



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

AGENDA
REGULAR BOARD MEETING NO. 1002
TUESDAY, FEBRUARY 23, 2016
7:00 P.M.

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. AWARDS:
 - A. Best of Hoffman: Redhawks PeeWee Football Team
5. APPROVAL OF MINUTES
 - A. Regular Board Minutes 1/26/2016
6. COMMENTS FROM THE AUDIENCE
7. CONSENT AGENDA - Click item to view document
 - A. Playground equipment bids / M16-016
 - B. Tennis court/rink repair bids / M16-017
 - C. Pick-up truck purchase / M16-011
 - D. Emergency backstop replacement / M16-013
 - E. Balanced Scorecard 4Q2015 / M16-018
 - F. NWSRA 2015 Yearly Participation Summary / M16-020
 - G. Bond Abatement Ordinance O16-001 / M16-021
 - H. Facility Use Agreement with Township H.S. District 211 / M16-023
 - I. Windsor Outdoor LLC Agreement / M16-024
 - J. Job Description Parks Admin/Turf Supv / M16-026
 - K. A&F Detail Reports
 - o Manual checks \$214,593.41
 - o Monthly Invoices \$204,950.56
 - L. Financial Statements
 - M. Acceptance of B&G Minutes 1/12/2016
 - N. Acceptance of Rec Minutes 1/12/2016
 - O. Acceptance of A&F Minutes 1/19/2016

8. ADOPTION OF EXECUTIVE DIRECTOR'S REPORT
9. PRESIDENT'S REPORT
10. OLD BUSINESS
11. NEW BUSINESS
12. COMMISSIONER COMMENTS
13. EXECUTIVE SESSION
 - A. Minutes, pursuant to Section 2(c)(21) of the Open Meetings Act
 - 1/26/2016
 - B. Appointment, employment, compensation, discipline, performance or dismissal of an employee, pursuant to Section 2(c)(1) of the Open Meetings Act.
 - C. The purchase or lease/sale of property owned by the public body pursuant to Section 2(c)(6) of the Open Meetings Act.
14. POTENTIAL DISCUSSION AND POSSIBLE VOTE ON MATTERS FROM EXECUTIVE SESSION
15. ADJOURNMENT

ALL MEETINGS ARE HELD IN THE BOARDROOM OF THE HOFFMAN ESTATES PARK DISTRICT TRIPHAHN CENTER, 1685 W. HIGGINS ROAD, HOFFMAN ESTATES UNLESS OTHERWISE SPECIFIED. WE INVITE THOSE WHO MAY NEED AN ACCOMMODATION DUE TO A DISABILITY TO CONTACT US 48 HOURS IN ADVANCE. PLEASE CONTACT JANE KACZMAREK, EXECUTIVE ASSISTANT, AT 847-885-7500.



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**MINUTES
REGULAR BOARD MEETING NO. 1001
January 26, 2016**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Board of Commissioners was held on January 26, 2016 at 7:00 pm at the Triphahn Center in Hoffman Estates, IL.

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

Absent: None

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

Audience: Program Manager Cuff, Silvia Henfling, Member Services Associate Shelley Knapp and family, Bill Buesing and Family, Peter Smith's Family, Mr. K. Evans. For complete listing see attached sign in sheet.

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. President Bickham awarded Coach Bill Buesing the Volunteer of the Year Award for his outstanding job coaching for the district.
- B. President Bickham awarded Silvia Henfling the BOH for her tremendous volunteer services for the 50+ group.
- C. President Bickham awarded Shelley Knapp the FT Employee of the 4th Quarter Award for her outstanding service at PSSWC.

Member Services Associate Knapp asked to address the board noting that she was so honored and thanked the board for her award. She also explained that working at the district and in particular PSSWC was wonderful; that PSSWC was full of camaraderie and there was a tremendous team effort at that facility. She went on to ask the board to consider changing their current position on the child care available at PSSWC (Kids Korner) to allow employees the opportunity to use that service noting that the PSSWC operation was at the mercy of the members and that meant working late or coming in for odd hours and having Kids Korner available for staff's children made that possible. She said that she hoped she could see the board, district and staff work out another option to closing Kids Korner during afternoon hours.

5. Minutes:

Commissioner Mohan made a motion, seconded by Commissioner Kinnane to approve the minutes of the December 15, 2016 meeting as presented. The motion carried by voice vote.

6. Comments From the Audience:

Nina Kuffel of 5647 Caribou addressed the board noting that she was a former employee at the district for 11 years but they had cut the shift at PSSWC for Kids Korner and she had to quit because the weekday afternoon hours were eliminated. She explained that people counted on Kids Korner being open all day and hoped that the board would reconsider. She also noted that weekend afternoon hours had been cut and asked that they reconsider that shift also.

7. Consent Agenda:

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

- A. PSSWC Fitness Equipment Space / M16-005
- B. GIS Consulting Contract /M16-007
- C. Accounting Software / M16-008
- D. A&F Detail Reports
 - o Manual checks \$352,412.62
 - o Monthly Invoices \$344,512.87
- E. Financial Statements
- F. Acceptance of B&G Minutes 12/1/2015
- G. Acceptance of Rec Minutes 12/8/2015
- H. Acceptance of A&F Minutes 12/15/2015

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 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 he was looking forward to the Chamber's Award of Excellence on Thursday as well as the IAPD Conference this weekend. He encouraged all Commissioners attending the conference to bring back information on their sessions for sharing.

10. Old Business:

None

11. New Business:

A. Official Renaming of Victoria North Playground/M16-010:

Executive Director Bostrom reviewed the item noting that it was preliminarily approved by the board 60 days earlier and had been brought to each committee for approval.

He noted that he had received several favorable responses including a phone call from Gordon Thoren a former 50+ member supporting the recommendation. He explained that there would be a dedication ceremony and a plaque for the park explaining the new name.

Mr. Bob Smith, Peter's son, thanked the board on behalf of this family for this honor and for sharing all the favorable comments. He urged them to move forward and said he would look forward to the dedication.

Commissioner McGinn made a motion, seconded by Commissioner Mohan to confirm the renaming of Victoria North Playground the "Peter M. Smith Playground" having met the 60 day waiting period and as outlined in M16-010.

On a Roll Call: Carried: 7-0-0

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

Nays: 0
Absent: 0

B. Emergency Backstop Replacement/M16-012:

Executive Director Bostrom reviewed the item noting that the collapse had occurred November 21, 2015 during a substantial snow storm. He also explained that PDRMA had valued the backstop at \$24,277 and approved the replacement by Northern Illinois Fence Company.

Commissioner Kaplan asked if the district would install and Executive Director Bostrom noted that it would be done by Northern Illinois Fence Company.

Director Giacalone explained that it was the arched backstop and the footings were 6-foot deep.

Commissioner R. Evans asked about the charge for replacement by Northern Illinois Fence Company and Executive Director Bostrom explained that their price was the lowest qualified bid secured by PDRMA.

Commissioner McGinn asked if this had happened before and Director Giacalone said yes, but in other districts. Director Buczkowski noted that several other districts had experienced a number of collapses.

Commissioner Kaplan made a motion, seconded by Commissioner R. Evans to award a contract to Northern Illinois Fence Company in the amount of \$24,277 for the replacement of the Canterbury Park backstop.

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

12. Commissioner Comments:

Commissioner Kaplan thanked the board and staff for the cards and well wishes on the passing of his father.

Commissioner R. Evans said he was looking forward to conference.

Commissioner Kilbridge agreed and reminded all about the Foundation's GNO coming up February 18th.

Commissioner Mohan noted that he had received supportive comments regarding the renaming of Victoria Playground from residents on the North Side.

Commissioner McGinn noted he was also looking forward to conference.

Commissioner Kinnane noted that it had been a quiet month for him.

13. Executive Session:

Commissioner Mohan made a motion, seconded by Commissioner Kaplan to move to Executive Session at 7:35 pm for the purpose of:

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

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

Commissioner Kilbridge made a motion, seconded by Commissioner R. Evans to reconvene to regular session at 8:35 pm. The motion carried by voice vote.

14. Discussion from Executive Session:

None

15. Adjournment:

Commissioner R. Evans made a motion, seconded by Commissioner Kilbridge to adjourn the meeting at 8:35 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. 1002**

EXECUTIVE DIRECTOR'S REPORT

February 2016

PARKS DIVISION

1. Staff replaced inducer motor and gas valve for RTU 7 at TC. Replaced a 3- way valve before heating coil at the air handler in maintenance office at TC.
2. Rewire emergency lights in men's locker-room at TC.
3. Staff repaired windscreens in TC parking lot.
4. Staff replaced bench seat in sauna at TC.
5. Staff ran new wire and thermostats to RTU units 1, 11, 4 and 13 for them to produce heat at PSSWC. Staff worked on RTU unit 2; heat was not working.
6. Staff replaced the tile around hot tub in damaged areas.
7. Night-shift staff painting women's and men's locker room walls at PSSWC. Clean women's vents and high ceiling and vents cleaning.
8. Staff is working on repairing Park ID signs at North Greenway, Cottonwood and Olmstead Parks.
9. Staff repaired No Ice Use Flags at Hunters Ridge and South Ridge Park.
10. Staff replaced fence on north side of maintenances shop due to fallen tree.
11. Staff replace electrical box and switch in mew house at Vogelei.
12. Replaced fan motor on refrigerator at BPC.
13. Several small snow events occurred that were covered by the maintenance crews. Snowfall accumulation this winter has been more than last year at this time by 8 inches, while temperatures have averaged 5 degrees higher than last season.
14. Maintenance staff attended Mandated Reporter Training as part of the PDRMA continuing education program.
15. Inventories have been completed of pesticides and fertilizer and the spring order is being prepared.
16. Spring trees (50) were ordered for our spring planting to replace Ash trees throughout the district.
17. Work continues on brush cleanup and removal at Essex Park, within the new section formerly known as the Summit property.
18. Bus 534 replaced front and rear brake pads, rotors, right rear brake caliper and repaired exhaust system.
19. Truck 519 transmission rebuilt, new radiator and thermostat.
20. 518 replaced ignition switch.
21. 498 replaced front wheel bearings and changed transmission fluid and filter.
22. Skid loader 821 replaced parking brakes inside wheel motors.
23. Maintenance and repair on mowers and small equipment.

PLANNING & DEVELOPMENT

Playground redevelopment 2016:

Canterbury and Sheffield Playground Equipment bids were received on January 26. The bid recommendations will be presented to the B&G committee at their February meeting. Assuming Board approval, the low bid equipment will be included as part of the playground installation package which will be out on the street for bid in February.

Victoria Park

Staff has been working with a number of vendors to develop a fall surface system that will not be affected by the flooding that occurs at Victoria Park. The original plan was to utilize the existing fall surface system in its entirety and cover it with synthetic turf carpet. With this methodology, the assumption is that the existing fall surface rating would be within the required fall surface criteria. Should the addition of the synthetic turf and degradation of the existing system result in a rating that exceeds the criteria, the plan would be to add an additional foam pad over the existing rubber surface in critical areas. The synthetic turf would then be installed over the new pad and the existing rubber. Because the foam pad will most likely be buoyant under flooding situations, the additional padding would need to be anchored to the substrate. These attachment points would also need to meet the same fall surface criteria. Should this prove to be unsuccessful, staff would then explore plan B which involved removal of the rubber surface and the reuse of the existing ground rubber chunks. To prevent the ground rubber chunks from being displaced, the material would be placed in specially designed and manufactured bags. The synthetic turf would then be installed over the filled bags of rubber chunks. This back-up plan would ultimately cost more than the original concept and staff is optimistic that it can be done at or near budgeted levels. In any event, a final plan will be presented to the committee as soon as the March meeting.

GIS/Asset Management project:

Planning staff, along with other staff, is currently researching better methodologies of accounting for and tracking the district assets. In the past this responsibility was shared between an accounting function and the individuals responsible for ongoing maintenance and upkeep of those particular assets. As the district has grown, oversights of those assets have been passed around so that we now operate from many different asset lists. Planning & Development is responsible for courts, playgrounds, hard surfaces. Parks Maintenance is responsible for all mechanical equipment except for Ice Operations. The facilities are responsible for their capital recommendations and/or in some cases, based on budget results. With the existing method, the district is susceptible to assets getting lost in the shuffle or deleted because it is assumed someone else is responsible for those items. With a new asset management system, the entire district's assets will be evaluated based on comparative needs versus other district assets. Better long range projections are a key goal for the new asset system. Staff's goal would be to have the new system in place by fall of 2016 and ready for use in preparing the 2017 budget objectives.

Park Rules Signs:

Staff is currently soliciting bid pricing for the printing of the new park rules signs. Once a vendor is identified, production of the signs will commence. The goal is to have 80 -100 park rules and 45 playground rules signs installed by the end of the calendar year 2016. The 2016 budget for Park Signs is \$30,000.

Recreation and Facilities Division



UPCOMING EVENTS

- February 12 Friday Fish Fry begins at Bridges
- February 12 Daddy Daughter Dance at BPC
- February 13 Parents Night Out at PSSWC
- February 18 Girls Night Out, Friends of HE Parks at First Place Sports Bar
- February 19 Friday Fish Fry at BPC
- February 19 Mother Son Date Night at BPC
- February 21 Give Hockey a Try – USA Hockey
- February 24-27 Spring Guide & Summer Camp Planner delivered
- February 24-28 Girls State Hockey Tournament
- March 2 Spring Programs Registration begins
- March 2 Summer Camp Registration begins
- March 11 – 13 Wirtz Sled Hockey Championships

Snapshot Summary/Highlights:

- Congratulations to HEPD for winning the Hoffman Estates Chamber of Commerce & Industry Public Sector of the year award for 2015! The award was presented at the annual Celebration of Excellence Event on January 28th at the Chicago Marriott Northwest.
- Staff attended the IAPD/IPRA State Conference this past weekend. They attended various educational sessions on different topics in the industry, while at the same time met with vendors in the exhibit hall and had a chance to network with other professionals, presenters and legislators in the industry.
- At the State Conference, HEPD also entered IPRA Agency Showcase competition and took home two 3rd Place awards; one for a Marketing Campaign and another 3rd Place Award for Social Media.
- There are two new fitness facilities opening in the area one called “Orange Theory Fitness” <http://www.orangetheoryfitness.com/schaumburg> near the corner of Golf and Roselle Roads. The anticipated open date is towards the end of February 2016. Also in the strip mall near Mariano’s at the corner of Golf and Barrington they are opening an Anytime Fitness, www.anytimefitness.com. The release date for that center has not been made public but they are currently offering membership inquires and tours at this new site. Both of these facilities will have some bearing on the three facilities for the district much like the previous 6-

7 facilities that have opened in the past few years. As with all competition, staff will continue to look at ways to minimize the impact and showcase the value of the various district facilities to the current membership and potential new clients moving forward. As with previous competition staff continues to find ways to create success in a highly competitive market. As reported in the industries overall global market, there were 2.2% more members in 2015 than in 2014 as it relates to total U.S. memberships, yet there was a growth in U.S. health clubs (gyms, fitness centers, sports centers; i.e. private, YMCA's, public centers, studios, etc.) by over 6.4% from 2014 to 2015, thus creating a gap of 4.2% between potential new members and available facilities. This statistic continues to validate the importance of staying progressive and ahead of the curve when providing this service to the community in all facets of the operations.

- As part of our initiative to establish more ethnic based opportunities and partnerships, the 50+ group has established a cooperative programming arrangement with the Korean Senior Center of Schaumburg to offer joint programming services at both facilities. The first program will be chair volleyball. This activity is very popular at their location. As this partnership continues to grow, more services and programs will be offered together. Both groups seem very excited about the possibilities.
- Staff met with the Continuing Education team at Harper College during the month of January to discuss the opportunity to provide non-accredited continuing education programs and services within the HEPD facilities. They were very interested in the opportunity. As this initiative moves forward and more information becomes available, staff will bring those communications forward.
- In February, staff is meeting with the Salvation Army, a new company in Hoffman Estates. They are very interested in starting brass music classes and a drama program with the park district. They have one of the largest brass music programs in the world. As these communications continue to move forward staff will bring more information forward to the committee and board.

Volunteers Summary:

- Human Resource processed 1 new volunteer.
- 2 volunteers participated in opportunities for the 50+ group for a total of 2.5 hours.
- Admin staff was contacted by 2 volunteers looking for opportunities with the Foundation and the Parks Department.

Dance

- The winter/spring session of dance classes started the week of 1/11. Registration is now closed and costumes have been ordered for the May recital.

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



Youth Athletics

Youth Baseball

- Indoor practice time - A new addition to the upcoming 2016 spring season is for any players who sign up before February 1st to participate in indoor practice time. This will give players 2 more months of fundamental work before their first game. Schedules are currently being set.

Youth Indoor Soccer

- This year indoor soccer will be run by DEA Nation. For every participant in grades K-4th, they will have 15 minutes of skills and drills followed by 45 minutes of game play.
- Indoor soccer has changed from a league format, to a skills and strategy program to prepare for the upcoming spring season.

Youth Basketball

- Season has started; 2016 – 351; 2015 376. All the older aged categories (5/6 grade boys, 7/8 grade boys and 7/8 grade girls) were lower in participation. The younger aged categories were all higher in 2016. Games are played at both Willow Recreation Center and Triphahn Center on Saturdays.
- This year staff is adding an all-star game and is looking forward to next season hoping to integrate the new Chicago Bulls Developmental Team coming to the Sears Centre into the program, with skills and drill programs and coaching clinics, as well as various other initiatives with this group to continue to add value to this program.



Early Childhood

Preschool:

	13 TC	13 TC	0 TC
Three-school 15-16	13 WRC	13 WRC	0 WRC
	28 TC	28 TC	0 TC
2's Playschool 15-16	24 WRC	24 WRC	0 WRC
	126 TC	125 TC	-1 TC
Preschool 15-16	66 WRC	67 WRC	+1 WRC
Early Learning Center	28	34	+6
Total Preschool:	298	304	+6

- Preschool Fun Fair will be held on March 11 from 5:30 – 8 pm.
- Preschool registration begins February 8 and will go until February 21.
- Mother Goose came to perform for our preschool and ELC classes on January 11 and 12.
- ELC has now included Kid Rock and Gymnastics to the enrichment curriculum. This change has been well received.

STAR

Program	1/2015	1/2016	Var. +/-
TJ:	13	20	+7
Whiteley:	21	31	+10
Armstrong:	39	40	+1
Fairview:	71	79	+8
Lakeview:	43	35	-8
MacArthur:	46	78	+32
Muir:	25	37	+12
Lincoln Prairie:	41	52	+11
Total	299	372	+73

Day off School Trips	1/2015	1/2016	Var. +/-
54 Half Day	62	65	+3
54 Full Day	61	54	-7
MLK Day 54 & 15	38	54	+16
15 Full Day	20	26	+6
Total	181	199	+18



50+ Club

Volunteerism

Volunteers – 2 volunteers – 2 1/2 hours total
(newsletter/center décor)

Classes offered in January

Basic Exercise, Chair Fitness, Chair Yoga, Gentle Yoga, Spanish, Tai Chi, Writing, Self-Hypnosis

Athletic opportunities offered in January

Billiards, Pickleball, Ping Pong, Volleyball, Walking

Upcoming trips

Harold Washington Library Center; Chi; Bye, Bye, Birdie; Drury Lane; Oak Brook; I Have the Right to Sing the Blues; Paramount Theatre; Aurora

Evening/Special Programs

Pub Quiz Night (3rd Thursdays/6:00 pm) – 25 participants - held at BPC
Cards/Games Night, 2nd Thursday, monthly
Monthly Village of Hoffman Estates (VHE) Free Adult Health Clinic

Friday post lunch programs (January)

1/8 Lyric Opera, Chi
1/15 Presentation on outsourced Spr '16 trip, Cali Rail Discovery
1/22 Culver's member bday lunch party
1/29 CUB (Citizens Utility Board) talk

Organized Activities

Bingo at Culver's/monthly – see above

Other

Research/Resource for 50+ members on spousal death benefits

Met with Comfort-Keepers rep re: sponsorships and annual 50+ August ('16) Open House
 Conversation with Rosewood Inverness re: sponsorship opportunities
 Attended Brookdale Hoffman Estates Mix and Mingle
 Prepped for co-facilitation of IPRA-IAPD presentation



Ice Operations

I.C.E Academy

- The ICE Academy winter lesson program began on January 4. There are 271 skaters in the winter session and we have we also have 25 registered skaters for the monthly freestyle program, for a total of 296 skaters, in 2015 there were 301 participants.
- Staff is working on plans for a late spring ice show – dates are still being considered.
- Staff is working on offering spring break camp.

Wolf Pack

- The Wolf Pack Development lesson program began its winter session on Jan. 4. Current enrollment is at 285 with the addition of the 19 adult hockey clinic members on Sunday night for a total of 304, in 2015 there were 262 were enrolled.
- The Triphahn Center will be part of USA Hockey 9th Annual - Hockey Weekend across America event Feb 21. Staff will be facilitating "Give Hockey a Try" program from 1 -2pm
- Staff is in the process of starting spring hockey registration which will open for returning Wolf Pack members on Feb. 8.
- NIHL Wolf Pack board has opted to facilitate spring tournament teams for the first time since its inception. This will run from April-May. Rather than the park district running these teams the ice will be rented to the Wolf Pack Hockey Club.



Prairie Stone_{sm} Sports & Wellness Center

January Membership Totals	2015	2016	+/-
Sub Total	3174	3145	(29)
GE Members	338	436	+ 98
Total Members	3512	3581	+ 69

Member Services

- The enrollment promotion for the month of January extended a \$0 ENROLLMENT special with the opportunity to receive January dues free upon mention or presentation of the direct mail postcard or digital ad on the HEPD/PSS&WC

websites. This marked the first time in 8 years that enrollment fees were discounted completely for new members. Justification for the \$0 enrollment special was attributed to competitive pressures from surrounding facilities, many of which were offering steep discounts and lower monthly dues opportunities. This limited-time special enrollment promotion was advertised on a jumbo direct mail postcard that was targeted for distribution to 30K single family homes within a 7 mile radius of the fitness center in selected postal codes. (The unofficial tally of enrollments during the month of January that resulted from direct mail correspondence currently totals 58 or approximately 25% of enrollments.)

- The ongoing Friends in Fitness member referral program continued to be a primary force in generating new memberships. During the month of January there were 48 (approximately 20%) 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 marquee signs throughout the community. The PSS&WC enrollment special was also advertised on the VHE electronic marquee 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 marquee signs throughout the community.
- The number of credit card denials following January billing continued at a manageable pace. 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 January. These efforts included 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 sale of seasonal student winter passes, which began on December 1st through the Member Services office, continued through the month of January. Pass options included 1 month and 2 month durations for college students ages 18+. A total of 44 student winter passes have been sold during the month of December and January.
- The Member Services team has been in contact with three corporations located within the Prairie Stone Business Park (Omron, Salvation Army, Edward Hines VA) to discuss corporate membership opportunities for their respective employees. All three expressed an interest in working with PSS&WC on agreements that vary

from standard corporate tier discounts to partial subsidy options. Discussions will continue in the month of February.

Operations and Fitness Departments:

- PSS&WC hosted a variety of athletic tournaments within the gymnasium area during the month of January that included regional basketball and volleyball groups as well as an NWSRA bocce ball tournament. The facility also hosted the annual Willow Creek Boys' Night Out father/son event on the evening of January 31st, which welcomed over 350 guests for an evening of fun and fitness in the gymnasiums, tennis courts, and indoor aquatic center.
- The General Manager of Sales & Operations and the Superintendent of Facilities have scheduled a meeting with the AthletiCo management and marketing team in February to resume discussion of the next phase of the external signage project for the north side wall of PSS&WC.
- The Kids Korner hours of operation were revised on January 1st to reflect closure at 1pm (instead of 2pm) on Saturdays and 12pm (instead of 1pm) on Sundays; likewise, hours of operations were eliminated between the hours of 1:15pm and 4:15pm Monday through Friday.
- Efforts are continuing to complete the transition of café services from the Flores & Rosales Family group to healthy vending options. A new Gatorade vending machine has been introduced in the café area that includes a variety of Gatorade products such as energy and protein bars, fitness gels/chews, and shakes. A gourmet coffee machine is also forthcoming. Research is also being done regarding healthy food vending for PSS&WC and WRC with meetings scheduled in February with regional providers. The Flores & Rosales Family group will continue to provide concessions for large athletic tournament rentals at PSS&WC and other large scale events as needed following completion of the transition.
- Overnight projects performed by the HEPD parks and maintenance team are in process of completion at PSSWC. Projects started in January and include tasks such as painting various areas of the facility (such as men's and ladies' club locker room walls, door frames, beams, spot painting high walls), high dusting of vents and duct work, as well as additional projects. Overnight work will also be performed at TC and WRC.
- The remodel of the back fitness area for the new fitness equipment will start in February. The wall between the small group fitness studio and the back fitness area will be removed to open up the back area allowing flow between the 2 areas. The Pilates equipment will be moved into one of the massage rooms in the common area in between the member locker rooms. The new fitness equipment is scheduled for delivery at the end of February.
- PSSWC has 2 upcoming Nutrition Workshops, *Belly Busters*, taught by Zac Marshall, Certified Health Coach on January 30th and *Healthy Heart, Learn Where to Start*, taught by Kathy Brown, RD on Feb. 15th.
- A new program designed to promote new personal training, nutrition, and health coaching clients started January 14th called "8-Week Body Transformation Challenge"! This 8 week program includes attendance at 1 group work out per week, 2 group nutrition classes, and 4 half hour personal training, health coaching or nutrition sessions spread throughout the 8 week program.

- Through the monthly wellness program, the PT Rewards Program will continue to promote new clients by offering free educational workshops, small group classes, and fitness tests.
- The Personal training loyalty program, that started 7/1/15 (Clients complete 20, 1hr Private Sessions, and earn 1 FREE 1hr Private Session), has now had 20 members reach the 20 session milestone. This continues to be an important incentive program, providing motivation for personal training clients to continue to purchase and take advantage of personal training services.
- Within the area of group fitness Class participation has remained steady. Highlighted average class attendance: Zumba 40; Raise the Barre 25; Gentle Yoga 40.

Seascope, Programs and PSS&WC Swim Lessons

- Meetings have been held with Seascope Pool Managers and a schedule of lifeguard interviews & trainings has been developed.
- Staff secured the Elgin Centre for the new lifeguard trainings along with re-certifications in March & May.
- First session of group swim lessons is ongoing. Our registration is 157 participants. In 2015 Session 1 had 167 participants. Evaluations are being sent to participants at the end of this week, the second session starts February 9th.
- Session 1 for climbing wall was filled with 16 participants. The second session begins February 17 with one section filled with 8. The 2016 climbing wall inspection is in process of being scheduled. The PSSWC, along with the portable climbing wall, will be scheduled on the same date for the annual inspection.
- Congratulations to the Aquatics team for their achievement of earning a safety award based on the StarReview performance in 2015! Starguard presented HEPD with a 4-star award. As in past years, the award consists of two small banners - a table-top pull-up and another for hanging. Starguard provides the park district with larger banner, poster, etc. to display around our facilities or to use for social media posts.
- Aquatics managers continue to host monthly in-service lifeguard trainings so the aquatics staff can hone and practice their life saving techniques.
- Spring brochure final updates have been updated. Included in this brochure are events such as:
 - Climbing Merit Badge Day:** Sunday, February 21, 8:30am-1:30pm
 - Pot-o-Gold Rock Climb:** Saturday, March 19, 1pm-3pm
 - Aqua Egg Hunt:** Saturday, March 26, 2-2:30pm
 - Community Garage Sale:** Saturday, May 21, 8am-1:00pm
- Kid's First Sports Soccer ran with 9 participants, second session begins February 4 and already has 8 enrolled.



Triphahn Center

Triphahn Center Fitness and Operations:

Membership	1/2015	1/2016	Var. +/-
Totals:	934	954	+ 20

General Summary:

- Dance World was held successfully on Saturday January 9th.
- There were 2 church groups on every Sunday. In addition, there are 2 separate groups that maintain gym rentals on Sundays for volleyball.



Willow Recreation Center

Membership	1/2015	1/2016	Var.+/-
Fitness/Racquetball Totals	338	333	(5)

General Summary:

- WRC generated \$3,220 in rentals in 2016 as compared to \$1,605 in Jan. 2015.



Dog Off-Leash Areas

Bo's Run:

- Breakdown for Bo's Run / Combo passes HE 153, Palatine 40, Barrington 16 Schaumburg 47, Arlington Heights / Mt. Prospect 5, Inverness 26. Additional towns are Rolling Meadows, Elk grove, Hanover Park.
- There were 3 guests to Bo's Run in January compared to 7 in January 2015.

Freedom Run:

- Breakdown for Freedom Run/ Combo passes Elgin – 141 HE – 89, Streamwood 71. Schaumburg – 22. Additional towns are Huntley, Hanover Park & S. Barrington, Elk Grove, Palatine, Wheeling & others.

Dog Park Passes	1/2015	1/2016
Bo's Run	329	Bo's Run 247
Freedom Run	363	Freedom 276
Combo	80	Combo 71
Total:	772	594



Communications and Marketing

PROGRAM PROMOTIONS

Staff worked with program managers to promote Winter Guide and Registration, Preschool Open House, Parents' Night Out, Daddy Daughter Dance, Mother-Son Date Night, Kickin' It At the Creek, Giving Tree, Girls' Night Out.

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

COMMUNITY EDUCATION

Pickleball – A video was created to promote the game and HEPD's offerings. The video was distributed on YouTube and Facebook Feb. 2.

Coloring Contest – We held a Coloring Contest in December to increase engagement on Social Media. Coloring sheets were available via download from Facebook only. We promoted the contest on 3 of our Facebook pages. Four winners were drawn at random and received prizes donated by LEGOLAND Discovery Center. We had 19 entries. The contest reached more than 2,000 people on Facebook.

IPRA Agency Showcase – C&M staff entered 4 categories in the competition: Marketing Campaign, Website, Social Media and Print Communications. We won 3rd Place for Marketing Campaign and 3rd Place for Social Media.

MARKETING DASHBOARD



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

The app has been available since April 25, 2014; as of January 31, 2016 we have had 1,412 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:	Jan 1-31 2015	Jan 1-31 2016	Change from last year
Google Analytics	Feb 2013-Feb 2014			
Mobile	27%	42%	49%	+7
Desktop	63%	46%	42%	-4
Tablet	10%	11%	8%	-3*

*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.

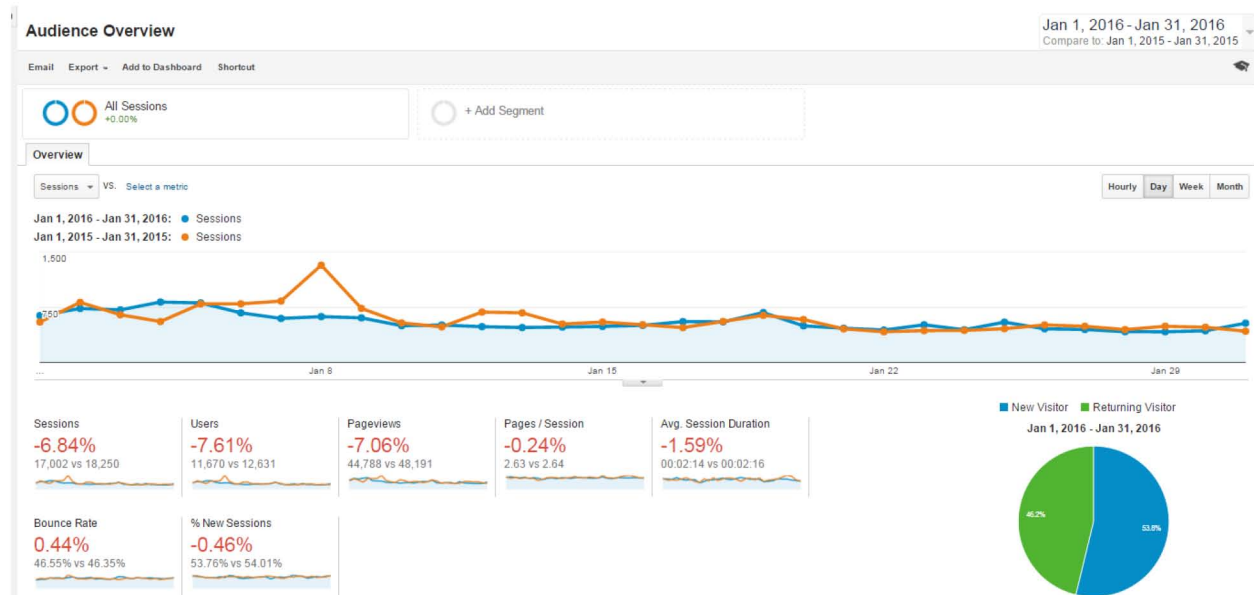
(<http://time.com/3532882/people-arent-buying-tablets/>)

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. (Note, PC and mobile hits are combined here; See Mobile Access chart above.)

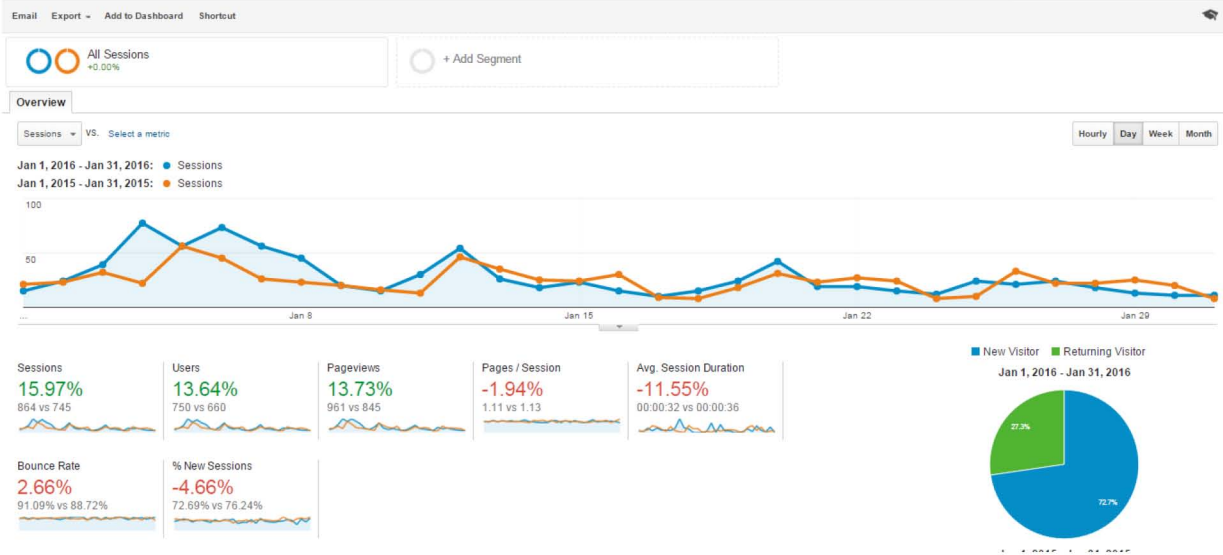


Program Guide Online – Source: Google Analytics

More people are accessing our electronic version of the Program Guide online.

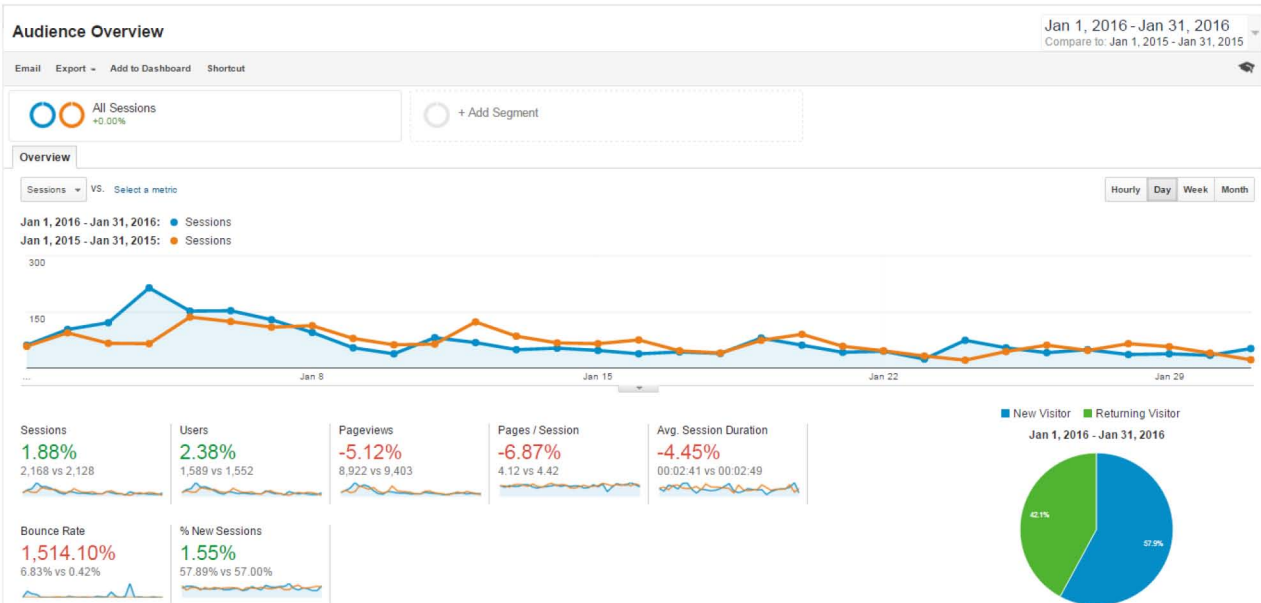
Audience Overview

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



WebTrac/Online Registration Page Hits – Source: Google Analytics

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

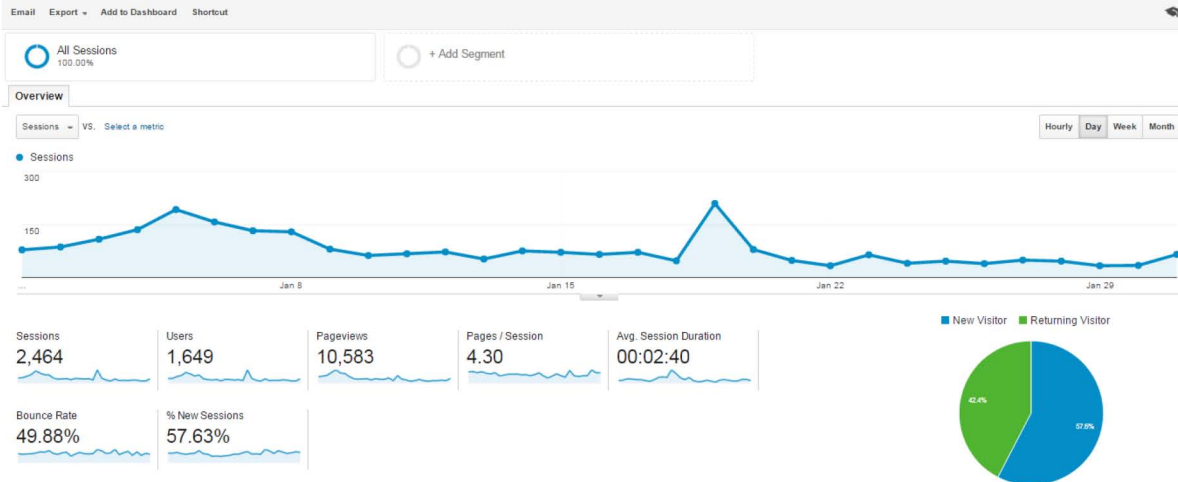


Mobile Webtrac – Google Analytics

It appears more people are using Mobile Webtrac than the full Webtrac site. (Tracking began December 1, 2015.) More people are accessing Online Reg from their mobile devices.

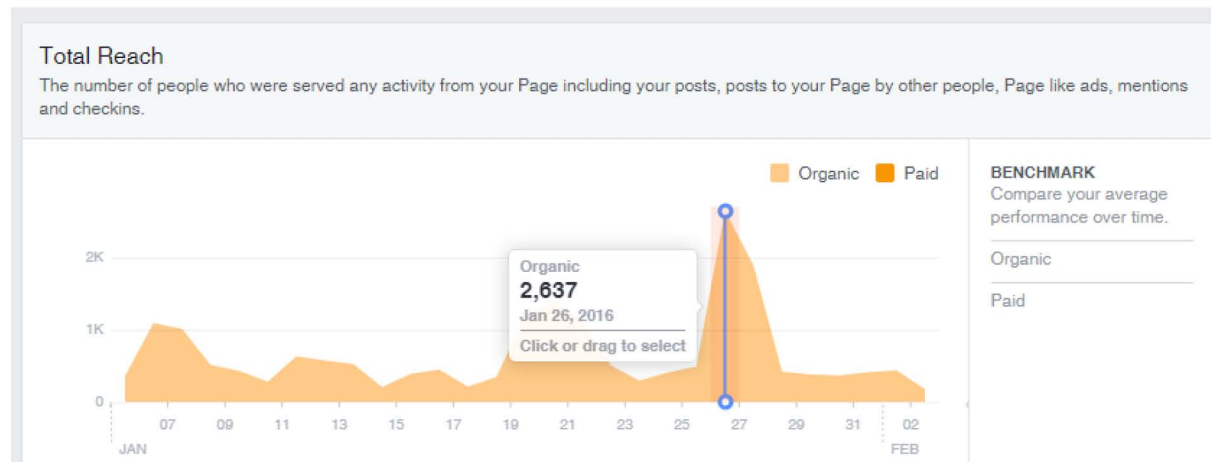
Audience Overview

Jan 1, 2016 - Jan 31, 2016



Facebook Reach

Total Likes totaled 2,093 this as of 1/31. Our goal is engagement: The more people tag, share and comment on posts the greater the reach. 28 Days Page Engaged Users (Col G): The number of people who engaged with our Page. Engagement includes any click or story created in January = 19,714. See the chart below for a list of our most successful posts this month, which explains the "peaks".



Top Post for January – January 26:



Top 5 Most Successful Posts Jan 1-31 (Posts that reached more than 200 people)

Post Message	Type	Posted	Lifetime Post Total Reach Lifetime: The total number of people your Page post was served to. (Unique Users)
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	3504
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	1634
2016 Awards Breakfast for HEPD Employees	Photo	1/21/16 8:32 AM	1076
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	736
Make some memories with your kids this Feb at Daddy-Daughter Dance or Mother-Son Date Night! http://ow.ly/VZJmw	Photo	1/22/16 11:21 AM	665

Top 20 Highest Posts since October 2015

Post Message	Type	Posted	Lifetime Post Total Reach
			Lifetime: The total number of people your Page post was served to. (Unique Users)
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	3504
ALL ABOARD!!!! The train is #NOW boarding to see Santa!!	Video	12/13/15 7:34 AM	1911
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	1634
Congratulations to Alex Ruthe! Alex is a long time Wolf Pack hockey player, on the Midget Major travel team that won the league NIHL Championship, and was recruited by Purdue University to play on the Boilermakers Ice Hockey Team. Way to go Alex!	Photo	10/26/15 12:41 PM	1100
2016 Awards Breakfast for HEPD Employees	Photo	1/21/16 8:32 AM	1076
What is the Friends of HE Parks and what do we do?	Video	12/1/15 7:57 AM	966
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	736
Special thanks to State Representative Michelle Mussman (55th District) for stopping by at our Winter Fest last weekend! #ParkChampion National Recreation and Park Association	Photo	12/15/15 8:52AM	721
Make some memories with your kids this Feb at Daddy-Daughter Dance or Mother-Son Date Night! http://ow.ly/VZJmw	Photo	1/22/16 11:21 AM	665
Congratulations to the Hoffman United Girls Thunder! They clinched the IWSL U13 CNW division title yesterday with a 2-2 tie against second place Peak Academy! Coming back twice from losing positions in the game, claiming their title by scoring a goal in the final minutes! We couldn't be prouder, way to go, ladies!	Photo	11/9/15 7:30 AM	661
Holiday Story Train	Photo	12/13/15 5 7:48 AM	624
Thank you to the Village of Hoffman Estates Government for recognizing the heroes that took quick action last month and saved a participant's life at the Triphahn HEPD Ice Arena. Thank you for recognizing the good forces in our community! Read more --> http://bit.ly/1kEFnbF	Photo	11/18/15 5 7:27 AM	611
Congratulations to these two talented tennis players who practice at our very own Prairie Stone Sports & Wellness Center!	Link	10/28/15 4:54 AM	611
Just for Awesome Kids – enter our Coloring Contest	Link	12/21/15 3:00 PM	429
#Science on the playground??? It sure was last week at Triphahn Center! Students learned about the praying mantis.	Photo	10/25/15 8:31 AM	425
Ice sculptures, sleigh rides & s'mores: Winter Fest Sat. Dec 12 10-1 at Bridges of Polar Creek http://ow.ly/VCWw1	Photo	12/11/15 10:21AM	404
Thank you Hope Buchholz for these awesome photos from Wolfpack Hockey! Way to go NIHL Squirt #1.	Photo	11/17/15 7:59 PM	366
Way to go Coyotes! The team played in the Pekin tournament and won 3-2 in a shootout after losing to them earlier in the tournament!	Photo	10/26/15 7:49	352

Thank you to all our Winter Fest sponsors! AMITA Health, ABC Plumbing and Linda Dressler of RE/MAX Suburban.

Photo 12/12/15 10:40A M 329

Congratulations to the Hoffman United U12 Iron Men on their championship victory at the Lakers Classic tournament!

Photo 10/14/15 11:03A M 327



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. Responsive/mobile-friendly website launched Oct 28, 2014. Mobile WebTrac was launched in late November 2014. 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%
Jan 1-31, 2016:	36.5%



Email Blast Results, Constant Contact

Out	Sent/Open	Mobile	Bounces	Clicks	Opt-
2015 Fitness, Sports & Rec	---/19%	50+%	9%	7%	.22%
Hoffman Happenings 1/19	19.5K/19%	62%	1.3%	15%	1.2%
50+ Newsletter January	942/29.7%	54%	.6%	2.5%	.8%

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 HEPD

Created: Jul 28, 2009 · Videos: 167

CHANNEL

Jan 1, 2016 – Jan 31, 2016

Watch time

Minutes

279 ▲



Average view duration

Minutes

1:09 ▲



Views

241 ▲



Top 10 Videos

[Browse all content](#)

Video	Watch time (minutes) ↓	Views
Wolf Pack Hockey Hosts Krolak Cup	59 (21%)	22 (9.1%)
Park Info: Thor Guard	45 (16%)	42 (17%)
Hoffman Estates Park District National Gold M...	33 (12%)	6 (2.5%)
iPlay Winter	25 (9.1%)	29 (12%)
Aqua Fit Swim Aerobic Class at Prairie Stone S...	20 (7.3%)	19 (7.9%)
Park Info: What Is Bioswale?	17 (5.9%)	8 (3.3%)
Little Ballerinas!	13 (4.8%)	3 (1.2%)
Park Info: Playground Workout, Bench Pushup	9 (3.1%)	12 (5.0%)
Try Hockey for Free!	6 (2.3%)	16 (6.6%)
Bridges Of Poplar Creek Weddings	6 (2.2%)	11 (4.6%)

Bridges of Poplar Creek Board Report

General Programs

- Preferred Tee Time contracts are being received. The deadline for renewal is February 26th with an early \$60 off promotion if received by Feb 19th. Our goal is to have 30 total preferred groups. We currently have 4 contracts received.
- We had our first special event of the season with Kickin' It At The Creek on January 30th. We had 100 people attend this first time country line dancing event. Our Special Events & Bar Coordinator did a fantastic job organizing this event and adapted nicely to the client. We will be cancelling the February event due to some other similar events scheduled in the area that same weekend. The event will be back again in March with a possible April date as well.

Golf Rounds

ROUND TOTALS.		
2014	2015	2016
0	0	0
YTD ROUND TOTALS		
2014	2015	2016
0	0	0

Range Information

RANGE BASKET SALES TOTALS		
2014	2015	2016
0	0	5
YTD RANGE BASKET SALES TOTALS		
2014	2015	2016
0	0	5

Communications & Marketing

Marketing/Advertising

- All marketing materials are being finalized for 2016. Rate Card, Outing Brochure, Golf Instruction, Scorecards, comment cards, Tap Inn Bar & Grill Menu and banquet menus will all have a fresh look for 2016.
- BPC staff posted 8 posts in the month of January. As of 1/30/16 the page has 626 likes. The page increased its likes by 19 in a month. Out of the 8 posts, we boosted 4 of them for a total of \$58. We tried boosting a few others, but found out that Facebook does not allow you to boost a post if it uses too much text in its image. We will be adjusting the future posts to their guidelines.
- The 4 best performing "boosted" posts reach a combined total of 19,000 thousand people, of which we engaged 4,000 through people clicking on the posts/clicking through the posts (photos or following links) and 127 interacted with us via liking the post, pictures or commenting.
- Our boosted posts average 25-40 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 January we had a total of 14 events: (14 Events in 2015)

The breakdown is as follows:

8 breakfast meetings servicing 167 people

1 memorial servicing 61 people

2 showers servicing 90 people

1 meeting with light hors d'oeuvres servicing 50 people

1 ABBHH meeting servicing 93 people

1 Kickin' it at the Creek 100 people

We currently have 13 events booked for February: (16 Events in 2015)

8 breakfast meetings servicing 156 people

1 memorial luncheon for 67 people

1 shower for 21 people

1 lunch meeting servicing 30 people

1 Daddy Daughter Dance for 200 people

1 Mother Son Dance for 150 people

1 Fundraiser with a room rental fee for 300 people

Wedding Count Update:

2017=1 ceremony and reception

2016 = 18 ceremony and reception, 2 reception only, 1 ceremony only

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

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

We are receiving a few calls for 2016 weddings. We are currently offering 10% off any Saturdays that we still have open for 2016. Most of the new leads are now being received for 2017 and beyond.

We were once again recipients of The Knot Venue of the Year (Hall of Fame Member) and Wedding Wire Couple's Choice Award. These awards are based on customer surveys and reviews of our venue and service.

Golf Maintenance Summary

January serves a great month for the golf course maintenance department to regroup from the golf season, become organized and start planning for the upcoming golf season. On January 12th and 13th PJ Bugay and Dustin Hugen attended the Illinois Turfgrass Winter Education Seminar at Bolingbrook Golf Club. They attended the following classes taught by University Professors and industry leaders:

- Technology in golf
- Water Conservation
- Soil Testing Philosophies
- Turfgrass Varietal Development for Golf
- Turf Nutrition
- Poa Annuua Control using PoaCure
- Foliar Nitrogen Nutrition
- Winter Diseases and the Impact of Covers

Along with attending this education they were also able to attend the Chicago Area Golf Course Superintendents Association's Shop Tour. This tour is valuable as one can see how other facilities operate. Many ideas and concepts were brought back to Bridges of Poplar Creek Maintenance facility and are in the process of being implemented. Equipment breakdown and rebuilds of all mowers and utility vehicles continue at the maintenance facility.

The last week of January brought some warmer temperatures to the area. The maintenance team took advantage of this and spread 4,000 pounds of black sand across all the ice that was covering the golf course greens. By applying this sand we sped up the melting process and allowed the water to drain off of the greens prior to freezing again. As of 1/31/2016 we are happy to report that we have not noticed any winter kill or diseases on the golf course.

Finance/Administration

- Staff has been working on year-end account verification and preparation for the 2015 audit, on-site field work scheduled to begin on March 21st.
- Hardcopies of W2's have been issued to all staff as well as being available on the Employee Self-Help Portal. 1099 forms have been issued to applicable vendors.
- Staff has created the 2016 monthly budget allocation based on the 2015 revenue/expense trends.
- Staff attended the IAPD/IPRA annual state conference.
- Staff issued the approved PO to BS&A Software and the first meeting of the project implementation team will occur on March 2nd.
- Staff completed the Balanced Scorecard report for 2015 4th quarter. The report for 2016 will be updated to include a comparison by quarter.

- Payroll Cycle Processing
 - 01/29/16 \$256,852.87
 - 02/12/16 \$252,278.97

Administrative Registration/EFT Billing

- EFT Billings for:
 - a. TC/WRC/PSSWC Fitness Centers
 - b. ELC (weekly)
 - c. Sponsorship
 - d. STAR
 - e. Preschool
 - f. Dance Company
 - g. NWHL Hockey
- Administrative
 - a. 2016 Child Care Statements
 - b. 2016 DHS Family Statements
 - c. 2015 Files Boxed
- Administrative Registration for:
 - a. Financial Assistance
 - b. Preschool Field Trips
 - c. Foundation Giving Tree

Human Resources

- Processed 9 new part-time hires and 1 new volunteer.
- Participated in interview process for FT Advertising and Sponsorship Manager position.
- Drafted template contract for HEPD Marquee Sign advertising, worked with Deputy Director to sell sign space.
- Attended PDRMA webinar providing further guidance for completion of IRS 1094C and 1095C forms for the Affordable Care Act.

Technology

- Assisting the recreation division in procuring laptops for early childhood. To date two (2) HP ProBook laptops have been purchased and deployed.
- WIFI Enhancement
 - a. In the process of updating backend software for the new WAPs. Sterling will reconfigure switches to allow new WAPs. Will coordinate with PARKS to run new network cabling to certain locations throughout the district.
- Freedom Run dog park firewall has been replaced with a new Cisco firewall and all systems are functioning well.
- Email Archiver
 - a. A Hoffman U presentation was held on February 10th to review Archiver in addition to other IT information.