



1685 West Higgins Road, Hoffman Estates, Illinois 60169

heparks.org t (847) 885-7500 f (847) 885-7523

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. 1029
TUESDAY, MAY 22, 2018
7:00p.m.

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. AWARDS - BEST OF HOFFMAN: HOFFMAN DANCERS
5. COMMENTS FROM THE AUDIENCE
6. RECESS FOR A&F COMMITTEE MEETING
7. RECONVENE FOLLOWING A&F COMMITTEE MEETING
8. APPROVAL OF MINUTES (attached)
 - A. Regular Board Minutes April 24, 2018
 - B. Special Board Minutes April 17, 2018
 - C. Special Board Minutes April 3, 2018
9. CONSENT AGENDA ([Click here to access all Board & Committee Packets](#))
 - A. Agreement with Community Consolidated SD15, R18-003/M18-049 (see May Rec packet)
 - B. Balanced Scorecard / M18-050 (See May packets)
 - C. Aquatic Technician / M18-056 (See May A&F packet)
 - D. Policy authorization for check signing / M18-057 (See May A&F packet)
 - E. Open and Paid Invoice Register: \$687.650.23 (see May A&F packet)
 - F. Revenue and Expenditure Report (see May A&F packet)
 - G. Acceptance of B&G Minutes 4/17/2018 (see May B&G packet)
 - H. Acceptance of Rec Minutes 4/17/2018 (see May Rec packet)
 - I. Acceptance of A&F Minutes 4/24/2018 (see May A&F packet)
10. PRESIDENT'S REPORT

11. ADOPTION OF EXECUTIVE DIRECTOR'S REPORT
12. OLD BUSINESS
13. NEW BUSINESS
14. COMMISSIONER COMMENTS
15. EXECUTIVE SESSION
 - A. Minutes, pursuant to Section 2(c)(21) of the Open Meetings Act
 - i. 3/3/2018
 - ii. 3/6/2018
 - iii. 3/10/2018
 - iv. 3/13/2018
 - v. 3/20/2018
 - vi. 3/27/2018
 - vii. 4/3/2018
 - viii. 4/17/2018
 - B. Appointment, employment, compensation, discipline, performance or dismissal of an employee, pursuant to Section 2(c)(1) of the Open Meetings Act.
16. Potential discussion and possible vote on matters regarding the appointment, employment, compensation, discipline, performance or dismissal of an employee, pursuant to Section 2(c)(1) of the Open Meetings Act.
17. ADJOURNMENT

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



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**MINUTES
REGULAR BOARD MEETING NO. 1028
April 24, 2018**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Board of Commissioners was held on April 24, 2018 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner Bickham, K. Evans, Kilbridge (arrived 7:04), Kinnane, McGinn

Absent: Commissioner R. Evans, President Kaplan

Also Present: Executive Director Bostrom, Deputy Director/A&F Director Talsma, P&D Director Buczkowski

Audience: Village Manager Norris; Trustees Gaeta, Newell, Stanton; Mayor McLeod, Village Clerk Romanoff; Comm Reps Utas, Winner, Chhatwani, Katis; Steve Carlson from Garibaldis, Patricio M. Aguilas of 4464 Harbor Circle

2. Pledge of Allegiance:

Everyone present stood for the Pledge of Allegiance.

Commissioner Kilbridge arrived.

3. Approval of Agenda:

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

4. Awards:

Mayor McLeod and other Village staff presented Executive Director Bostrom with a proclamation noting all his achievements during his career and calling for Wednesday, April 25, 2018 to be Dean Bostrom Day in the Village of Hoffman Estates.

5. Comments from the Audience:

None

6. Recess for A&F Committee Meeting:

Commissioner K. Evans made a motion, seconded by Commissioner Kinnane to recess the Board Meeting at 7:10 p.m. for the purpose of convening the A&F Committee meeting. The motion carried by voice vote.

Committee, Board members, staff and participants took a 15 minute break for cake and to congratulate Mr. Bostrom on his coming retirement and to congratulate Deputy Director Talsma on his appointment to Executive Director.

7. Reconvene Following A&F Committee Meeting:

Commissioner McGinn made a motion, seconded by Commissioner Kilbridge to reconvene to the Regular Board Meeting at 8:15 p.m. The motion carried by voice vote.

Present: Commissioner K. Evans, Kilbridge, Kinnane, McGinn,
President Kaplan

Absent: Commissioner R. Evans, Bickham

Also Present: Executive Director Bostrom, Deputy Director Talsma, Director
of Recreation/Facilities Kies

Audience: Patricio M. Aguilas

8. Approval of the Minutes:

Commissioner Kilbridge made a motion, seconded by Commissioner McGinn to approve the minutes of the Regular Board March 27, 2018 meeting as presented. The motion carried by voice vote.

Commissioner Kinnane made a motion, seconded by Commissioner Kilbridge to approve the minutes of the Special Board March 3, 2018 meeting as presented. The motion carried by voice vote.

Commissioner McGinn made a motion, seconded by Commissioner Kinnane to approve the minutes of the Special Board March 6, 2018 meeting as presented. The motion carried by voice vote.

Commissioner Kilbridge made a motion, seconded by Commissioner McGinn to approve the minutes of the Special Board March 10, 2018 meeting as presented. The motion carried by voice vote.

Commissioner K. Evans made a motion, seconded by Commissioner McGinn to approve the minutes of the Special Board March 13, 2018 meeting as presented. The motion carried by voice vote.

Commissioner Kinnane made a motion, seconded by Commissioner Kilbridge to approve the minutes of the Special Board March 20, 2018 meeting as presented. The motion carried by voice vote.

9. Consent Agenda:

Commissioner McGinn made a motion, seconded by Commissioner Kilbridge to approve the consent agenda as presented.

- A. Building Envelope consultant / M18-043 (see April B&G packet)
- B. Crack Fill, Seal Coat and Striping bids / M18-041 (see April B&G packet)
- C. Walking Path Sign proposal Amita Health / M18-037 (see April B&G packet)
- D. District wide Concession Agreement / M18-048 (see April A&F packet)
- E. Change to Policy 4.1.06 Annual Meeting date /M18-049 (see April A&F packet)
- F. Open and Paid Invoice Register: \$905,301.64 (see April A&F packet)
- G. Revenue and Expenditure Report (see April A&F packet)
- H. Acceptance of B&G Minutes 3/20/2018 (see April B&G packet)
- I. Acceptance of Rec Minutes 3/20/2018 (see April Rec packet)
- J. Acceptance of A&F Minutes 3/27/2018 (see April A&F packet)

On a Roll Call: Carried

Ayes: 5 K. Evans, Kilbridge, Kinnane, McGinn, Kaplan

Nays: 0

Absent: 2 Bickham, R. Evans

10. President's Report:

President Kaplan congratulated Executive Director Bostrom on his retirement and congratulated Deputy Director Talsma on his appointment to Executive Director.

Deputy Director Talsma noted that he was very thankful for the opportunity.

11. Executive Director's Report:

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

12. Old Business:

None

13. New Business:

None

14. Commissioner Comments:

Commissioner Kinnane congratulated both Executive Director Bostrom and Deputy Director Talsma. He also informed the board that the Mayor had contacted him about serving on the Village's 60th Anniversary Committee and he was looking forward to it.

Commissioner McGinn thanked Executive Director Bostrom for his outstanding leadership and friendship.

Commissioner K. Evans noted that he was most impressed when originally taking a position on the board to discover at conference that people from all over the country were aware of Executive Director Bostrom and wished him much luck. He also noted that he had attended the Vogeley Walk and felt it was a great event.

Commissioner Kilbridge congratulated both noting that she had known Executive Director Bostrom for a long time and that being a commissioner has been a joy. She said she was looking forward to a bright future for the district.

Executive Director Bostrom addressed the board thanking them and noting that he had truly enjoyed being at the district; had a great career and was fortunate to have been able to spend 21 years with the district. He said he was looking forward to coming back to visit and would see everyone at the SRT Golf Outing. He thanked everyone for their support throughout the years noting that they were a board that 'got it' and knew how to put the district's needs first.

15. Adjournment:

Commissioner Kinnane made a motion, seconded by Commissioner K. Evans to adjourn the meeting at 8:30 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom
Secretary

Peg Kusmierski
Recording Secretary



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**MINUTES
SPECIAL BOARD MEETING
April 17, 2018**

1. Roll Call:

A special meeting of the Hoffman Estates Park District Board of Commissioners was held on April 17, 2018 at 8:30 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: None

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

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 Kinnane to approve the agenda as presented. The motion carried by voice vote.

4. Comments from the Audience:

None

5. Executive Session:

Commissioner Kinnane made a motion, seconded by Commissioner Bickham to move to Executive Session at 8:31 pm for the purpose of:

- A. Appointment, employment, compensation, discipline, performance, or dismissal of an employee pursuant to Section 2(c)(1) of the Open Meetings Act.

On A Roll Call: Carried 7-0-0

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

Nays: 0

Absent: 0

Commissioner McGinn made a motion, seconded by Commissioner Kinnane to reconvene to special session at 9:15 pm. The motion carried by voice vote.

6. Discussion and Vote from Executive Session:

Commissioner Bickham made a motion, seconded by Commissioner R. Evans to approve a partial year, set bonus of \$1,700 for Executive Director Bostrom.

On A Roll Call: Carried 7-0-0

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

Nays: 0

Absent: 0

7. Surplus Ordinance O18-004:

Commissioner McGinn made a motion, seconded by Commissioner Kinnane to approve Ordinance O18-004 to sell, trade-in, dispose or convey used equipment of 2014 Ford Explorer, Ltd, 2015 Mac Book, I-Phone 7 as listed in the ordinance.

2014 Ford Explorer \$13,500 – per appraisal

2015 Mac Book \$ 300 – per IT due to repairs needed

I Phone 7 \$ 200 – per IT due to repairs needed

On A Roll Call: Carried 7-0-0

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

Nays: 0

Absent: 0

8. Commissioner Comments:

None

9. Adjournment:

Commissioner Bickham made a motion, seconded by Commissioner R. Evans to adjourn the meeting at 9:20 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom
Secretary

Peg Kusmierski
Recording Secretary



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MINUTES SPECIAL BOARD MEETING April 3, 2018

1. **Roll Call:**

A special meeting of the Hoffman Estates Park District Board of Commissioners was held on April 3, 2018 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: None

Also Present: Executive Director Bostrom

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 Kinnane to approve the agenda as presented. The motion carried by voice vote.

4. **Comments from the Audience:**

None

5. **Commissioner Comments:**

None

6. Executive Session:

Commissioner Bickham made a motion, seconded by Commissioner R. Evans to move to Executive Session at 7:03 pm for the purpose of:

- A. Appointment, employment, compensation, discipline, performance, or dismissal of an employee pursuant to Section 2(c)(1) of the Open Meetings Act.

On A Roll Call: Carried 7-0-0

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

Nays: 0

Absent: 0

Commissioner R. Evans made a motion, seconded by Commissioner Kinnane to reconvene to special session at 7:37 pm. The motion carried by voice vote.

7. Vote from Executive Session:

Commissioner Bickham made a motion, seconded by Commissioner Kinnane to enter into an employment agreement with Craig Talsma to be the Executive Director of the Hoffman Estates Park District beginning May 1, 2018 to April 30, 2020 per terms of the contract signed this night for a salary (annual) of \$170,000.

On A Roll Call: Carried 7-0-0

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

Nays: 0

Absent: 0

8. Adjournment:

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

Respectfully submitted,

Dean R. Bostrom
Secretary

Peg Kusmierski
Recording Secretary

**HOFFMAN ESTATES PARK DISTRICT
REGULAR BOARD MEETING NO. 1029**

EXECUTIVE DIRECTOR'S REPORT

May 2018

PARKS DIVISION

1. Seascape Family Aquatic Center new filtration system plumbing was completed and the final phase of electrical work is set to be completed by May 15th. Our scheduled yearly leak detection with Underground Imaging has been cancelled due to an illness to the company owner and sole employee. To ensure that we are leak free before filling the pool, staff has decided to cap off the return lines that fill the pool and monitor the water meter while we fill the lines but not the pool to ensure that all pipes are in good condition after the winter.
2. Repaired fence on north side of TC.
3. Installed a new coupling for booster pump at TC.
4. Placed windscreens at baseball fields, tennis and volleyball nets for the summer season.
5. Had all RPZ's and water meters installed at appropriate parks.
6. Installed a new valve for hot water return for club locker room at PSSWC.
7. Water line at Chino Gardens was completed.
8. Repaired multiple concrete cracks and painted entire pool at Seascape.
9. Installed digital timers at BPC and PSSWC for parking lot lights.
10. New shelving was built in the Fairway Room bar at Bridges.
11. New door closer in pro shop and new door locking mechanics in cart staging area were installed at Bridges.
12. Constructed a movable divider for gym curtains at PSSWC.
13. Rebuilt Park ID sign at Evergreen Park.
14. Repairing two motors for fountains at Vogelei and South Ridge ponds; upon completion they will be installed.
15. Installed foul poles at Cannon Field #1.
16. Black Bear controlled burn was finished, completing the in-house burns for this season. 24 in-house burns were completed during the 2017 -2018 burn season.
17. Another phase of the Seascape landscape renovation was completed.
18. Triphahn Center, PSSWC, Willow and Vogelei had all tree rings and landscape beds edged and mulched for the season.
19. A park cleanup event was held at Vogelei Park with over 20 high school volunteers cleaning up all landscape beds and pond banks.

20. The Chino Community Garden was tilled numerous times, adding in the organic material. Then the plots were leveled and sectioned off using mulch for walk paths and stakes for corners. Arborvitae screening was planted to block views of the garden from neighboring homes.
21. On Arbor Day 100 Oak tree saplings were planted by volunteers at Black Bear. These trees were from the free tree program offered by Living Lands & Waters which we participate in each year. Following the event staff went through and finished mulching paths and creating a few new landing areas for Frisbee golfers to enjoy.
22. Swale and turf work outside the ballfields at Cannon was completed.
23. Chipper 641 had the clutch replaced
24. On Truck 505 the fuel pump and fuel filters were replaced.
25. Rear brake shoes, right rear wheel cylinder and rear axle seal were replaced on truck 527.
26. Truck 503 got new brake pads installed.
27. Bus 534 had the upper radiator hose replaced.
28. Completed maintenance and repair on all implements and sprinkler cannons.

PLANNING & DEVELOPMENT

1. Tennis Courts:

With the recent warm weather, the tennis court resurfacing contractor has agreed to begin resurfacing at Cannon Crossing and Charlemagne Park tennis courts. Prior to this resurfacing work, staff contracted with a contractor to remove 22 fence posts at both Cannon Crossings and Charlemagne that have heaved due to frost. That work was completed on May 9, 2018. Courts will be cleaned and, weather permitting, the goal is to have the courts resurfaced by the first week of June. Tennis court crack filling will be done at all other courts by in-house staff.

2. Cannon Crossing Park Pathway Improvements:

Planning staff has prepared a cost estimate to resurface the pathway network in and around the ball diamonds at Cannon Crossing Park. This work would include making necessary adjustments to accommodate ADA requirements and the expansion of the existing 6-foot wide pathways to a minimum of 8 feet. This expansion would allow for better access by park district vehicles and minimize the damage caused to turf areas.

3. PSSWC parking lot paving work:

Staff has met to discuss the impacts of paving work that will be done for the parking lot areas at PSSWC. This work will include approximately 50% of the lot that will be ground and repaved. So as to minimize the impact on patrons, the

grinding operation will begin upon the closing of the facility (11 pm) and continue all night long with repaving to begin no later than 7 am the next morning. If all goes as planned, patrons will begin driving on new pavement by mid-day of that same day. All paving will be completed by 5 pm and the striping will be done that evening after the facility closes. The anticipated start date for this project is June 12, weather permitting. If weather becomes a factor it will be pushed back a day or until weather permits. In addition to the repaving, approximately 6 weeks later, the entire lot will be crack filled, seal coated and restriped by another contractor.

4. Playgrounds:

Staff has met with the playground contractor to discuss sequencing and quality control expectations related to the new playground installations at MacArthur and Armstrong school sites. These projects will begin on June 1 which is the day after the last day of classes and will be completed by the middle of August prior to the start of school. Staff is going to pay extra attention to level and plumb issues to prevent a re-occurrence of the concerns brought forward last year with the Victoria Park project.

5. Triphahn Center Ice Rink Floor Refrigeration System:

For the past 2-3 years the south rink floor heating portion of the refrigeration system has not functioned due to a leak. Recently, it was discovered that the north rink is experiencing a similar leak. Staff is currently researching ways to identify where those possible leaks may be within the concrete floor system. Given the physical structure, such an attempt may or may not produce the necessary information to determine a possible fix. At the same time, staff is researching possible consulting sources to recommend alternative options to resolve the underfloor situation. As soon as staff has more information, staff will report back to the committee and board with their findings.

RECREATION & FACILITIES

UPCOMING EVENTS

- **May 7 -** STAR Open Registration beings
- **May 12 -** 9 & Stein Golf Outing
- **May 12 -** Learn to Fish for Free
- **May 13 -** Mother's Day Skate
- **May 13 -** Kids Open Court Basketball
- **May 18-** 50+ Ice Cream Social Anniversary Party
- **May 19 -** Community Garage Sale
- **May 19 -** KIDS TO PARKS DAY, Hoffman Walks
- **May 19 -** Kids Open Court Basketball

- **May 22** - Kids Open Court Basketball
- **May 26** - Seascape Opening Day
- **May 26** - Pro Shop Demo Day
- **May 26** - Dance Recital
- **May 31** - Camp Counselor Meet N Greet
- **June 1** - Friday Fun in the Park
- **June 3** - Kids Open Court Basketball
- **June 4** - Summer Camp starts
- **June 6** - SRT Celebri-Tee Golf Outing
- **June 7** - Live music at BPC
- **June 14** - Summer Sounds at Village Green
- **June 15** - Friday Fun in the Park
- **June 16** - Hoffman Walks
- **June 17** - Father's Day Pool Party at Seascape
- **June 17** - Kids Open Court Basketball
- **June 17** - Free ice skating
- **June 21** - Seascape Beach Party
- **June 21** - Summer Sounds on the Village Green
- **June 29** - Friday Fun in the Park
- **June 29** - Seascape Flashback Movie Night

Summary & Monthly Highlights

- On Wednesday, April 25th, Superintendent of Recreation, Colleen Palmer, and Superintendent of C&M, Sandy Manisco, attended an Adult Programming Round Table hosted by the Park District of Oak Park. A variety of new ideas and trends were discussed, some of which we will begin to implement here at the Park District in the near future.
- The 2017/18 iCompete program ended on Monday, April 30th with a year-end bowling event at Poplar Creek Bowl. There were 40 people in attendance (both students and mentors). The Friends of HE Parks Foundation sponsored bowling, pizza and soda for the entire program and that evening's event.
- On April 3rd staff met with the Village of Hoffman Estates and the High School on a collaborated basket brigade to feed needy families in Hoffman Estates during the Thanksgiving season.
- Director of Recreation and Facilities Kies was nominated to sit on the NRPA Hall of Fame induction committee. Director Kies will find out sometime during the summer if he was selected to be a member.
- Staff attended the HE Chamber Bon Appetite

Volunteers Summary

- The district has been contacted by 14 LCAP Volunteers looking for opportunities for their school requirement and given 100 volunteer hours.
- 49 volunteers participated in opportunities through the district including 50+, Ice, and General Programs for about 120 hours total.
 - 4/21 Hoffman Estates High School at Vogeley for Park Clean Up: 30 Students for 2 hours each (9-11am)
 - 4/27 Sears Holding Group at Black Bear for Tree Planting: 15 participants x 2 hours (9-11am)

- 4/28 Re/Max Group at Chino Garden for planting: 11 participants x 3 hours
- 4/29 Beth Tikvah Congregation at Charlemagne Park for Clean-up and Shelter Painting: 8 participants x 3 hours.



Youth Athletics

USA Basketball Open Court

- On April 8th HEPD kicked off its USA Basketball Open Court program. This program occurs every Sunday at the Triphahn Center Gym. Youth basketball players get to come into an “open court” environment and just enjoy the game of basketball with limited coaching. The players get to choose what they want to work on and the games they want to play. The first Sunday had a total of 56 players show up! The program lasts 10 weeks. As players show up, they earn points to purchase USA basketball gear. On May 13th USA basketball is sending a representative to the program to talk to the players about our national teams and the game of basketball.

Spring Soccer Leagues

- Despite the nasty weather this April, soccer teams started practice the week of April 9th and games the weekend of April 21st/22nd.

| | KG CoEd | 1/2 Girls | 1/2 Boys | 3/4 Girls | 3/4 Boys | 5/6 Girls | 5/6 Boys | 7/8 CoEd | Total |
|-------------|------------|------------------------------|-------------|--------------|-------------|--------------|--------------|-------------|------------|
| Fall 2017 | 29 | 20 | 41 | 31 | 46 | 13 | 32 | 12 | 224 |
| Spring 2018 | 34 | 65* <small>(coed)</small> | - | 34 | 45 | 14 | 33 | 17 | 242 |
| | | | | | | | Total | | +18 |

*Boys and Girls combined

In-House Youth Baseball

- Just like soccer, baseball battled the weather in April as well. Teams held indoor practices the first two weeks of April to not fall behind. Teams eventually got outside the week of April 16th.

| | Shet. | Pinto | Mustang | Bronco | Pony | Total |
|------|-------|-------|---------|--------|------|------------------|
| 2017 | 55 | 48 | 46 | 13 | 14 | 176 |
| 2018 | 59 | 45 | 60 | 35 | 12 | 211 |
| | | | | | | Total +35 |

- Bronco and Pony, teams had their opening day on April 28th. These teams participate in an inter-village league with Rolling Meadows and Palatine Park District.
- Shetland, Pinto and Mustang teams will have their Opening Day on May 5th. All teams will be playing games at Cannon Crossing. Opening day activities planned are "first pitch" by Craig Talsma, Cooter the Boomers Mascot will make an appearance, and Country Line donuts will have a stand set up.

Adult Softball

- Our spring league had 3 of our 5 Mondays rained out. 100 percent of the teams who participated in our spring league signed up for our summer league which is set to start on May 7th.
- Teams are currently registering for our summer league. Currently there are 13 teams signed up for our Monday night league.

Adult Basketball

- For the first time in four years our Women's only league ran. It began on Friday, March 16th at the Triphahn Center. There were 7 total teams registered.
- The adult men's basketball league had 9 teams as compared to 12 teams last year.

Free Fishing Clinic

- A new program set to kick off in May is our Free Fishing Clinic. We have already maxed out at 35 participants. The clinic will run on Saturday, May 12th at Fabrini Park. Cabela's will be providing fishing poles for every participant. An additional free clinic will be offered in the summer, along with a fishing program.



Early Childhood

| | | | |
|------------------------------|------------------|-------------------------------|------------|
| Three-school 17-18 | 15 TC 12 WRC | 15 TC (full) 12 WRC (full) | 0 0 |
| 2's Playschool 17-18 | 27 TC 17 WRC | 29 TC 24 WRC (full) | +2 +7 |
| Preschool 17-18 | 121 TC 67 WRC | 121 TC 73 WRC | 0 +6 |
| Early Learning Center | 41 | 42 | +1 |
| Preschool/ELC Totals: | 300 | 316 | +16 |
| District 54 | 367 | 356 | -11 |
| District 15 | 62 | 59 | -3 |
| WRC KSTAR | 17 | 13 | -4 |
| Totals | 446 | 428 | -18 |

*There was not a day off program run in April 2018

- Preschool 2018-2019 registration is going strong. All 3-year-old programs are full. M/W/F & M-TH 4-year-old programs are also full.
- ELC numbers remain strong, with 6 new students registered to start full time June 4.
- Staff was able to accommodate the needs of a child for a disadvantaged family whom the School District was allowing to wait in the office area due to the need of the parent to drop the child off early due to donated transportation. Staff accommodated including the child in the STAR program at that location making a difference in that child's school experience. A thank you letter from the School District and the child is attached at the end of this report.

Dance Classes

- Our winter spring session is slowly coming to an end. The annual dance recital will be held on Saturday, May 26th at Hoffman Estates High School. Staff is preparing for upcoming ticket and t-shirt sales as well as the day of the event.
- The Hoffman Stars Dance Company competed in their last 2 competitions for the season: Hall of Fame at the Schaumburg Convention Center and their first overnight competition in Milwaukee, Rainbow Dance Competition. The dancers and teachers worked incredibly hard this season and did very well at all competitions. They are now concentrating on the opening number for the TC dance recital and putting finishing touches on their new dances for the Company Dance Recital.

Gymnastics

- The spring session of gymnastics will be ending the week of May 14th. Registration is being taken for the first summer session starting the week of May 21st. Spring numbers ended at 131 compared to 183 in 2017.



50+ Club

| Year to Date Membership | 3/2017 | 3/2018 | +/- Var. |
|----------------------------------|---------------|---------------|-----------------|
| Total Members | 649 | 407 | (242)* |
| Month to Month Comparison | 2/2017 | 3/2017 | 4/2018 |
| | 382 | 407 | 410 |

**While membership numbers are down in comparison to this time last year, we continue to have renewals and brand new members. We are up 47 members from January and we had 3 new members in the month of April.*

Trips in April

- We had two trips scheduled for April. One was cancelled by the venue due to overall low enrollment. The other trip, we had to cancel due to only a few signed up. All May trips are schedule to run.

50+ Clubs which met in April

- Pinterest Crafting Club met in April to create various centerpieces, which turned out very nicely. This social and talented group is continuing to grow. They obtained new members in the month of April and continue to meet every 1st and 3rd Monday of the month. We currently have 15-20 active members in this group.
- Walking Wonders Club- This group meets every Tuesday morning from 10-11am where they walk the indoor track and socialize. We've continued to see the same returning 10, plus a few new faces each week. Many of these walkers are new to walking but they enjoy the socialization and exercise.
- Book Club met on 4/30 for book discussion. 15 were in attendance.

Evening/Special Programs in April

- Pub Quiz Night (3rd Thursdays/5:30 pm) – 39 participants (Los Fernando's). Prizes were sponsored by Lake Barrington Woods and questions courtesy of Dr. Tom Hoover. Attendance was down by 1 from March.
- April's Lunch and Learn program/topic was Alzheimer's sponsored by Homestead Health. We had 25 in attendance (5 more than in March) and everyone indicated how informative the presentation was and how they thought it was a great topic.
- Afternoon Movie took place on 4/20. The movie was Wonder. We had 15 in attendance. This was 8 more than in March.
- Culver's Bi-Monthly Ice-Cream Social took place on 4/27 to celebrate March/April birthdays. We had 35 in attendance. This was our largest turnout yet, compared to the 12-15 we generally receive.

50+ Lunch Bunch in April

- This newly created social group meets once a month and they dine at a local restaurant in Hoffman Estates or Schaumburg. This gives members an opportunity to get out of the 50+Center and their homes to dine with others. In April the group dined at a Greek restaurant in Schaumburg. We had 25 in attendance and everyone had a nice time. They mentioned that the food was fantastic and very affordable.

New Opportunities/Highlights for April

- A fourth Pickleball drop in day was implemented and is now held on Tuesday mornings from 9:00am-11:00 am. Our numbers seem to be expanding. We currently have 8-10 who play on this new day.
- Our 50+ Club is looking to join efforts with the Schaumburg Park District Seniors, Friendship Village, and one other agency to cooperatively host a Silver Games Olympics event week in the middle of September.
- Working with several other agencies in the Hoffman Estates area to provide our members with helpful topics to learn through our Lunch and Learn program as well as a new program soon to come monthly, Coffee Talk.

- Planning a 50+ Ice Cream Social Anniversary party to take place on May 18th to celebrate a year after our doors re-opened at the North side.



Ice Operations

I.C.E Academy

- A spring ice exhibition will take place on Sunday, May 6 from 3-5pm. Skaters will perform solo and duets. NWSRA and the Chicago Jazz will also be participating in the event.
- Spring session started on April 2. 221 skaters are enrolled. This number is up from last spring which had 189 skaters.

Wolf Pack

- Wolf Pack hockey (spring season) is underway with 154 hockey players taking the ice. Last year we had 179 players.
- Hockey development classes started April 2. 152 are enrolled in the session with 54 starting in the new Little Hawk program. In 2017 we had 118 enrolled.
- Summer Camps for both Hockey and figure skating will begin in June and run through August.
- The Moosejaw 3x3 will return this summer.
- Additional Summer Ice programs are being developed and implemented this summer to help develop skaters for team play. The goal is 6 additional programs in addition to camp and Moosejaw 3x3.



Prairie Stone_{tm} Sports & Wellness Center

April Membership Totals

Totals

2017

3044

2018

3103

Var. +/-

+59

- Click on the links below to see the social media video engagements during the month of April:

<https://www.facebook.com/PSSWC/videos/10156123103929003/>

(Video promotion of weekly 'Tuesday Tips with a Trainer' series featuring the instruction provided by a PSS&WC personal trainer.

<https://www.facebook.com/PSSWC/videos/10156045576854003/>

(Video promotion of comprehensive facility tour led by the Member Services team.)

Member Services

- The team finished the month of April having with 96 new members and a net loss of (24). The goal for the month was 100 new members and a net loss of 15. The

team worked to continue with new membership promotional and recruitment efforts in April that included a special limited time digital 'flash sale' coinciding with April Fool's Day weekend and extending into that first week of the month which led to at least 7 direct enrollments. Following the 'flash sale' strategy, the enrollment promotion transitioned to promote a \$50 enrollment fee as well as a \$0 enrollment option (with purchase of new member 3 pack of Personal Training). Efforts were made to heavily promote the free fitness assessment opportunity at the time of enrollment. The Member Services team continued to effectively manage the suspension list (30, 60, 90 day 'kick outs') throughout the month of March, resulting in a total of twelve 90-day cancellations for the month. (This was the lowest 90-day 'kick out' total in 3 years.)



- The Member Services team coordinated a month full of special events in April for members to inspire continued usage interest (see April wellness calendar image within report). Events included the promotion of special fitness activities along with recognition of special member 'fun' days that promote retention. The Member Services team also continued with a new annual series of online motivational videos that are loaded weekly on Tuesdays on social media (Facebook and Instagram) to help motivate members to pursue fitness goals. Entitled 'Tuesday Tips with Trainers', these inspiring and educational videos are designed to motivate members to try new workout options within the facility during workouts and are effectively expanding the digital 'reach' of the facility.
- The Member Services team established a new corporate contact with SureWerx, a mid-size company of approximately 50 employees located in Elgin. Interest has been expressed by the Human Resources department at the company to explore membership options for employees as part of the company's wellness initiative.
- The General Manager of Sales & Operations is currently working with the C&M Superintendent on the final stages of development for the launch of a member survey. The survey will consist of a number of key questions that will gauge satisfaction and value levels for club services, amenities, member/customer service, atmosphere, usage privileges and other membership offerings. The survey will be administered digitally via Constant Contact/Retention Management to active members who have logged at least 24 visits during the months of Feb, March, and April.
- PSS&WC is collaborating with the Village of Hoffman Estates to provide membership incentives, discounted guest passes, and other district offerings for the VHE employee wellness initiative during the months of May and June. Intentions are to encourage use of PSS&WC consistently throughout the duration of the program in an effort to secure membership enrollment from among VHE employees.

- April 2018 wellness calendar:



WELLNESS CALENDAR APRIL 2018

Talk to a friend.

| sunday | monday | tuesday | wednesday | thursday | friday | saturday |
|--|---|--|--|---|---|--|
| 1 HAPPY EASTER! HOLIDAY HOURS Facility 7a-1p Kids Komer CLOSED | 2 6-7AM 3 days a week BRAND BRITCAMP NEW 4-wk session! <small>*pre-registration required</small> | 3 ADULT & YOUTH CLIMBING LESSONS BEGIN THIS WEEK Mon / Tues / Wed <small>Contact Our Instructors for more details.</small> | 4 Go for a swim or relax in the whirlpool. | 5 Show your TEAM SPIRIT for the SOX Home Opener | 6 WALK TO WORK DAY | 7 WORLD Health Day |
| 8 Listen to music. | 9 Show your TEAM SPIRIT for the CUBS Home Opener | 10 SWIM LESSONS BEGIN THIS WEEK Tues / Thurs / Sat <small>Contact Our Instructors for more details.</small> | 11 Go outside for a walk! | 12 Coloring pages can be found throughout the club. Complete by the end of the month and return to the Service Desk for your chance to win prizes! | 13 | 14 Parent's Night Out 4:30-8:30pm <small>*pre-registration required</small> |
| 15 <small>FOR THOSE WHO ALREADY KNOW HOW TO RELAY</small> Belay Testing — Monday the 16th at 8-10pm <small>PRE-REGISTER BY THE 15TH!</small> Certification lasts for one year at PSS&WC only, allows for free use of wall during off hours if member guest welcome for a nominal fee! \$35 members/ resident \$45 non-members | 16 FREE MEDICINE BALL FOR ALL WORKOUT 6:15-7:00pm w/Sharon | 17 Health Check! 11am-12pm. Blood pressure, pulse checks, hemoglobin and glucose testing. Thanks to the Village of Hoffman Estates. <small>Subject to availability.</small> | 18 WIN \$10 CLUB CASH! All participants will be entered into a raffle for training! | 19 High Five Day FREE TO MINUTE CORE WORKOUTS 10:00am to 11:00am w/Zac | 20 Color Me Calm From the Lake's Bookstore | 21 9 AM at Tall Oaks Park (5670 Angouleme Ln) We'll take a walk on one of our most wooded paths. Horticulturist Steve Dzwonko will give a short talk about home gardens and how you can help! <small>pre-req. req.</small> |
| 22 Happy Earth Day and...  | 23 Jelly Bean Day! Guess how many Jelly Beans for your chance to win \$10 club cash Sun-Fri this week! | 24 <i>tips from a trainer</i> | 25 Get social with us! Tips from a Trainer Follow along on our Facebook and/or Instagram for your weekly tip or trick! | 26 Take an hour break from your phone. | 27 MEMBER APPRECIATION DAY! | 28 Open Climb Every Saturday 10 am - 12 pm |
| 29 Did you know? PSS&WC offers Massage Therapy at the Elements Spa. Book an appointment at the Service Desk. | | | | | | |
| <h2 style="text-align: center; color: #008080;">Stress Awareness Month</h2> <p style="text-align: center; font-size: small;">Look for the  for tips to reduce your stress. Participate in our Color Me Calm activity beginning April 12th and take time to relax!</p> | | | | | | |

For more information: See Member Services!

Operations and Fitness Departments:

- PSS&WC next Nutrition Workshop, Metabolism Boosting, on 6/7 at 7pm, taught by Zac Marshall. The seminar will be added to the monthly wellness calendar and marketed through the guide and the AppAudio App.
- Personal training department has hired 3 new trainers bringing over 30 years of experience combined to our team.

Aquatics and Programming Departments:

Seascape Monthly Pass Sales

| | Dec. | Jan. | Feb. | Mar. | April | May | June | July | Aug. |
|------|------|------|------|------|-------|-----|------|------|------|
| 2017 | 12 | 135 | 167 | 230 | 578 | 775 | 1422 | 1437 | 1437 |
| 2018 | | 116 | 129 | 169 | 497* | | | | |

Total pass sales for the season.
***Staff believes with the weather getting warmer the sales will increase quickly.**

- Spring Swim Lessons run Tuesday, April 10-Saturday, May 19. This spring 251 participants registered for swim lessons. In 2017 we had 274 participants.
- Saturday, May 26 the community garage sale will be taking place at Seascape's parking lot. The event runs from 8am-1pm.
- Kids First Sports programs are going strong. This spring we had 84 participants enroll in the soccer and basketball classes.
- Our new guard class is scheduled for May 6-May12. We currently have 20 enrolled for the course.



Triphahn Center

Triphahn Center Fitness and Operations:

| Membership | 04/2017 | 04/2018 | Var. +/- |
|--------------|------------|------------|------------|
| Total | 895 | 891 | (4) |

- I.T. worked with Xfinity to change out all cable boxes inside TC to HD cable boxes, providing a better quality picture for all of our guests.
- All lights within the Fitness Center and Dance studio have been changed over to LED lighting.
- Rentals continue to increase at TC. Dance world was held on 4/14 with almost 70 people in attendance. In addition, we've had 3 100+ private rentals in the new 113.
- The portable climbing wall is being inspected in May and will start going out on rentals the second week of May.

Willow Recreation Center Fitness and Operations:

| Membership | 04/2017 | 04/2018 | Var. +/- |
|--------------|------------|------------|------------|
| Total | 371 | 321 | -20 |

- The Eagle Scouts that have been working on the Butterfly Garden at Willow Recreation Center will be putting in the benches and planting flowers on May 20th, weather permitting.



Dog Off-Leash Areas

Together with "A Closer Bond", we will be offering 2 new canine classes beginning in May. Good Manners for Dogs & Canine Good Citizen Prep class will be offered at A Closer Bond.

- Breakdown for Bo's Run / Combo passes HE 154, Palatine 49, Barrington 24, Schaumburg 32, Streamwood 12
- Breakdown for Freedom Run/ Combo passes Elgin – 164, HE – 108, Streamwood 60. Schaumburg – 13.

| Dog Park Passes | 4/2017 | 4/2018 | Var. +/- |
|-----------------|------------|------------|------------|
| Bo's Run | 286 | 316 | +30 |
| Freedom Run | 335 | 312 | -23 |
| Combo | 72 | 84 | +12 |
| Total | 693 | 723 | +19 |



Communications and Marketing

PROGRAM PROMOTIONS

Staff worked with program managers to promote Summer Guides and summer camp registration, youth sports programs, 50+ events, trips and programs; Hoffman Walks, ELC, BPC events, Parent's Night Out, SRT Celebri-Tee Golf Outing, hockey and figure skating, Open court basketball.

Community Calendar Submissions to: Daily Herald, Chicago Tribune, Facebook, North West Herald, Barrington Patch.

CHAMBER EBLAST

Summer Registration
SRT Celebri-tee Golf Outing

RETENTION MANAGEMENT EBLASTS TC & WRC FITNESS CENTERS

Summer Registration

OTHER

C&M Superintendent Manisco attended the Chicago American Marketing Association's Brand Smart conference in Chicago on April 26. The hot topic was artificial intelligence (AI) and how it can impact the customer experience. Example of this is how Netflix uses AI to suggest movies to subscribers based on the movies they watch and add to their Watch lists. Another example is how Facebook captures activity on the site and shows ads to the viewer that are relative based on what they like, share and comment on.

C&M staff attended the Schaumburg Communicator's Meeting on May 1 with the Village of Schaumburg, Schaumburg PD, Village of Hoffman Estates, Schaumburg Library, and Schaumburg Township. The topic of discussion was photography.

Hoffman Walks -We had 18 people at our Hoffman Walks at Vogelei Park in April, where Parks staff led a nature walk.

VIDEO

This month, we featured the video "April/May Hoffman Happenings" on heparks.org.

PRESS RELEASES/PUBLIC RELATIONS

Articles that were submitted, those marked with an “*” were published.

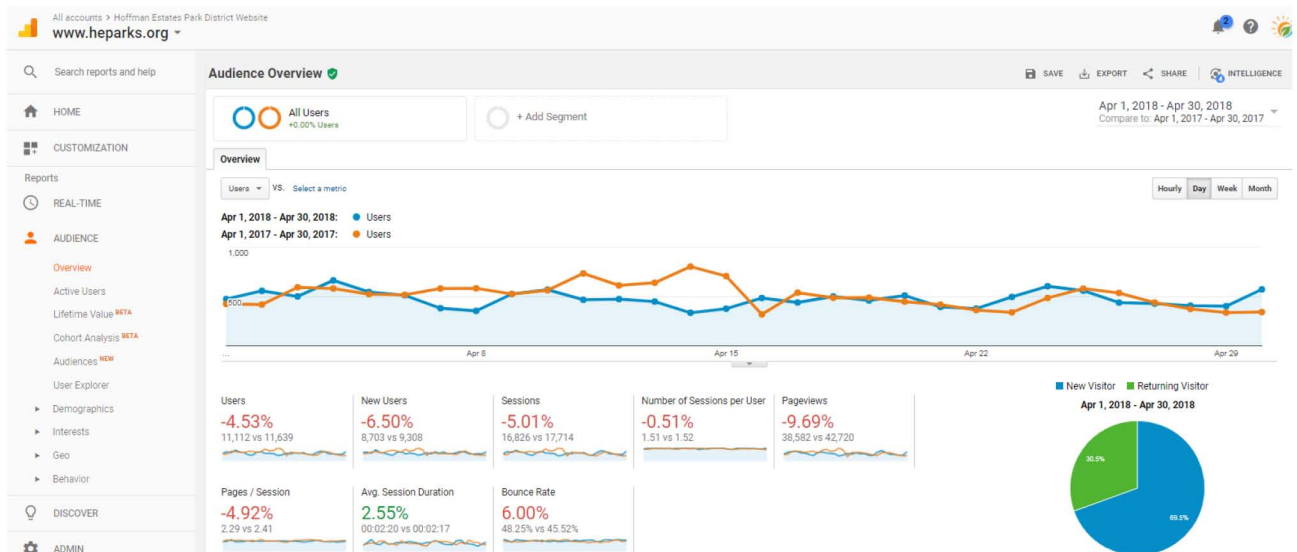
HE Parks Board Hires New Executive Director*

1. Garibaldi's Italian Eatery Approved as HE Parks Concessions Vendor
2. Sears Holdings Arbor Day Volunteers*
3. Park District Now Offering Garden Plots for Rent*
4. Hoffman Dancers Bring Home Gold at Competition*
5. Volunteers Needed for Park Clean Up
6. Families Invited to Bring Kids to Parks at Free Nature Event
7. Golf With A Celebrity at HE Parks' Foundation Golf Outing*
8. Summer Registration Now Underway in Hoffman Estates
9. Executive Chef Joins Bridges of Poplar Creek Country Club
10. Figure Skaters Display Their Talent in Exhibition

MARKETING DASHBOARD

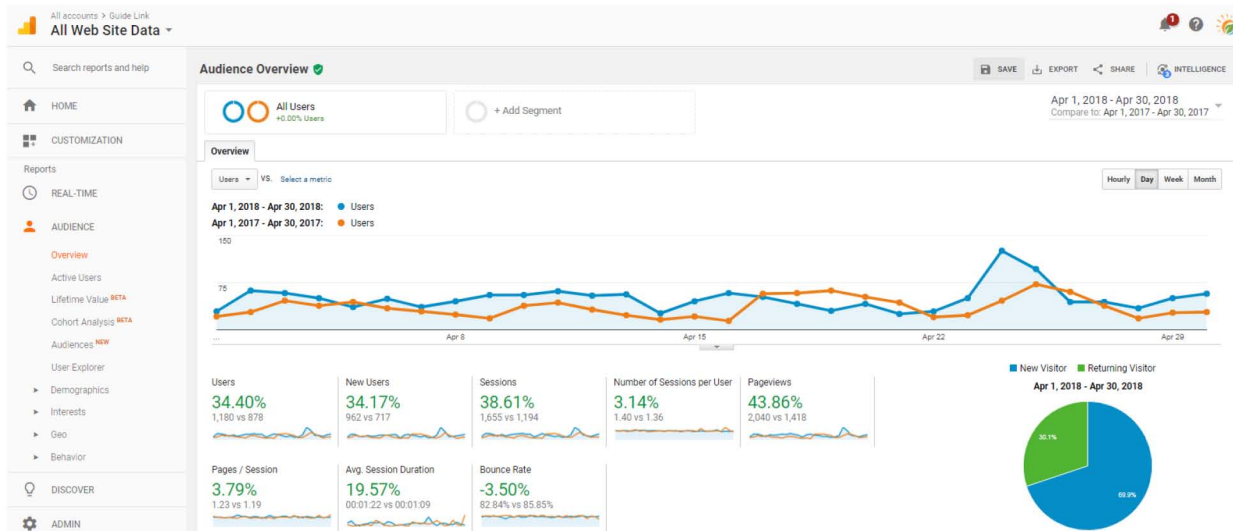


Website HEParks.org – Source: Google Analytics



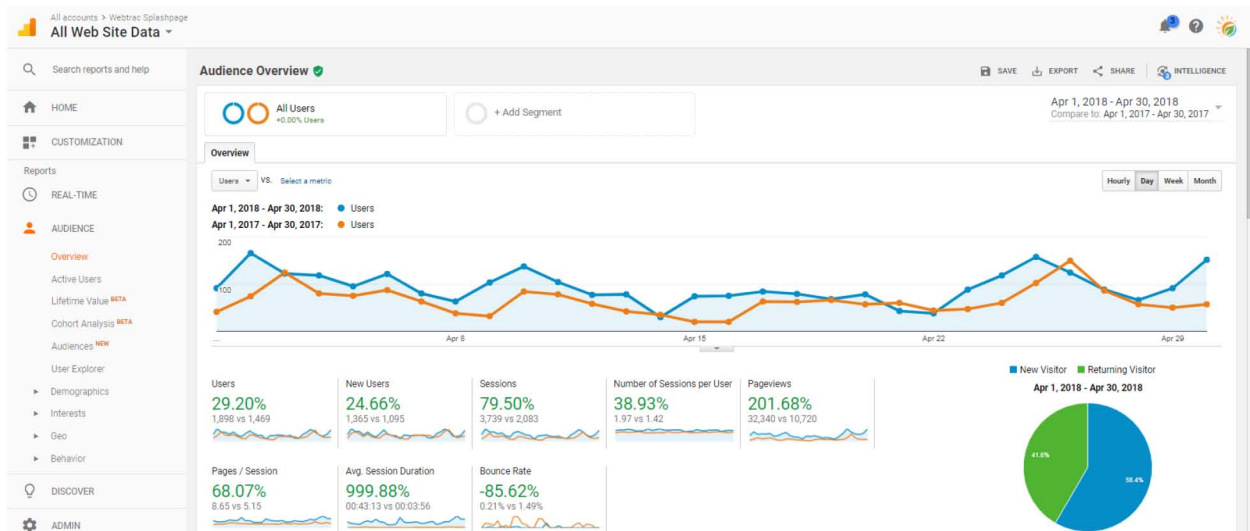


Program Guide Online – Source: Google Analytics



WebTrac/Online Registration Page Hits – Source: Google Analytics

Note: In November 2017, with the RecTrac upgrade, WebTrac became “responsive”, which means the site adjusts to the size of the screen. This eliminated the need for mobile WebTrac. The significant increases below are attributed to the combination of mobile WebTrac and the main WebTrac/online registration page.





Facebook Reach

Source: Hootsuite

The chart below shows aggregates result of all HE Parks' Facebook pages, including Prairie Stone and Bridges of Poplar Creek. Total likes on all pages: 7,613 (last month 7,391)



Top 5 Most Successful Posts last month for the main Hoffman Estates Park District page:

Source: Facebook Insights

| Post Message | Type | Posted | Lifetime: Post total reach (Total Count) |
|---|--------|---------------------|--|
| Hoffman Estates Park District is looking to hire an ELC teacher to serve in our newly-renovated north side of the Triphahn Center. Please see the attached job posting and job description for additional information! http://ow.ly/rTUM30jyzDp | Photo | 4/18/18 10:00 AM | 3740 |
| Free children's entertainment series, Friday Funday in the Park. A partnership with the Hoffman Estates Arts Commission and the Village of Hoffman Estates. Every other Friday in the summer will be extra fun with free children's entertainment. Bring a blanket and a picnic lunch if you wish! Make a day of it by enjoying the playground and the splash pad. Friday, June 1 - Istvan & His Imaginary Band Friday, June 15 - Juggling Funny Stories Friday, June 29 - Tall Tales & Silly Songs Friday, July 13 - Miss Jamie's Farm Friday, July 27 - Jason Kollum, Juggler | Status | 4/4/18 1:55 PM | 2372 |
| It's not too late to sign up! Call Kyle Thomas when you have a team! #playball | Photo | 4/12/18 5:00 PM | 2162 |
| Outdoor concert series! Come out to Virginia Mary Hayter Village Green to enjoy live music. All shows start at 7 PM on Thursdays. Co-sponsored by the Park District, the Village of Hoffman Estates and the Hoffman Estates Arts Commission. Bring your blankets and chairs. Food will be available for purchase. For more information visit the Village website. Questions about how the weather might impact the performance? Call the Village at 847-882-9100. | Status | 4/4/18 2:00 PM | 2051 |
| Join us for live music at Bridges of Poplar Creek Country Club in the beautiful outdoor event area. Enjoy delicious food and drink specials from the Tap Inn while you listen to popular local musicians in our lovely setting surrounded by flowers and waterfalls. No need to bring your own chairs - chairs and tables covered in white linen are provided. (Weather permitting) | Status | 4/23/18 12:22 PM | 1701 |



HE Parks' Twitter account

Source: Twitter – heparks only

| | Apr1 | May1 | June | July1 | Aug1 | Sept | Oct | Nov | Dec1 | Jan1 | Feb1 | Mar1 | Apr |
|-------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Followers | 763 | 769 | 770 | 787 | 805 | 813 | 820 | 821 | 831 | 855 | 856 | 861 | 869 |
| Impressions | 3,965 | 3,496 | 3,713 | 1,736 | 2,947 | 4,745 | 6,705 | 5,607 | 6,334 | 4,967 | 7,554 | 6,195 | 5,312 |
| # of tweets | 21 | 4 | 11 | 1 | 14 | 16 | 34 | 46 | 49 | 22 | 29 | 29 | 23 |

Analytics Home Tweets Audiences Events More

HEParks Sign up for Twitter Ads

Apr 2018 - 30 days

TWEET HIGHLIGHTS

Top Tweet earned 300 impressions
Have you heard? Hoffman Estates Park District is looking to hire an ELC teacher to serve in our newly-renovated north side of the Triphahn Center. Please see the attached job posting and job description for additional information! ow.ly/91Ah30jyAPX
pic.twitter.com/75VwKPWovx

Top mention earned 19 engagements
Kyle Thomas @coachkylethomas · Apr 6
Got to experience something really cool today at work. @HEParks is helping host the Toyota-USA Hockey Disabled Hockey Festival. It has over 1,800 athletes. The goalie in this clip is visually impaired but didn't stop her from making a great save!
pic.twitter.com/p0d3cBR9Uq

Top Follower followed by 350 people
HEHS Baseball @HoffmanBaseball follows you
News, stats, scores, etc. of your Hoffman Estates High School baseball team

Top media Tweet earned 290 impressions
Full day, half day, sports, and art camps are just a few examples of the camps we have this summer at HE Parks! Take a look at all we have to offer in our Summer guide:
ow.ly/holK30joNhu
pic.twitter.com/PrD9ovIuj3

APR 2018 SUMMARY

| | | | |
|----------------|-----|-------------------|-------|
| Tweets | 23 | Tweet Impressions | 5,312 |
| Profile visits | 167 | Mentions | 7 |
| New followers | 5 | | |



Instagram Reports

Source: Instagram

@heparks

| | April17 | May17 | June17 | July17 | Aug17 | Sept17 | Oct17 | Nov17 | Dec17 | Jan18 | Feb18 | Mar18 | Apr18 |
|------------|---------|-------|--------|--------|-------|--------|-------|-------|-------|-------|-------|-------|-------|
| Followers | 110 | 109 | 110 | 112 | 115 | 118 | 117 | 121 | 124 | 124 | 124 | 124 | 125 |
| # of posts | 2 | 3 | 3 | 3 | 5 | 9 | 23 | 15 | 8 | 3 | 12 | 20 | 26 |



Email Blast Results, Constant Contact

| | Sent/Open | Mobile | Bounces | Clicks | Unsubscribes |
|--------------------------------------|-----------|--------|---------|--------|--------------|
| 2018 Fitness, Sports & Rec Benchmark | --/15.72% | 67+% | 10% | 5.6% | .01% |
| Hoffman Happenings | 20K/16.2% | 52% | 2.9% | 12.3% | 0.2% |
| 50+ Newsletter April | 964/33% | 52% | 2.2 % | 6% | 0% |

Opens = Emails our contacts received and viewed.

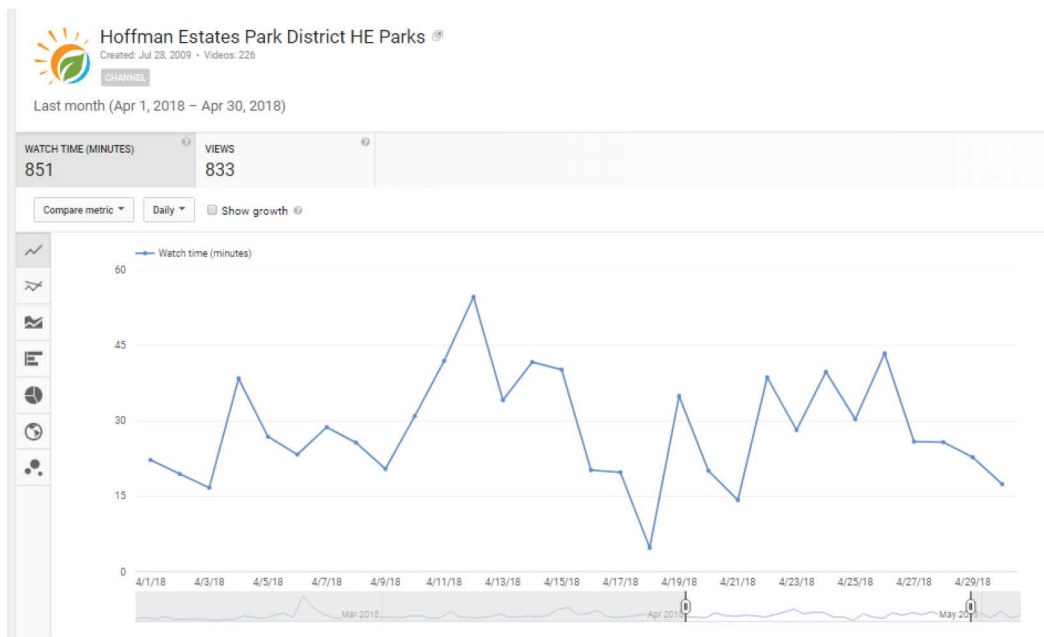
Mobile = Percent of emails opened on a mobile device.

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



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

Bridges of Poplar Creek Board Report

General Programs



Mark your calendars for our Upcoming Events.
 MAY 5—PUTTING CLINIC 10:30AM

 MAY 12—9 & STEIN 4:30PM

 MAY 16—CLEVELAND WEDGE CLINIC 6:30PM

 MAY 19—CHIPPING/PITCHING CLINIC 10:30AM

 MAY 26—DEMO DAY 10AM—2PM

 June 7th – Felix and Fingers Dueling Pianos Music Night

 July 12th – Messengers Music Night

 August 9th – TBD Music Night



Easter Brunch was a huge success. We had 360 guests. The event received some great reviews and comments. And of course the Bunny was a big hit!



1st Annual Par 3 Challenge was a hit. We had 21 players bare the snow flurries and 33 Degree weather. Congratulations to Gregg Crocker for being our Bridges Par 3 Champion. He was presented with the Green Bridges Sweater. We look forward to next year’s event and jacket ceremony.

Golf Rounds

ROUND TOTALS

| 2014 | 2015 | 2016 | 2017 | 2018 | 5 Year Average |
|-------|-------|-------|-------|-------|----------------|
| 2,120 | 2,364 | 1,940 | 2,584 | 1,510 | 2,104 |

YTD ROUND TOTALS

| 2014 | 2015 | 2016 | 2017 | 2018 | 5 Year Average |
|-------|-------|-------|-------|-------|----------------|
| 2,120 | 3,017 | 3,826 | 3,877 | 2,805 | 3,129 |

Range Information

| RANGE BASKET SALES TOTALS | | | | | |
|----------------------------------|--------------|--------------|--------------|--------------|-----------------------|
| 2014 | 2015 | 2016 | 2017 | 2018 | 5 Year Average |
| 1,419 | 1,733 | 1,476 | 1,858 | 1,131 | 1,523 |

| YTD RANGE BASKET SALES TOTALS | | | | | |
|--------------------------------------|--------------|--------------|--------------|--------------|-----------------------|
| 2014 | 2015 | 2016 | 2017 | 2018 | 5 Year Average |
| 1,531 | 2,152 | 2,427 | 2,752 | 1,868 | 2,146 |

Pass Sales

| <i>Resident Passes Thru April</i> | <i>2017</i> | <i>2018</i> |
|--|--------------------|--------------------|
| Resident Annual | 3 | 0 |
| Resident Individual | 75 | 41 |
| Resident Junior | 2 | 2 |
| Resident Senior | 45 | 48 |
| Total Resident Passes Sold YTD | 125 | 117 |

| <i>Non Resident Passes Thru April</i> | <i>2017</i> | <i>2018</i> |
|--|--------------------|--------------------|
| Non-Resident Annual | 1 | 1 |
| Preferred TT Pass | 116 | 80 |
| Non-Res Individual | 6 | 10 |
| Non-Res Junior | 0 | 2 |
| Non-Res Senior | 41 | 46 |
| Total Resident Passes Sold YTD | 164 | 139 |

Hole In One Contest Update

HOLE IN ONE MONTHLY SALES TOTALS

| 2016 | 2017 | 2018 |
|------|------|------|
| 0 | 191 | 106 |

YTD HOLE IN ONE SALES TOTALS

| 2016 | 2017 | 2018 |
|------|------|------|
| 0 | 283 | 226 |

Communications & Marketing

Marketing/Advertising



New updated website has been launched. Along with the website we have a new email marketing system that will allow for marketing campaigns, email blasts with direct links to social media outlets, sales leads tracking, promo codes for golf discounts and more. We look forward to using the system to promote Bridges Website also has video of event area for weddings.

Food & Beverage

For the month of April we had a total of 17 events (20 Events in 2017)

The breakdown is as follows:

Easter brunch servicing 360 guests

4 breakfast meetings servicing 100 guests

1 memorial servicing 70 guests

2 showers servicing 77 guests

1 room rental only servicing 40 guests

1 hors d'oeuvres reception servicing 50 guests

1 first communion party servicing 97 guests

- 2 lunch meetings servicing 91 guests
- 1 awards dinner servicing 38 guests
- 2 ceremony and receptions servicing 277 guests
- 1 Dean's retirement party servicing 70 guests

We currently have 18 events booked for May (20 Events in 2017)

- 6 Breakfast meetings servicing 150 guests
- 1 all-day meeting with continental and lunch servicing 48 guests
- 3 showers servicing 125 guests
- 1 first communion servicing 45 guests
- 1 hors d'oeuvres reception servicing 70 guests
- 2 graduation parties servicing 150 guests
- 2 Dinner servicing 85 guests
- 1 golf outing servicing 40 guests
- 1 engagement party servicing 40 guests
- 1 Wedding cancelled for May

Wedding Count Update:

2019 = 3 ceremony and reception

2018 = 16 ceremony and reception and 3 reception only, 1 ceremony only (2 weddings have cancelled this season, would have made it 18 ceremony/reception)

2017 = 14 ceremony and reception, 5 reception only, 5 ceremony only

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

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

Golf Maintenance Summary

April we saw daily highs and lows averaging 50 and 32 degrees, this is about 8 degrees below average. Precipitation was below average (80% of normal total) in April, we saw 2.72". We also saw quite a bit of late season snow, getting a total of about 3.2" of snow. This brings our winter total to about 36.1", which is about average.

One big success that we have had so far this year is with broadleaf weeds, specifically dandelions. Last fall we applied a new product that provides excellent control of dandelions in the spring. We have gotten nearly 100% control of the areas that we treated. There are still some dandelions on the edges of the golf course or in tight areas that we are not able to get our spraying into. We will be applying a herbicide treatment on these areas in the next few weeks.

April's weather has not been super cooperative but we have been able to accomplish quite a bit considering. Below is a small list of the tasks we have completed:

- Continued cleaning up sticks and debris from winter
- Started consistently cutting greens, tees, approaches, and fairways
- Got a cut on rough towards the end of the month
- Backfilled stumps
- Started cleaning up and applying new mulch to planting beds
- Starting the irrigation system
- Fertilized greens
- Started applying pre-emergence and grub control in the rough

ADMINISTRATION & FINANCE

Finance/Administration

- Staff is interviewing candidates for the Director of Finance & Administration position for the District.
- Balanced scorecard information for Q1 2018 has been gathered and completed.
- Staff facilitated a FinTrac Scheduler presentation for recreation superintendent and manager. Database construction for STAR will begin this summer for online scheduling to be available this fall.
- RecTrac event tickets for BPC were updated so that customers who are value added pass holders, when signed onto their account, applicable discounts would be applied to their event registration.
- Staff has begun creating the Seascope RecTrac database communication structure and once hardware is deployed will begin testing systems.
- Staff has solidified the week of June 4th for the RecTrac trainer to be on site. As well as Thursday June 7th, 1:30p – 3:30p as service desk follow-up training for key desk staff and facility managers. This information has been relayed to facility managers and a complete schedule will be made available once determined.
- Staff is working with American Express to review the accounts payable vendor listing for additional purchasing power to increase the 1% earnings opportunity for the Foundation.
- Payroll Cycle Processing

- 04/20/18 \$309,075.03
- 05/04/18 \$331,898.48

Administrative Registration/EFT Billing

- EFT Billings for:
 - a. TC/WRC/PSSWC Fitness Centers
 - b. ELC (weekly)
 - c. 50+
 - d. Sponsorship/Marquee Signs
 - e. STAR
 - f. Spring Hockey

- Administrative
 - a. 2018 Summer Guide Review
 - b. Foundation Mailing

- Administrative Registration for:
 - a. Financial Assistance
 - b. Foundation Giving Tree
 - c. STAR 2018/19 School Year
 - d. KinderSTAR 2018/19 School Year
 - e. Spring Harper Participants

Human Resources

- Processed 16 new part-time hires.
- Attended 2018 PTAB Consortium meeting.
- Final #s in for PDRMA PATH screening – 50 of 77 FT employees participated in a PDRMA on-site health screening during 2018.
- Safety committee earned HEPD a \$250.00 check from PDRMA for participation in PDRMA’s Hazard Hunter Program. Hazard Hunter was a month-long contest where PDRMA members were encouraged to take a photo of a hazard discovered on grounds, and then subsequent photo(s) showing the remedy utilized / protective measures put in place.

Technology

- Upgraded all of our Comcast TV cable boxes to HD boxes at TC fitness center.
- Currently investigating and testing Windows 10. All new computers purchased come with Microsoft’s latest Operating System. Looking into Office 365 which is Microsoft’s subscription based plan that will allow us to upgrade to Office 2016 (Word, Excel, Outlook, etc.)
- The District’s concessionaire, Garibaldi’s, requires dedicated network cables for their credit card devices at both Triphahn and Seascape. Currently investigating options and anticipate having both locations ready.

Garibaldi's is working with CallOne to install two (2) analog phone lines as backup.

- Disaster Recovery Plan
 - a. Cutover to the new Comcast ENS Fiber network was completed on April 9th. Increased stability and speed at our fiber locations are prevalent. Second Cisco firewall installed at PARKS. We're currently splitting our internet access with TC, BPC, & SEA using our 100MB internet pipe at TC. PARKS, WRC, & PSSWC are using the new 50MB internet pipe at PARKS.
 - b. In the process of evaluating a SAN (Storage Area Network) to place at PARKS in order to build our VM Host server for Disaster Recovery.
- Security Cameras
 - a. We are conducting a walkthrough on Friday 5/4 to finalize the placements of the outdoor parking lot cameras at Triphahn.
 - b. Planning to install a third IDF (Intermediate Distribution Frame) downstairs near the Hockey areas in order to branch out and install more security cameras towards the Zamboni entrances and loading dock.

Newly Acquired Advertising and Sponsorships

- a. Garibaldi's
 - Party in Park Food vendor
 - SRT Golf Outing Hole Sponsor
- b. Massage Envy
 - SRT Golf Outing Hole Sponsor
- c. Tito's Handmade Vodka
 - Bloody Mary Bar/Hole Sponsor SRT Golf Outing
- d. Windy City Bulls
 - Foundation Silver Sponsor Renewal
 - SRT Hole Sponsor
- e. Bear Family McDonald's
 - Foundation Silver Sponsor Renewal
- f. Grand Flower Growers
 - SRT Outing Golf and Hole Sponsor
- g. Pinnacle Dermatology
 - Sunscreen Sponsor
- h. Synergy Home Care
 - Marquee