



AGENDA
REGULAR BOARD MEETING NO. 1005
TUESDAY, MAY 24, 2016
7:00 P.M.

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. AWARDS
 - A. Best of Hoffman – Scott Lesht
 - B. Shippe Ademi – Employee of the 1st Quarter
5. APPROVAL OF MINUTES
 - Regular Board Minutes 4/26/2016
6. COMMENTS FROM THE AUDIENCE
7. CONSENT AGENDA
 - A. PSSWC Pool Surfaces / M16-055
 - 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



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8. ADOPTION OF EXECUTIVE DIRECTOR'S REPORT
9. PRESIDENT'S REPORT
10. OLD BUSINESS
11. NEW BUSINESS
12. COMMISSIONER COMMENTS
13. 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
REGULAR BOARD MEETING NO. 1004
April 26, 2016**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Board of Commissioners was held on April 26 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: Commissioner Kinnane

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

Audience: Mr. K. Evans, The Contreras-Betz Family, Jim and Connie Tykal

2. Pledge of Allegiance:

Everyone present stood for the Pledge of Allegiance.

3. Approval of Agenda:

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

4. Awards & Recognitions:

A. Best of Hoffman:

President Bickham awarded the BOH to Ryan Contreras-Betz calling him a great young man. Ryan heard that Matt Olson, Cougars Hockey Team Captain, suffered a serious injury and to assist the

family's fundraising efforts, Ryan donated his autographed Patrick Kane hockey puck.

B. PT Employee of the Quarter:

Connie Tykal was awarded the PT Employee of the Quarter for her outstanding service at the front desk.

C. FT Employee of the Quarter:

Shippe Ademi will be awarded FT Employee of the Quarter at the May meeting.

5. **Minutes:**

A. March 1, 2016 Special, March 15, 2016 Committee of the Whole, March 15, 2016 Special, March 22, 2016 Regular:

Commissioner McGinn made a motion, seconded by Commissioner Mohan to approve the minutes of the March 1, 2016 Special Board, March 15, 2016 Committee of the Whole, March 15, 2106 Special Board and March 22, 2016 Regular Board meetings as presented. The motion carried by voice vote.

6. **Comments from the Audience:**

Mr. K. Evans congratulated Connie on her award.

7. **Consent Agenda:**

Commissioner Kilbridge 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 Evans, Kaplan, Kilbridge, McGinn, Mohan, Bickham
Nays: 0 None
Absent: 1 Kinnane

- A. Montessori Academy Easement Agreement / M16-046
- B. PSSWC DLA Architects / M16-049
- C. Bid results: Crack-fill & Sealcoat / M16-047
- D. Bid results: Skid loader / M16-048
- E. Jerry's Ice Pro Shop Agreement Renewal / M16-054
- F. A&F Detail Reports
 - o Manual checks \$379,325.00
 - o Monthly Invoices \$553,243.69
- G. Financial Statements
- H. Acceptance of B&G Minutes 3/1/2016

- I. Acceptance of Rec Minutes 3/8/2016
- J. Acceptance of A&F Minutes 3/15/2016

8. Adoption of Executive Director's Report:

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

9. President's Report:

President Bickham noted that the staff had done a terrific job with the egg hunts and the Easter Breakfast. He also noted that the summer guide was well done.

President Bickham referred to the IAPD Newsletter making note of the coming Legislative Park Day and explaining that there were several education opportunities coming in May.

Finally, he noted that he would be continuing his review of the parks until he had been able to visit all.

10. Old Business:

None

11. New Business:

- A. Village Storm Water Management Rep/M16-058:

Executive Director Bostrom reviewed the memo.

Commissioner McGinn made a motion, seconded by Commissioner Kilbridge to approve Gary Buczkowski, Director of Planning and Development, to serve as the park district's representative on the Village Storm Water Commission. The motion carried by voice vote.

12. Commissioner Comments:

Commissioner Kaplan noted that it was good to see everyone.

Commissioner Evans explained that he was trying to start a gardening club to assist with the flowers and weeding at BPC Event Area and asked anyone interested to contact him.

Commissioner Mohan noted that he knew the gentleman that used to run the Hoffman Estates Garden Club out of the Charlemagne Park area and would try contacting him.

Commissioner McGinn said trying to get out to see all the parks was a good idea for him also this year.

13. Executive Session:

Commissioner Mohan made a motion, seconded by Commissioner Kaplan to move to Executive Session at 7:20 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 6-1-0
Ayes: 6 Evans, Kaplan, Kilbridge, McGinn, Mohan,
Bickham
Nays: 0
Absent: 1 Kinnane

Commissioner made a motion, seconded by Commissioner to reconvene to regular session at 8:20 pm. The motion carried by voice vote.

14. Discussion and Vote from Executive Session:

None

15. Adjournment:

Commissioner Mohan made a motion, seconded by Commissioner Kaplan to adjourn the meeting at 8:20 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. 1005**

EXECUTIVE DIRECTOR'S REPORT

May 2016

PARKS DIVISION

1. PSSWC potential whirlpool leak under the pool deck. At the time of the last whirlpool underground leak in December 2015, the underground imaging company identified the leak location and staff made the necessary repairs. Through that process the underground company also detected what he believes is another very minor whirlpool leak. Through a few attempts and even coming in when the facility was closed and quieter he could not definitively pinpoint the leak. With water leaks he typically uses sophisticated listening devices to locate the leak. Staff is concerned that if there is another small leak it will eventually increase; when it does it would require another interruption of service. In an attempt to avoid that, staff is having the underground imaging company come out during the pool's renovation schedule to again attempt to find the leak. We are going to dig up the floor above the main run of whirlpool supply and return lines. We will cut the lines and pressurize them in both directions to identify which line might be leaking, and to narrow down the location of the leak. If the leak is identified we will dig down and repair it. Back-fill the holes, pour the concrete and replace the floor tile. This work is scheduled to start on July 5th with digging the hole and exposing the lines. The underground imaging company is scheduled for July 6th. This work is scheduled one week prior to the renovation work in the aquatic areas. It is important for staff to get in and make the necessary repairs prior to the painting contractor start date (July 12) because large holes in the floor could impact their ability to move their man lifts around as needed.
2. PSSWC Carrier HVAC controls. The software program that controls all of the carrier HVAC units has totally failed and being 16 years old the software is so out dated that it cannot be repaired. As a temporary fix, staff ran individual thermostats to the various rooms controlled by the software. This has kept things running and comfortable but the system is not running to its full potential and efficiencies are suffering. Staff secured a quote from Carrier to upgrade our software. Total price software and cabling is \$65,511.00. If staff runs the cabling the cost comes down to \$27,759.00. Currently everyone in the facility is comfortable and staff is investigating if this is a single source product or if it is available through multiple sources; we will bid out the product as it exceeds \$20,000.
3. Monarch Butterflies: Positive news has come from the Monarch Butterfly Conservation Fund that Monarch numbers are up this year and all signs point toward these numbers

continuing to grow. Credit is being given toward the concerted effort by groups to create Monarch habitat and other green space to assist their growth. The Hoffman Estates Park District has been deeply involved in creating natural areas and specifically planting plants that promote the Monarch's comeback. The District has created 346.96 acres of natural area, and in these areas has planted over 100 lbs. of milkweed seeds totaling over several thousand plants. Milkweed is the plant the Monarch caterpillars eat as they grow to be butterflies. Once they mature, the butterflies like all types of flowers for the nectar and pollen they create, such as Bee Bomb, Cone Flower, and Black-Eyed Susans, etc. Two of our parks, Vogelei and Charlemagne, have been designated as Monarch Sanctuaries and more parks are on the list to be designated as such.

4. Truck 508 installed back up camera
5. Truck 917 installed new ignition switch
6. Truck 509 replaced oil pressure sensor and transmission output shaft seal
7. Truck 527 installed new fuel transfer tank
8. Trailer 402 installed new tires
9. Changed transmission fluid on trucks 513 and 538
10. Vehicle 500 replaced harmonic balancer intake manifold gaskets water pump housing and belt
11. Daily maintenance and repair of mowers
12. The first round of bed-edging and repair is currently underway, weather permitting.
13. All natural areas not on a burn schedule have been mowed and trimmed.
14. Work continues at Essex Park, invasive tree removal and mulching activities in progress.
15. The Thorgard Lightning Prediction System has been activated. Several components have been replaced
16. Mowing and weed control continues, weather permitting. Temperatures close to freezing on a nightly basis have slowed dandelion curling somewhat.
17. Volunteer park clean-up of Poplar Park was carried out Friday afternoon, April 22nd.
18. PDRMA presented a one half day hands-on back safety class on Wednesday April 20 that was attended by all full and part-time parks employees. A follow up observation will be scheduled in June
19. Staff laid out and striped all soccer and ballfields for the season.
20. Staff relocated Soccer goals from Cannon west field to Fabbrini Park soccer field.
21. Staff installed all canopies at playgrounds and Dog Park for the summer season.
22. Staff repaired fence from a windstorm at TC.
23. Staff installed lake fountains at South Ridge, Vogelei and TC.
24. Seascape staff installed windscreen, fun umbrellas, tent, and deck chairs, and scraped and prepared pool bottom and walls for spot painting. Staff cleaned and groomed the play sand area and volleyball pit. Staff repaired and painted water play panels and painted railing purple and orange.

25. Staff installed heat exchanger RTU 13. ADA front door replaced gearbox. Staff installed new blowers for Spa at PSSWC.
26. Staff installed 2-inch valve that cracked over winter in seascape bathhouse.
27. Staff installed RPZ valves and water meters for the season.
28. Staff turned on and checked all the water at the restrooms in the parks.
29. Staff ran data wire at TC. Staff replaced sauna controller and cover at TC.
30. Baseball backstop repair at Canterbury Park is complete.

PLANNING & DEVELOPMENT

1. Playgrounds:

Now that the weather has turned better, contractors have begun work on the playgrounds at Sheffield and Victoria Parks. Sheffield's mulch has been removed and has been distributed for public use on a first come, first serve basis. The new playground equipment was installed the week of April 25th. Weather permitting, the mulch surface will follow and the playground is expected to be completed by the middle of May; 2 weeks ahead of schedule.

The existing Victoria Playground equipment was removed and the posts that are scheduled to remain were repaired in preparation for the painter who is scheduled to begin work the first week of May. Once the painting is complete, the posts will be allowed to cure for 3-4 days followed by the installation of the new playground decks and features. The new fall surface is scheduled to be installed the third week of May and should be completed within 2-3 weeks, weather permitting.

Canterbury Park Place Playground equipment is being stored in the maintenance yard. That project will begin as soon as school lets out for the summer assuming that the contractor is available to begin this project at that time. Given the amount of work on the books, the contractor was unable to commit to a date, but understands that the project will be completed by the middle of August and prior to the return of students for fall classes.

2. Concrete Walks:

Concrete work has been completed at BPC, PSSWC and TC. This work was done to correct surface failure and to meet ADA minimum requirements.

3. GIS:

Staff has completed the data base elements and returned those items to the consultant for their review and insertion into the inventory software. Once the software has been completed, staff will have one last review prior to the scheduled field inventory of assets. At this time, staff is confident that the parks portion will be completed by the original scheduled completion date of October 2016. The facilities portion will be inventoried simultaneously by staff with the detailed asset information to follow in late summer or fall 2016.



UPCOMING EVENTS

- May 7 – ELC Open House at Triphahn Center
- May 5 – Cinco De Mayo lunch at the Tap Inn at BPC
- May 14 – Parents Night Out at PSSWC and TC Dance Recital
- May 15 – 9 & Stein Golf Outing at BPC and WRC Dance Recital
- May 21 – Community Garage Sale at Seascaple parking lot
- May 28 – Seascaple Opening Day
- June 4 – HE Chamber of Commerce & Industry Fishing Derby at South Ridge Lake, 9am – 1pm.
- June 6 – Summer Camps start
- June 10 – Movie Night at Seascaple
- June 10 – Friday Fun in the Park at Voagelei
- 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 18 – Parents Night Out
- June 19 – Father's Day Pool Party at Seascaple
- June 23 – Summer Sounds Concert at the Village Green
- June 24 – Friday Fun in the Park at Voagelei
- June 30 – North West Fourth Fest begins

Snapshot Summary/Highlights:

- Illinois Action for Children awarded the Preschool Department \$620.00 for the annual NAEYC reaccreditation fee for TCIA preschool program.
- Director of Recreation & Facilities Kies was invited along with 30 other professionals from around the nation to the Agents of Change Symposium in Austin Texas. This event took place March 31 & April 1. The objective was to look at adaptive leadership styles, strategic thinking and effective advocacy while using the City of Austin, TX as a case study. The results from the feedback in the discussions regarding the case study will be used as an enhancement to the Austin Park & Recreation's 2012 Comprehensive Plan. The final wrap up session was how you can carry these action items back to your agencies and networks.
- Please notice the highlighted attachments from the Hoffman Estates Chamber of Commerce and Industry Community guide, the park district was well publicized in this brochure.
- In April, C&M rolled out a new logo and tagline for the park district. On April 15, the logo was officially introduced on all electronic media (web, Eblast, mobile app, digital TV signs), and 400 t-shirts were distributed to fitness members at PSSWC, TC and WRC. The staff wore shirts that day as well, and posters were displayed in the 3 locations to explain the new branding concepts. On April 20, C&M presented a Hoffman U session on Branding and were given a Branding Guidelines document (see attached).

- A Medic AED/CPR class was offered on April 30th to all HEPD staff, with emphasis upon enrolling the Bridges of Poplar Creek team members, given the upcoming peak season. Two of the HEPD new instructor, Christine Tusa and Gary Fong, taught the class with the senior instructors, Debbie Albig and Katie Basile, facilitating the class. The class went very well, certifying 18 team members.
- Staff is working with an outside contractor on the enhancement of the upselling and cross selling of district services. 3 meetings took place in April, as this initiative moves forward more information will become available and communicated to the committee/board.
- The dance company had a very successful April please review the narrative in the dance report for more information, but great job!
- Youth baseball participation is up from this time last year; outstanding considering the currently national trend is down 14.4%. Youth soccer is also up from this time last year whereas the national trend has soccer participation down by 10.7%. (Reference - Aspen Institute, which is an educational and policy studies organization based in Washington DC, which provides nonpartisan opportunities for dealing with critical issues).
- The Early Learning Program is up 8 participants from this time last year and all morning preschool classes are full now along with the Early Learning Program. Staff continues to look at ways to reduce the waitlists and is working hard to address this exciting issue.
- SFAC season passes are selling well; currently we are 83 more passes sold ahead of last year.
- The dog park memberships have made an outstanding increase from this time last month; currently they are only tracking 45 behind 2015 at 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.
- STAR continues to produce good participation numbers with over 64 more participants from this time last year.
- Ice operations is also showing good growth, please refer below.

Volunteers Summary:

- Admin staff 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.
- 1 Volunteer for the Doggie Egg Hunt for 3 hours
- 6 Volunteers for the Easter Egg Hunts for 19 ½ hours

Dance

- Dance pictures for Willow will take place on Monday, May 2nd and for TC on Wednesday, May 11th. Tickets are on sale at the front desks for the recitals. Recital will take place the weekend of May 13-15 at the Hoffman Estates High School.

Winter/Spring Recital Session

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 3rd competition, Hall of Fame Dance Challenge was held on April 15-17th in Schaumburg. This was the first year participating in this competition and the teams did an outstanding job as you can see from the results below (soloists and groups).
 - Soloist – 13-15 age –Intermediate– High Gold - showmanship award
 - Soloist – 10-12 age – Intermediate – High Gold
 - Soloist – 10-12 age – Intermediate – High Gold
 - Soloist – 10-12 age – Intermediate – Platinum – Showmanship award
 - Duo – 10-12 age – Intermediate–High Gold
 - Duo – 10-12 age – Intermediate – 1st place Platinum – 3rd overall highest score – Sassy award
 - Company 1 jazz – High Gold – Showmanship Award
 - Company 1 lyrical – High Gold – 8th place overall highest score – 8-9 age.
 - Company 2 jazz – Platinum – 6th Place overall – Showmanship award - 10-12 age.
 - Company 2 lyrical – Platinum – 9th place overall highest score 10-12 age.
 - Company 3 jazz – Platinum – 5th place overall highest score 10-12 age.
 - Company 3 lyrical – High Gold – 10-12 age

The last competition will be Rainbow National Dance Competition at the Genesee Theatre in Waukegan the weekend of May 6-7.



Youth Athletics

Youth Baseball/Softball

- The season is underway! Opening day for Bronco and Pony level teams was April 23rd and for Shetland, Pinto and Mustang level teams it was April 30th. Picture day has been set for May 21st. Tournament team tryouts will be held on Sunday May 1st. All-star game has been set for June 18th under the lights at Cannon and prep for our fall baseball leagues has already begun. Below are our numbers from this current season compared to last year's numbers. Numbers are based on rosters as of April 28th.

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 teams had open day on April 9th. Our 12u and 14u teams are competing in the MSBL this season. Both teams are off to a great start at 3-0 each! They will be competing in tournament the weekend of May 7th/8th.

Tournament Team Baseball

- Teams will host tryouts on Sunday May 1st.
- Teams will par take in tournaments on June 4/5th and on July 16/17th.

Youth Basketball

- This summer! Hoffman Estates Park District will organize a youth summer basketball league! Teams will participate in a 6 game season. Each team will practice for 1 hour during the week and play one game on the weekend. This will help players work on their skills during the summer and help boost our basketball program numbers.

Youth Outdoor Soccer

Year	4/2015	4/2016	Var. +/-
Participation	468	472	+4

- Season began on 4/17.
- Added two teams in the $\frac{3}{4}$ Grade Boys and $\frac{1}{2}$ Grade Boys.
- A great big thank you to all our volunteer coaches!

Adult Basketball

- The 2016 winter leagues are coming to a close. The regular season will ended March 28th and 29th while the post season tournament took place on April 11th and 12th. Registration for our summer league has begun. Summer session starts on May 23rd.

Adult Softball

- Softball is set to start on May 2nd. 12 teams will compete on Monday night at cannon crossing. This is the same number of teams as last spring.

Gymnastics

- The spring session started the week of 4/11. Total registration for the session of classes was 204 students, compared to the same session in 2015 – 196 students. The spring session of gymnastics ends the week of May 23rd.



Early Childhood

Preschool:

	15 TC	13 TC	-2 TC
Three-school 15-16	10 WRC	13 WRC	+3 WRC
	27 TC	30 TC	+3 TC
2's Playschool 15-16	24 WRC	24 WRC	0 WRC
	115 TC	125 TC	+10 TC
Preschool 15-16	64 WRC	68 WRC	+4 WRC
Early Learning Center	31	39	+8
EC Enrichment	127	103	-24
Parent Tot	49	50	+1
Preschool Totals	462	465	+3

- Summer Camp registration is currently open.
- Preschool registration for 2016-2017 remains open. All a.m. preschool classes are full with waitlists. There are 10 afternoon - 3 year old preschool and 36 afternoon - 4 year old preschool spots remaining.
- Illinois Action for Children awarded the Preschool Department \$620.00 of the \$775.00 annual NAEYC reaccreditation fee for TC preschool program.

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.



50+ Club

Volunteerism

Volunteers – 1 volunteer – 2 hours total
(Member mailings)

Classes offered in April

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

Athletic opportunities offered in April

Billiards, Pickle ball, Ping Pong, Volleyball, Walking, Balloon Volleyball

Upcoming trips

Driehaus Mus (Chi), Cubs vs Pirates (Wrigley), 7-day trip to Mt Rushmore (SD)

Evening/Special Programs in April

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

Friday post lunch programs (April)

4/1 ComED on New Smart Meters

4/8 Membership meeting

4/15 Free Lunch & Learn (Comfort Keepers, Brookdale Retirement, Journey Care, Elder Law, NShore)

Organized Activities

Book Club, courtesy of STDL (18 participants), Korean Center for Seniors came to 50+ to learn/play Wii Bowling, 50+ went to Korean Center for Seniors (Schaumburg) to learn/play Balloon Volleyball

Took 50+ members to Eastgate Manor (Algonquin) for Free lunch/Chair Tai Chi demonstration/Tour, Birthday Club met at Culver's (Schaumburg)

Other

Met with Monica Saavedra, new HEV HHS director re: program partnerships

Prep work, including meeting with trip participants, for Mt Rushmore trip in May

Met with Comfort Keepers, Carina Massini regarding August 2016 Open House

Attended Networking Breakfast Club Group involving area senior communities

Toured Belmont Village Retirement facility (Buffalo Grove), planning site visit with 50+ and Free lunch

Toured Autumn Leaves Memory Care facility (So Barrington), planned events.



Ice Operations

I.C.E Academy

- The spring skating lesson program started on April 4. 244 skaters are enrolled for the spring session. In 2015 there were 236 skaters.
- United States Figure Skating has set new program parameters for facilitating their program in ice rinks that go into effect in June. Staff is working to change program guidelines for the fall to meet these new requirements and maintain status as a USFS program.

Wolf Pack

- Wolf Pack Development started in April 4. Below are the participation numbers
 - Jr. Wolf Pack – 70
 - 2 day – 83
 - 3 x 3 – 24

Total of 177 skaters are enrolled for the spring. In 2015 there were 161 participants.

- Spring Wolf Pack enrollments for each division.
 - 37 Mites
 - 37 Squirts
 - 44 Pee Wee
 - 33 Bantam
 - 13 Midgets

This is the first season where the park district is not overseeing the travel tournament teams. They are being handled by the Wolf Pack, NFP. Participation numbers are no longer comparable to the past.

Ice Rink Information

- Due to an ice maintenance project at Rolling Meadows Park District. The TC Ice Arena for the months of Mar – May has booked 174 men’s league games.
- The TC Ice Arena secured some late notice spring hockey tournament games on April 22-24. Staff reworked a number of things to secure this rental in hopes of possibly securing an entire tournament next spring season.
- TC Ice Arena maintenance project is set to begin June 5. Notices and information has been going out to skating and hockey members and general info is being supplied to the general public.



Prairie Stone_™ Sports & Wellness Center

April Membership Totals	2015	2016	Var.+/-
	3,245	3,206	- 39

Member Services

- The enrollment promotion for the month of April extended a discounted enrollment fee of \$30.00 with free April dues 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 April there were 12 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 number of credit card denials following April 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 April. 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.
- The Member Services team attended a corporate health and wellness fair at Omron Management Center of America in the Prairie Stone business park in April. A member of the Personal Training team also accompanied the Member Services team on this visit to help promote membership opportunities as well as to conduct mini fitness demos.
- The Member Services team is currently working with the IDOT office in Schaumburg on a potential 'lunch and learn' opportunity that would include a visit to the location by the Member Services team and a Fitness team member for educational and promotional purposes.
- The General Manager of Sales & Operations is currently working with the Member Services team on a transition strategy for employees of Wells Fargo who were currently included in the fully subsidized GECC corporate membership agreement. The current agreement expires June 30th, so efforts are being taken to facilitate a seamless transfer for those employees who intend to continue with monthly membership at PSS&WC. Two onsite visits by the Member Services team at Wells Fargo have been secured in May and June preceding the expiration of the current agreement. Likewise, efforts will be taken in May to contact employees via email and in person to provide information about the special discounted corporate rate for Wells Fargo employees.
- 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 April. Pickleball activities are in full swing during the indoor season, which spans through April and the first part of May. 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.
- 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.

- PSS&WC Managers are currently working with WRC and TC to secure a new vending machine vendor for all 3 facilities. This vendor 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.).
- The Superintendent of Facilities facilitated the bid packet for the PSS&WC lap and activity pool ceiling painting. The lowest bidder was selected and qualified. The 3 references called were favorable and a memorandum is being presented to the B & G committee Meeting in May, to be approved by the full board at the end of May. This project will be coordinated with all scheduled projects for the aquatic center, planned within mid-July, 2016.
- The Superintendent of Facilities is providing support to facilitate partnership opportunities by organizing fitness classes with District 211 at the Higgins Educational Outreach Center. Zumba/dance fusion classes continued to be offered through April on week Thursday nights. 15 participants consistently attend and enjoy the weekly class. Classes will potentially be placed on hold over the summer months (given that the facility closes throughout the summer), with classes to resume in the fall.
- The New Fitness equipment is OPEN FOR USE! The Personal training team performed demos and free small group classes for over 100 members throughout April.
- PSSWC has an upcoming Nutrition Workshop, Spring Cleaning, taught by Kathy Brown, RD on May 12th.
- The PSS&WC PT department continues to promote new clients by offering free educational workshops, small group classes, and fitness tests. Promoted thru wellness calendar. Some of the topic for may include, importance of hydration, powering through plateaus, and best ab exercises "do's" and "do not's"
- A Personal Training team education meeting was held on April 28. One of our trainers, Ross Middlekauff, presented on a weight loss program called "Results Fitness". We had six trainers attend the meeting.
- Within the area of group fitness Class participation has remained steady. Highlighted classes include:
Raise the Barre 20-25 Power Hour 30-35 Pump and Abs 35-40
- Two 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 Group Fitness Coordinator April's fit talk with our members was based on fat burning myths and discovering your workout target zones.

Seascope, Programs and PSS&WC Swim Lessons

Seascope Pass Sales	<u>2015</u>	<u>2016</u>	<u>Var. +/-</u>
Sold as of 04/04/16	656	739	+ 83

- The Starguard training for new guards is scheduled for May 15-May 22.

- Lifeguard orientation is scheduled for Wednesday, May 25, 6pm-8pm at 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: Saturday, May 21, 8am-1:00pm.



Triphahn Center

Triphahn Center Fitness and Operations:

Membership	4/2015	4/2016	Var. +/-
Fitness	955	950	- 5

General Summary:

- Dance World was held successfully on Saturday 9th-This was the largest attendance they have had in over 6 months.
- Facility rentals continue to do well attracting a variety of different groups including church and various athletic groups. We have secured a new dance group rental that could be a nice new revenue opportunity consistently through each month.
- Woman of Steel and Fitness Bootcamp classes have both began and for the first time, Fitness Boot camp has a waiting list, staff is working to reduce this list.



Willow Recreation Center

Membership Fitness/Racquetball Totals	4/2015	4/2016	Var. +/-
	344	317	- 27



Dog Off-Leash Areas

Dog Obedience Classes

Staff has contracted out an agreement with 7 PAWS A WEEK to offer dog obedience classes. They are located on Glen Lake Rd. where the classes will be held.

Bo's Run:

- Breakdown for Bo's Run / Combo passes HE 161, Palatine 48, Barrington 21 Schaumburg 52, Arlington Heights / Mt. Prospect 4, Inverness 31. Additional towns are Rolling Meadows, Elk grove, Hanover Park.
- There were 23 guests to Bo's Run in April compared to 7 in April 2015.

Freedom Run:

- Breakdown for Freedom Run/ Combo passes Elgin – 156, HE – 91, Streamwood 80. Schaumburg – 27. Additional towns are Huntley, Hanover Park & S. Barrington, Elk Grove, Palatine, Wheeling & others.

Dog Park Passes

	4/2015	4/2016
Bo's Run	308	Bo's Run 294
Freedom Run	351	Freedom 310
Combo	73	Combo 83
Total:	732	687
		(651 at end of March 2016)



Communications and Marketing

PROGRAM PROMOTIONS

Staff worked with program managers to promote Summer Guide and Summer Camp Registration, STAR registration, Cinco De Mayo, Mother's Day Skate, 9 & Stein, 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. On April 15, the logo was officially introduced on all electronic media (web, Eblast, mobile app, digital TV signs), and 400 t-shirts were distributed to fitness members at PSSWC, TC and WRC. The staff wore shirts that day as well, and posters were displayed in the 3 locations to explain the new branding

concepts. On April 20, C&M presented a Hoffman U session on Branding and were given a Branding Guidelines document (see attached).

Internal signage that staff could print and change is 99% complete. Some signage requires to be created by a sign company. Quotes are being obtained for the remainder of the internal signage, to determine what items can be changed in 2016, and what will need to be budgeted for 2017.

Forms are in the process of being changed; any printed forms with the old logo will be replaced at the time that we reprint.

Logo replacement in internal software (RecTrac and WebTrac) is complete.

TC Board room logo is in progress by Parks.

COMMUNITY EDUCATION

2015 Annual Report – Published in the Summer Guide. Retractable banner displays statistics at Triphahn Center, will be rotated to other facilities throughout 2016.

VIDEO

This month, we featured the video “Spring Registration Now Open” through April 20.

PRESS RELEASES/PUBLIC RELATIONS

Sent to Daily Herald, Chicago Tribune:

Community Garage Sale Planned for Hoffman Estates

Full Day Preschool Open House Scheduled

Park District Rolls Out new Tagline and Logo

50+ Club Plans Play Dates with Schaumburg Korean Seniors

Summer Program Registration Begins April 27

MARKETING DASHBOARD



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

The app has been available since April 25, 2014; as of April 30, 2016 we have had 1429 apps downloaded.



Mobile Access – Source: Google Analytics

Mobile Access continues to increase. More users are accessing heparks.org on mobile devices than on PCs. 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.)

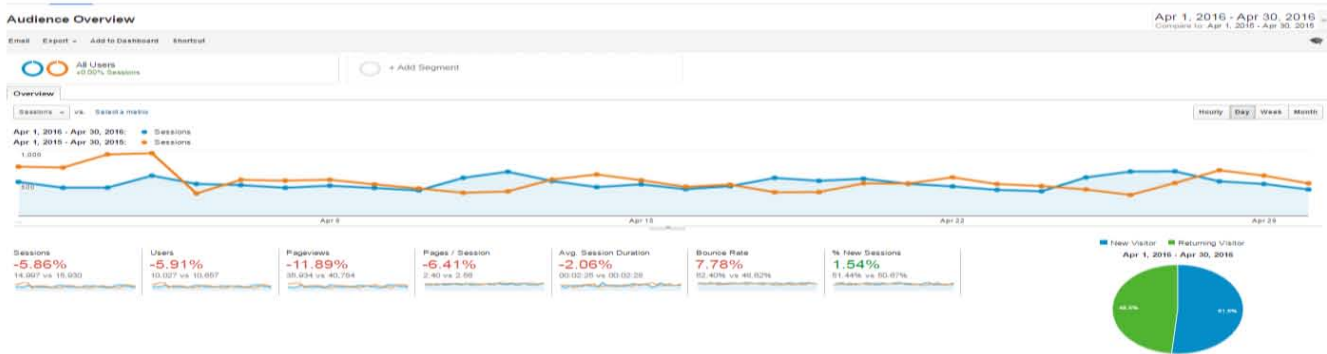
Source:	Benchmark:	April 1-30, 2015	April 1-30, 2016	Change from last year
Google Analytics	Feb 2013-Feb 2014			
Desktop	63%	52%	52%	0
Mobile	27%	38%	40%	+2
Tablet	10%	9%	7%	-2

*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/>)

We are seeing greater numbers of people reading our weekly email on their mobile phones. See additional reporting below in Email.

Website HEParks.org – Source: Google Analytics

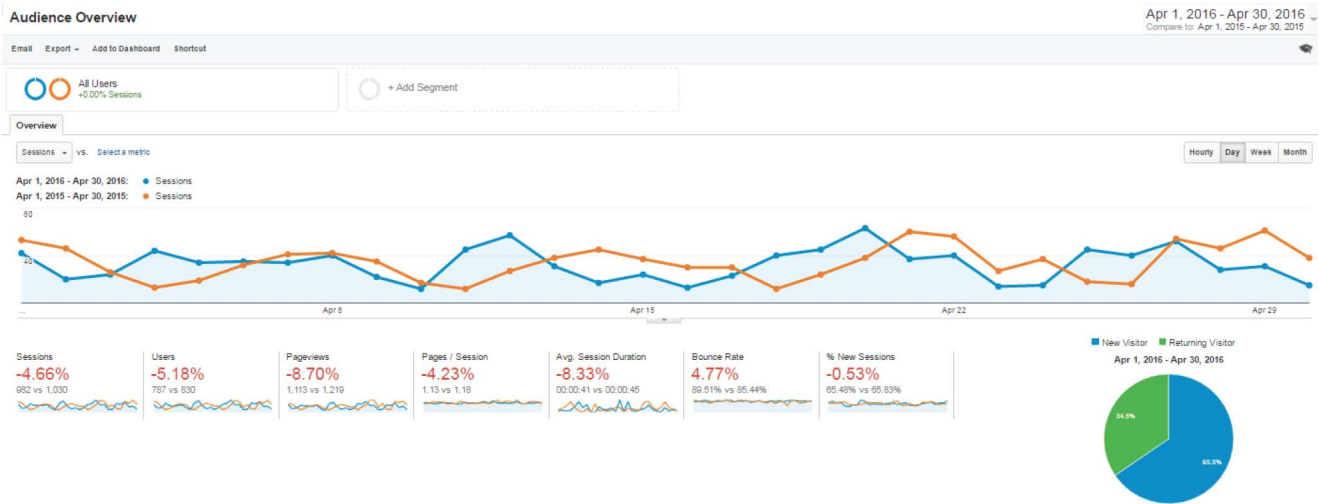
This month hits to the (full site) home page are down slightly from last year.





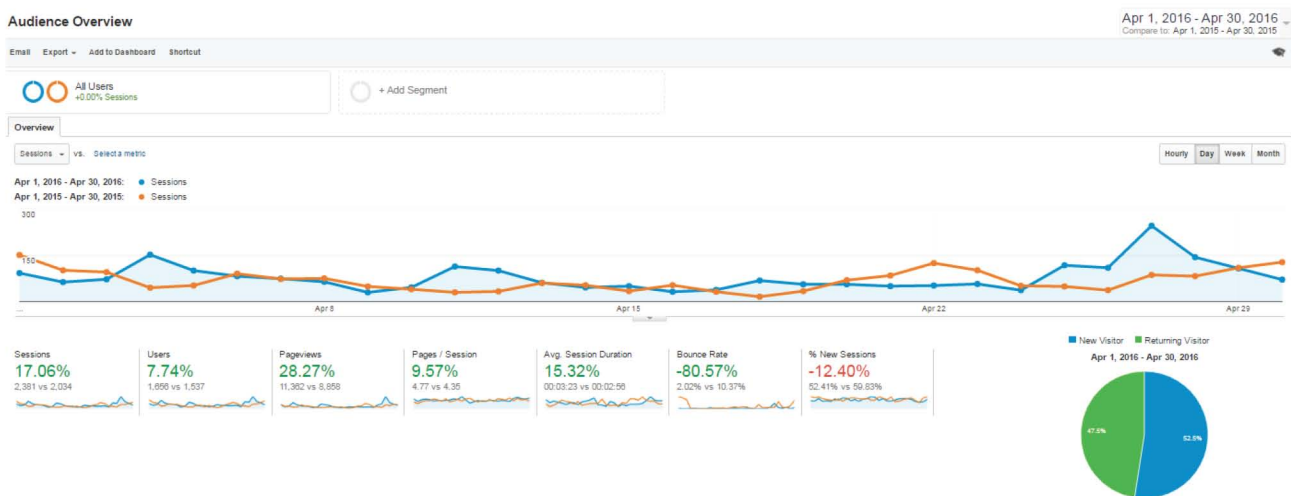
Program Guide Online – Source: Google Analytics

Hits are down from last year, likely due to more people using mobile WebTrac, when using a mobile device, it's easier to browse on the mobile WebTrac site than the Program Guide.



WebTrac/Online Registration Page Hits – Source: Google Analytics

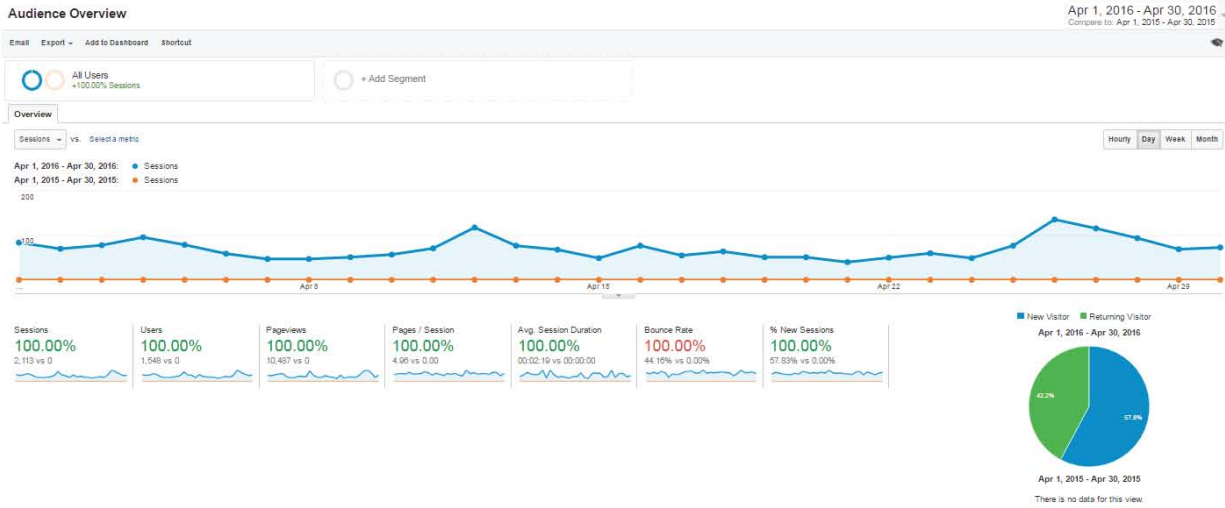
More people are accessing Online Registration. Hits are up significantly on WebTrac/Online Registration, likely due to the mobile friendly version of the website and online registration. Users are likely bookmarking our Online Registration page, bypassing the homepage of the website entirely.





Mobile WebTrac – Google Analytics

Mobile WebTrac is getting nearly as many hits as the full, desktop version of WebTrac. (Tracking began December 1, 2015.) More people are accessing the site from their mobile devices.



Facebook Reach

Total Likes totaled 2,195 this as of 4/30. 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 March = 22,526. See the chart below for a list of our most successful posts this month, which explains the “peaks”.

Top 5 Most Successful Posts April 1-30

Post Message	Type	Posted	Lifetime: The number of impressions of your Page post. (Total Count)
What's on your bucket list this summer? http://ow.ly/4n3Use Summer Registration starts on Wednesday at 8 AM.	Photo	4/25/16 6:26 AM	2225
The 50+ Active Adults Club of the Hoffman Estates Park District (HEPD) is planning two "play dates" with the Korean Center for Seniors in Schaumburg. On Tuesday, April 19 at 10 a.m. the two groups played Wii Bowling at the Triphahn 50+ Center. A second event, a Balloon Volleyball game, is scheduled for Wednesday, April 27 at 10 a.m., at the Korean Center for Seniors at 611 Remington Rd. in Schaumburg. Anyone interested in participating is encouraged to contact Rica Cuff at 847-885-7500 ext. 626 or rcuff@heparks.org .	Photo	4/19/16 9:39 AM	2167
Last chance to save 15% on your Seascape Season Pass...ends 4/30! http://ow.ly/ZP2xp	Photo	4/4/16 7:55 AM	1890
Got stuff? Sell it at the Community Garage Sale! Reserve your space--> http://ow.ly/ZP0sq	Photo	4/5/16 7:45 AM	1829
Our Bitty Ballers learning the basics of dribbling, passing, shooting and defense! Saturdays at 9:15 AM thru May 14 at Willow.	Photo	4/23/16 10:00 AM	1817

Top 10 Highest Posts since October 2015

Post Message

	Type	Posted	Lifetime: The number of impressions of your Page post. (Total Count)
Today our Half-Day Preschool is having their own Crazy Hair Day! How cute are they? Congrats to figure skater, Tomoki Hiwatashi, who won a Gold Medal at Nationals! http://ow.ly/Xyalaq Tomoki trains @ Triphahn Ice Arena!	Photo	3/14/16 11:12 AM	6110
Dads and their little girls having a night to remember! Moms, don't miss Mother Son Date Night on Feb. 19!	Link	1/26/16 8:00 AM	6080
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	2/12/16 10:00 AM	4615
The Easter Bunny hopped on by this weekend for our Aqua Egg Hunt!	Photo	1/27/16 7:42 AM	3881
#Didyouknow that Pickle ball is over 50 years old!? Our very own Rica Cuff is presenting today at the IAPD conference! To find out more about Pickle ball click here--> http://ow.ly/3yXN7y	Photo	3/26/16 10:00 AM	3825
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	Photo	1/30/16 11:09 AM	3696
Moms and their little guys had a blast at Mother Son Date Night. Check out those little ties, suit coats, vests.....so cute!	Link	3/2/16 5:51 AM	3112
Egg Hunt 2016	Photo	2/19/16 6:21 PM	2900
Summer can't come fast enough. We can't wait for Seascapes Family Aquatic Center to open so we went by today to soak up some rays...HA! Get your summer pass now and save 15% with promo code SEA15 now through 4/30/16.	Photo	3/26/16 10:00 AM	2845
The 50+ Active Adults Club of the Hoffman Estates Park District (HEPD) is planning two "play dates" with the Korean Center for Seniors in Schaumburg. On Tuesday, April 19 at 10 a.m. the two groups played Wii Bowling at the Triphahn 50+ Center. A second event, a Balloon Volleyball game, is scheduled for Wednesday, April 27 at 10 a.m., at the Korean Center for Seniors at 611 Remington Rd. in Schaumburg. Anyone interested in participating is encouraged to contact Rica Cuff at 847-885-7500 ext. 626 or rcuff@heparks.org .	Video	2/10/16 11:16 AM	2670
	Photo	4/19/16 9:39 AM	2167



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 4/30, 2016:	35.19%



Email Blast Results, Constant Contact

	Sent/Open	Mobile	Bounces	Clicks	Opt-Out
2015 Fitness, Sports & Rec	---/19%	50+%	9%	7%	.22%
Hoffman Happenings 4/12	19.3K/18.8%	64%	1.0%	10.5%	.7%
50+ Newsletter April	939/37%	53%	1.3%	7.2%	0%

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.

Hoffman Estates Park District HE Parks
Created: Jul 28, 2009 · Videos: 173
 CHANNEL

Last 28 days (Apr 3, 2016 – Apr 30, 2016)

Watch time
Minutes

514 ▼

Average view duration
Minutes

1:21 ▼

Views

379 ▼

Top 10 Videos [Browse all content](#)

Video	↓ Watch time (minutes)	↓ Views	↓ Likes
Wolf Pack Hockey Hosts Krolak Cup	214 42%	75 20%	0
Park Info: Thor Guard	60 12%	53 14%	1
What is Pickleball?	44 8.5%	27 7.1%	0
Park Info: Playground Workout, Bench Pushup	31 6.1%	26 6.9%	1
Aqua Fit Swim Aerobic Class at Prairie Stone ...	21 4.1%	20 5.3%	1
Hoffman Estates Park District National Gold ...	19 3.8%	5 1.3%	0
Summer Guide 2016	19 3.7%	31 8.2%	0
Me & HEPD: David and Elizabeth Rossaiky, Ma...	17 3.2%	18 4.7%	0
Park Info: What Is Bioswale?	14 2.7%	8 2.1%	0
Try Hockey for Free!	8 1.5%	15 4.0%	0

Bridges of Poplar Creek Board Report **General Programs**

- April was a very challenging month with the weather. We had 9 days where the course was closed due to snow or rain, with an additional 5 days when the temperatures were under 50 degrees. This directly affected rounds played this month.

- We have introduced a new Junior program this season with the PGA Junior Golf League. PGA Junior League Golf is a fun, social and inclusive opportunity for boys and girls, ages 13 and under, to learn and enjoy the game of golf from our Golf Professionals here at the Bridges of Poplar Creek Country Club. Our mission is to provide a fun, engaging atmosphere for our Junior League Golfers via a team format. Our athletes will work directly with our Professionals to refine their golf skills while enjoying time with their peers. Like many other recreational youth sports, participants wear numbered jerseys and play on teams with friends. This program will be headed up by our new Assistant Golf Professional Rob Michalak.

Golf Rounds

ROUND TOTALS			
2013	2014	2015	2016
2,018	2,120	2,364	1,940
YTD ROUND TOTALS			
2013	2014	2015	2016
2,360	2,120	2,957	3,809

Range Information

RANGE BASKET SALES TOTALS			
2013	2014	2015	2016
1,651	1,419	1,733	1,476
YTD RANGE BASKET SALES TOTALS			
2013	2014	2015	2016
1,939	1,529	2,152	2,427

Pass Sales

Resident Annual	3
Resident Individual	65
Resident Junior	1
Resident Senior	48
Total Resident Passes Sold YTD	117

Preferred TT Pass	103
Non-Res Individual	12
Non-Res Junior	0
Non-Res Senior	44
Total Non - Resident Passes Sold YTD	159

Communications & Marketing

Marketing/Advertising

- Bridges staff finalized ads with Chicago Style Wedding Magazine. We will receive two email blasts through them, with the first blast in early May with promotion for 2016 weddings. The second will go out in December promoting 2017 weddings.
- We did 4 Email Blasts advertising Weddings, Banquets, Season Passes, Golf Instruction, Junior Golf, Monday Madness and Terrific Tuesdays.
- Bridges staff has posted 12 posts to the BPC Facebook page, between on 3/8/16 and 4/16/16. As of 4/30/16 the page has 660 likes. The page increased its likes by 27 in a month. Out of the 12 posts, we boosted 2 of them. We spent a total of \$26.
- The 2 best performing "boosted" posts reach a combined total of 9,000 people, of which we engaged 6,000 through people clicking on the posts/clicking through the posts (photos or following links) and 100 interacted with us via liking the post, pictures or commenting. Our boosted posts average 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 April we had a total of 23 events: (26 Events in 2015)

The breakdown is as follows:

8 breakfast meetings servicing 162 people

6 baby/bridal showers servicing 226 people

2 luncheons servicing 84 people

1 1st Communion servicing 33 people

2 Sister Cities events during the day a speaking event servicing 200 people with a dinner servicing 51 people

3 PDRMA meetings day one and two were all day with a continental lunch, day three was half day with a continental breakfast only

1 ceremony and reception servicing 155 people (due to rain had to refund ceremony fee)

We currently have 22 events booked for May (31 Events in 2015)

10 Breakfast meetings servicing 266 people

1 dinner servicing 50 people

3 baby/bridal showers servicing 175 people

1 1st Communion servicing 75 people

1 Baptism servicing 100 people

1 hors d oeuvres reception servicing up to 100 people

1 ABBHH lunch servicing 65 people

1 ABBHH continental breakfast servicing 75 people

2 ceremony and reception servicing 225 people

1 HEPD dance awards servicing 65 people

Wedding Count Update:

2017=1 ceremony and reception, 1 ceremony only

2016 = 25 ceremony and reception, 3 reception only, 1 ceremony only.

2 weddings cancelled for 2016. August for 200 guests estimated revenue \$19,000 and September for 120 guests estimated revenue \$11,000. Both dates probably will not be re-booked. Offering 15% off those dates 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

April was not exactly a nice month this year when it comes to the weather. Cold and wet is not great golfing weather, but it did allow the maintenance department to accomplish many tasks this month. The most

important task that was completed was the spring aerification. The greens, approaches and tee boxes were all aerified the week of April 18th. The greens had a deep verticut completed to remove as much thatch from the greens as possible; this was followed up by topdressing the green with a fine free sand to fill in the holes that were then created by our deep tine aerifier. The maintenance team was able to aerify using a ¼ inch tine that went to a depth of 10 inches, this allows for the roots to have a channel to move through the soil and become as deep as possible. Following the deep tine aerification process, the greens were then drug to move sand into the holes, rolled numerous times to smooth out the surface and then fertilized to speed up recovery of the greens. While this process was taking place the maintenance team was also aerifying the tee boxes followed by hand topdressing were needed with a root zone sand mixed with creeping bent-grass. Once the tees were finished we moved onto aerifying the approaches to mainly remove compaction and support root growth.

The remainder of the month was spent on the following items:

- Integrated Pest Management programs have begun on all playing surfaces
- Salt damage along sidewalks and parking lot was removed with new sod planted
- Bunker work on #4 and #10 that involved fixing existing drainage, removing old sand and installing new sand was completed.
- Routine maintenance of mowing all playing surfaces was put into full swing
- Event area prep for the upcoming Wedding and Event schedules

Finance/Administration

- The audit and Comprehensive Annual Financial Report will be presented at the June A&F Committee meeting.
- Staff continues working with BS&A on the implementation project.
- Staff presented a Hoffman – U on FinTrac scheduling. Managers have started submitting staff schedules and the business department is creating the database.
- Staff continues working with Director of Planning on the Green City Graphical Information System (GIS) implementation.
- Worked with BPC staff on evaluation of Billy Caper contract.
- Attended Chamber Bon Appetite function to establish possible sponsorship and advertising contacts.
- Met with other District Administrative Staff and outside contractor for sales and cross selling training for District front-line staff.
- Attended Friends of HE Parks Foundation SRT golf committee meeting.
- Payroll Cycle Processing
 - 04/22/16 \$282,324.08
 - 05/06/16 \$286,307.81

Administrative Registration/EFT Billing

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

- d. STAR
- e. Pre-School
- f. Dance Company
- Administrative
 - a. Staff conducted a Hoffman – U on RecTrac program entry and registration
 - b. Foundation Mailing
- Administrative Registration for:
 - a. Financial Assistance
 - b. Foundation Giving Tree
 - c. 2016/17 STAR
 - d. Adult Softball
 - e. Adult Basketball

Human Resources

- Processed 13 new part-time hires and 2 new volunteers.
- Conducted PDRMA on-site Health Screening. 41 FT employees participated in the screening process this year which is nearly 60% of FT workforce. An improvement over last year, though still striving for 75% participation. All pre-reserved time-slots at the HEPD screening were filled, with a dozen walk-ins as well.
- Updated FT salary postings on CityTech website consistent with 2016 goal.
- Attended back safety school at Parks department, beginning to cross-training with risk manager for work force readiness.
- Researched IL Park Districts with smoke-free campuses, forwarded info to Exec Director. Meeting will be scheduled in next 2 weeks to make recommendation for HEPD.

Technology

- New boardroom laptops have been deployed.
- Wireless PTP (Point to Point) BPC Maintenance Bldg.
 - a. Established a point-to-point- wireless solution to provide the BPC Maintenance facility with data and telephone access. This was previously provided by hard lines for phone and internet. This solution not only will save money but will reestablish the Maintenance facility to our in-house network for both phone and computers.
 - b. Sterling Network assisted with a project walk thru. It is anticipated that installation and configuration will require 1 day.
- BS&A
 - a. MSI data has been migrated to BS&A for testing.

- b. Sterling Network has completed building the server and the BS&A software has been installed.
 - c. New desktops have been deployed to the core business department personnel.
- BPC range servant is operational with cash, credit card and PIN code functionality.

Sponsorship

- Staff is working to create a menu of all District sponsorship opportunities including a valuation of marquee sign flips which are dependent upon traffic pattern and time of year.
- Staff is working on an internal ROI for in-house advertising utilizing a projected opportunity cost for running in-house advertising and projected ROI for them.
- Newly acquired sponsors:
 - a. Liberty Mutual
 - 2 event sponsor
 - SRT hole sponsor
 - b. Advanced Physical Medicine
 - Part in the Park sponsor
 - 50+ Club open house sponsor
 - c. Linda Dressler
 - 1 week agreement
 - Vogelei – 1 slot
- Proposals Submitted to:
 - a. Toasty Cheese - full package with signs and sponsorship
 - b. Brookdale Senior Living - full signs and sponsorship
 - c. Woodfield Mall - Marquee signs
 - d. MathWizard – event packages
 - e. Sugarjones – event package
 - f. Pinstripes – marquee and event package
 - g. Pet Food Zoom – Event Package
 - h. Whole Life Chiropractic – Event package
 - i. Adesa – Marquees
 - j. Weber Grill – Foundation Golf Outing Sponsor
 - k. Hoffman Estates Dermatology – Marquee signs
 - l. Mantel & Bloom – Marquee Signs