Best of Hoffman Sylvia Henfling. Thx to all our volunteers! http://ow.ly/XAV4N	Photo	1/27/16 7:42 AM 3/26/16	3921
The Easter Bunny hopped on by this weekend for our Aqua Egg Hunt!	Photo	10:00 AM	3865
#Didyouknow that Pickleball is over 50 years old!? Our very own Rica Cuff is presenting today at the IAPD conference! To find out more about Pickleball click here--> http://ow.ly/3yXN7y	Photo	1/30/16 11:09 AM	3736
Here's a peek inside our Recreation and Facilities Division Team Meeting where we were honing our networking skills today, and having a little fun, too.	Video	1/19/16 2:45 PM	3511
Hoffman Estates Park District is hiring Part Time Workers in all areas: banquet, lifeguards, camps, front desk and even a Part-Time Digital Media Associate -- apply here! http://www.applitrack.com/heparks/onlineapp/default.aspx?all=1	Link	3/2/16 5:51 AM	3146
Girls Night Out Feb 18 - Have fun for a great cause! Tix --> http://ow.ly/XBi4e	Photo	1/30/16 9:45 AM	3042
Moms and their little guys had a blast at Mother Son Date Night. Check out those little ties, suit coats, vests.....so cute!	Photo	2/19/16 6:21 PM	2935



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%
Thru 5/31, 2016:	35%



Email Blast Results, Constant Contact

Out	Sent/Open	Mobile	Bounces	Clicks	Opt-
2016 Fitness, Sports & Rec	---/17.7%	50+%	8.8%	8.8%	0.22%
Hoffman Happenings 5/24	19.3K/18.2%	65.4%	1.4%	13.6%	0.8%
50+ Newsletter May	943/38%	56.9%	1.2%	14%	0.3%

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. The numbers are down because we have been posting videos directly on the website and on Facebook, instead of linking to youtube.



Last month (May 1, 2016 – May 31, 2016)



Top 10 Videos

[Browse all content](#)

Video	↓ Watch time (minutes)	↓ Views
Park Info: Thor Guard	71 18%	72 17%
What is Pickleball?	49 12%	34 7.8%
Wolf Pack Hockey Hosts Krolak Cup	33 8.1%	15 3.5%
Summer Guide 2016	32 8.0%	52 12%
Park Info: Playground Workout, Bench Pushup	27 6.6%	26 6.0%
Hoffman Estates Park District National Gold...	23 5.7%	14 3.2%
Aqua Fit Swim Aerobic Class at Prairie Stone ...	23 5.6%	20 4.6%
Me & HEPD: David and Elizabeth Rossaiky, Ma...	20 4.9%	16 3.7%
Summertime is Here!	16 3.9%	18 4.1%
Park Info: What Is Bioswale?	12 3.0%	6 1.4%

Bridges of Poplar Creek

General Programs

- Golden Bears started off our Jr Program for the season. The class had 22 participants. Each student receives general fundamental instruction on the golf swing as we introduce them to the game. They also receive an iron and putter for participating in the class.
- We have introduced a new Jr program this season with the PGA Jr Golf League. Our roster is set with 12 PGA Junior League Members. Practices and meets will start in June. More to

follow on our 12 team members! Go Bridges! This program will be headed up by our new Assistant Golf Professional Rob Michalak.

- We held our 1st wedge clinic of the season. We had 14 participants take part in a 90 min wedge clinic and fitting. Students learned about the science behind the wedge design along with some friendly tips to improve their short game. This program was in partnership with Titleist and Vokey Golf. Each student received a new SM6 Vokey wedge.

Golf Rounds

ROUND TOTALS			
2013	2014	2015	2016
4,154	4,010	4,034	4,044
YTD ROUND TOTALS			
2013	2014	2015	2016
6,514	6,130	6,991	7,853

Range Information

RANGE BASKET SALES TOTALS			
2013	2014	2015	2016
2,772	2,609	2,558	2,954
YTD RANGE BASKET SALES TOTALS			
2013	2014	2015	2016
4,711	4,138	4,710	5,381

Pass Sales

Preferred TT Pass	104
Non-Res Individual	19
Non-Res Junior	0

Non-Res Senior	56
Total Non - Resident Passes Sold YTD	179

Resident Annual	3
Resident Individual	96
Resident Junior	1
Resident Senior	71
Total Resident Passes Sold YTD	171

Communications & Marketing

Marketing/Advertising

- We did 13 Email Blasts advertising Weddings, Banquets, Season Passes, Golf Instruction, Jr Golf, Monday Madness, Terrific Tuesdays, Wedge Clinics and Golf Specials.
- Bridges staff has posted 5 posts to the BPC Facebook page, between on 5/3/16 and 5/21/16. As of 5/31/16 the page has 671 likes. The page increased its likes by 9 in a month. Out of the 5 posts, we boosted 1 of them. We spent a total of \$13.
- The "boosted" post reached a total of 2,000 thousand people, of which we engaged 1,300 through people clicking on/through the posts (photos or following links) and 27 interacted with us via liking the post, pictures or commenting. Our boosted posts averaged 55 likes on it. Prior to "boosting" posts, a typical post would reach around 200/300 people, have between 10/20 engagement and about 5 people interacting.

Food & Beverage

For the month of May we had a total of 22 events: (31 Events in 2015)

The breakdown is as follows:

9 breakfast meetings servicing 252 people

3 baby/bridal showers servicing 150 people

1 luncheon servicing 50 people

1 dinner servicing 47 people

1 hors d'oeuvres reception servicing 45 people

- 1 continental breakfast servicing 65 people
- 1 1st Communion servicing 62 people
- 1 memorial servicing 60 people
- 1 Baptism servicing 83 people
- 1 Hoffman Dance awards dinner servicing 70 people
- 2 ceremony and reception servicing 285 people

We currently have 31 events booked for June (28 Events in 2015)

- 10 Breakfast meetings servicing 195 people
- 1 memorial servicing 80 people
- 6 baby/bridal showers servicing 280 people
- 4 ceremony and reception servicing 527 people
- 10 Golf outings with lunch or dinner buffets servicing 1060 people

Wedding Count Update:

2017=1 ceremony and reception, 1 ceremony only

2016 = 21ceremony and reception, 4 reception only, 1 ceremony only.

4 weddings cancelled for 2016. August for 200 guests estimated revenue \$19,000 and September for 120 guests estimated revenue \$11,000. June 11th evening wedding cancelled for 200 guests estimated revenue \$15,000 and November 5th for 150 estimated revenue \$16,000. Contracts and deposit payment schedules are currently being evaluated to adjust for future years. This is not a normal pattern as we had only 2 cancelations in the past 3 years.

Offering 15% off those dates and any dates still open and waiving ceremony fee. Deposits were kept of \$2k each.

2015 = 18 ceremony and reception, 5 reception only, 4 ceremony only

2014= 23 ceremony and reception, 6 reception only, 7 ceremony only

Golf Maintenance Summary

This May turned out to be a routine maintenance month. By this I mean that the maintenance department was busy performing regular maintenance task on the golf course. Greens are being mowed daily, fairways, tees and approaches are being mowed every other day and the rough is being cut on a daily basis. These tasks fill up the mornings at the golf course maintenance department quickly. The afternoons in the month of May were spent completing the following task:

- Bank mowing and edging of bunkers
- String trimming entire property
- Seeding all old tree stumps on the course
- Irrigation repairs
- Trimming irrigation heads and yardage plates
- Weeding landscape beds
- Mowing tall fescue areas followed by herbicide applications
- Integrated pest management applications
- Filling divots on tee boxes and select fairways
- Equipment repairs and daily checks

Our annual flowers also arrived this month. With the assistance of the newly formed Bridges Garden Club, the maintenance team was able to plant all 64 flats of annuals in one afternoon. Annual flowers are located around the clubhouse, in the event area and on the course between the fourth and sixth greens. In a Bridges of Poplar Creek team building exercise, all full time staff spent a couple of hours seeding select areas on the golf course with a Midwest Wildflower Mix. Control of unwanted species in our fescue and native areas have been ongoing and will continue all season long.

Finance/Administration

- Sikich, our District's auditors, will present the District's 2015 CAFR (Comprehensive Annual Financial Report) in draft form at the meeting.
- Staff is working with the Friends of HE Parks golf committee in preparation for the annual SRT Golf outing which will be held on June 15th at BPC.
- Staff continues working with BS&A on the implementation project. BS&A project managers will be on-site June 14th & 15th to review set-up structure.
- Staff continues to build the FinTrac scheduling database and work one on one with managers to create their staffs' schedules.
- Payroll Cycle Processing
 - 05/20/16 \$288,268.87
 - 06/03/16 \$289,234.83

Administrative Registration/EFT Billing

- EFT Billings for:
 - a. TC/WRC/PSSWC Fitness Centers
 - b. ELC (weekly)
 - c. Sponsorship/Marquee Signs
- Administrative

- a. Sell PSSWC Kids Korner passes to member's children
- Administrative Registration for:
 - a. Financial Assistance
 - b. Foundation Giving Tree
 - c. Pickleball Clinic
 - d. Travel Baseball
 - e. Palomino League
 - f. SRT Outing
 - g. FT Employee Camp (children)
 - h. Pine Park Hockey In-Line
 - i. District 54 Scholarship Grants

Human Resources

- Processed 23 new part-time hires.
- 1ST Quarter Unemployment bill was \$44,059.00. This is under-budget, and continues a downward trend of 1st Quarter bills for the past 3 three years from \$62,458 (2014), \$50,689 (2015). Continued efforts are being implemented to reduce potential unemployment liability through scheduling changes and availability for work appeals.
- Attended School District 54 Consortium meeting. Invoice of \$1,094.35 represented pro-rata amount for legal fees for PTAB appeals. So far, variance of \$379,686.00 for appeals in 2012 alone.

Technology

- Wireless PTP (Point to Point) BPC Maintenance Bldg.
 - a. The PTP to the BPC Maintenance Building has been completed. Network connectivity is fast and stable.
- A hard wired connection replaced the previous WIFI connection which has made the BPC range servant connection more stable.
- PARKS Maintenance Inspection Laptops/Tablets
 - a. Currently evaluating existing Android tablets that Maintenance is using to perform inspections.
 - b. Looking into alternative solutions such as rugged laptops (i.e. Panasonic Toughbook) or tablets (XPlore Motion F5m)
- Disaster Recovery Plan & Redundancy
 - a. Completed the planning of setting up multiple options in the event of a disaster at Triphahn Center:
 - Setup another NAS (Network Attached Storage) backup device at PSSWC. This will be "cold storage" and a clone of what we have now here at TC. This has a daily backup of each Virtual Server and all data. In the event of a disaster, we would obtain new hardware and restore this data.
 - Setup a server with ample storage at BPC. We would replicate all of our Virtual servers and data daily. In the event

- of a disaster, we would physically bring this server back to TC and activate in order to maintain business continuity.
- In the process of reviewing applications and setting up interviews for the PT IT support position.

Sponsorship

- Newly acquired sponsors:
 - a. Whole Life Chiropractic
 - SRT Hole Sponsor
 - b. Linda Dressler
 - SRT Hole Sponsor
 - c. Burger King
 - Marquee signs
 - d. Windy City Bulls
 - SRT Hole Sponsor- working on Bigger Partnership
 - e. Chiro One
 - Event sponsor
 - f. Shree Jalaram Mandir
 - Marquee signs
 - g. Bath Planet
 - Added Pumpkin Fest as event sponsor
 - h. The Bear Family McDonald's
 - Event Sponsor

- Proposals Submitted to:
 - a. Toasty Cheese - full package with signs and sponsorship
 - Pushed back due to opening new catering business
 - b. Brookdale Senior Living- full signs and sponsorship
 - Kevin was reviewing in meeting this week
 - c. Woodfield Mall - Marquee signs
 - Waiting on media company
 - d. MathWizard – event packages
 - No response
 - e. Sugarjones – event package
 - Working on 12 month proposal
 - f. Pinstripes – marquee and event package
 - Pushed back until Fall
 - g. Pet Food Zoom – Event Package
 - Company will consider in the future
 - h. Adesa – Marquees
 - Opening has been pushed back
 - i. Hoffman Estates Dermatology – Marquee signs
 - Opening has been pushed back

- j. Mantel & Bloom – Marquee Signs
 - Company will consider in the future
- k. BMW Group – Marquees
- l. Mark Drug – 50+ open House

MEMORANDUM NO. M16-078

TO: Board of Commissioners
FROM: Dean R. Bostrom, Executive Director
RE: Review of Closed Session Minutes ~ Resolution R16-001
DATE: June 24, 2016

Background

The park district is required by law to review closed session minutes semi-annually. The last review was conducted in December 2015.

Implications

Resolution R16-001 proposes to release the following portions from Executive Session minutes that pertain to the review of Executive Director goals, land acquisition/lease of property, and discussion of personnel approved in open session. All other Executive Session minutes which have been determined to be confidential shall, if not released by the terms of this Resolution, remain confidential.

<u>Meeting</u>	<u>Date</u>	<u>Entire Minutes or Topic & Item No.</u>
Board Meeting No. 999	11/24/2015	C1 Montessori School
Board Meeting No. 1002	02/23/2016	C1 Montessori fence

Recommendations

It is recommended that Resolution R16-001 “Review of Closed Session Minutes” be approved by the board as presented.

REVIEW OF CLOSED SESSION MINUTES

WHEREAS, an amendment to the Open Meeting Acts requiring a review of the district's minutes of closed sessions became effective June 1, 1989, and

WHEREAS, the Board of Commissioners of the Hoffman Estates Park District has kept Executive Session minutes since January 1, 1982, and

WHEREAS, the Board of Commissioners has reviewed the minutes of Executive Session,

BE IT FURTHER RESOLVED, by the Board of Commissioners of the Hoffman Estates Park District that the following minutes or portions thereof from Executive Session no longer require confidential treatment:

Meeting	Date	Entire Minutes or Topic & Item No.
Board Meeting No. 999	11/24/2015	C1 Montessori School
Board Meeting No. 1002	02/23/2016	C1 Montessori fence

BE IT FURTHER RESOLVED by the Board of Commissioners of the Hoffman Estates Park District that all other Executive Session minutes which have been determined to be confidential shall, if not released by the terms of this Resolution, remain confidential.

Passed and Approved by the Board of Commissioners of the Hoffman Estates Park District, Cook County, Illinois, on the 28th day of June 2016.

AYES:

NAYS:

ABSENT:

President

ATTEST:

Secretary