



AGENDA
REGULAR BOARD MEETING NO. 1008
TUESDAY, AUGUST 23, 2016
7:00 P.M.

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. AWARDS
 - Best of Hoffman – Chip Mahr
5. APPROVAL OF MINUTES
 - A. Regular Board Minutes 7/26/2016
 - B. Special Board Minutes 7/12/2016
6. COMMENTS FROM THE AUDIENCE
7. CONSENT AGENDA
 - A. Balanced Scorecard 2Q / M16-088
 - B. NWSRA Assessment Resolution R16-002 / M16-095
 - C. PSSWC Custodial Service renewal / M16-094
 - D. A&F Detail Reports
 - Manual checks \$408,672.86
 - Monthly Invoices \$789,465.60
 - E. Financial Statements
 - F. Acceptance of B&G Minutes 7/5/2016
 - G. Acceptance of Rec Minutes 7/12/2016
 - H. Acceptance of A&F Minutes 7/19/2016
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
BOARD MEETING NO. 1007
July 26, 2016**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Board of Commissioners was held on July 26, 2016 at 7:00 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, Rec/Facilities Director Kies, P&D Director Buczkowski, Parks and Risk Director Giacalone, Golf Director Bechtold

Audience: Wendy and RJ Nowicki, Mr. K. Evans, Administrative Registration Associate Fioretto, BPC Banquet Captain Nancy McCreary

2. Pledge of Allegiance:

Everyone present stood for the Pledge of Allegiance.

3. Approval of Agenda:

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

4. Awards:

A. Coach Rich Nowicki:

President Bickham awarded Coach Nowicki for 10 years of service to the district.

B. Employee of the Quarter:

President Bickham acknowledged Administrative Registration Associate Fioretto as the Full-time Employee of the past Quarter.

President Bickham acknowledged Banquet Captain McCreary as Part-time Employee of the past Quarter.

5. Minutes:

Commissioner Mohan made a motion, seconded by Commissioner Kaplan to approve the minutes of the June 28, 2016 and July 12, 2016 meetings as presented. The motion carried by voice vote.

6. Comments from the Audience:

None

7. Consent Agenda:

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

- A. A&F Detail Reports
 - o Manual checks \$392,042.00
 - o Monthly Invoices \$656,397.60
- B. Financial Statements
- C. Acceptance of A&F Minutes 6/21/2016

On a Roll Call: Carried 7-0-0

Ayes: 7 R. Evans, Kaplan, Kilbridge, Kinnane, McGinn, Mohan, Bickham

Nays: 0

Absent: 0

8. Adoption of Executive Director's Report:

Commissioner Kilbridge 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:

None

10. Old Business:

None

11. New Business:

None

12. Commissioner Comments:

Commissioner Kaplan commended staff at PSSWC and SFAC for their great service and clean facilities.

Commissioner McGinn complimented staff on the new playground surface at Victoria Park.

Commissioner Mohan noted how well the ice rinks look after being brought back up.

Commissioner Kilbridge noted that the Foundation had Reverse Raffle tickets for sale for the Wine Event; that the Wine Event was scheduled for September 23.

Commissioner R. Evans commented on the Eagle Project noting that the shed needed to be painted. He also reminded the board to attend the Chamber After Hours Thursday for the Windy City Bulls at the Sears Centre.

Commissioner Kaplan also noted that the course looked great.

13. Executive Session:

Commissioner Mohan made a motion, seconded by Commissioner McGinn to move to Executive Session at 7:45 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.
- C. Litigation pursuant to Section 2(c) (11) of the Open Meetings Act.

On a Roll Call: Carried 7-0-0

Ayes: 7 Evans, Kaplan, Kilbridge, Kinnane, McGinn, Mohan,
Bickham

Nays: 0

Absent: 0

Commissioner R. Evans made a motion, seconded by Commissioner Kaplan to reconvene to regular session at 8:45 pm. The motion carried by voice vote.

14. Discussion and Vote from Executive Session:

None

13. Adjournment:

Commissioner Kaplan made a motion, seconded by Commissioner McGinn to adjourn the meeting at 8:53 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom
Secretary

Mike Kies
Director of Recreation & Facilities



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**MINUTES
SPECIAL BOARD MEETING
July 12, 2016**

1. Roll Call:

A special meeting of the Hoffman Estates Park District Board of Commissioners was held on July 12, 2016 at 7:55 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: Commissioner Mohan

Also Present: Executive Director Bostrom, Rec/Facilities Director Kies, Golf Director Bechtold

Audience: None

2. Pledge of Allegiance:

Everyone present stood for the Pledge of Allegiance.

3. Approval of Agenda:

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

4. Comments From the Audience:

None

5. Digital Golf Technologies – Hole In oneM16-083:

No additional questions given the in-depth conversation at the Recreation Committee meeting held immediately prior to this Special Board meeting.

Commissioner R. Evans made a motion, seconded by Commissioner McGinn to approve signing an agreement for the DGT system as outlined in M16-083.

On a Roll Call Vote: Carried 6-0-1
Ayes: 6 R. Evans, Kaplan, Kilbridge, Kinnane, McGinn, Bickham
Nays: 0
Absent: 1 Mohan

6. Commissioner Comments:

Commissioner Kaplan noted that he would be interested to see how the Hole In One is received.

Commissioner Kilbridge said she was at PSSWC and felt the flooring in the group fitness room needed attention. Director Kies noted that it was earmarked to be redone this year.

Commissioner R. Evans noted that the marketing program that Recreation and BPC were involved in was an excellent program.

Commissioner McGinn noted that Victoria Park was scheduled to open Wednesday.

President Bickham commended staff on the Hole In One addition to the golf course as well as the Rec staff and the great numbers they were showing in programming.

7. Adjournment:

Commissioner McGinn made a motion, seconded by Commissioner Kinnane to adjourn the meeting at 8:00 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. 1008**

EXECUTIVE DIRECTOR'S REPORT

August 2016

PARKS DIVISION

1. Mowing operations were suspended July 21-22, and 27, 2016 due to an ozone action alert and excessive heat warnings. Turf growth has slowed dramatically during this short dry spell and is responding favorably to the recent heavy rainfalls and lightning strikes that create nitrogen to promote growth.
2. Weed control has been completed until fall, only spot spraying now necessary.
3. The fall seed order has been made and over-seeding will begin September 1, 2016.
4. Summer fertilization of outer park areas has been cancelled due to the dry spell and will be re-scheduled for September.
5. Several irrigation heads at Cannon Crossing and Eisenhower soccer fields have been replaced due to spring malfunctions.
6. Shrub and flower bed weeding and maintenance continues throughout the district with July's round 90% completed.
7. Watering of new trees and plantings is ongoing due to hot dry weather.
8. Invasive weed control continues as needed and as weather permits.
Renovation of the natural area at Highland Park has begun with mowing and spraying for invasive weeds.
9. Cleanup of dead fish from a large fish kill at Fabbrini Park. The fish that died were almost all Carp all in the 10 to 24" range, approximately 1,000+ fish, Carp are an undesirable non-native invasive species of fish. This caused oxygen depletion in the pond which caused the fish to die. The pond is back to normal level now with the recent rain we've had which should correct the problem.
10. Landscape work was done at the new Victoria Playground.
11. Tree trimming work is underway throughout the district with storm damage being taken care of first followed by general trimming.
12. Truck 519 replaced water pump, idler pulley and belt
13. Truck 515 replaced front left wheel bearing
14. Truck 523 replaced water pump
15. Bus 510 replaced six electric fans for air conditioning
16. Mower 571 replaced right side lift arm and sway arm bracket
17. Trailer 402 replaced right rear leaf spring
18. Truck 528 replaced engine belts

19. Mechanic lifts safety inspected
20. Fabricated weed whip holders on z turn mowers
21. Installing new decal logos on vehicles
22. Staff repaired Tropicana and Vogelei splash pads, had bad switch and panel.
No down time to the community.

23. Staff emptied lap and activity pool at PSSWC getting ready for contractors.
24. Contractor Amber for dehumidification units is installing steel in locker room to support of new units (PSSWC).
25. Contractor Schaeffges for Pool Filters removed old filters, installed new and new ones are in place, and piping has started (PSSWC).
26. Contractor Mid-America Pool Plasters prepped and installed the binder for lap pool (PSSWC).
27. Staff put stop leak in RTU-3 and topped off with R-22 at PSSWC.
28. Staff repaired RTU-12 with stop leak and added refrigerant.
29. Staff repaired a bearing housing assembly @ PSSWC boiler for laundry room.
30. Staff repaired all sections of underground pipe for whirlpool @ PSSWC.
31. Staff repaired emergency lights at PSSWC.
32. Staff is repainting walls and beams in Lap pool at PSSWC.
33. Staff installed new tile in room 104 bathroom at TC.
34. Pressure test and elevator door repair at WRC is complete. A/C unit on roof was low on refrigerant staff installed 1.5 tanks.
35. Staff repaired A/C unit at BPC. Staff repaired Air Handler at BPC
36. Staff repaired three door closers at BPC
37. Staff installed Dedication Rock, painted shelter, installed new basketball nets and installed new sand for play sand area at Playground at Victoria Park.
38. Staff installed 4x4 post for new rule signs at Victoria, Fabrinni, Sloan, Evergreen, Poplar, Eisenhower, Vogelei, Pine, Fairview, Sycamore, North and South Twin and Armstrong Park
39. Staff laid out and striped the cricket field at Canterbury Fields.

PLANNING & DEVELOPMENT

1. Triphahn north side and off ice training renovations:

The Architects are completing the construction documents and will submit to the Village on August 17 for permit review. Assuming the Village has no problems with the design, bid will go out September 20 with bids due back October 11. Approval of bids will occur in November and demo will begin early December. Staff will be meeting with the architect's interior designers mid-August to identify color schemes and material selections to be used in the different areas.

2. Beacon Point Park:

Staff has met with reps from CalAtlantic which has acquired Ryland Homes and the rights to develop the residential properties north of Shoe Factory and east of Beverly Roads. This development, formerly known as the Laufenburger site was previously owned by Shoe Factory LLC. The detention basin was constructed as part of the road improvements in this area. The residential area, if approved by the Village, will begin construction late 2016 or early 2017.

3. Canterbury Park Place Playground:

The district's contractor completed installation of the rubber tile fall surface the last week of July and the playground was inspected by the manufacturer's representative on July 28th. With this work complete, the playground was opened the first week of August.

4. Survey work:

Survey work is now underway to develop as-built drawings for the proposed playground sites to be renovated in 2017. This information will be used to lay out new equipment and amenities to be included as part of these improvement projects. Once the concepts are completed, staff will meet with area residents for input.

5. GIS Asset Management System:

Staff, along with the contractor, has completed the input of approximately 75% of all the district's assets into the system. Staff continues to identify the assets within the facilities and anticipates completing this work sometime in early September. Below is a link to the read-only site that will allow you to review our progress. Please note that the User Name and Password are case sensitive.

User Name: hepdgis Password: parks123

<http://gtg.maps.arcgis.com/home/webmap/viewer.html?webmap=2c1df498d8a9471abc4d7d0e675f147e>

Recreation and Facilities Division



UPCOMING EVENTS

- Aug 1 – Volunteer Appreciation Night at Seascapes – **completed**
- Aug 2 – National Night Out Against Crime – Sycamore park – **completed**
- Aug 4 – Summer Sounds Concert on the Village Green – **completed**
- Aug 5 – Friday Fun in the Park at Vogelei – **completed**

- Aug 5 – Movie Night at Seascaple – **dusk** – Raiders of the Lost Ark – 80's throwback
- Aug 6 – Party in the Park – 4-10 pm at Fabbrini Park
- Aug 7 – Grandparents Day Pool Party at Seascaple
- Aug 7-8 – Fundraising event at Jersey Mike's Subs
- Aug 10 - Live Music in the Gazebo at BPC
- Aug 11 - Summer Sounds Concert on the Village Green
- Aug 13 – Common Teasel Removal event
- Aug 15 – STAR District 15 Open House at WRC
- Aug 16 – STAR District 54 Open House at TC
- Aug 17 – 50+ Open House
- Aug 19 – Friday Fun in the Park at Vogelei
- Aug 21 – Last day Seascaple is open
- Aug 22 – First Week of Preschool
- Aug 27 – Nutrition workshop at PSSWC
- Aug 29 – STAR registration re-opens
- Sept 17 – Parents Night Out at PSSWC
- Sept 23 – Uncorked & Untapped
- Sept 24 – Wildflower Seed Collecting at Charlemagne Park

Snapshot Summary/Highlights:

- HEPD has been working with the HE Chamber of Commerce. Since the development of their Strategic 5 year plan the primary goal was to develop an education committee which is now lead by Martha Keyes from Northern Illinois University. The objective of this committee to develop added value education seminars for community businesses in the Hoffman Estates area. One of the first events which is already secured is a panel presentation with the 3 college and university presidents from the area. Those include Harper College, Elgin Community College and Northern Illinois University. The aim is for these presidents to share with the local community the long term initiatives that each of these educational institutions are doing to prepare future potential employees for positions within our community. As the date gets closer more information will follow.
- The PSS&WC aquatic center(s) are about just over 50% complete and on schedule to be finalized in the allotted timeline as presented to the board, committee, members and community. The feedback from the members has been very positive with having the options to attend SFAC and the HE High School pools.
- The ice renovation project was completed and reopened on Monday July 18th as scheduled. The shell and tube replacement was successful which was added to the compressor system allowing for a larger energy load to be taken off the three compressor units. Since these components coming back on line the ice operations team has seen a significant drop in total head pressure on all these pieces. The cooling tower replacement upgrade was also added to allow the glycol which runs the flooring system that helps to cool the ice surface to be more efficient and reclaim the amount of water being used to keep the space equable. That to has also been successful in its installation process. Staff is

looking forward to seeing some energy efficiency savings from all aspects of the ice operations now and in the future. During this time the ice operations team did an outstanding job painting 90% of the lower level and patching quite a bit of the rubberized flooring.

- SFAC season passes are selling well; currently we are 125 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 98 ahead of this time last year.
- The Hoffman Estates Park District youth basketball program in collaboration with the with the Windy City Bulls to host a free clinic on July 25th at the Sears Centre from 10am to 12:30pm. specifically for the HEPD campers, Benny the Bull and Bill Wennington came out to entertain and talk to the kids about staying in school. While at the same time chasing their dreams. Over 300 children attended and played on the new Sears Centre court, toured the locker rooms and came away with some great gifts.
- Wendy and Martha will be offering 2 additional weeks of camp – August 15-17 and August 22-26 to accommodate families whose children will not have supervised care during this time. Flyers have been sent out to camp sites to advertise the additional weeks.
- Total participation for camp this summer was 2,058 as compared to 1,702 in 2015 that is an increase of 356 participation slots from this time last year.
- Wolf Pack (NWHL) registration has been a great success. The season is a month away from starting and it appears we will have 13 teams participating in the league this year.
- Seascape and Prairie Stone Sports & Wellness Center passed the second Starguard audit of 2016. All guards were exceptional in their reviews.
- The new healthy snack options offered by the new vending company, Absolute Vending, have been received well by members and customers, no unhealthy options at any of our facilities.

Volunteers Summary:

- Admin staff was contacted by several high school students, some working with a Harper Program requiring volunteer hours, and placed them with various Recreation Program Managers depending on the number of volunteer hours they needed.
- Volunteer Appreciation Night was held Monday, August 1st with over 150 volunteers and their families and friends in attendance. The evening was a success and staff received many "thank-you's" for offering this event free to the volunteers.

Dance

- Staff completed the process of finalizing paperwork for 4 new dance teachers to start teaching for the fall session.



Youth Athletics

Youth Baseball/Softball

- Registration for fall baseball has begun in the month of July. HEPD youth baseball program will team up again with RMPD and SAA to form fall leagues. Practice will begin the week of August 22nd and games will start on September 3rd. Season should wrap up on October 28th, weather pending.

Travel Baseball

- Travel baseball tryouts for next season took place at Cannon Crossing on July 23rd and July 30th.

Tournament Team Baseball

- Our 10u team competed in two tournaments in July. The team competed in each tournament winning a total of 2 games. With the success of these tournaments it is our hope to turn this 10u tournament team into a 10u travel team next season.
- Our 14u team competed in the Elgin Classic this past July.

Youth Basketball

- On July 25th our HEPD feeder program hosted a camp at the Sears Centre in co-operation with the Jr. NBA and the Windy City Bulls. A total of 39 players showed up to the camp. The camp was coached by local AAU, Feeder, HEHS basketball staff and Harper Men's basketball staff. Each player left with a bag and t-shirt from the Jr. NBA. Players worked on fundamentals for 2.5 hours on the Windy City Bulls court. Bill Wennington opened up the camp by talking to the players about working hard on and off the court.

Youth Outdoor Soccer

- Fall/Spring and Fall only registration has begun (online).

Adult Softball

- We have set up a game for our fall league to be televised. The game will take place in September and air on television in November.
- Fall registration is taking place right now and is scheduled to start on August 22nd.

Gymnastics

- The second summer session of gymnastics started the week of July 18. Currently there are 150 participants registered, in July 2016 there were 131 registered.



Early Childhood

Preschool: (half day or 1.5 hour camps).

	4 TC	15 TC	+9 TC
Three-school 16-17	11 WRC	6 WRC	-5 WRC
2's Playschool 16-17	27 TC	12 TC	-15 TC

	20 WRC	6 WRC	-14 WRC
Preschool 15-16	128 TC 63 WRC	119 TC 66 WRC	-9 TC +3 WRC
Early Learning Center	23	30	+8
Child Only Classes	9	9	0
Parent Tot	21	46	+25
Preschool Totals	306	309	+3

Summer Camp (half day or 1.5 hour camps).	7/2015	7/2016	Var. +/-
Preschool Kids Camp S3 & S4	68 TC 31WRC	59TC 29WRC	-9 -2
Healthy Kids Camp S3 & S4	31	29	-2
Ready for Kindergarten (July)	64 TC 15 WRC	78 TC 14 WRC	+14
Safety Town S3 & S4	16	8	-8
Nature Investigators	14	5	-9
Tot's Spot 2's S1 & S2	24	6	-18
Jr. Leader	4	2	-2
Total Summer Camp	267	230	-37*

* staff is seeing as you look in the registration for full day camps, more of a necessity than in years past, as you will see with the increase in total participation in camps overall.

- ELC numbers are lower in summer, but the fall 2016 4-year-old classroom is full and has 4 children on the waiting list. The 3-year-old class has 12 registered for fall.
- Preschool registration for 2016-2017 remains open. All 3-year-old half-day preschool classes are full with 42 children on the waitlist. There are 15 4-year-old spots at TC and 10 4-year-old spots at WRC remaining.

July	7/2015 (4 weeks)	7/2016 (4 weeks)	Variance +/-
Bus Service	36	46	+10
Creative Arts Camp	86	130	+44
Discovery Camp	81	75	-6
Explorers Camp	222	261	+39
3 Day Explorers Camp	178	198	+20
Early Arrival	283	364	+81
3 Day Early Arrival	46	47	+1
Late Stay	323	421	+98
3 Day Late Stay	42	46	+4
Nature Camp	11 (1 week)	21 (1 week)	+10
Science Camp	73 (2 weeks)	38 (1 week)	-35*
Sports Camp	197	239	+42
Teen Camp	124	172	+48
Totals	1,702	2,058	+356

*The participant per week was about the same.

- Additional training was offered to staff this summer, including NWSRA inclusion training and an IPRA training - Super Skills for Staff.
- We hired 22 new staff members in anticipation of high camp numbers due to the ice rinks being under construction. They have picked up the responsibilities and vision of the summer camp programs. We had aimed to hire specifically trained staff: for example – 2 theater major employees to work Art Camp and staff who have worked in a childcare setting prior to this year.
- We continue to work with Seascope pool to utilize the yellow wristbands for children to participate on the tube slides, but still be restricted from the deep end of the pool. This is allowing more children to enjoy more amenities the pool has to offer.
- Summer Camp registration is currently open and ongoing



50+ Club

The 50+ Club Space will be undergoing major renovation to offer better use of the space available on the north side of the Triphahn Center. Staff has been busy creating a 'wish' list for the items they would like to see in the 50+ Gaming Room. At this time, there is potential to have those items purchased by the Friends of HE Parks Foundation for the 50+ Group.

Classes offered in July

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

Athletic opportunities offered in July

- Balloon Volleyball, Billiards, Pickle ball (outdoor & indoor), Ping Pong, Volleyball and Walking Path (including IPRA Sr Games)

Upcoming trips

- Lunch cruise off Fox Lake, Lance Lipinsky & the Lovers, in Carpentersville

Evening/Special Programs in July

- Pub Quiz Night (3rd Thursdays/5:30 pm) – 35 participants - held in 50+ Center

Friday post lunch programs (July)

- **7/15 Autumn Leaves Memory** Care provided lunch and presentation a Virtual Dementia Tour interactive program
- **7/22 Picnic** at Fabbri Park moved indoors due to extreme temperatures

Other

- Meeting with Advertising/Sponsorship Manager to put finishing touches to annual Open House, scheduled for 8/17/16. A couple dozen vendors will be in attendance with 18 paying \$100 a table to display their services. Village departments, along with AMITA Health will be represented, as well.
- Free Adult Health Clinic – 7 drop-ins
- Used First Student buses for several trips.
- Volunteered as Lines Person at Sr Games Pickle ball

- Attended HU on Contract Agreements
- Met with Karen Dee, of Westbrook Senior Living and Jorie Gustafson-Langlois, of Arden Courts (both retirement communities) regarding partnerships
- Assisted a member needing home help referrals
- Partnered with Indian senior group on trip



Ice Operations

I.C.E Academy

- Freestyle contract ice started back up Monday July 18th. 22 Freestyle contracts are in place for the remainder of July and they will go through Aug. There was also 109 drop in for freestyle during July.
- Due to the timing of the rink opening back up there were no available staff to try and run an abbreviated skating camp for 2016.

Wolf Pack

- Staff was able to run an off ice camp at Pine Park / Willow Rec. Center. While the ice maintenance project was underway. Over the course of 4 weeks, 81 hockey players attended this camp.
- ½ day hockey camps started on July 18. These are ½ day camps that only meet 2 times a week at all levels. For the 2 weeks in July when returning to the ice 98 players have taken part in this camp. Staff is considering going to this option in 2017 with its success.
- Wolf Pack (NWHL) registration has been a great success. The season is a month away from starting and it appears we will have 13 teams participating in the league this year.

Ice Rink Information

- TC Ice Arena maintenance project was completed on time. All indications early on that the facility should see immediate energy savings.
- Staff is continuing work lower level projects that will continue though the month of Aug.



Prairie Stone_™ Sports & Wellness Center

July Membership Totals	2015	2016	Var.
+/-	3,109	3,059	(50)

Member Services

- July enrollment numbers were significantly lower due to the comprehensive indoor aquatic renovation project that was launched in July at PSS&WC. The Member Services team experienced slower walk-in traffic and fewer phone calls and leads given that news of the project was publicized on various marketing channels. Several prospective clients opted not to enroll during the month due

to the aquatic center closure. The Member Services team will attempt to reach out to these prospective clients in later August as the project concludes to inquire about membership interest at that time. Meanwhile, the Member Services team has worked diligently to field questions, complaints, and credit/refund requests from members resulting from the extensive aquatic project.

- The enrollment promotion for the month of July included an option to enroll for \$50 with prorated July dues OR \$0 enrollment with no July dues upon purchase of a 3-pack of Personal Training at the time of enrollment. Given the intention of promoting Personal Training, only the \$0 enrollment/0 July dues special was advertised via digital media. The Member Services team sold a total of 17 3-packs during the month of July, which equated to approximately 20% of the new members enrolled in the month.
- The ongoing Friends in Fitness member referral program continued to be a primary force in generating new memberships; during the month of July there were 5 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 July billing was comparable to June numbers. Despite the vacancies on the Member Services team, efforts to contact members proactively to obtain updated information for billing continued via mail and email during the month of July. These efforts also included phone calls 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 General Manager of Sales & Operations is currently working with the Member Services Supervisor to complete 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. The website was transitioned to the new platform in June prior to full edit/completion in order to prevent corruption related to the outdated Joomla plug-ins and platform.

- The Member Services department is currently working at 1/3rd capacity given that the Member Services Supervisor is out through September on maternity leave and the PT1 Member Services Associate resigned in early July. Efforts have been taken to employ the temporary services of PT team members to help provide coverage within the department while these vacancies are present. Meanwhile, the vacant PT1 position has been advertised on the IPRA website/Eblast as well as on Indeed.com. Interviews with qualified candidates will begin in early August.
- The General Manager of Sales & Operations continues to work with the Director of Recreation & Facilities and the Superintendent of Facilities on securing the sponsorship agreement with the Windy City Bulls, which will name PSS&WC as the official training center of the Windy City Bulls and provide various marketing incentives for the District and club.

Operations and Fitness Departments:

- PSS&WC hosted a variety of athletic rentals within the gymnasium area during the month of July including a large 2-day youth basketball tournament coordinated by World Class Basketball. Although birthday parties and scout lock-ins are still offered at PSS&WC, efforts have been taken to transition to larger multi-court athletic rentals that reduce labor intensity while generating steadier revenue streams.
- PSS&WC Managers have secured a new vending machine vendor for PSS&WC, TC, and WRC. Absolute Vending provides a variety of healthy snack options that are appealing to guests/members of each facility. 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.). Delivery of this new Pepsi machine is still pending. Summit Café will no longer offer counter service beginning in September transitioning to tournament/event concessions and vending exclusively.
- The PSS&WC team has prepared and provided 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 for the patrons. During the closure, several projects will be completed, including the aquatic filter tank and HVAC system replacement, painting of the aquatic ceilings, resurfacing of the pool bases, 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 Seascape and Hoffman Estates High School. Fees apply for children and additional guests and family members. The Member Services team has worked diligently to field questions, complaints, and credit/refund requests from members resulting from the extensive aquatic project and continues to promote the alternative options as noted above.
- 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.

- PSS&WC has an upcoming Nutrition Workshop, Belly Busters, taught by *Zac Marshall* on Saturday August 27th 9-10am.
- Within the area of group fitness Class participation has remained steady. Highlighted classes include:
Zumba 40-45 Kick and Pump 35-40 Cardio Mash up 25-30
- PSS&WC fitness department hosted 4 Olympic training classes. A week of Olympic cross training, cycle, kickboxing and field training circuit classes were highlighted on the wellness calendar in July. Member feedback was great and loved the classes despite a little reluctance of participating in something other than the usual.
- PSS&WC fitness department is running a group fitness membership incentive commemorating the summer Olympics, Olympic Ring Challenge, Starting August 5th.

Seascope, Programs and PSS&WC Swim Lessons

Seascope Pass Sales	2015	2016	Var.
+/-	1,330	1,455	+ 125

- PDRMA performed a site visit for select regions of the park district on July 18th. Seascope was included within the evaluation process. Positive comments and feedback was received from the site visit.
- 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 continues to have strong numbers with 20 participants in the first summer session.
- Seascope and Prairie Stone Sports & Wellness Center passed the second Starguard audit of 2016. All guards were exceptional in their reviews.
- Special events:
Movie Night at Seascope will be held on Friday August 5. The movie will be Raiders of the Lost Ark.



Triphahn Center

Triphahn Center Fitness and Operations:

Membership	7/2015	7/2016	Var. +/-
Fitness	921	891	-30

General Summary:

- The lower number again can be attributed to the opening of two new centers in the last two months. Staff like with other openings once the centers become more established we will see that influx return. Based on the types of clubs opening which targets this demographic the small reduction is positive.
- The new healthy snack options offered by the new vending company, Absolute Vending, have been received well by members and customers.
- Dance World was held successfully on Saturday July 9th-
- The portable climbing wall was part of the 4th Fest held at the Sears Center in Hoffman Estates (Saturday and Sunday 2nd & 3rd) In addition; we had a rental on 717 for the Arlington Heights Fire Fighters. Both were very successful events!
- Facility rentals continue to remain consistent amongst church groups and our new choir group. Currently closed another standing rental involving Jim Fabrini and a networking group he is a member of, through the end of 2016.



Willow Recreation Center

Membership Fitness/Racquetball Totals	7/2015	7/2016	Var. +/-
	402	351	-51

* As with the TC fitness center we have seen a decrease in participation which is typical with the two new centers opening up in the area that attract the same demographic. A lot of the cancellations came at the reduction of racquetball memberships, 24 more than this time last year. As with most program life cycles the popularity comes and goes with certain activities, we have seen that racquetball has a tighter smaller life cycle.

General Summary:

- The new healthy snack options offered by the new vending company, Absolute Vending, have been received well by members and customers.
- The new elevator door was installed at WRC on July 19th, replacing the door that had torn inside paneling.
- Facility Rentals continue to be very busy. Rental revenue generated at Vogelei Barn was 25% from this time last year.
-



Dog Off-Leash Areas

Bo's Run:

- Breakdown for Bo's Run / Combo passes HE 153, Palatine 52, Barrington 2, Schaumburg 43, Arlington Heights / Mt. Prospect 6, Inverness 31. Additional towns are Rolling Meadows, Elk grove, Hanover Park.

- There were 30 guests to Bo's Run in July compared to 12 in July 2015.

Freedom Run:

- Breakdown for Freedom Run/ Combo passes Elgin – 188, HE – 85, Streamwood 81. Schaumburg – 28. Additional towns are Huntley, Hanover Park & S. Barrington, Elk Grove, Palatine, Wheeling & others.

Dog Park Passes	7/2015	7/2016	
Bo's Run	231	289	
Freedom Run	309	346	
Combo	75	78	
Total:	615	713	Var. +98



Communications and Marketing

PROGRAM PROMOTIONS

Staff worked with program managers to promote Party in the Park, Fall Guide and Registration, STAR registration, youth sports programs, Seascape events, Friday Fun in the Park, Live Music in the Gazebo, 50+ events, 50+ Open House, trips and programs; Parents' Night Out, Summer Sounds in the Village Green, Giving Tree, Mobile App.

Party in the Park marketing – Through our regular marketing channels (website, marquee, Eblast, mobile app push notices, posters, digital signage, press releases, Summer & Fall Guide ads, community calendars) plus vinyl banners at parks, 30 yard signs at facilities and employees' and Commissioners' homes.

Community Calendar Submissions to: Daily Herald, Chicago Tribune, Hoffman Estates and

Schaumburg Chambers and Hoffman Estates Visitor's Bureau.

RE-BRANDING UPDATE

In April, C&M rolled out a new logo and tagline for the park district. Throughout June and July, internal signage at Willow was changed, as well as additional business cards and staff badges. District Parks' vehicles are complete. C&M is working on the banners in the TC lobby staircase and school bus graphics. Parks Department is working to change the logos on the marquee signs, at a significantly lower cost than if we had hired a vendor to replace. Outdoor Park and parking lot signage will be a budget item for 2017.

VIDEO

This month, we featured the video "Party in the Park" starting July 25. Previously we featured "Summer Camp 2016".

Volunteer – The C&M Department has a high school student with an interest in video who has volunteered to help with taking photos and video, and video editing, to cover summer camp programs this season. He works approx. 5-10 hours per week, as needed and his schedule allows.

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:

Party in the Park to Feature New Multi-Cultural Entertainment

Registration for Fall Programs Starts July 27

Party in the Park Offers Fun for Everyone

TESTIMONIALS & SOCIAL MEDIA COMMENTS

Facebook Comment Regarding Seascope: *5 star rating:*

"This was the first year we got a season pass and we love it! We even had our girls' birthday party there. We go once or twice a week and my girls have become much more confident in the water. I love that the zero depth, the sand area for kids, the slides, and there is even an adult's only area for those without children. Sure, it can be busy during the week with camp kids but these are kids enjoying their summer and it conjures up memories of my camp days. The lifeguards are very attentive, watching kids both in and out of the water. Great family place and we'll definitely get a pass next year as well."

"We had a great time at Trantina Farm! It was something we have never done before. Great meal too, all ready "liked" Homer Cafe on Facebook with a nice review. Thanks again Rica for planning another fun outing!"

From Diamond Tours overnight trip 2016: "The leader prepared us with pertinent information for/about the trip itinerary. She was excellent and well organized. Rica Cuff – as a team leader, she is very friendly and knowledgeable. Added a smiley face (!)"

Mt Rushmore trip: "We are very satisfied about this trip and thank you for the preparation work 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."

Facebook Comments:

In response to the Facebook Video Post, "Painting the Ice":

Liz Annie "Yea! We get to go back home soon! The best rink anywhere!"

Laura Zimmerman McMinn "so proud of you!!!"

Victoria Dolikian "The ice looks great. Kudos to all who were involved."

Email Received:

“Picklers,

A huge thank you to the staff at Prairie Stone Sports and Wellness Center for their help in making the Deb Harrison clinics a success. Without their support I think all would agree we could not have done the clinics. The weather was horrible outside, but the clinic went off without a hitch indoors thanks to the help of the staff at PSSWC. Also, the meet and greet at the Poplar Creek Country Club was well received and much of that success also goes to the staff there.

Also, we'd like to give a shout-out to Carmela at the Triphahn Center for dealing with all the issues of signing everyone up for the clinics. “

BLOGGER POST

July 31, 2016 by osage59

“RESTORATION – IN MY TOWN...

During the course of this summer I have enjoyed seeing a restoration project – that is literally across the street – mature into a successful and functional ecological asset for the community. Hoffman Estates is a suburb located northwest of Chicago, and the park district there manages a number of ponds that were created during the construction of housing there 30-40 years ago.

The ponds were constructed in the usual way, with exposed rip-rap edges. These edges were functional inasmuch as it allowed easier access for fishing and for Canada geese as well. Algae blooms were problematic on occasion -as one might expect in ponds that were shallow, and that took in nutrient runoff from adjacent residential turf areas.

To the credit of the Hoffman Estates Park District a shoreline restoration process was started several years ago on many of these ponds, including two that we walk around quite a bit:

We've had a ringside seat watching the progress of these restorations, and as of 2016 they seem to be knitting together well. The invasive plants seem to be waning, and the native plantings appear to be flourishing and improving in number of species. This particular restoration also includes the ditches that connect two of the ponds:



As we exit July and enter August I have noticed that – in spite of the recent heat wave – that algae blooms, while present, seem to be manageable. My anecdotal observations also seem to show more diverse bird and insect life all the way around.



For those of us who walk around, or fish within these ponds, these restorations seem to be a success. As restorationists, we need to celebrate these victories that might otherwise go under appreciated.

Are there similar restoration efforts in your town that can be models for other communities? Let's give these projects the credit they deserve!



Sandy Manisco says: August 1, 2016 at 11:58 am

Thanks for the feedback! We are glad you appreciate the natural areas. We feel they offer a huge benefit to our community and the wildlife in our area.

MARKETING DASHBOARD



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

The app has been available since April 25, 2014. C&M continues to promote various features of the app to increase usage. Below is a chart showing progress over the previous 10 months.

Oct 2015	Nov 2015	Dec 2015	Jan 2016	Feb 2016	March 2016	April 2016	May 2016	June 2016	July 2016
1,350	1,356	1,379	1,398	1,412	1,412	1,421	1,429	1,525	1,560



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:** **July 1-31, 2015** **July 1-31, 2016** **Change**

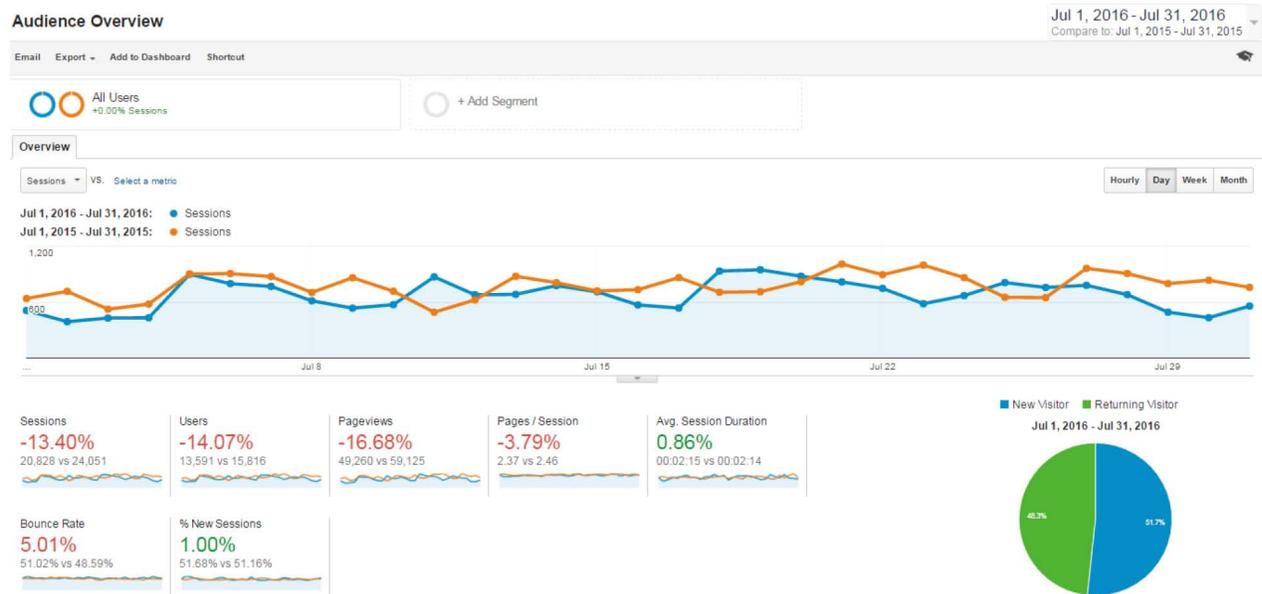
Google Analytics	Feb 2013-Feb 2014			from last year
Desktop	63%	41%	40%	-1
Mobile	27%	46%	52%	+6
Tablet	10%	9%	7%	-2%

*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.
[\(http://time.com/3532882/people-arent-buying-tablets/\)](http://time.com/3532882/people-arent-buying-tablets/)



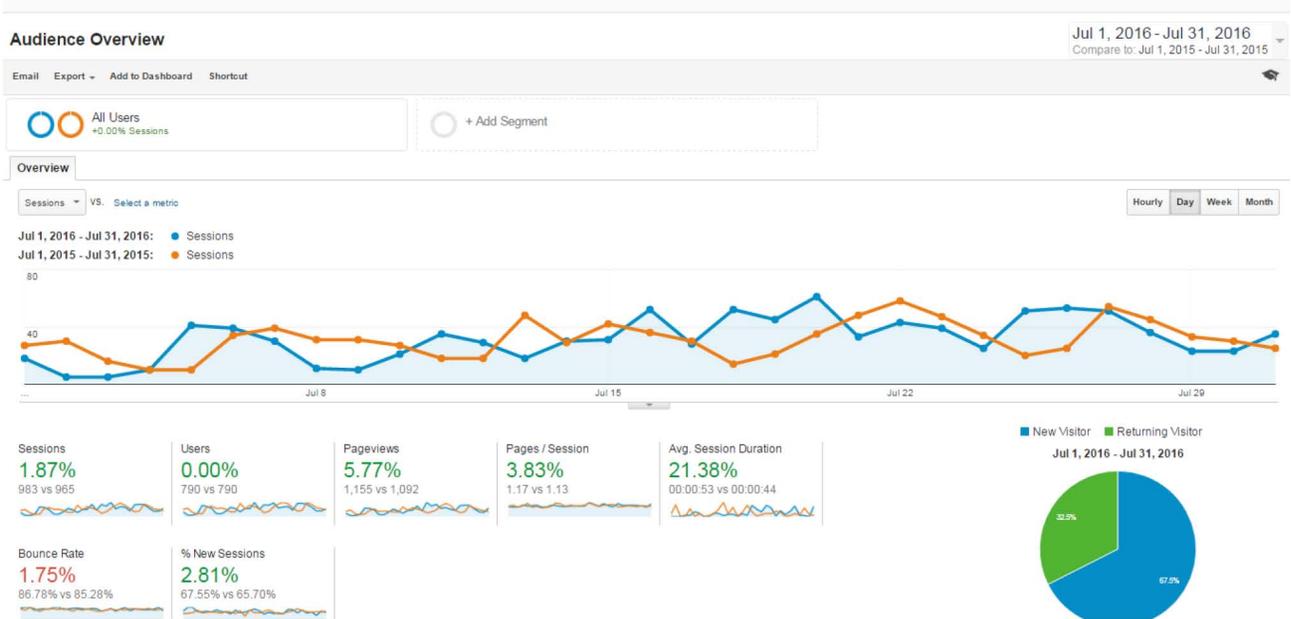
Website HEParks.org – Source: Google Analytics

Hits to the website are still very high, but have declined. We believe activity has moved to the Program Guide page and mobile WebTrac.



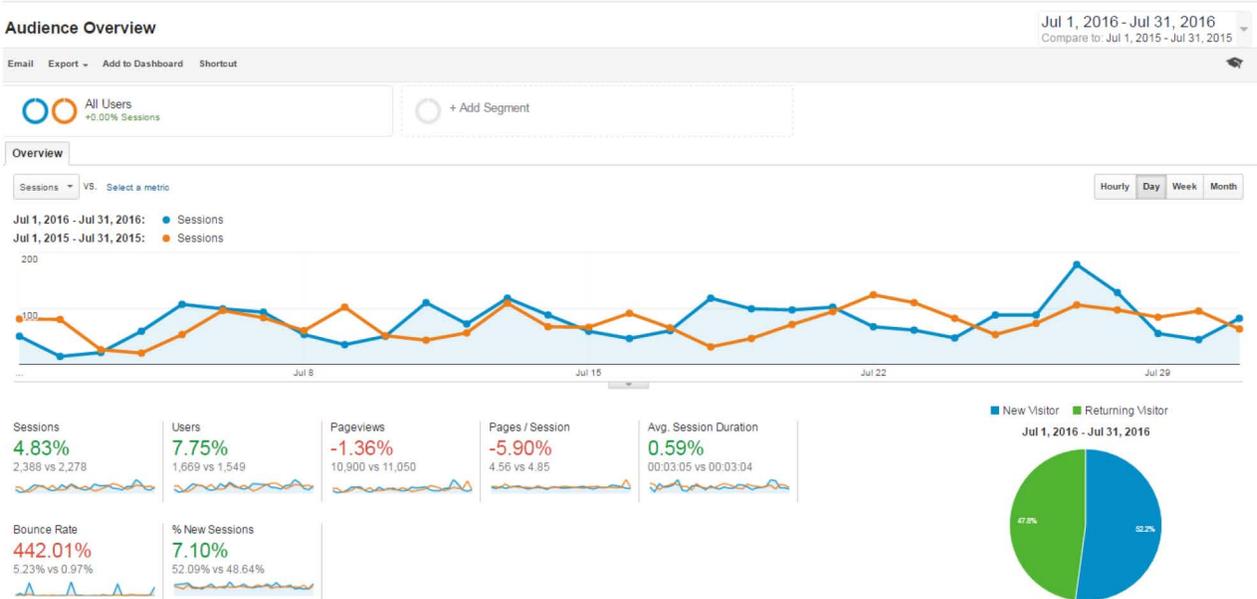
Program Guide Online – Source: Google Analytics

Hits to the online program guide are level this month.



WebTrac/Online Registration Page Hits – Source: Google Analytics

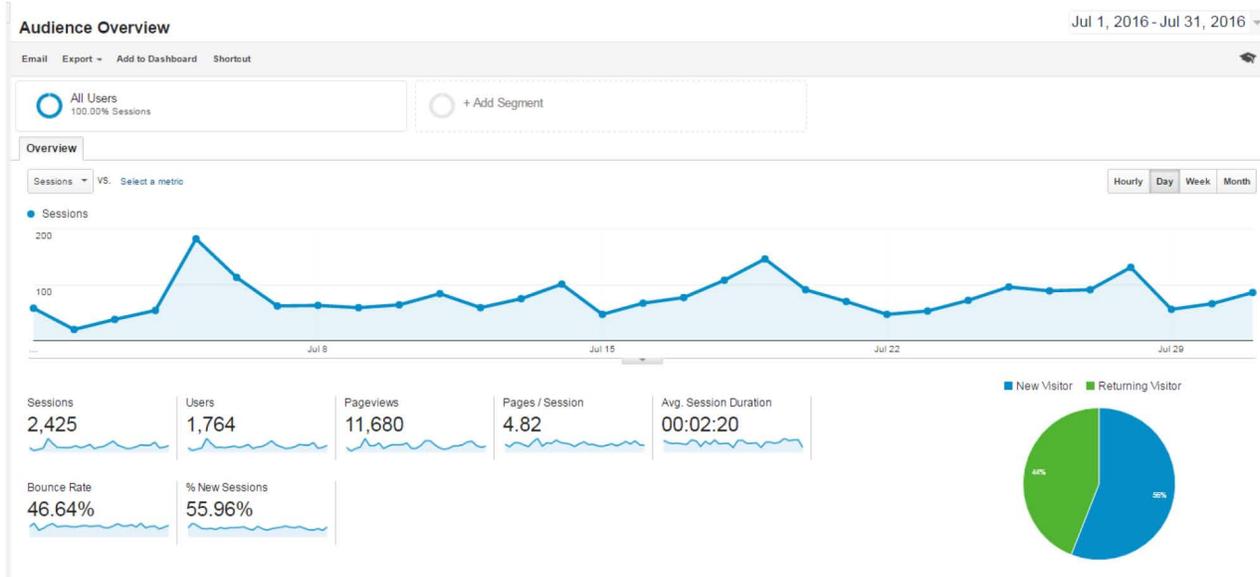
Hits to online registration have leveled off as we have been driving more users to the mobile WebTrac page, with the increased use of mobile devices for web browsing. In electronic marketing, links go directly to Mobile WebTrac pages.



Mobile WebTrac – Google Analytics

(Tracking began December 1, 2015; comparative data will be available Dec

2016.) The number of people accessing Mobile WebTrac from their mobile devices has surpassed the number browsing WebTrac from a PC. A strategy we use that is having a great impact is that when we post links on web, email and social media we always links directly to mobile online registration pages.



Facebook Reach

Total Likes totaled 2,353 this as of 7/31. 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. See the chart below for a list of our most successful posts this month, which explains the “peaks”.

Top 5 Most Successful Posts July 1-31

Post Message	Type	Posted	Lifetime: The number of impressions of your Page post. (Total Count)
Exciting enhancements are coming soon to the Triphahn Center. Find out more here--> http://ow.ly/pfED301ZGM6	Photo	7/15/16 6:30:05 PM	3848
COOL OFF! We have 4 free splash pads --> http://ow.ly/INwT302rCeg	Photo	7/20/16 6:13:35 PM	3798
Seascape passes are now 25% off! Use promo code SEA25 online or in person. http://ow.ly/XDq7301KZsG	Photo	7/25/16 6:07:02 AM	3400
Do you have our free mobile app? Keep up to date on all the fun happening at HE Parks --> http://ow.ly/FeLf301YsXH	Photo	7/23/16 6:06:01 AM	3342

#PokemonTrainers did you know there is a #Pokestop at Seascap Family Aquatic Center? Collect your Pokeballs and come in for a dip! Photo 7/26/16 12:55 PM 3318

Top 10 Highest Posts since October 2015

Post Message (The highlighted posts are from the current month.)	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?	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	3921
The Easter Bunny hopped on by this weekend for our Aqua Egg Hunt!	Photo	3/26/16 10:00 AM	3865
Exciting enhancements are coming soon to the Triphahn Center. Find out more here--> http://ow.ly/pfED301ZGM6	Photo	7/15/16 3:05 PM	3848
COOL OFF! We have 4 free splash pads --> http://ow.ly/INwT302rCeg	Photo	7/20/16 1:35 PM	3798
#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	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



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 7/31, 2016: 36.7%



Email Blast Results, Constant Contact

Out	Sent/Open	Mobile	Bounces	Clicks	Opt-
2016 Fitness, Sports & Rec	---/17.7%	50+%	8.8%	8. %	0.22%
Hoffman Happenings 7/5	19.3K/17.6%	647%	1.7%	12.8%	0.7%
50+ Newsletter July	980/38.5%	59%	1.9%	9.5%	0%

Opens = Emails our contacts received and viewed.

Mobile = Percent of emails opened on a mobile device.

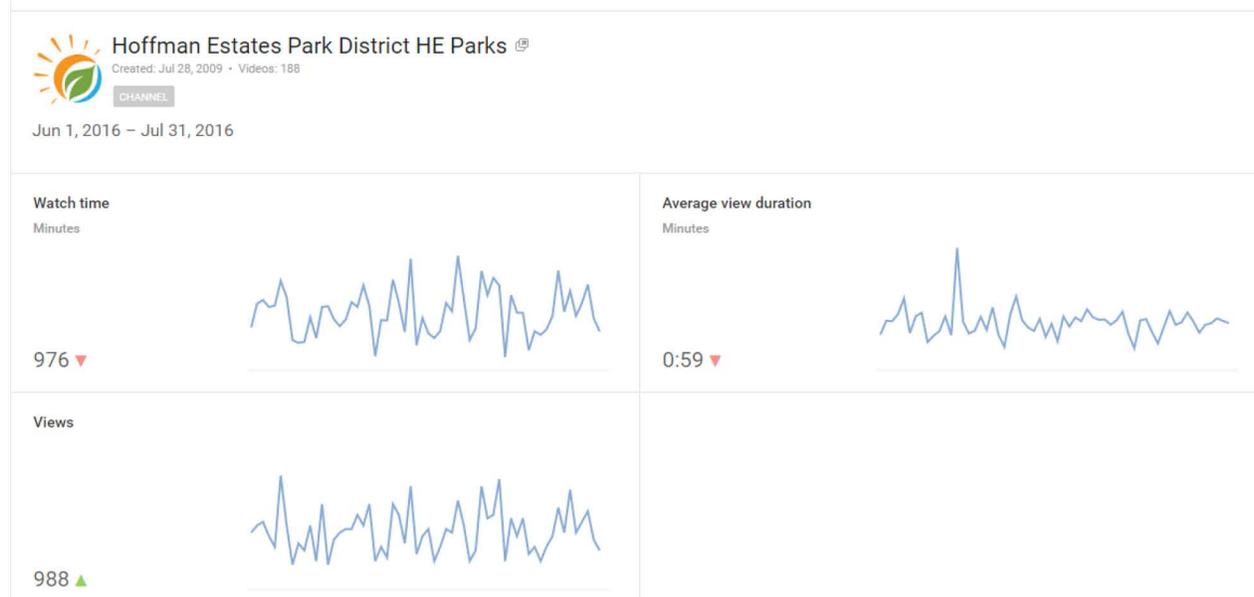
Bounces = Emails sent, but not received by our contacts, indicates the quality of the data.

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



Top 10 Videos		Browse all content			
Video	↓ Watch time (minutes)	↓ Views	↓ Likes	↓ Comments	
Park Info: Thor Guard	163 17%	146 15%	1	0	
Summer Campers 2016	112 12%	86 8.7%	1	0	
What is Pickleball?	111 11%	72 7.3%	0	0	
Me & HEPD: Joe DeMaria and Nico Muira, Se...	60 6.1%	50 5.1%	1	0	
Wacky Dad Games at Father's Day Pool Party	51 5.2%	53 5.4%	0	0	
Aqua Fit Swim Aerobic Class at Prairie Stone ...	49 5.1%	41 4.1%	0	0	
Wolf Pack Hockey Hosts Krolak Cup	48 4.9%	22 2.2%	0	0	
Park Info: Playground Workout, Bench Pushup	44 4.5%	47 4.8%	0	0	
Park Info: What Is Bioswale?	42 4.3%	19 1.9%	0	0	
Hoffman Estates Park District National Gold ...	37 3.8%	13 1.3%	0	0	

Top geographies	Gender
Watch time United States (89%) Canada (1.5%) Philippines (1.4%) Sweden (1.1%) United Kingdom (0.9%)	Views Male (54%) Female (46%)

Bridges of Poplar Creek General Programs

- The final two Summer Jr classes are underway. The Tigers program had 32 participants. Each student receiving a Nike Bridges Jr Golf Academy hat along with a sleeve of Nike golf balls. This class included general fundamental instruction on the golf swing as well as 4 on-course playing days. The second session of Golden Bears also took place. This program had 31 students in this introduction class. They also received Tour Edge mid-iron and putter for participating in the class. We had 112 Jr Golf participants along with 12 Jr League Golf Members this season compared to 102 in 2015.
- We hosted our second Live Music Night in the event area. The band Kevin Presbrey & the Midwest was another hit. We had over 100 guests once again to enjoy the live music. The Tap Inn provided food & drink specials for all that attended. Looking forward to our next Live Music Night on August 10th with the group Voyage.

Golf Rounds

ROUND TOTALS			
2013	2014	2015	2016
5,565	5,826	5,581	5,046

YTD ROUND TOTALS

2013	2014	2015	2016
17,136	16,895	16,908	17,446

Range Information

RANGE BASKET SALES TOTALS			
2013	2014	2015	2016
2,985	3,410	3,182	3,046
YTD RANGE BASKET SALES TOTALS			
2013	2014	2015	2016
11,044	10,969	10,913	12,084

Pass Sales

Resident Annual	3
Resident Individual	128
Resident Junior	1
Resident Senior	85
Total Resident Passes Sold YTD	217

Preferred TT Pass	104
Non-Res Individual	20
Non-Res Junior	0
Non-Res Senior	58
Total Non - Resident Passes Sold YTD	182

Communications & Marketing

Marketing/Advertising

- We did 6 Email Blasts advertising Music Night, Customer Appreciation Day, Weddings, Banquets, Golf Instruction, Jr Golf, Monday Madness, Terrific Tuesdays, Wedge Clinics and Golf Specials.

Food & Beverage

For the month of July we had a total of 24 events: (25 Events in 2015)

The breakdown is as follows:

3 breakfast meetings servicing 75 people (AM Rotary moved to Schaumburg, looking to work with more of Schaumburg businesses since it is Schaumburg AM Rotary)

4 baby/bridal showers servicing 161 people

1 retirement dinner servicing 75 people

1 hors d'oeuvres reception servicing 43 people

1 pickle ball awards dinner servicing 33 people

1 Hoffman Fire Department pizza meeting servicing 30 people

6 golf outings with lunch or dinner buffets servicing 579 people

5 ceremony and reception servicing 686 people

1 reception only servicing 165 people

1 ceremony only servicing 200 people

We currently have 20 events booked for August (26 in 2015)

5 Breakfast meetings servicing 125 people

2 baby/bridal showers servicing 75 people

1 meeting only/room rental servicing 100 people

3 ceremony and reception servicing 445 people

7 Golf outings with lunch or dinner buffets servicing 640 people

1 family reunion servicing 89 people

1 memorial luncheon servicing 25 people

Wedding Count Update:

2017=1 ceremony and reception, 1 ceremony only

2016 = 21 ceremony 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

July started out the same as June, hot and dry. With the current weather patterns that the month started in, our priority for the golf course was water management (moisture management) on the greens, tees and fairways. Numerous hours this month were spent hand watering greens and tees to make sure only areas that needed water were receiving water. Five movable sprinklers were constructed to water hot spots in fairways; these sprinklers watered a 15 foot radius and were moved throughout the day. When temperatures are consistently above 84 degrees with night time lows in the 70's and high humidity holding excess moisture in the ground, the turf becomes very susceptible to certain diseases (fungus) such as Dollar Spot (*Sclerotinia homoeocarpa*), Brown Patch (*Rhizoctonia solani*) and Summer Patch (*Magnaporthe poae*). To manage the outbreak of these diseases, fungicides are applied, but to extend their longevity, moisture management is key. Water management was going great up until the 23rd of July when the small drought broke with 1.5" inches of rain over a three hour period, followed by another 1.2" of rain twenty four hours later. The maintenance crew worked to try and remove as much water from playing surfaces as possible to avoid any fungus from developing by squeegeeing fairways and tees, needle tinning greens that held too much moisture and pumping water from large standing areas. This water removal was to avoid Pythium blight (*Pythium aphanidermatum*) *a rare fungus that loves high humidity, many hours of dew or excess moisture with high temperatures. Fungicide control of this fungus is too expensive to apply preventatively, so phosphites are used to control it during a normal season. We are happy to report that through the hard work of the maintenance team's water management no extra fungicide application needed to be applied.*

Due to the high heat and humidity, there was a considerable change in putting green speeds over the second half of July as bentgrass greens become puffy with the humidity. To avoid damaging the greens but to continue to mow and/or roll all surfaces, mowing practices had to change. Heights of cuts were adjusted and mowing patterns changed to avoid overlapping. Once the heat and humidity break, a couple of vertical mowings will take place to remove thatch and excess turf, followed by returning mower heights to normal.

The maintenance crew was also busy with the following tasks:

- #7 front right green side bunker was renovated with new drainage and sand
- Bunker repair following the storms from 7/21-7/24
- Bank mowing and edging of bunkers
- Removal of invasive plants on shorelines and no mow areas
- String trimming entire property
- Irrigation repairs
- Trimming irrigation heads and yardage plates
- Weeding landscape beds
- Integrated pest management applications
- Filling divots on tee boxes and select fairways
- Equipment repairs and daily checks

Finance/Administration

- Staff continues working with BS&A on the implementation project. BS&A trainers will be on site the majority of the month of August to coordinate initial data input, software set up structure and facilitate training of both the District core users (business dept. staff) as well as secondary users which is the majority of the District. The target GO LIVE date remains August 15th for General Ledger, Budget, Accounts Payable, Cash Receipts and Purchase Orders.
- Staff continues to build the FinTrac scheduling database and work one on one with managers to create their staffs' schedules; however the BSA implementation schedule has taken priority.
- Reviewing the District's Policy Manual and updating all legal changes throughout. Updated policies will be presented at the September A&F Committee meeting.
- Staff gathered and analyzed statistical information to complete the balanced scorecard for 2nd quarter 2016.
- Payroll Cycle Processing
 - 07/15/16 \$316,445.47
 - 07/29/16 \$336,479.48

Administrative Registration/EFT Billing

- EFT Billings for:
 - a. TC/WRC/PSSWC Fitness Centers
 - b. ELC (weekly)
 - c. Sponsorship/Marquee Signs
- Administrative
 - a. Guide/WEB Proofing
 - b. PSSWC pool credits issued
 - c. Program cancellation assistance
- Administrative Registration for:
 - a. Financial Assistance

- b. Foundation Giving Tree
- c. Park Permits
- d. Travel Soccer

Human Resources

- Processed 11 new part-time hires and 2 new volunteers.
- Conducted annual Hoffman U on Independent contracts. While there can always be additional improvement, understanding of contracts, insurance, and W9 seems to be growing each year (as reflected by the materials submitted to HR).
- Attended PDRMA field operations observation by Jesse Kinsland (continued cross-training with Risk Manager). Observations yielded positive reviews for use of personal protective equipment, proper body mechanics, and peer-to-peer in-field coaching.
- Assisted Parks Department with interviews for the FT Horticulture and Turf Crew Leader position. Candidate selected was Stephen Bessette. Steve comes from Kane County Forest Preserve and has 5 years FT experience. All paperwork is clear and Steve's first day is 08/02/2016.
- Conducted Exit interview for FT Building Tech Eric Warren. Positive remarks regarding HEPD, but accepted another position at a higher salary. Exit interview remarks being taken into consideration as interviews for replacement candidates are occurring.
- Assisted C&M with interview process for PT Digital Media Associate.

Technology

- Disaster Recovery Plan & Redundancy
 - a. Completed the planning of setting up multiple options in the event of a disaster at Triphahn Center:
 - Installed NAS02 at PSSWC to act as our remote "cold storage" backup device. Currently we are backing up to two (2) devices. NAS01 is local at TC and NAS02 is remote at PSSWC.
- WIFI Enhancement
 - a. New WAP's have been installed at all District locations.
 - b. Working with Sterling Networks to create splash page with terms & conditions as well as an ACCEPT button for HE PARKS – Public WIFI.
- Virtualize Shoretel Server
 - a. Our Shoretel phone server is currently a standalone server. In order to leverage our Veeam backup software in which our other Virtual servers are using, I am planning to virtualize the phone server. This will make the server easier to manage as well as restore it from a backup if a disaster occurs.

- b. Completed the virtualization of the Shoretel phone server with the help of Sterling Networks. The change was transparent with minimal downtime for our users and patrons.
- Assisting Director of Planning with network wiring specs for the TC North side renovation project.
- WRC's main network switch became faulty. One of the main reasons for choosing Hewlett Packard network switches is that they carry a lifetime warranty. A replacement switch was shipped overnight and WRC was up & running again with minimal downtime.

Sponsorship

- Newly acquired sponsors:
 - a. Taco Factory – DBA Michael's Catering
 - Food Vendor
 - b. Anderson Window
 - Event Sponsor
 - c. Alden Poplar Creek
 - 50+ Open House Sponsorship
 - d. divvyDOSE
 - 50+ Open House Sponsorship
- New Proposals Submitted to:
 - a. Buffalo Wild Wings- Event package
 - b. Skate America- marquee and sponsorship
 - c. NWHP- Marquee
 - d. Main Event- Marquee and Sponsorship
 - e. Barone Chiropractic – Event Sponsor
 - f. Chick Filet- Event Sponsor