



1685 West Higgins Road, Hoffman Estates, Illinois 60169 heparks.org t (847) 885-7500 f (847) 885-7523

# AGENDA REGULAR BOARD MEETING NO. 1072 TUESDAY, DECEMBER 21, 2021 7:00 p.m. Triphahn Center

- 1. ROLL CALL
- 2. APPROVAL OF AGENDA
- 3. RECOGNITION
  - A. Retirement Proclamation
    - Juan Ocegueda
- 4. RECESS FOR A&F COMMITTEE MEETING
- 5. RECONVENE FOLLOWING A&F COMMITTEE MEETING
- 6. APPROVAL OF MINUTES (attached)
  - A. Committee of the Whole Meeting Minutes 11/16/2021
  - B. Special Board Meeting Minutes 11/16/2021
  - C. Regular Board Meeting Minutes 11/23/2021
  - D. Public Meeting Minutes 12/14/2021
- 7. COMMENTS FROM THE AUDIENCE
- 8. CONSENT AGENDA (Click here to access all Board & Committee Packets)
  - A. Updated 2022 Working Budget; Updated Fund Balances and Charts; Updated 2022 Division Goals and Objectives; Amended Org Chart with Approved Positions (see A&F December packet)
  - B. Debt Policy / M21-117 (see A&F December packet)
  - C. Personnel Policy Manual Update / M21-119 (see A&F December packet)
  - D. 2022 ICA's For Tumbling Times, Illinois Shotokan Karate, Inc., Options Basketball, and HUSC / M21-111 (see A&F December packet)
  - E. Shift in Budget Cycle / M21-122 (see A&F December packet)
  - F. Administrative Services Report / M21-118 (see A&F December packet)
  - G. Administration & Finance Report / M21-114 (see A&F December packet)
  - H. Open and Paid Invoice Register: \$811,209.43 (see A&F December packet)
  - I. Revenue and Expenditure Report and District-Wide Operations Statement (see A&F December packet)
  - J. Acceptance of A&F Minutes 11/23/2021 (see A&F December packet)

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 this public meeting please call 847-885-7500 with at least 48 hours' notice.





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- 9. PRESIDENT'S REPORT
- 10. ADOPTION OF EXECUTIVE DIRECTOR'S REPORT
- 11. OLD BUSINESS
- 12. NEW BUSINESS
  - A. Tax Levy Ordinance O21-003 / M21-115
  - B. Bond Abatement Ordinance O21-007 / M21-107
  - C. 2022 Budget & Appropriation Ordinance O21-005 in Final Form / M21-116
  - D. PTELL Reduction Ordinance O21-006 / M21-108
  - E. Surplus Ordinance O21-008 / M21-120
  - F. Review/Release of Executive Session Minutes R21-004 / M21-123
  - G. 2022 Calendar of Board/Committee Meetings / M21-121
- 13. COMMISSIONER COMMENTS
- 14. ADJOURNMENT





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# MINUTES COMMITTEE OF THE WHOLE MEETING November 16, 2021

# 1. Roll Call:

A regular meeting of the Hoffman Estates Park District Committee of the Whole was held on November 16, 2021 at 6:05 p.m. at Triphahn Center in Hoffman Estates, IL.

Present: President Kinnane; Commissioners Chhatwani, Dressler, Evans,

Friedman, Kaplan, McGinn; Comm Reps Aguilar, Evans, Sernett, Beranek, Henderson, MacGregor, McIlrath (via phone), Kulkarni,

Musial (via phone), Winner

Absent: Comm Reps Bettencourt, Poeschel, Macdonald, Utas, Wilson

Also Present: Executive Director Talsma, Director of Finance and Administration

Hopkins, Director of Recreation Kapusinski, Director of Parks, Planning, and Maintenance Hugen, Director of Golf & Facilities Bechtold, Director of Administrative Services Cahill, Executive

Assistant Flynn

Audience: None

# 2. Approval of Agenda:

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

# 3. Comments from the Audience:

None

# 4. Old Business:

None

# 5. New Business:

A. 2022 Budget Overview / M21-100:

Executive Director Talsma noted that the budget process is the same as last year. This is a working budget, and all committee members and commissioners have input. The budget presents what staff feels is the direction of the District for 2022.

Executive Director Talsma reviewed the budget beginning with Budget Overview, noting the following:

- The first chart is the Fund Balance, which is money we have accumulated for specific purposes. All negatives in the chart are planned for, using cash on hand for capital projects.
- The District should end 2021 with a \$2 million surplus. The utilization of reserves is carefully planned for and we have special projects attached to all reserves.
- The 2022 budget has two areas of surplus, in the FICA fund and the IMRF fund. This is due to fewer employees, meaning less FICA, and we have a low IMRF rate of 4.79%.
- The comprehensive master plan (CMP) dictates the budget process, and plans out five years of activity. We refer to the CMP every year, as there are hundreds of objectives listed in the report. The budget is the number derived from these goals.
- The GIS system is our capital asset system that tell us when something needs to be replaced, and includes everything from doors to tables to chairs to trucks and lawnmowers, to list a few. Therefore, we are always aware of future capital replacements.
- The Recreation/Ice divisions, as well as Bridges and The Club all make payments to debt service to pay for previous bond expenditures.
- Any objectives listed in our goals is something that is not status quo.
- We use accrual-based accounting and zero-based budgeting.
- We use the chargeback system for IMRF and FICA, meaning we collect in one account and fund in another.
- In terms of personnel, we cut 15 positions during the pandemic, and are bringing back some of these as part of the 2022 budget:
  - o In the business department, an Assistant Operations Manager (pay grade 2)
  - In the Parks, Planning and Maintenance department, a Forestry and Land Manager (district-wide; pay grade 3), and a Parks Groundsworker (pay grade 1)
  - At Bridges, an Assistant Golf Course Maintenance Supervisor (Pay grade 3); a Bar and Grill Manager (previously approved; delayed to 2022); a Building Maintenance Associate (pay grade 1) to be shared with The Club in the off-season.
  - o In the Early Childhood Care department, three full-time ELC teachers
  - As a reminder, we did not have a salary increase last year for full-time staff. In 2022, we have budgeted for a 3% pool, with a 2% advisory allocation (up to 5% increase for current personnel at Executive Director's discretion).

Commissioner Dressler asked if we have a contingency fund if something needs emergency repair. Executive Director Talsma responded that we have a \$100,000 contingency fund which is more for capital items. Any smaller items will be taken care of in the regular budget (directors can approve up to \$5,000, executive director can approve up to \$25,000; over this amount will require an emergency board meeting).

Community Rep MacGregor asked if the 3% salary increase pool is on top of a cost of living adjustment. Executive Director Talsma explained that we do not do CPI/cost of living increases. All increases are based on merit.

Executive Director Talsma reviewed the Tax Levy information and noted the following:

- The tax levy supports the budget, and each year we can increase it by the CPI on a one-year delay. Last year the CPI was 1.7% but we did not increase the budget. This year, the 1.4% increase is what affects the current tax payer if there is no new growth.
- If the Sears EDA closes, the property becomes new growth for the District. With new growth, we can receive more taxes. If there is not any new growth, the District can get what we received last year plus the CPI. If there IS new growth, the District can receive what we received last year plus the CPI plus the new growth.

Executive Director Talsma reviewed the Fund Balances and Charts and noted the following:

- The District is healthy, projected to end 2022 where we started 2021.
- We have \$355,000 in capital budgeted in the general fund. This includes the OSLAD projects.
- The Recreation budget includes debt service repayment
- The special recreation budget includes capital projects at various parks, and elevators.
- The Club and Bridges budgets include capital items. Any negative numbers is where we are utilizing cash on hand.

Staff reviewed the Department Goals and Objectives.

- Commissioner Kaplan asked which program is being used for digital organization of documents. Director Cahill responded that we are using PandaDoc for contracts and internal human resources documents. Director Hopkins explained that we are using a Topaz device for waivers and agreements completed through RecTrac.
- Comm Rep Musial asked about the action plan to perform an internal control audit to review the ice fee structure. Executive Director Talsma explained that we changed how we run the drop-in ice fee structure, and this is a special goal for next year to review this.
- Commissioner McGinn asked if there is anything in the CMP to reflect the suggested renovations at Willow Rec Center. Executive Director Talsma

- responded that there is not a specific plan or goal, but there is a goal in the CMP to establish a fitness center at this facility.
- Commissioner Kaplan asked about the timing of the planned cross country course at Fabbrini and Cottonwood. Director Hugen explained that we have the equipment and have a 1/3-mile track planned out at both parks. If we have six inches of snow, we can pull the drag mat to create the paths. Residents would need to provide their own ski equipment.
- Comm Rep Macdonald asked about parking availability at Pine Park if renovations are done there to add pickleball courts. Executive Director Talsma responded that there is ample parking at the school nearby, and we will consider the cost and whether or not it is worth creating a parking area for a few spots for use when school is in session.
- Comm Rep Musial asked if we referred to a public survey which she recalls a response of less than 1% who wanted pickle ball on the north side. Executive Director Talsma said we will look at the exact numbers from that survey, but that we also continue to monitor trends, and this is the top growing sport right now for adults.
- Comm Rep Musial asked about the restructuring of the maintenance staff at Seascape. Executive Director Talsma responded that we used to have maintenance staff at Seascape from 7:00 a.m. to 2:00 p.m. Going forward, maintenance staff will complete tasks in the early morning, and then the recreation staff can cover the rest of the duties during the day.
- Commissioner Dressler asked if we push the "Programs for All" into underserved areas. Director Kapusinski responded that the program is currently directed through the school social workers, but that we could possibly try to get information about the program directly into the neighborhoods.
- Commissioner McGinn asked if the floor is complete for the Windy City Bulls. Director Bechtold said that yes, the floor is complete and the team is very happy with the facilities.
- Comm Rep Winner asked if the goal of 1,200 new members at The Club is tied to a percentage increase. Executive Director Talsma explained that this is not a net growth (that would be closer to about 200). The budget includes a growth of about 10%, which is still hesitant due to COVID and mask restrictions.
- Comm Rep McIlrath asked about childcare activities being offered. Director Bechtold explained that childcare would be offered during specialty classes only. The childcare time could be structured as fitness or arts/crafts, childcare only, but we are veering away from the Kids Club structure. There are currently no set times; we will start slow and build from there. It may be used during some HIIT classes and some water classes.
- Commissioner Chhatwani asked if the HIIT program has brought increased enrollment at The Club. Director Bechtold responded that the HIIT membership is up to 100 members, which is driving overall membership up a bit, but memberships are still down due to the pandemic.
- Commissioner Kaplan asked if the instructors teach differently to older students. Director Bechtold explained that the instructors will offer modifications for specific students when needed.

• Commissioner Dressler asked if we have ever conducted a drive to collect used golf or hockey equipment for use by residents in underserved areas/populations. Director Bechtold responded that we have not, and that classes typically would not have extra room to be filled by our current Programs for All structure. However, we may be able to look into this with the TopTracer facility and/or through the Freedom Golf Association (special needs). Director Kapusinski added that we do have plenty of hockey equipment available to use.

Executive Director Talsma presented the 2022 Operating Budget:

• Comm Rep Beranek asked about the increase in wages at Bridges from \$108,000 in 2021 to \$446,000 in 2022. Director Hopkins explained that all full-time wages for golf were moved to fall under administration. Throughout the District, full-time wages are either accounted for under administration or maintenance.

Commissioner Dressler made a motion, seconded by Commissioner Chhatwani to recommend the Board approve the Budget Overview M21-100. The motion carried by voice vote.

Commissioner Dressler made a motion, seconded by Commissioner McGinn to recommend the board approve the organizational chart, including the addition of the nine new positions as outlined in the memo, as well as the 2022 salary ranges adjusted with a 3% increase. The motion carried by voice vote.

Commissioner Evans made a motion, seconded by Commissioner Chhatwani to recommend the board approve the 2022 Goals and Objectives for all departments. The motion carried by voice vote.

Comm Rep Beranek made a motion, seconded by Comm Rep Sernett to recommend the board approve the 2022 operating budget. The motion carried by voice vote.

# B. 2022 Budget and Appropriation Ordinance in Tentative Form / 021-005

Comm Rep Sernett made a motion, seconded by Commissioner Chhatwani to recommend the board approve the Budget and Appropriations Ordinance O21-005 in tentative form and the Tax Levy as presented. The motion carried by voice vote.

# C. Announcement of Intent to Levy \$10,610,000 for Levy Year 2021, Fiscal Year 2022

Commissioner McGinn made a motion, seconded by Commissioner Chhatwani to recommend the board approve the announcement of the intent to levy \$10,610,000 for levy year 2021 to be collected in fiscal year 2022. The motion carried by voice vote.

Committee of the Whole November 16, 2021 – Page 6

# 6. <u>Commissioner Comments:</u>

Comm Reps Aguilar, Evans, Sernett, and Henderson thanked staff for a wonderful job.

Commissioner Evans thanked the Community Reps and staff for a great job.

Commissioner Dressler said she is grateful for the extent of the work that is accomplished with minimal staff.

Commissioner McGinn thanked the staff for the streamlined process, and thanked the community reps for their participation.

Commissioner Kaplan thanked the community reps, the staff and Executive Director Talsma for a great job.

Commissioner Chhatwani thanked Executive Director Talsma and staff, and is looking forward to a great 2022.

President Kinnane thanked the community reps for reviewing all of the budget information, and he thanked the other commissioners and staff for their work.

# 7. Adjournment:

Commissioner Chhatwani made a motion, seconded by Commissioner Kaplan to adjourn the meeting at 7:59 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma Secretary

Cindy Flynn Executive Assistant





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# MINUTES SPECIAL BOARD MEETING November 16, 2021

# 1. Roll Call:

A special meeting of the Hoffman Estates Park District Board of Commissioners was held on November 16, 2021 at 8:04 p.m. at Triphahn Center in Hoffman Estates, IL.

Present: President Kinnane; Commissioners Chhatwani, Dressler, Evans,

Friedman, Kaplan, McGinn

Absent: None

Also Present: Executive Director Talsma, Director of Finance and

Administration Hopkins, Director of Recreation Kapusinski, Director of Parks, Planning and Maintenance Hugen, Director of Golf and Facilities Bechtold, Director of Administrative Services

Cahill, Executive Assistant Flynn

Audience: None

# 2. Pledge of Allegiance:

Everyone present stood for the Pledge of Allegiance.

# 3. Approval of Agenda:

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

# 4. <u>Comments from the Audience:</u>

None

# 5. Announcement:

Commissioner McGinn made a motion, seconded by Commissioner Chhatwani to announce the intent to levy \$10,610,000 for the 2021 Tax Levy to be collected for the 2022 Fiscal Year.

# Special Board Meeting November 16, 2021 – Page 2

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

Ayes: 7 Chhatwani, Dressler, Evans, Friedman, Kaplan, McGinn, Kinnane

Nays: 0 Absent: 0

# 6. Approval of 2022 Working Budget / M21-1100:

Commissioner Dressler made a motion, seconded by Commissioner Kaplan to approve 2022 Working Budget as outlined in M21-100.

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

Ayes: 7 Chhatwani, Dressler, Evans, Friedman, Kaplan, McGinn, Kinnane

Nays: 0 Absent: 0

# 7. **Approval of 2022 B&A Ordinance / O21-005:**

Commissioner Evans made a motion, seconded by Commissioner Chhatwani to approve the 2022 B&A Ordinance O21-005 in tentative form.

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

Ayes: 7 Chhatwani, Dressler, Evans, Friedman, Kaplan, McGinn, Kinnane

Nays: 0 Absent: 0

# 8. <u>Commissioner Comments:</u>

None

# 9. Adjournment:

Commissioner McGinn made a motion, seconded by Commissioner Chhatwani to adjourn the meeting at 8:06 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma Secretary

Cindy Flynn

**Executive Assistant** 





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# MINUTES REGULAR BOARD MEETING NO. 1071 November 23, 2021

# 1. Truth in Taxation Hearing

The district appropriately advertised for the Truth in Taxation hearing to be held at 7:00p.m on November 23, 2021, as shown in the attached Daily Herald notice. No residents contacted the District to register to attend the meeting, and no residents attended the meeting for the purposes of the Truth in Taxation Hearing. The board began its regularly scheduled board meeting.

# 2. Roll Call:

A regular meeting of the Hoffman Estates Park District Board of Commissioners was held on November 23, 2021 at 7:02 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: President Kinnane, Commissioners Chhatwani, Dressler, Evans,

Friedman, Kaplan, and McGinn

Absent:

Also Present: Executive Director Talsma, Director of Finance Hopkins, Director

of Recreation Kapusinski, Director of Administrative Services

Cahill, Executive Assistant Flynn

Audience: Community Reps Friedman, Kulkarni, Utas (conference call),

Winner

# 3. Pledge of Allegiance:

Everyone present stood for the Pledge of Allegiance.

# 4. Approval of Agenda:

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

# 5. Recess for A&F Committee Meeting:

Commissioner Chhatwani made a motion, seconded by Commissioner Dressler to recess the Board Meeting at 7:03 p.m. for the purpose of convening the A&F Committee meeting. The motion carried by voice vote.

# 6. Reconvene Following A&F Committee Meeting:

Commissioner Chhatwani made a motion, seconded by Commissioner Kaplan to reconvene to the Regular Board Meeting at 7:48 p.m. The motion carried by voice vote.

Comm Reps Friedman, Kulkarni, Utas and Winner left the meeting.

# 7. **Approval of the Minutes:**

Commissioner Chhatwani made a motion, seconded by Commissioner Dressler to approve the minutes of the Regular Board Meeting held October 26, 2021 as presented. The motion carried by voice vote.

# 8. <u>Comments from the Audience:</u>

None.

# 9. Consent Agenda:

Commissioner Dressler made a motion, seconded by Commissioner Chhatwani to approve the consent agenda items A through F.

On a Roll Call: Carried 7-0

Ayes: 7 Chhatwani, Dressler, Evans, Friedman, Kaplan, McGinn, Kinnane

Nays: 0 Absent: 0

- A. WRC Cell Tower Land Lease Agreement / M21-080A (see A&F November packet)
- B. IAPD Credentials Certificate / M21-104 (see A&F November packet)
- C. Balanced Scorecard / M21-106 (see A&F November packet)
- D. Open and Paid Invoice Register: \$506,152.50 (see A&F November packet)
- E. Revenue and Expenditure Report, District Wide Operations Statement, and Activity Enrollments (see A&F November packet)
- F. Acceptance of A&F Minutes 10/26/2021 (see A&F November packet)

# 10. President's Report:

President Kinnane reported that he attended the IAPD Legal Symposium which provided very good information. He also noted that the District received correspondence regarding a mask incident during a hockey game at the Triphahn Center. The incident was resolved, and Executive Director Talsma has offered to speak with the person who sent the correspondence. Executive Director Talsma added that he will be increasing the front desk coverage at Triphahn Center during high traffic times in order to monitor and remind patrons of the mask policy.

# 11. Adoption of Executive Director's Report:

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

# 12. Old Business:

None

# 13. New Business:

None

# 14. <u>Commissioner Comments:</u>

Commissioners Kaplan, Friedman and Evans wished everyone a Happy Thanksgiving.

Commissioner McGinn thanked Nicole for her hard work, and said it is nice to see the positive results for this year.

Commissioner Dressler wished everyone a Happy Thanksgiving, and shared that she attended a couple of senior events recently. She let them know she is a Commissioner for the Park Board and is happy to represent the seniors.

Commissioner Chhatwani is grateful for Executive Director Talsma and the staff for all of the work they do each day. She thanked the commissioners and said she learns so much from them. She wished all a Happy Thanksgiving.

Commissioner Evans announced that he will be a grandpa soon!

President Kinnane shared that his wife's employer instituted a mask mandate which resulted in the termination of 700 employees.

# 15. Adjournment:

Commissioner McGinn made a motion, seconded by Commissioner Kaplan to adjourn the meeting at 8:05 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma Secretary

Cindy Flynn Executive Assistant

# NOTICE OF PROPOSED PROPERTY TAX INCREASE FOR HOFFMAN ESTATES PARK DISTRICT

I. A public hearing to approve a proposed property tax levy increase for the Hoffman Estates Park Distrct for 2021 will be held on November 23, 2021 at 7:00pm at the Triphahn Center and Ice Arena, 1685 W. Higgins Road, Hoffman Estates, IL.

Any person desiring to appear at the public hearing and present testimony to the taxing district my contact Cindy Flynn, Executive Assistant at cflynn@heparks.org, 1685 W. Higgins Road, Hoffman Estates, IL (847)781-3633.

II. The corporate and special purpose property taxes extended or abated for 2020 were \$6,329,262.

The proposed corporate and special purpose property taxes to be levied for 2021 are \$7,266,000. This represents a 14.800% increase over the previous year.

III. The property taxes extended for debt service and public building commission leases for 2020 were \$3,510,959.

The estimated property taxes to be levied for debt service and public building commission leases for 2021 are \$3,344,000. This represents a 4.755% decrease over the previous year.

IV. The total property taxes extended or abated for 2020 were \$9,840,221.

The estimated total property taxes to be levied for 2021 are \$10,610,000. This represents a 7.823% increase over the previous year.





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# MINUTES PUBLIC HEARING BUDGET AND APPROPRIATIONS ORDINANCE December 14, 2021

# 1. Call to Order:

Executive Director Talsma called the meeting to order at 6:45 p.m.

Also Present: None

# 2. Public Input:

None

# 3. Adjournment:

With no public input and/or comments, the meeting was adjourned at 6:45 p.m.

Respectfully submitted,

Craig Talsma Secretary

Cindy Flynn Executive Assistant

# HOFFMAN ESTATES PARK DISTRICT REGULAR BOARD MEETING NO. 1072

### **EXECUTIVE DIRECTOR'S REPORT**

December 2021

# PARKS DIVISION REPORT

# **ADMINISTRATION**

Bids for 2022 Court Repair/Color Coating, Striping at Multiple Locations, 2022 Crack Filling, Seal Coating, Striping and Seascape Pool Floor Renovation have all been completed and posted. More Bids for 2022 will be posted in December.

# **BIRCH PARK**

Request for Final Inspections has been submitted to Metropolitan Water Reclamation Department and Village of Hoffman Estates. The district is planning to use Birch Park as our location for 2022 Kids to Park Day and highlight the park renovation.

# **BRIDGES DRIVING RANGE ENHANCEMENT**

The TopTracer Building at Bridges of Poplar Creek was definitely the focus of the parks department in November. The restoration process began with shaping the berms to the east of the building, earthwork around the building to prep for sod, and removal of the construction entrance along with sod prep. The parks grounds team completed this restoration process by laying 16 pallets of sod around the building, patio and construction entrance. Earthwork for a new sidewalk entrance was also completed prior to the pour by the concrete contractor. On the interior of the building, the concrete was selaed with a light brown concrete sealer; all trim work on doors and windows was completed; all wiring for TV's and cameras was installed. On the patio, two fire pits were constructed and the patio serving hut was built on site.



# **VOGELEI HOUSE (NWSRA)**

The construction at the Vogelei House got off to a good start with demo work on the interior of the house (photos below). On the exterior of the house, some adjustments were made to move forward with the concrete ramp into the basement of the house as well as the construction of the wood ramp leading to the second floor.





# PARKS DEPARTMENT

During Thanksgiving, the ice rinks at TC experienced a failed sensor that caused our cooling tower to freeze over, which in turn caused the compressor to the ice rinks to shut down, not allowing the ice to stay cold. On Friday morning (11/26/21), staff was onsite to evaluate the failures and were able to get the compressor working again. Staff then worked around the clock Friday through Monday morning to

rebuild the ice. It was a long process but staff did a great job completing this in two days. With assistance from IT we are planning to put alarms on the compressor that will notify staff of any failures with the compressors and avoid long shutdowns of the compressors.

Other items completed by the parks team in November are listed below:

- Completed final mowing of priority parks in November and started making pre-emergent applications for broad leaf control at all athletic fields and level I and II parks and/or locations.
- Cleaned out all sign beds and trimmed down perennials for winter.
- Installed two memorial plaques to replace damaged plaques.
- Began brush mowing district natural areas.
- Installed new heat exchanger under warranty on RTU 2 fitness center at TC.
- Installed new pulley and belts and adjusted motor mount on RTU aerobics room at TC.
- Completed plumbing blowouts of all outdoor bathrooms.
- Pulled meters and RPZ's for winterization.
- Completed winter blowouts of all drinking fountains.
- Installed new heat exchanger on RTU 4 at BPC for fairway room.
- Installed two new blower motors for lap pool Seresco Unit at The Club.
- Trouble shoot mechanical heat issue with Seresco Unit for lap pool at The Club and found bad transformer; installed new transformer.
- Installed new inducer motors on both ice rink dehumidification units.
- Graffiti removal at Willow playground.
- Removal of all playground canopies.
- Parks garbage.
- Custodial maintenance at all facilities.
- Playground checks.
- Vehicle safety and emission test completed.
- Vehicle checks and repairs.

# **RECREATION DIVISION REPORT**



The first HEParks Podcast will kick off in mid/late December with Pat and Katie as the hosts of the show. The show will be once every 2 weeks to start. The show will not only focus around upcoming things at the district, but also to inform the public even more on what we do here.





# **Triphahn Center Fitness**

<u>Membership</u>	<u>11/30/2020</u>	<u>01/01/2021</u>	<u>11/30/2021</u>	2021 YTD Var. +/
Total	547	509	517	+8

Pass	% Visited in October	% Visited in November
TC Fitness Adult	51%	55%
TC Fitness Junior/Student	54%	52%
TC Fitness Senior	58%	57%
<b>Average Paid Members</b>	54%	55%
TC Gym Pass *	40%	0%
TC Silver Sneakers *	19%	16%
TC Tivity Prime *	7%	9%
TC Renew Active *	18%	20%
<b>Average Insurance Members</b>	21%	15%

# Passes with \* are the free health insurance memberships.

# Willow Rec Center Fitness & Racquetball

Membership	11/30/2020	01/01/2021	11/30/2021	2021 YTD Var. +/
Fitness	94	93	100	+7
Racquetball	55	52	34	-18
Total	149	145	134	-11

Pass	% Visited in October	% Visited in November
WRC Fitness Adult	41%	47%
WRC Fitness Junior/Student	50%	55%
WRC Fitness Senior	50%	50%
Average Paid Members	47%	51%
WRC Gym Pass *	0	0
WRC Silver Sneakers *	25%	17%
WRC Tivity Prime *	6%	0%
WRC Renew Active *	25%	50%
<b>Average Insurance Members</b>	19%	14%

**Fall Group Fitness enrollment:** 

Class	Fall 2020	Fall 2021
50+ Forever Strong	37	38
50+ Basic Exercise	22	40
Fitness Boot Camp	38	52
Women of Steel	38	41
Senior Tai Chi	2	14



Membership 11/30/2020 01/01/2021 11/30/2021 2021 YTD Var. +/ **Total** 600 586 704 +118



# **General Programs:**

D	E-11 2020	E-11 2021
Program	Fall 2020	Fall 2021
Baton & Poms	27	73
A&A Music (piano & guitar)	6	6
Choir & Theater programs	10	10
Horsemanship	n/a	2
Shotokan Karate	61	98
Tae Kwon Do	31	45
Gymnastics	99	342
Racquetball lessons	6	12
Racquetball leagues	n/a	26

# Dance:

- There are 154 dancers enrolled in 22 classes this fall. This is compared to 83 dancers in 15 classes last fall.
- Stars Dance Company hosted a Friendsgiving on November 23 and invited Level 3 & 4 Ballet/Jazz dancers to try a company class and see competition dances.
- Teacher in-service was held on Friday, November 12<sup>th</sup>.
- Stars Dance Company will be performing at Winter Wonderland Fest.

# **Special Events:**

The Holiday Craft Fair was held on November 20 at Triphahn Center. Fifty vendors participated with over 500 attendees! Another event will be planned for spring.

**Upcoming Special Events:** 

- Winter Wonderland at Bridges on December 11
- Letters to Santa
- Holiday Lights Contest
- Santa Drive By on December 23



- White Elephant Holiday BINGO Luncheon on November 17 18 participants
- Pub Trivia on November 18 39 participants
- Holiday Dinner Party on December 2 at Bridges 62 participants
- Holiday Lights Trolley Tour 21 participants
- Lunch & Learn Brain Health seminar on December 8 32 participants

Additional indoor Pickleball times were added to the calendar this month on Tuesday and Thursday mornings at 7am. Now Tuesday & Thursday is available from 7am-11am.

- Upcoming senior events
  - o Holiday BINGO luncheon December 15
  - o Cinderella Play at Paramount January 5
  - o Lunch & Learn Social Security January 12
  - o Minute to Win It January 19
  - o Pub Trivia January 27



Little Stars Child Care has 37 children enrolled; last November there were 18 children.

The third LSC classroom will open on January 10. Interviews are being conducted for the three new full-time teachers.

The application for the Childcare Workforce Grant has been completed for both Willow and TC. Willow has been approved for a check for \$3,960. TC is still waiting to hear if they have been approved. All of the money will be given out as bonuses to all preschool and childcare teachers. This grant money is only allowed to be given in that capacity.

# Part-Day Preschool 21/22

20-21 TC		21-22 TC		+/-	20-21 WR	C	21-22 WRC		+/-
Threeschool	0	Threeschool	13	+13	Threeschool	0	Threeschool	5	+5
2's Playschool	6	2's Playschool	23	+17	2's Playschool	0	2's Playschool	11	+11
3's & 4's	47	3's & 4's	84	+37	3's & 4's	29	3's & 4's	32	+3
Total	53	Total	120	+67	Total	29	Total	48	+19

Early Childhood enrichment for fall: There are 137 participants compared to only 2 children in one music class last year. Many enrichment classes were not offered last year as we did not want the preschool children mixing classrooms.



# **STAR Enrollment**

	3 days	3 days	5 days	5 days	Total
	before	after	before	after	enrolled
Armstrong	3	12	15	17	47
Fairview	1	14	17	34	66
Lakeview	2	1	14	36	53
Lincoln Prairie	3	5	18	15	41
MacArthur	0	10	22	24	56
Muir	3	5	11	25	44
Total for D54	12	47	97	151	307
Whiteley	4	15	31	42	92
Thomas Jefferson	1	13	4	36	54
Total for D15	5	28	35	78	246

# **Kinder STAR enrollment:**

NEW! Morning Kinder STAR (in afternoon Kindergarten at school):

	3 days	5 days
Whiteley	1	2
Thomas Jefferson	3	4

Afternoon Kinder STAR (in morning Kindergarten at school):

	3 days	5 days
Whiteley	6	8
Thomas Jefferson	3	7

# No School Days

On Nov. 22 we had 10 enrolled and went Bowling at Elk Grove Bowl.

On Nov. 23 we had 11 enrolled and stayed on site and did Thanksgiving scavenger hunts.

On Nov. 24 we had 25 enrolled and saw Encanto at Elk Grove Theater.



# **Athletics**

# **Hoffman Basketball Academy**

- 3v3 Fall League concluded on November 23. This was our first full season of this league.
- Fundamental camps ran with 24 players.
- Private trainings this month had 42 participants.
- Coaches meetings & evaluations took place this month in preparation for the start of winter basketball season.
- Winter In-House Season: We have 295 players enrolled. More teams were added to clear waitlists. Last year there was no league due to the COVID guidelines, and there were 283 players in 2019/20 season.

### **Baseball**

- An indoor fundamentals class will be held during winter break at Rage Baseball location in Hoffman Estates.
- Staff is in the planning process of redesigning the baseball/t-ball program for the younger players for the spring season.

### **Adult Sports**

• An adult basketball league will begin in January.

### Soccer

- Soccer fall season concluded with 215 players. This is compared to 114 in 2020 and 219 in 2019.
- Indoor soccer registration has 59 players compared to 47 last year.
- HUSC Soccer essentials classes have 109 participants in fall, compared to zero last year as this is a new program!
- HUSC also ran 16 sessions of private soccer lessons.

# **E-Sports**

- Staff is working on new promotions to get more attendance. Birthday parties continue to be popular.
- Black Friday was open for \$5 "Play all Day" so parents could shop and drop off their children.
- One tournament and one Kids Night Out is scheduled for each month.
- Beginning Sunday, December 5, the E-Sports Zone is now open from 11am-3pm and closed on Thursdays due to less attendance on Thursday nights.



# **Hockey:**

• Session 1 hockey lessons ended in October. Session 2 began the first week of November.

	2021	2020
Tot Level	51	n/a
Hockey Level 1	58	37
Hockey Level 2	62	52
TOTAL – session 1 & 2	171	89

• A Holiday Clinic will be offered over Winter Break. To date, there are 8 players enrolled.

Level	Enrollment
New! NWHL Mites	19
CUHL Travel Mites	16
NWHL Squirts	35
NWHL PeeWees	23
NWHL Bantams	31
NWHL Midgets	30
NWHL Girls U10	13
NIHL Girls U14	16
TOTAL	183

There are no comparisons from last fall as COVID restricted league play last fall.

• Wolf Pack Prime (an extra team for specific levels) was created for players to add more playing time to their season. There are 18 enrolled for Squirts, 19 for PeeWees and 13 for Bantam for a total of 50 players playing on an additional team.

• Adult Hockey League has five teams. The teams play on Tuesday and Wednesday nights. Adult drop-in hockey is offered on Sunday and Thursday nights.

# **Figure Skating:**

- Fall figure skating lessons began last month. There are 335 skaters enrolled in lessons compared to 207 last fall.
- There are 28 skaters with an unlimited Freestyle pass for this month.

### **Public Skate:**

• Public Skate was offered on November 21. There were 59 pre-registered and 101 walkins for a total of 160 skaters.

### **Events:**

- Try Hockey for Free was held on December 2 with 51 new players! This event was paired with a Toys for Tots donation event with Santa, the Marines and the Chicago Wolves' Skates mascot in attendance.

# **Upcoming Events:**

- Try Skating for Free December 12
- Skate with Santa December 19



# **The Club Swimming Lessons:**

Swim Lessons	Session 1	Session 2
Group/Tot/Parent Tot	101	86
Private Lessons	20	22

Seascape 2022 passes went on sale over Thanksgiving weekend as part of our Black Friday sales. Thirty-nine passes have been sold to date.

Recruitment for the summer 2022 season has begun.



# **Special Projects:**

- Winter Program Registration signage, promo and mini brochure
  - o Additional "hot buttons" created for WebTrac

- Commissioner Spotlight & Happy Holidays promotions
- Black Friday promotions
  - o Golf season passes, indoor pool passes, Seascape 2022, Student Fitness pass
- Winter Wonderland design, draw, and painting of display boards and games

# **Community Involvement:**

- Distribution of E-Sports and Public Skate passes to SD54
- Filmed Hoffman Highlights at Vogelei for Village

# **Design Work:**

- Willow entrance wall art
- TopTracer: signage, menu

# **Promotions:**

- Black Friday
- Now Hiring
- Room Rentals
- E-Sports
- Ice: Try Hockey and Try Figure Skating for Free
- Club indoor pool and Seascape pass sales
- Senior Trips
- Club: Namaste November
- Special Events: Craft Fair, E-Sports events, Days Off, Seniors, Turkey Shoot, Holiday events

# **Email campaigns:** 12 e-blasts were sent out this month.

- o 3 general newsletters
- o 1 black Friday sale
- o 1 Thanksgiving
- o 1 Giving Tuesday
- o 1 Registration Sneak Peek
- 1 E-sports Email new hours, free days
- o 1 Senior Thanksgiving email (Middle of month)
- o 1 Senior Newsletter (beginning of the month)
- o 1 Dog Park Member email.

# **Social Media:**

- 54 posts in November
- Top interactive posts:
  - Breakfast with Santa
  - Santa Drive By
  - Get to Know your Commissioner Dressler
  - Get to Know your Commissioner Friedman
- In November, 77% of all traffic to HEParks' Facebook page were women.
- Men in the 45-54 year old age group make up the 4<sup>th</sup> largest age group on Social Media (after women 35-44, 45-54 & 25-34).

# # of Followers:

		Follower Count of HEParks Managed Social Media Accounts by Month					
		Monthly Follower Count					
Account	Social Media Platform	November 2021	October 2021	September 2021	August 2021	July 2021	
Bridges of Poplar Creek	Facebook	1,104	1,102	1,098	1,094	1,096	
	Instagram	142	142	139	132	130	
	Twitter	160	160	161	161	160	
The Club	Facebook	1,670	1,668	1,656	1,650	1,646	
	Instagram	357	357	352	349	350	
	Twitter	40	40	40	40	40	
HEParks	Facebook	5,670	5,638	5,590	5,533	5,489	
	Instagram	986	990	973	966	954	
	Twitter	1,091	1,088	1,081	1,081	1,076	
Ice Academy	Facebook	108	108	108	108	101	
Wolf Pack	Facebook	399	393	381	370	366	
	Instagram	373	376	373	375	369	
Senior Center	Facebook	126	123	123	123	123	

# **Website:**

- The highest traffic day for HEParks.org was November 29 this was the day the sneak peek for the online program guide went live. This was promoted via email, social media and digital signs.
- The most frequent starting pages (landing pages) for HEParks.org during November was Home, Program Guide, Craft Fair Event page (Redirect from paid Social Ads), Breakfast with Santa (Social Event), Dog Parks and General Bid information. All traffic to pages other than home was driven through direct links either in emails, social media or documents.
- The indoor activity pool at The Club at Prairie Stone was added to the menu system as a HEParks facility.

# **Press Releases:**

Submitted small written articles about events leading to an increase in small community printed blurbs. These smaller informal articles are being printed more often than larger formal articles.

# **BRIDGES DIVISION REPORT**

# **Bridges General Programs**



Turkey Shoot was a huge success with great weather on November 6th. The event was at our maximum capacity of 144 players. Congratulations to the winning twosome of Matt Mishler and Steve Kolodziej, with a winning score of 71 (+1).

### **Golf Rounds**

MONTHLY ROUND TOTALS					
2017	2018	2019	2020	2021	5 Year Average
724	386	117	2,016	1,127	874
YTD ROUND TOTALS					
2017	2018	2019	2020	2021	5 Year Average
31,021	26,195	24,299	26,352	30,482	27,670

**Range Information** 

- 8	MONTHLY RA	NGE BASKE	Γ SALES TO	TALS	
2017	2018	2019	2020	2021	5 Year Average
1,051	968	1,035	1,090	411	911
	YTD RANG	GE BASKET SA	ALES TOTAL	S	
2017	2018	2019	2020	2021	5 Year Average
19,108	17,284	18,755	17,697	20,153	18,599

# Food & Beverage

# November events

2 showers servicing 90 guests

1 breakfast meeting servicing 27 guests

# December events

50+club dinner servicing 65 guests Holiday party servicing 1080 guests

# Wedding Count Update:

# 2022 = 11 Ceremony and Receptions, 1 reception only have been contracted.

2021 = 12 ceremony and reception, 4 reception

2020 = All weddings have been cancelled or rescheduled to 2021.

2019 = 16 ceremony and reception, 3 reception only, 1 ceremony only

2018 = 16 ceremony and reception and 3 reception only, 2 ceremony only

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**

The golf course maintenance team has been in full swing getting the course ready for is final rounds of the season. Leaves have been cleaned up and the soil isn't saturated anymore but Mother Nature has brought on colder temps than November. With the colder temps, our turf has stopped growing for the season so we are not mowing playing surfaces, we are keeping the property as clean as possible by blowing and mulching the last remaining leaves on property. Course maintenance has occurred on a smaller scale:

- Blowing and mulching leaves
- Continue to lightly top dress greens until course closed
- Brought in remaining course accessories

- Garbage cans
- Cart directional signs
- Bunker rakes
- Tee markers (Gold & Green)

The course maintenance staff has been finishing up small projects

- Cleaned out cart runoff areas of gravel and added soil, sod and Trackmat stabilizers
- Removed Rosetta stones from the 16<sup>th</sup> tee and placed them around areas of more visibility
- Course irrigation system was blown out
- Course bathrooms winterized for season
- Removed overgrowth shrubs at 16<sup>th</sup> tee and blended plant bed as a whole around tee
- Repainted and refurbished all Winter Wonderland signage
- Started marking and resizing tee for next mowing season
- Drained 12<sup>th</sup> hole overflow pond, will dig out/make deeper this winter to combat excess saturation of surrounding areas
- Sprayed greens, tees and fairways for Snowmold winter disease
- Sprayed clubhouse and highly visible areas for spring broadleaf control
- Laid sod at new Top Tracer Range building

# THE CLUB DIVISION REPORT



 Membership Totals
 11/30/2020
 1/01/2021
 11/30/2021
 Var. +/ 

 Totals
 2049
 1992
 2160
 +168

# **Member Services/Sales**

- We had another strong month of enrollments at The Club, adding 137 new members in November. We offered a \$29.00 enrollment fee for most of the month, and then offered a little extra incentive for "Black Friday" weekend when we dropped the enrollment fee to \$10.00 and gave a gift with each enrollment. New members enrolling during this weekend special had a gift choice of a t-shirt with logo, a winter hat with logo or a phone stand with logo. This Black Friday offer was advertised through direct email blasts, marquee ads, as well as social media marketing pushes. This end-of-month push resulted in over 30 memberships.
- We had 1,530 unique visits in November. Meaning, approx. 71% of members are visiting/using the facility at least once a month. This is slightly higher than October and we expect this number to increase over the next few months as people are forced to come inside for workouts.

- Club staff are meeting with C & M in these last months of the year to finalize a marketing plan for 2022, focusing on digital marketing that we can do both internally, as well as what we will need to use an external provider for.
- The Club will be increasing member dues beginning January 2022. Members have been emailed a letter announcing the increase. The increase will be \$4.00/month per adult membership, and \$2.00/month per junior, student, and senior membership. The letter has also been posted in the facility. We have not received too many comments on the letter. Those that have commented or called have expressed disappointment in the increase, but understand why we needed to do this.
- The Club has also announced, via the website, that the Kids Club will not be reopening with the same operations as pre-COVID. The Club staff is working hard to develop some programming that we can offer to members as an alternative to Kids Club childcare. The biggest hurdle right now is finding staffing for the programs.

# **Operations and Fitness Departments:**

- The 5 year lease for Athletico is due to expire on May 31, 2022. Staff has begun negotiations with an Athletico VP of Real Estate. The current rent is set at \$7,981.87 per month which equates to \$42.15/SF a year. The space consists of 2,246 square feet. Athletico's initial renewal request included a rent reduction, removal of CPI rent increase, exterior signage, tenant improvement allowance, reserved parking for clients and a reduction of notice of termination after 36 months. Staff has done extensive research within the local real estate market for commercial space and carefully reviewed each contract amendment Athletico proposed. Based on this information, staff submitted a counter offer proposal adjusting the new lease to a \$25.00/SF price on a tenant option of a 3- or 5-year lease with a one-time 10% rent escalation at time of renewal. Athletico has received the district's proposal and has requested a one month extension on the renewal deadline to February 1, while they investigate real estate taxes. Staff has granted the extension and will continue to work with Athletico to extend our partnership with a contract that is beneficial to both parties.
- We have started to run some programming that we were able to staff, like Kids Day Off, a daytime kids drop off program with organized games, crafts, and gym activity. We ran our first KDO the Wednesday before Thanksgiving and had 9 kids participate. The Club will continue to offer Kids Day Off regularly as well as our traditional Parents Night Out event beginning in December. We also have begun our pickleball classes again, which currently take place during the daytime, but starting in January, we will offer a class on Monday evenings for ages 13+, that we are really looking forward to in hopes to bring an all-ages crowd in to the PB world. Ultimately, we would love to run an open pickleball night or league at The Club.
- In our fitness department, we were finally able to run a full month of Namaste November (we had to cancel part way through the month in November 2020) The focus of Namaste November was highlighting our Mind Body classes and offering some specialty classes around this theme. We had a great response from our members for our offerings. Some of the classes we offered included Tai Chi, Restorative/Recovery Yoga, Meditations with essential oils, Candlelight Bedtime Yoga with tea and essential oils and crystals, Yoga with props, and Pilates with props.



• The "Beyond Forever Fit" ran through the month of November with strong participation numbers. The idea of this class is to encourage members who may be hesitant to use the new weight room/HIIT space and bring them into the space and teach them how to use the different equipment and fitness accessories. Because of the great participation and requests from the participants, Club staff will consider adding this type of class to the regular schedule in 2022.



# **ADMINISTRATIVE SERVICES DIVISION REPORT**

### A. Administrative Services

- Attended the 2021 IAPD Legal Symposium. The presentation regarding employment law was especially useful and aspects will be integrated in our 2022 plans.
- Completed the annual harassment training as required by Illinois law on November 15. All employees completed the training in a timely manner. For the first time, the trainings certificates were entered into the BS&A HR module expanding our usage of that system.
- Finished the first draft of the Personnel Policy manual update and submitted to Executive Director for review.
- Facilitated PandaDoc training for employees to learn more about the process of creating documents and how it works. 2022 Independent Contractor Agreements (ICAs) were moved to PandaDoc.
- Began implementing the NovaTime FMLA module. This project will be completed in January.
- Met with each facility and did site inspections for the PDMRA Slip, Trip and Fall self-assessment. This is the first year of the self-assessment and after some initial hiccups, the process went smoothly.
- Assisted Finance with an audit of leave balances trying to make sure that people had the correct amount of leave recorded prior to year-end.

### B. Human Resources

- Processed nine part-time new hires.
- Attended the PDRMA 2021 Open Enrollment workshop via Zoom.
- Along with AFLAC representative, conducted 2022 Open Enrollment meetings with staff at each facility, providing them the latest benefit information and answering any questions.
- Organized an open enrollment 'workshop' at the maintenance facility to help employees with the computerized open enrollment process.
- Completed the 2022 Open Enrollment via the PDMRA PlanSource platform by the December 1 deadline.
- Attended an unemployment hearing for a former staff member with a representative from Unemployment Consultants.
- Managed a confidential employee leave situation.

# **BUSINESS DIVISION REPORT**

### A. Finance/Administration

- Completed preliminary budget documents.
- Prepared the preliminary Tax Levy.
- Prepared the preliminary Budget and Appropriation Ordinance.
- Published legal notices as required.

- Working with staff on pending open purchase orders in connection with finalizing 2021.
- Completed credit card processing applications and set-up with Auth.net and Tsys for Bridges of Poplar Creek.
- Attended Parks and Recreation Benchmarking meeting. Due to commitments from the Illinois Group, core members will be launching a national group early next year. Qualifications and an application have been established and organizations have been identified to target for participation.
- Processed applicable monthly returns as required.
- Processed Club/TC/WRC cancellations, including attaching documentation to RecTrac household member and member holds prior to December billing.
- Completed BSA software updates.
- Staff attended IAPD Legal Symposium.
- Staff attended IAPD/IPRA Joint Conference Committee meeting.
- Assisted with training of new FT staff on aspects of RecTrac.
- RecTrac Enhancements/Processes
  - o Automated additional reporting for recreation
  - Black Friday promotions
  - o Dance early registration prerequisite
- Payroll Cycle Processing
  - 0 11/12/21 \$280,918.44
  - 0 11/26/21 \$276,167.41

# B. Administrative Registration/EFT Billing

- EFT Billings for:
  - a. Sponsorship/Marquee
  - b. LSC (weekly)
  - c. Club/TC/WRC Fitness
  - d. eSports
  - e. STAR
  - f. Pre School
  - g. Hockey
  - h. Freestyle
- Administrative
  - a. Program Cancellations/Refunds
  - b. Program Fee/Rule Adjustments
  - c. TC Desk Coverage
  - d. Gymnastic fee updates
  - e. Winter Wonderland registration and sponsorship
  - f. Soccer code creation based on location
  - g. COVID Program Credits
    - none
- Administrative Registration for:
  - a. Scholarship Applications
  - b. Gymnastics Waitlists
  - c. Basketball Waitlists

# C. Technology

- IT is reviewing policies and procedures in preparation for the PDRMA Cyber Security Coverage renewal in July 2022.
- BPC TopTracer Project
  - a. The computer for the Automated Range Systems ball dispenser system has been configured and installed.
  - b. Sixteen (16) iPads were purchased, configured and deployed for use with the food & beverage operations.
- Working with Gregg Communications to integrate our phone system with our current Active Directory system to allow for single sign-on.
- Eleven (11) outdoor security cameras have been purchased to replace outdated equipment.

### **DAILY HERALD**

**DECEMBER 10, 2021** 

# Out&about

# **Holiday Craft Fair**

• 9 a.m. to 4 p.m. Saturday, Dec. 11, at Fremd High School, 1000 S. Quentin Road, Palatine. The Viking Booster Club hosts its annual Holiday Craft Show with gifts, clothing, housewares, handbags, accessories and things to eat from more than 250 vendors. Free admission, parking and shuttle bus. Spirit store and concessions available. For information, fb.me/e/3zYtjmo7s.

# 'Winter Wonderland'

• 10 a.m. to 3 p.m. Saturday, Dec. 11, at Bridges of Poplar Creek Country Club, 1400 Poplar Creek Drive, Hoffman Estates. Bundle up and join the Hoffman Estates Park District for a very special winter event. Includes iceless ice skating, S'morey Time Story Time, Festival of Fun (carnival type games), sleigh rides, DJ entertainment, snowshoe walk, decorating contest and more. Free. For information. visit www.heparks.org/event/ winter-wonderland.

## **Updates 11.24.2021**

**Dear Commissioners:** 

## **Upcoming Events**

Nov 26 - Black Friday ESports \$5 Play Day

Nov 28 - Letters to Santa

Dec 2 - Senior Holiday Dinner Party

Dec 5 - Try Hockey for Free

Dec 11 - Breakfast with Santa - FULL2

Dec 11 - Winter Wonderland

**Dec 11 - Gingerbread House Decorating Contest** 

Dec 12 - Try Figure Skating for FREE! - Full

Dec 16 - Holiday Lights Display Contest

Dec 19 - Skate with Santa

Dec 23 - Santa Drive By

Dec 29 - Kids Day Off 12/29

## <u>B&G and Rec & Facilities Committees – December 14 Meetings</u> Canceled Due to Lack of Business

Just a quick note that the B&G Committee and the Rec & Facilities Committee will not meet in December due to lack of business. Therefore, the regular meetings scheduled for December 14 have been canceled. Craig will hold a public meeting on that evening to present the B&A Ordinance, but Commissioners and Community Reps do not need to attend. The A&F and Board meetings are still on the calendar for Tuesday, December 21.

## NWSRA/SLSF Holiday Luncheon – Wednesday, December 8, 11:30 a.m. to 2:00 p.m.

You are invited to join the HEParks table at the NWSRA's annual Holiday Luncheon. The event will be held Wednesday, December 8 at Chandler's Steakhouse (401 N. Roselle Road, Schaumburg), from 11:30 a.m. to 2:00 p.m. The event will include cocktails at 11:30 a.m., followed by lunch and an awards presentation at 12:00. Please see the attached flyer and *let Cindy know by December 1* if you are interested in attending the luncheon, either in-person or virtually.

## Windy City Bulls - Free Tickets Available for Select 2021-2022 Games

You should have all received an email with a link to free tickets (up to 4 at a time) to four different Windy City Bulls game. Here is the <u>link</u> to the free ticket offer. Go Bulls!

## IAPD "Soaring to New Heights" Conference – January 27-29, 2022 – Chicago, IL

Scheduled for the last weekend in January at the Hyatt Regency in Chicago, the IAPD is recognized as the largest state park and recreation conference in the country. This conference is only being offered inperson, unless additional COVID restrictions are put in place. Registration has begun, with the Early Bird deadline of December 13. Please confirm with Cindy (if you haven't already) if you are interested in attending. Click here for more information. Hotel rooms have been reserved for all commissioners and can be canceled if you choose not to attend.

## <u>Multi-Chamber of Commerce Professional Networking Mixer – Tuesday, November 30, 2021 – 5:00 to 7:00 p.m. – The Main Event</u>

Business leaders from eight area chambers of commerce will come together on Tuesday, November 30 for an opportunity to network and connect with each other. The event will take place at The Main Event in Hoffman Estates. It is free of charge and includes appetizers, with a cash bar available. Registration is required, so please let Cindy know if you would like to attend.

\*The following item was attached to this email: NWSRA Holiday Luncheon Flyer





JOIN US FOR

Our Annual Aybrid

# holiday LUNCHEON

WEDNESDAY, DECEMBER 8TH

11:30AM UNTIL 2:00PM

CHANDLER'S STEAK HOUSE

401 N. ROSELLE RD

SCHAUMBURG, IL 60194

JOIN US IN-PERSON OR VIRTUALLY

Agenda

11:30 AM - COCKTAILS 12:00 - 2:00 PM - LUNCH & PRESENTATION

Kevin T. Kendrigan Spirit Award

Chairman Partnership Award

Media Partner Award Daily Herald

PLEASE RSVP TO MEGAN O'BRIEN 847/392-2848 EXT.267 BY DECEMBER 1, 2021



## <u>Updates 12.3.2021</u>

Dear Commissioners:

## **Upcoming Events**

Dec 5 - Try Hockey for Free

Dec 5\_- E-Sports Free Play Day

Dec 10 - Fortnite Tournament - E-Sports Zone

Dec 11 - Breakfast with Santa - FULL

Dec 11 - Winter Wonderland

Dec 11 - Gingerbread House Decorating Contest

Dec 12 - Try Figure Skating for FREE! - Full

Dec 15 - Chipotle Foundation Fundraiser Night

Dec 16 - Holiday Lights Display Contest

Dec 19 - Skate with Santa

Dec 23 - Santa Drive By

Dec 29 - Kids Day Off 12/29

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## Friends of HEParks Foundation - Chipotle Fundraiser Event - Wednesday, December 15

Spread the word by sharing the attached flyer! Our Friends of HEParks Foundation is hosting a fundraising event at the Chipotle located at 15 E. Golf Road (near Roselle Road) on Wednesday, December 15 from 5:00 to 9:00 p.m. Anyone presenting the flyer in-person when ordering, or ordering online using the code on the flyer between the specified hours, will have 33% of their total order go toward the Foundation. Take a night off from cooking and help raise money for our scholarship fund!

### Windy City Bulls – Free Tickets Available for Select 2021-2022 Games

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\*The following items were attached to this email: Chipotle Fundraiser Flyers.



CHIPOTLE FUNDRAISER FOR

## FRIENDS OF HEPARKS FOUNDATION

33% OF EVENT SALES GET DONATED TO THE CAUSE

WEDNESDAY, DECEMBER 15TH | 5-9PM 15 E GOLF RD, HOFFMAN ESTATES, IL, 60169

ORDER ONLINE FOR PICKUP USING CODE **C2V9QBT**OR SHOW THIS FLYER IN RESTAURANT



For online orders to count towards the fundraiser, they must be placed for pickup only from the restaurant location of, and during the hours of, the fundraiser. Delivery orders and gift cards alpha on ot qualify. \$150 minimum event sales required to receive any donation.



RECAUDACIÓN DE FONDOS PARA

## FRIENDS OF HEPARKS FOUNDATION

33% DE LAS VENTAS DEL EVENTO SERÁN DONADAS A LA CAUSA

MIÉRCOLES, DICIEMBRE 15º | 5-9PM 15 E GOLF RD, HOFFMAN ESTATES, IL, 60169

ORDENA EN LÍNEA PARA RECOGER USANDO EL CÓDIGO **C2V9QBT**O MUESTRA ESTE VOLANTE EN EL RESTAURANTE



Para que las órdenes en línea se tengan en cuenta para el evento de recaudación de fondos, deberán ser del mismo lugar del evento y realizarse durante las horas del mismo. Las órdenes con servicio de entrega y las realizadas con una tarjeta de regalo no cuentan para el evento. Se requiere un mínimo de \$150 dólares de ventas para recibir cualquier donación.

## **Updates 12.10.2021**

Dear Commissioners:

## **Upcoming Events**

Dec 10 - Fortnite Tournament - E-Sports Zone

Dec 11 - Breakfast with Santa - FULL

**Dec 11 - Winter Wonderland** 

Dec 11 - Gingerbread House Decorating Contest

Dec 12 - Try Figure Skating for FREE! - Full

Dec 15 - Chipotle Foundation Fundraiser Night

Dec 16 - Holiday Lights Display Contest

Dec 19 - Skate with Santa

Dec 23 - Santa Drive By

**Dec 29 - Kids Day Off 12/29** 

Jan 8 - Try Baton for Free

Jan 14 - E-Sports Fortnite Tournament

## <u>B&G and Rec & Facilities Committees – December 14 Meetings</u> Canceled Due to Lack of New Business

Just a quick note that the B&G Committee and the Rec & Facilities Committee will not meet in December due to lack of new business. Therefore, the regular meetings scheduled for December 14 have been canceled. Craig will hold a public meeting on that evening to present the B&A Ordinance, but Commissioners and Community Reps do not need to attend. The A&F and Board meetings are still on the calendar for Tuesday, December 21.

## Winter Wonderland at Bridges of Poplar Creek - Saturday, December 11, 10am to 3pm

This free family event is taking place tomorrow from 10:00 a.m. to 3:00 p.m. at Bridges of Poplar Creek. Activities will include Ice-less Ice Skating, S'morey Story Time, Festival of Fun Games, Sleigh Rides, Snowshoe Walk, and more. We will also be introducing the TopTracer Range facility to the public. Feel free to stop by for a while with family and friends! A short Daily Herald article featuring this event is attached.

### Friends of HEParks Foundation - Chipotle Fundraiser Event - Wednesday, December 15

Spread the word by sharing the attached flyer! Our Friends of HEParks Foundation is hosting a fundraising event at the Chipotle located at 15 E. Golf Road (near Roselle Road) on Wednesday, December 15 from 5:00 to 9:00 p.m. Anyone presenting the flyer in-person when ordering, or ordering online using the code on the flyer between the specified hours, will have 33% of their total order go toward the Foundation. Take a night off from cooking and help raise money for our scholarship fund!

## Windy City Bulls - Free Tickets Available for Select 2021-2022 Games

You should have all received an email with a link to free tickets (up to 4 at a time) to four different Windy City Bulls game. Here is the <u>link</u> to the free ticket offer. Go Bulls!

IAPD "Soaring to New Heights" Conference – January 27-29, 2022 – Chicago, IL

Scheduled for the last weekend in January at the Hyatt Regency in Chicago, the IAPD is recognized as the largest state park and recreation conference in the country. This conference is only being offered inperson, unless additional COVID restrictions are put in place. Registration has begun, with the Early Bird deadline of December 13. Please confirm with Cindy (if you haven't already) if you are interested in attending. Click here for more information. Hotel rooms have been reserved for all commissioners and can be canceled if you choose not to attend.

\*The following items were attached to this email: Chipotle Fundraiser Flyers.



CHIPOTLE FUNDRAISER FOR

## FRIENDS OF HEPARKS FOUNDATION

33% OF EVENT SALES GET DONATED TO THE CAUSE

WEDNESDAY, DECEMBER 15TH | 5-9PM 15 E GOLF RD, HOFFMAN ESTATES, IL, 60169

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RECAUDACIÓN DE FONDOS PARA

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ORDENA EN LÍNEA PARA RECOGER USANDO EL CÓDIGO **C2V9QBT**O MUESTRA ESTE VOLANTE EN EL RESTAURANTE



Para que las órdenes en línea se tengan en cuenta para el evento de recaudación de fondos, deberán ser del mismo lugar del evento y realizarse durante las horas del mismo. Las órdenes con servicio de entrega y las realizadas con una tarjeta de regalo no cuentan para el evento. Se requiere un mínimo de \$150 dólares de ventas para recibir cualquier donación.

## <u>Updates 12.17.2021</u>

Dear Commissioners:

## **Upcoming Events**

Dec 19 - Skate with Santa

Dec 23 - Santa Drive By

Dec 29 - Kids Day Off 12/29

Jan 8 - Try Baton for Free

Jan 14 - E-Sports Fortnite Tournament

Jan 15 - E-Sports Kids Night Out

Jan 28 - Mommy and Me Dance

Feb 6 - Ice Fishing Derby

Feb 11 - E-Sports Fortnite Tournament

Feb 12 - E-Sports Kids Night Out

Feb 17 - Girls Night Out

Feb 18 - Daddy & Me Dance

## TopTracer at Bridges of Poplar Creek – Brian Bechtold interview with Rory Spears of spearsongolf.com

Coinciding with the soft opening of the TopTracer facility, Director of Golf Brian Bechtold spoke with Rory Spears, host of the Golfers on Golf Radio broadcast on AM820 Chicago. The interview was shared on Rory's website, spearsongolf.com. Click <a href="here">here</a> to read the article; you can listen to the wonderful interview by finding the audio link toward the end of the article!

## <u>TopTracer Range Now Open with Limited Soft Opening Hours for the Month of December!</u>

If you are interested in reserving a bay at TopTracer, please email Brian Bechtold at <a href="mailto:bbechtold@heparks.og">bbechtold@heparks.og</a>. Feel free to check the software link on the <a href="mailto:website">website</a> in order to see up-to-theminute bay availability, and then send Brian an email with your preferred reservation time. Here are the general hours the facility will be open for the remainder of December (closed Christmas Eve & Day; New Year's Eve and Day). Facility hours may change based on current reservations:

**Monday: Closed** 

Tuesday: 10:00am - 5:00pm Wednesday: 4:00pm - 10:00pm Thursday: 4:00pm - 10:00pm Friday: 4:00pm - 10:00pm Saturday: 11:00am - 10:00pm Sunday: 10:00am - 5:00pm

### Hockey teams canceling this weekend's games and practices leading up to Christmas

This week, we have been informed of a handful of COVID cases within our hockey league teams. Specifically, one team has reported 5 cases, with one case each on 6 other teams. While we continue to stress the masks within our facility, some of these teams have recently traveled together to other states and/or other local rinks where there are no mask mandates, and this is likely how cases have developed. With the holidays coming up next week, and out of an abundance of caution, we have

decided to cancel this weekend's games, as well as four days of practice next week. Our goal remains to keep all players safe, especially with the holidays approaching. Assuming no further spread, hockey will resume on December 27.

The Timberwolves organization, who only have one case, have also decided to pause their play to keep everyone safe for the holidays. They will not be holding their practices next week.

## Join us for some Holiday Cheer following the Board Meeting!

Mark your calendar for Tuesday, December 21, following the Board meeting. If you would like to join staff and your fellow commissioners for some holiday cheer, we will head over to Moretti's immediately following the meeting for a bite to eat and a toast to the holidays! Moretti's is located at 2475 W. Higgins Road, Hoffman Estates.

## **MEMORANDUM NO. M21-115**

TO: Administrative & Finance Committee FROM: Craig Talsma, Executive Director

Nicole Hopkins, Director of Finance & Administration

RE: 2021 Tax Levy Ordinance O21-003; PTELL Reduction O21-006

**DATE:** December 21, 2021

## **BACKGROUND**

Attached please find the District's final 2021 Annual Levy Ordinance O21-003 and corresponding Property Tax Extension Limitation Law reduction to be collected during the fiscal year 2022.

The levy was presented and the amount intended to be levied was announced at our Committee of the Whole meeting on November 16, 2021.

The levy must be filed with the county by the last Tuesday in December.

## **IMPLICATIONS**

The levy is anticipated to be reduced solely in the corporate fund, and the budget reflects the lesser amounts for these and any anticipated shortfalls in collections next year. This levy was subject to a Truth in Taxation Hearing.

## RECOMMENDATIONS

The A&F Committee recommends to the full Board to approve the District's 2021 annual tax levy Ordinance O21-003 in the amount of \$10,610,000 and Ordinance O21-006 instructing the county where to reduce the levy if necessary.

## HOFFMAN ESTATES PARK DISTRICT LEVY (collected 2021) 2021 TAX LEVY (collected 2022)

2020 Levy (collected 2021)

FUND		Max Rate	Levy	 Extended Levy	Actual Rate	 Levy	Estimated Rate	Percent	Extended Levy	Estimated Rate	Limited Levy	Limited Rate	Budget	TIF
01	General	0.350	\$ 3,806,000	\$ 3,886,596	0.235	\$ 5,247,000	0.2038	39.91%	\$ 5,404,410	0.2809	\$ 5,241,366	0.2806 \$	5,247,000	49.45% \$300,000.00
02	Recreation	0.370	\$ 1,607,000	\$ 1,641,030	0.099	\$ 969,000	0.0861	16.85%	\$ 998,070	0.0519	\$ 967,960	0.0519 \$	969,000	9.13% \$ 50,000.00
07	IMRF		\$ 100,000	\$ 102,118	0.006	\$ 25,000	0.0054	1.05%	\$ 25,750	0.0014	\$ 24,973	0.0014 \$	25,000	0.24% \$ -
80	Bond & Interest		\$ 3,343,770	\$ 3,510,959	0.213	\$ 3,344,000	0.1791	35.06%	\$ 3,511,200	0.1791	\$ 3,511,200	0.1880 \$	3,344,000	31.52% \$190,000.00
09	Special Recreation	0.040	\$ 580,000	\$ 597,400	0.036	\$ 750,000	0.0311	6.08%	\$ 750,000	0.0402	\$ 750,000	0.0402 \$	750,000	7.07% \$ 40,000.00
10	FICA Rounding		\$ 100,000	\$ 102,118	0.006	\$ 275,000	0.0054	1.05%	\$ 283,250	0.0148	\$ 274,705	0.0148 \$	275,000	2.59% \$ 20,000.00
	TOTAL		\$ 9,536,770	\$ 9,840,221	0.597	\$ 10,610,000	0.578	100%	\$ 10,972,680	0.5680	\$10,770,203	0.5766 \$	10,610,000	\$ 600,000
	Less Non Cap Funds Cook County Rounding	J	\$ (3,923,770)	\$ (4,108,359)	(0.249)	\$ (4,094,000)	(0.238)		\$ (4,261,200	(0.219)	\$ (4,261,200)	(0.228) \$	(4,094,000)	
	Total Cap Funds Levy		\$5,613,000	\$5,731,862	0.348	\$ 6,516,000	0.340		\$6,711,480	0.3593	\$ 6,509,003	0.3485 \$	6,516,000	

2020 EAV \$1,650,993,361

Proj 2021 EAV

\$1,868,000,000

<u>Tax Cap</u>	<u>NOTES</u>	<u>Truth in Taxation</u>
• • • • • • • • • • • • • • • • • • • •	5,731,862 5 <b>,812,108</b> <i>(a)</i>	\$9,840,221 x 105% \$10,332,232
Divided by Projected 2021 EAV (w/o new growth)	3,000,000 <i>(b)</i>	\$10,610,000
2021 Limiting Rate	0.3484	7.823%
	0,000,000 <b>2021 Levy is sub</b>	ect to Truth in Taxation Hearing
Projected 2021 EAV (with new growth)		porto Trati in Taxation Floaring
2021 Limited Levy (Cap Funds)\$6	5,509,004	
Proj 2021 Extended Levy (Cap Funds)\$6	5,711,480	
Proj 2021 Levy Increase	\$202,476 Projected Reduc General Fund	

## ORDINANCE NO. O-21-003 ANNUAL LEVY ORDINANCE FOR THE YEAR 2021

AN ORDINANCE levying and assessing the taxes for the Hoffman Estates Park District, Cook County, Illinois for the fiscal year beginning January 1, 2022 and ending December 31, 2022

WHEREAS, on the 16th day of November 2021, the Board of Commissioners tentatively approved the annual Budget and Appropriation Ordinance, and passed a Motion to keep said Ordinance on file in the Park District Office for at least thirty (30) days prior to final action thereon; and

WHEREAS, on the 21st day of December 2021, the Board of Commissioners of the Hoffman Estates Park District passed the annual Budget and Appropriation Ordinance of said District for the fiscal year beginning January 1, 2022 and ending December 31, 2022, and upon said date the said Ordinance was duly signed and approved by the President of the Board of Commissioners of said District and signed by the Secretary of said Board:

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE HOFFMAN ESTATES PARK DISTRICT AS FOLLOWS:

Pursuant of authority invested in them by the Park District Code, Article Five, the Commissioners of the Park Board in meeting assembled, do hereby find and declare that there will be required to be raised by general taxation the amounts hereinafter set down, to be levied upon all the taxable property in said Park District, in order to meet and defray all the necessary expenses and liabilities of the Park District as required by statute or voted by people in accordance with law, and the amounts so required are itemized and needed for uses and purposes as follow, to-wit:

## **Amount to be Raised by Taxation**

## I. Corporate Fund

<ol> <li>General Purpose</li> </ol>	1.	General	Pur	pose
-------------------------------------	----	---------	-----	------

nerai Purpose	
Property & Liability Insurance	\$115,000
Employment Insurance	\$132,000
Unemployment Insurance	\$48,000
Payroll	\$1,100,000
Employee Benefits	\$219,000
Service & Rental Agreements	\$92,000
Technology Equipment & Service	<u>\$21,000</u>

Total General Purpose \$1,727,000

2. Maintenance

Payroll	\$1,900,000
Employee Benefits	\$289,000
Supplies	\$42,000
Utilities	\$245,000
Maintenance & Repairs	\$405,000
Property & Field Maintenance	\$137,000

Total Maintenance \$3,018,000

3. Capital

Reserve for Roof Replacement \$500,000

Total Corporate Fund \$5,245,000

## Said amount is hereby levied as the Corporate Fund Tax.

## II. Recreation Fund

Payroll	\$549,000
Contracted Services	\$21,000
Service & Rental Agreements	\$29,000
Utilities	\$176,000
Advertising/Promotional	\$40,000
Maintenance Wages	<u>\$154,000</u>

Total Recreation Fund \$969,000

## Said amount is hereby levied as the Recreation Fund Tax.

Hoffman Estates Park District 2021 Tax Levy Collected Fiscal Year 2022

## **Amount to be Raised by Taxation**

## III. Insurance Fund

Total Insurance Fund \$0

No amount is hereby levied as the Insurance Fund Tax.

IV. Audit Fund

Total Audit Fund \$0

No amount is hereby levied as the Audit Fund Tax.

V. I.M.R.F. Fund

I.M.R.F. Contribution Interfund Transfers \$25,000

Total Retirement Fund \$25,000

Said amount is hereby levied as the Retirement Fund Tax.

VI. <u>Debt Service</u>

Bond & Interest Payments \$3,344,000

Total Debt Service Fund \$3,344,000

Said amount is hereby levied as the Debt Service Fund Tax.

VII. Special Recreation

NWSRA Special Assessment\$311,000ADA Improvements/Purchases\$354,000Special Recreation Rental Usage\$85,000

Total Special Recreation Fund \$750,000

Said amount is hereby levied as the Special Recreation Fund Tax.

VIII. Social Security Fund

FICA Tax Interfund Transfers \$275,000

Total Social Security Fund \$275,000

Said amount is hereby levied as the Social Security Fund Tax.

Hoffman Estates Park District 2021 Tax Levy Collected Fiscal Year 2022

### Amount to be Raised by Taxation

### Recapitulation

I.	Corporate Fund	\$5,247,000	
II.	Recreation Fund	\$969,000	
III.	Insurance Fund	\$0	
IV.	Audit Fund	\$0	
V.	I.M.R.F. Fund	\$25,000	
VI.	Debt Service	\$3,344,000	
VII.	Special Recreation	\$750,000	
VIII.	Social Security	\$275,000	
Total taxes to be levied:		\$10,610,000	

Making the aggregate sum of Ten Million Six Hundred Ten Thousand Dollars and No Cents dollars (\$10,610,000.00) to be raised by taxation and levy on all the taxable property in said Hoffman Estates Park District, for the year 2021, in order to meet and defray all the necessary expenses and liabilities of the Hoffman Estates Park District as required by statute or voted by the people in accordance with the law.

That the secretary is hereby directed to file a certified copy of this Ordinance with the County Clerk of Cook County, within the time specified.

This Ordinance shall be in full force and effect from law.	and after its passage, and approval is required by
AYES:	
NAYS:	
ABSENT:	
Passed and Approved this 21st day of December 202	21.
	President
	Board of Park Commissioners  Hoffman Estates Park District
1	Ionnian Estates Fark District
ATTEST:	
Secretary	
Hoffman Estates Park District	

State of Illinois	)
	) S.S.
County of Cook	)

## **CERTIFICATE**

I, Craig Talsma, DO HEREBY CERTIFY THAT I am the Secretary in and for the Hoffman Estates Park District; that the foregoing is a true and correct copy of an Ordinance duly passed by the President and Board of Park Commissioners being entitled: Annual Levy Ordinance for the Year 2021 at a regular meeting on the 21st day of December 2021, the Ordinance being a part of the official records of said Hoffman Estates Park District.

DATED: This 21st day of December 2021

This Ordinance shall be in full force and effect from and after its passage, and approval is required by law.

Secretary Board of Park Commissioners Hoffman Estates Park District

## TRUTH IN TAXATION CERTIFICATE OF COMPLIANCE

I, Patrick Kinnane, hereby certify that I am the presiding officer of the Hoffman Estates Park District, and as such presiding officer I certify that the Levy Ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with, the provisions of Illinois Property Tax Code - Truth in Taxation Law, 35 ILCS 200/18-60 through 18-8(2002).

This certificate applies to the 2021 levy.

DATED: This 21st day of December 2021

Signature of Presiding Officer Board of Park Commissioners Hoffman Estates Park District

## THE HOFFMAN ESTATES PARK DISTRICT

## **ORDINANCE 0-21-006**

## AN ORDINANCE DIRECTING THE COOK COUNTY CLERK TO REDUCE THE HOFFMAN ESTATES PARK DISTRICT'S REAL ESTATE TAX LEVY YEAR 2021 HOFFMAN ESTATES PARK DISTRICT, COOK COUNTY, ILLINOIS

PASSED AND APPROVED
BY THE
BOARD OF COMMISSIONERS
OF THE
HOFFMAN ESTATES PARK DISTRICT
This 21st day of December 2021

Published in pamphlet form by the authority of the Board of Commissioners of the Hoffman Estates Park District, Cook County, Illinois this 21st day of December 2021.

## Ordinance O-21-006

## AN ORDINANCE DIRECTING THE COOK COUNTY CLERK TO REDUCE THE HOFFMAN ESTATES PARK DISTRICT'S REAL ESTATE TAX LEVY YEAR 2021 HOFFMAN ESTATES PARK DISTRICT, COOK COUNTY, ILLINOIS

WHEREAS, there has been enacted, the Property Tax Extension Limitation Act 35 ILCS 200/18-185 et seq., (the "Act"), which will affect the amount of taxes extended for the District by the Cook County Clerk, (the "Clerk"), and

WHEREAS, because of the fact that the amount of the Equalized Assessed Valuation (EAV) for property located in the District for 2021 was not known at the time that the District passed its Tax Levy Ordinance for 2021, it could not be determined whether the application of the provisions of the Act would affect the District's levy, and

WHEREAS, it is possible that when the EAV for 2021 is established in 2022, the limiting rates set forth in the Act will require the Clerk to reduce the District's levy, and

WHEREAS, unless directed otherwise by the District, the Clerk has indicated that the District's levy will be reduced proportionately over all funds, if necessary, and

WHEREAS, the Clerk has requested direction from the District at the time of the filing of the Tax Levy Ordinance for 2021, as to which funds should be reduced, and by what amounts, if it becomes necessary, and

WHEREAS, the District prefers to give such direction.

NOW, THEREFORE, be it and it is hereby ordained by the Board of Park Commissioners of the Hoffman Estates Park District, Cook County, Illinois, as follows:

FUND General Corporate	% OF REDUCTION 100%
Section 2 That this ordinance shall be in full force and publication in pamphlet form as provided by l	
ADOPTED: December 21, 2021.	
AYES:	
NAYS:	
ABSENT:	
ABSTAIN:	
	Patrick Kinnane President, Board of Park Commissioners HOFFMAN ESTATES PARK DISTRICT Cook County, Illinois
Passed on this day of	, 2021.
ATTEST:	
	_
Craig Talsma Secretary, Board of Park Commissioners HOFFMAN ESTATES PARK DISTRICT Cook County, Illinois	

Section 1 The Cook County Clerk is hereby directed to reduce the District's fund levies as follows,

only if necessary due to the application of the Act:

### **MEMORANDUM NO. M21-107**

**TO:** A&F Committees

FROM: Craig Talsma, Executive Director

Nicole Hopkins, Director of Finance and Administration

RE: Bond Abatements DATE: December 21, 2021

## **Background**

Each year the District abates the additional levies on our bonds as filed with the county. This is done every year to insure that we do not levy taxes for additional revenues to pay off our alternate revenue bonds. The abatement needs to be filed prior to the second installment of property taxes which is calculated by Cook County; the due date for this filing is April 1.

## **Implications**

The District needs to approve this abatement to insure that the correct dollar amount is levied for the district's property taxes to coincide with our tax levy and budget which coincide with our actual needs.

## Recommendation

Recommend to the full board approval of Ordinance O21-007 abating taxes levied for the District's bonds for the 2021 Levy.

STATE OF ILLINOIS	)
	)
COUNTY OF COOK	)

## ORDINANCE O21-007 ABATING TAXES LEVIED FOR GENERAL OBLIGATION BONDS FOR THE YEAR 2021

WHEREAS, the Board of Park Commissioners of the Hoffman Estates Park District passed ordinances on the following dates for the issuance of the following referenced bonds (collectively, the "Bonds"):

<u>Date</u>	<u>Issue</u>
December 2, 2013	General Obligation Park Bonds (Alternate Revenue Source)
	Series 2013A
December 10, 2014	General Obligation Park Bonds (Alternate Revenue Source)
	Series 2014A
December 2, 2019	General Obligation Park Bonds (Alternate Revenue Source)
	Series 2019B
August 27, 2019	General Obligation Park Bonds (Alternate Revenue Source)
_	Series 2020A

WHEREAS, said ordinances levied the following taxes sufficient to produce funds for the tax year 2021 to pay principal and interest on the Bonds:

<u>Issue</u>	<u>Amount</u>
General Obligation Park Bonds (Alternate Revenue Source)	
Series 2013	\$809,737.50
General Obligation Park Bonds (Alternate Revenue Source)	
Series 2014A	\$605,062.50
General Obligation Park Bonds (Alternate Revenue Source)	
Series 2019B	\$251,400.00
General Obligation Park Bonds (Alternate Revenue Source)	
Series 2020A	\$1,480,500.00

WHEREAS, the Board of Park Commissioners has determined that Pledged Revenues consisting of income from "User Fees", as defined in the ordinances, proceeds of annual general obligation bond issues, or other sources, will be sufficient to pay the 2022 principal and interest on the bonds;

WHEREAS, since it is no longer necessary that the Board of Park Commissioners receive the amount of the tax levy previously provided, the Board desires that the entire levies for the Bonds for 2021 be abated.

NOW, THEREFORE, be it ordained by the Board of Park Commissioners, Hoffman Estates Park District, Hoffman Estates, Illinois as follows:

<u>Section One:</u> The 2021 levies as provided in the above ordinances for the Bonds shall be abated in their entirety.

<u>Section Two:</u> A certified copy hereof shall be filed with the County Clerk of Cook County who shall abate the 2021 levy for each of the Bonds.

<u>Section Three:</u> This ordinance shall be in full force and effect from and after its passage, and approval as provided by law.

	Secretary		
ATTE	EST:		
		President	
	APPROVED this 21st day of December, 2021.		
	PASSED this 21st day of December, 2021.		
	ABSENT:		
	NAYS:		
	YEAS:		

### **MEMORANDUM NO. M21-116**

TO: Administrative & Finance Committee FROM: Craig Talsma, Executive Director

Nicole Hopkins, Director of Finance & Administration

RE: 2022 Budget and Appropriation Ordinance O21-005

**DATE:** December 21, 2021

## **BACKGROUND**

State law requires that we file our Budget and Appropriation Ordinance with the county by the end of the first quarter of the fiscal year. The District has always filed in December along with our Tax Levy. The tentative ordinance was approved November 16<sup>th</sup> and will have been on display the required 30 days prior to filing. Additionally, the District held a public review meeting on December 14th, which was properly advertised. No residents were in attendance. The final ordinance is attached for approval.

## **IMPLICATIONS**

As discussed in the November 16<sup>th</sup> meeting, full time wages were increased for cell phone reimbursements of \$25 per check for exempt staff that regularly use their personal cell phone for District purposes.

Additionally, Triphahn Center desk staff wages were increased by \$23,529 to allow for monitoring adherence to mask requirements.

Capital items were funded from the fund balance. Due to additional information from November activity, we were able to adjust projections and budget line items to offset these additional costs in operating funds.

The Consumer Price Index increased by 6.8% in November. Due to this information, all capital projects as well as fuel had a 10% contingency added.

In the Capital Fund, \$250,000 (plus an additional 10% contingency) was added to construct an outdoor restroom (similar to the on-course permanent restrooms) at the Bridges TopTracer facility.

For your review, we have also attached an updated 2022 Budget Report, Fund Balances and Charts, 2022 Division Goals and Objectives, as well as an amended 2022 Org Chart with Approved Positions.

## RECOMMENDATIONS

Staff recommends that the Administration & Finance Committee recommend to the full Board approval of the final Budget and Appropriation Ordinance O21-005. Staff also

recommends that the A&F Committee recommend to the full Board approval of the updated 2022 Budget Report, Fund Balances and Charts, and Division Goals and Objectives, as well as an amended 2022 Org Chart with Approved Positions.

## ORDINANCE NO. O-21-005 BUDGET AND APPROPRIATION ORDINANCE

An Ordinance adopting the combined
Annual Budget and Appropriation of Funds for the
Hoffman Estates Park District,
Cook, (County), Illinois,
for the Fiscal Year beginning on
the first (1st) day of January, 2022 and
ending on the thirty-first (31st) day
of December, 2022

BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE Hoffman Estates Park District, Cook County, Illinois:

SECTION I. It is hereby found and determined:

- (a) This Board has heretofore caused to be prepared a combined annual Budget and Appropriation in tentative form, which Ordinance has been conveniently available for public inspection for at least 30 days prior to final action thereon;
- (b) A public hearing was held at the Triphahn Center, 1685 W. Higgins, Hoffman Estates, Illinois on the 14th day of December 2021 on said Ordinance, notice of said hearing having been given by publication in The Daily Herald, being a newspaper published within the District, at least one week prior to such hearing; and,
- (c) That all other legal requirements for the adoption of the annual Budget and Appropriation Ordinance of this District for the fiscal year beginning January first (1st), 2022 and ending on the thirty-first (31st) day of December, 2022, have heretofore been performed.

SECTION II. The following sums of money, or so much thereof as may be authorized by law for the following objects and purposes, be and the same are hereby budgeted and appropriated for the fiscal year beginning the first day of January, 2022 and ending the last day of December 2022.

## I. Corporate Fund

Beginning Cash	3,962,844
Income	
Administration	
Interfund Charges	325,671
Property Taxes	5,013,000
Investment Income	117,000
Grant Reimbursement	193,750
Rental Income	84,437
Miscellaneous	12,000
Total Corporate Fund Income	5,745,858
Total Corporate Fund Appropriation	9,708,702
Budgeted and Appropriated Expenditures	
Administration	
Property & Liability Insurance	115,206
Employment Insurance	132,092
Unemployment Insurance	48,000
Loss Prevention	8,040
Audit Service	18,100
Payroll	1,194,746
Employee Benefits	219,477
Education & Training	8,175
Contracted Services	42,500
Service & Rental Agreements	92,803
Supplies	16,500
Dues & Subscriptoins	19,950
Administrative Expenses	29,235
Utilities	13,335
Equipment	2,000
Technology Equipment	19,400
Miscellaneous	7,000
Payroll	1,906,223
Employee Benefits	289,785

	Education 9 Training	0.000
	Education & Training Contracted Services	9,000
	Supplies	23,106 96,500
	Dues & Subscriptoins	2,475
	Administrative Expenses	1,860
	Utilities	238,125
	Equipment	12,950
	Maintenance & Repair	405,525
	Property Maintenance	137,250
	Fuel and Lubricants	77,000
Capital		• • • • • • • • • • • • • • • • • • • •
'	Plum Farms Annexation	25,000
	Beacon Point Enhancement	270,000
	Veeam Backup Server	11,000
	Virtual Servers	38,500
	Mechanics Tools	15,000
	Total Corporate Fund Expenditures	5,545,858
Estimated E	nding Cash	4,162,844
II. Recreation		•
Beginning C	ash	2,377,038
Incomo		
Income Administ	tration	
Aumins	Interfund Charges	221 22 <i>1</i>
	Property Taxes	321,234 969,000
	Troperty raxes	
	Investment Income	
	Investment Income	15,000
	Rentals	15,000 80,612
Commur	Rentals Miscellaneous	15,000
Commur	Rentals Miscellaneous nications & Marketing	15,000 80,612 750
	Rentals Miscellaneous nications & Marketing Corporate Relations	15,000 80,612
Commur Triphahr	Rentals Miscellaneous nications & Marketing Corporate Relations n Center	15,000 80,612 750 126,500
	Rentals Miscellaneous nications & Marketing Corporate Relations n Center Rentals	15,000 80,612 750 126,500 48,000
	Rentals Miscellaneous nications & Marketing Corporate Relations n Center Rentals Memberships	15,000 80,612 750 126,500 48,000 129,500
	Rentals Miscellaneous nications & Marketing Corporate Relations n Center Rentals Memberships Guest Services	15,000 80,612 750 126,500 48,000 129,500 4,300
Triphahr	Rentals Miscellaneous nications & Marketing Corporate Relations n Center Rentals Memberships	15,000 80,612 750 126,500 48,000 129,500
Triphahr	Rentals Miscellaneous nications & Marketing Corporate Relations n Center Rentals Memberships Guest Services Fitness Programs	15,000 80,612 750 126,500 48,000 129,500 4,300
Triphahr	Rentals Miscellaneous nications & Marketing Corporate Relations n Center Rentals Memberships Guest Services Fitness Programs Recreation Center	15,000 80,612 750 126,500 48,000 129,500 4,300 6,000
Triphahr	Rentals Miscellaneous nications & Marketing Corporate Relations n Center Rentals Memberships Guest Services Fitness Programs Recreation Center Rentals	15,000 80,612 750 126,500 48,000 129,500 4,300 6,000

	Courts	2,500
	Racquetball	1,320
	Leagues/Tournaments	2,450
	Fitness Programs	2,000
General Le	eisure Services	,
	General Programs	35,786
	Gymnastics	50,000
	Martial Arts	76,250
	Esports	16,000
	Special Events	13,200
	Dance	88,970
Senior		, 5.
	Senior Programs	20,490
	Sponsorship/Advertising	3,000
Early Child	lhood	
	General Programs	48,021
	Day Camps	33,680
	Preschool	286,657
	Parent/Tot	14,788
	Full Day Day Care	519,210
Youth Pro	grams	
	Youth Camps	89,108
	Youth Programs	222,540
	Star	892,384
Adult Athl	etics	
	Basketball Leagues	6,000
	Softball Leagues	10,960
Youth Ath	letics	
	General Programs	19,406
	Basketball	52,400
	Baseball	57,020
	Soccer	100,180
	Cricket	18,875
Seascape		
	Grant Revenue	1,600
	Rentals	20,940
	Memberships	97,000
	Daily Fees	160,000
	Concession Sales/Rental	4,800
	Lessons	20,096
	Special Events	3,600

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icc		
	Rentals	482,050
	Daily Fees	16,500
	Concession Sales/Rental	5,700
	Figure Skating Lessons	200,399
	Hockey Camps	24,390
	Hockey Lessons	49,784
	Hockey Adult Leagues	37,200
	Hockey Youth Leagues	341,887
	Special Events	3,500
	Total Recreation Fund Income	5,978,322
Total Recrea	ation Fund Appropriation	8,355,360
<b>Budgeted ar</b> Administ	nd Appropriated Expenditures cration	
	Interfund Charges	750,000
	Payroll	1,136,579
	Employee Benefits	214,688
	Education & Training	14,610
	Contracted Services	22,300
	Service & Rental Agreements	29,982
	Dues & Subscriptions	2,984
	Utilities	526,376
	Equipment	5,295
	Credit Card Processing Fees	69,350
Commun	ications & Marketing	
	Corporate Relations	9,000
	Payroll	42,663
	Education & Training	3,075
	Contracted Services	8,764
	Supplies	3,080
	Dues & Subscriptions	9,394
	Printing & Publication	8,200
	Advertising	40,000
Maintena	ance	
	Payroll	454,591
	Employee Benefits	69,101
Triphahn	Center	
-	Guest Services	2 <b>,</b> 153
	Fitness Program Expense	3,687
	Payroll	110,349
	Supplies	4,840
	Maintenance & Repairs	5,500

Willow Recreation Center	
Memberships	3,200
Guest Services	646
Racquetball	924
Leagues/Tournaments	480
Fitness Programs	1,068
Payroll	76,010
Supplies	5,000
Maintenance & Repairs	4,665
General Leisure Services	
General Programs	16,462
Gymnastics	35,000
Martial Arts	49,982
Vogelei Program Expense	13,308
Special Events & Trips	28,350
Dance	58,156
Senior	
Memberships	5,490
Senior Programs	18,756
Early Childhood	
General Programs	30,849
Day Camps	14,374
Preschool	168,983
Parent/Tot	10,384
Full Day Day Care	183,026
Youth Programs	
Youth Camps	63,229
Youth Programs	106,264
Star	506,330
Adult Athletics	
Basketball Leagues	4,351
Softball Leagues	6,691
Youth Athletics	
General Programs	13,183
Basketball	36,994
Baseball	23,462
Soccer	62,987

<b>C</b>	Cricket	2,713
Seascape	Lessons	16,488
	Special Events	900
	Payroll	251,260
	Employee Benefits	5,617
	Education/Training	12,085
	Contracted Services	3,714
	Supplies	41,000
	Utilities	104,000
	Equipment	8,450
Ice		
	Daily Fees	4,037
	Figure Skating Lessons	79,474
	Hockey Camps	11,092
	Hockey Lessons	19,060
	Hockey Adult Leagues	22,790
	Hockey Youth Leagues	176,768
	Special Events	2,709
Capital		
	Wrc Renovation	100,000
	C&M Back-Up	10,000
	Tc Copier	11,000
	Total Recreation Fund Expenditures	5,978,322
Estimated En	ding Cash	2,377,038
III. I.M.R.F. F	und	
Beginning Ca	ısh	734,513
- <del>-</del>		
Income		
	Property Taxes	25,000
	Investment Income	7,416

Total I.M.R.F. Fund Income	32,416
Total I.M.R.F. Fund Appropriation	766,929
Budgeted and Appropriated Expenditures  IMRF Interfund Charges	262,416
iwitti interfullu Charges	202,410
Total I.M.R.F. Fund Expenditures	262,416
Estimated Ending Cash	504,513
IV. Debt Service	
Beginning Cash	1,887,552
Income	
BABs Rebates	-
Bond Proceeds	1,954,322
Interfund Transfers	1,275,000
Property Taxes	3,344,000
Investment Income	40,000
Total Debt Service Fund Income	6,613,322
Total Debt Service Fund Appropriation	8,500,874
Budgeted and Appropriated Expenditures	
Bond Issue Costs	60,000
Bond Principal & Interest Payments	6,553,322
Total Debt Service Fund Expenditures	6,613,322
Estimated Ending Cash	1,887,552
V. Special Recreation	
Beginning Cash	570,400
Income	
Property Taxes	606,000
Investment Income	1,265
	.,20)

Total Special Recreation Fund Income	607,265
Total Special Recreation Fund Appropriation	1,177,665
Budgeted and Appropriated Expenditures	
Special Assessment	311,405
Special Rec Rental Allocation	85,860
Beacon Point Enhancement	90,000
Hoffman Play Rplc	25,000
Huntington Play Rplc	30,000
Vogelei Barn Lift	40,000
Total Special Recreation Fund Expenditures	582,265
Estimated Ending Cash	595,400
VI. Social Security Fund	
Beginning Cash	545,553
Income	
Property Taxes	275,000
Investment Income	8,478
Total Social Security Fund Income	283,478
Total Social Security Fund Appropriation	829,031
Budgeted and Appropriated Expenditures	
FICA Interfund Transfers	588,478
Total Social Security Fund Expenditures	588,478
Estimated Ending Cash	240,553
VII. The Club Fund	
Beginning Cash	233,808
Income Administration	

	Interfund Charges	91,062
	Investment Income	2,500
	Rentals	163,980
	Merchandise Resale	2,100
Fitness		
	Rentals	1,920
	Memberships	1,309,684
	Guest Services	168,500
	Pro Shop	1,750
General P	rogramming	
	General Programs	4,000
	Sports Programs	55,360
	Early Childhood	10,850
Aquatics		
	Memberships	4,500
	Lessons	92,500
	Total The Club Income	1,908,706
Total The Clu	b Appropriation	2,142,514
Budgeted and	d Appropriated Expenditures	
Administr	ation	
	Interfund Charges	300,000
	Rental Expense	6,268
	Payroll	654,482
	Employee Benefits	57,746
	Professional Education	1,150
	Contracted Services	9,426
	Supplies	5,800
	Dues & Subscriptions	26,925
	Utilities	295,320
	Credit Card Processing Fees	35,000
Communi	cation & Marketing	
	Contracted Services	2,844
	Printing & Publication	25,500
	Advertising	43,000
Maintena		
	Payroll	100,909
	Employee Benefits	29,665
Fitness		
	Guest Services	83,528
	Pro Shop	368
	Group Exercise Wages	54,249
	Supplies	12,000

	Equipment	2,000
	Maintenance & Repairs	20,680
General Pr	rogramming	
	General Programs	3,679
	Sports Specific Programs	37,807
	Early Childhood Programs	7,507
Aquatics		
	Swim Lessons	57,353
	Supplies	8,000
Capital		
	Club Gym Curtain Rplc	27,500
	Total The Club Expenses	1,908,706
Estimated En	ding Cash	233,808
		22,
VIII Canital I		
viii. Capitai ii	mprovement Fund	
Beginning Ca	sh	2,720,725
_		
Income		
General		
	Investment Income	9,000
	Bond Proceeds	500,000
	Total Capital Improvement Fund Income	509,000
Total Capital	Improvement Fund Appropriation	3,229,725
Dudwatad and	A nonconsisted Franco diturns	
Capital	d Appropriated Expenditures	
Capital	Lot Crackfill Wrc/Sea/Club/Victoria	49,500
	Capital Contingencies	110,000
	Hoffman Play Rplc	82,500
	Huntington Play Rplc	99,000
	Outdoor Court Crackfill/Recolor	71,500
	District Website Upgrade	44,000
	Parks-Dodge 1 Ton Pickup	66,000
	Parks-Dodge Ram 2500	38,500
	Parks-Toro 5800 Sprayer	105,000
	Sea-Improvements	275,000
	Security Cameras	22,000
	Tc - Hvac Upgrade	33,000
	Wireless P2P Sea/Bpc Maint/Rnge	11,000
	Bpc-Toptracer Bathrooms	275,000
	spe ropulacer baumooms	2/3,000

Total Capital Fund Expenditures				
Estimated Ending Cash	1,947,725			
IX. Bridges of Poplar Creek Fund				
Beginning Cash	842,526			
Income				
Administration				
Interfund Charges	112,928			
Investment Income	2,175			
Sponsorship/Advertising	2,200			
Rental Income	20,180			
Miscellaneous	3,500			
Golf Operations				
Rentals	433,560			
Memberships	7,305			
Guest Services	13,500			
Green Fees	714,286			
Merchandise Resale	84,400			
Lessons	20,950			
Tournaments & Outings	131,140			
Driving Range Fees	179,025			
Top Tracer	99,260			
Ball Retrieval Fee	1,500			
Food & Beverage				
Rentals	16,000			
Merchandise Resale - Tobacco	1,485			
Merchandise Resale - Food	310,000			
Merchandise Resale - Beverages	290,000			
Gratuities / Service Charges	70,500			
Total Golf Course Fund Income	2,513,894			
Total Golf Course Fund Appropriation	3,356,420			
Budgeted and Appropriated Expenditures  Administration				
Interfund Charges	225,000			
Payroll	450,529			
Uniforms	76,438			
Education & Training	5,310			
Contracted Services	19,152			
Supplies	4,053			

	Dues & Subscriptions	14,065
	Utilities	120,020
	Credit Card Processing Fees	55,000
Maintenar	nce	
	Payroll	345,160
	Employee Benefits	47,123
	Supplies	7,500
	Utilities	29,400
	Equipment	16,250
	Maintenance & Repairs	30,271
	Course Maintenance	101,681
	Fuel & Lubricants	11,250
Golf Opera	ations	
	Rentals	6,500
	Lightning Pass	7,500
	Greens Fees	4,320
	Merchandise Resale COGS	69,190
	Programs	13,845
	Tournaments & Outings	15,120
	Top Tracer	33,500
	Payroll	140,679
	Employee Benefits	2,505
	Supplies	6,000
	Administrative Expenses	3,100
	Advertising	7,030
	Equipment	27,400
Food & Be	· ·	
	Rentals	2,000
	COGS Tobacco	1,040
	COGS Food	102,300
	COGS Beverage	81,200
	Payroll	212,978
	Uniforms	3,636
	Contracted Services	18,349
	Service & Rental Agreements	15,000
	Supplies	17,500
	Advertising	18,700
	Equipment	7,000
	Maintenance & Repairs	3,500
Capital	<b>r</b>	5,500
I	Golf Cart GPS & TopTracer	69,800

Bpc Hvac Upgrade	66,000
Total Golf Course Fund Expenditures	2,513,894
Estimated Ending Cash	842,526
Recapitulation	
I. Total Corporate Fund Appropriation	9,708,702
II. Total Recreation Fund Appropriation	8,355,360
III. Total IMRF Fund Appropriation	766,929
IV. Total Debt Service Fund Appropriation	8,500,874
V. Total Special Recreation Fund Appropriation	1,177,665
VI. Total FICA Fund Appropriation	829,031
VII. Total Prairie Stone Fund Appropriation	2,142,514
VIII. Total Capital Fund Appropriation	3,229,725
IX. Total Golf Course Fund Appropriation	3,356,420
TOTAL ALL FUNDS	38,067,220

SECTION III. The following determinations have been made and are hereby made a part of the aforesaid budget:

- (a) An estimate of the cash on hand at the beginning of the fiscal year is expected to be \$13,874,959.
- (b) An estimate of the cash expected to be received during the fiscal year from all sources is \$24,192,261.
- (c) An estimate of the expenditures contemplated for the fiscal year is \$25,275,261.
- (d) An estimate of the cash expected to be on hand at the end of the fiscal year is \$12,791,959.
- (e) An estimate of the amount of taxes to be received during the fiscal year is \$10,232,000.

Each of said sums of money and the aggregate thereof are deemed necessary by this Board to defray the necessary expenses and liabilities of this District during the fiscal year beginning January 1, 2022 and ending December 31, 2022 for the respective purposes set forth.

SECTION IV. All unexpended balances of the appropriations for the fiscal year ended December 31, 2022 and prior years are hereby specifically reappropriated for the same general purposes for which they were originally made and may be expended in making up any insufficiency of any other items provided in this appropriation ordinance, in making this appropriation in accordance with applicable law.

SECTION V. The receipts and revenue of said District derived from sources other than taxation and not specifically appropriated, shall constitute the general corporate fund and shall first be placed to the credit of such fund.

This Ordinance shall be in full force and effect immediately upon its passage.

Passed by the Board of Park Commissioners of the Hoffman Estates Park District this 21st day of December, 2021.

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AYES:
NAYS:
ABSENT:
President
Board of Park Commissioners Hoffman Estates Park District
ATTEST:
Secretary

# CERTIFICATION OF ESTIMATE OF REVENUE FOR FISCAL YEAR 2022

I, Rajkumari Chhatwani, do hereby certify that I am the duly qualified Treasurer of the Hoffman Estates Park District and the Chief Fiscal Officer of said Board of Park Commissioner; as such Officer I do further certify that the revenues, by source, anticipated to be received by said District in the fiscal year beginning January 1, 2022 and ending on December 31, 2022 are estimated to be as follows:

SOURCE	AMOUNT	
Taxes	\$ 10,232,000	
Interest Earned	202,834	
Debt Issuance	2,454,322	
Grants, Donations, Sponsorship, Advertising	327,050	
Memberships	1,601,864	
Program and User Fees	4,046,401	
Rentals	1,431,339	
Merchandise Resale, Vending & Misc.	104,250	
Interfund Charges	2,125,895	
Golf Course Operations	1,666,306	
TOTAL	\$ 24,192,261	

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the said Hoffman Estates Park District this 21st day of December, 2021.

Treasurer and Chief Fiscal Officer Hoffman Estates Park District

STATE OF ILLINOIS	)
	) SS
COUNTY OF COOK	)

#### CERTIFICATION

I, Craig Talsma, do hereby certify that I am the duly qualified and acting Secretary of the Hoffman Estates Park District in the county and state aforesaid, and as such Secretary, I am the keeper of records and files of the Board of Park Commissioners of said district.

I do further certify that the attached and foregoing is a true and complete copy of the Combined Annual Budget and Appropriation Ordinance of the Hoffman Estates Park District, Cook County, Illinois for the Fiscal Year beginning January 1 st, 2022 and ending December 31st, 2022, as adopted by the Board of Park Commissioners at its properly convened meeting held on the 21st day of December, 2021.

Secretary

Hoffman Estates Park District

**TO:** A&F Committee

FROM: Craig Talsma, Executive Director

Nicole Hopkins, Director of Finance and Administration

**RE:** PTELL Reduction Ordinance

**DATE:** December 21, 2021

# **Background**

The Property Tax Extension Limitation Law (PTELL) requires that non-home rule taxing districts be limited to increasing their tax extension by the prior year December to December percentage change in the Consumer Price Index or 5%, whichever is less. New property added to the tax rolls are outside this limitation and are subject to the full tax rate for the agency.

The Cook County Clerk's office is responsible for reducing any agency's levy that exceeds these limitations. If no directions are specified on how to reduce the levy for any excess amount, the county will apply the reduction based on the amount of taxes levied in each fund proportionately.

Taxing bodies have the option to specify how they want the clerk to reduce their levy to within the limitation.

An economic development agreement was entered into on February 25, 1990 with Sears Roebuck and Co. (Sears). This agreement diverted the tax revenue from all taxing bodies with jurisdiction to the Village of Hoffman Estates. The Village was then responsible for administering those funds for development of the Prairie Stone business park. Any funds collected but not used in furtherance of this purpose were returned annually to taxing bodies.

As a result of the bankruptcy and dissolution of Sears along with questions regarding employment requirements, the termination of this agreement is being sought by various taxing bodies.

## **Implications**

It is anticipated that the Economic Development Agreement (EDA) entered into with Sears Roebuck and Co. will be ending by December 31, 2021 allowing for the taxes to be paid directly to the taxing bodies. In order to convert the revenue previously received from the EDA to our levy, we need to add the entire Prairie Stone business park as new growth for the 2021 levy to be collected in 2022.

To simplify this process, the entire amount of estimated taxes for this conversion of revenue was included in the General Fund Levy instead of spread over all funds.

Should the EDA not conclude by the end of the year or should the value of the additional property be under the amount levied for, the District needs to direct the Cook County Clerk to apply any reduction to the General Fund.

# **Recommendation**

Recommend to the full board approval of Ordinance O21-006 directing the Cook County Clerk to apply 100% any reduction to the General Fund for the 2021 Levy.

#### THE HOFFMAN ESTATES PARK DISTRICT

#### **ORDINANCE 0-21-006**

# AN ORDINANCE DIRECTING THE COOK COUNTY CLERK TO REDUCE THE HOFFMAN ESTATES PARK DISTRICT'S REAL ESTATE TAX LEVY YEAR 2021 HOFFMAN ESTATES PARK DISTRICT, COOK COUNTY, ILLINOIS

PASSED AND APPROVED
BY THE
BOARD OF COMMISSIONERS
OF THE
HOFFMAN ESTATES PARK DISTRICT
This 21st day of December 2021

Published in pamphlet form by the authority of the Board of Commissioners of the Hoffman Estates Park District, Cook County, Illinois this 21st day of December 2021.

#### Ordinance O-21-006

# AN ORDINANCE DIRECTING THE COOK COUNTY CLERK TO REDUCE THE HOFFMAN ESTATES PARK DISTRICT'S REAL ESTATE TAX LEVY YEAR 2021 HOFFMAN ESTATES PARK DISTRICT, COOK COUNTY, ILLINOIS

WHEREAS, there has been enacted, the Property Tax Extension Limitation Act 35 ILCS 200/18-185 et seq., (the "Act"), which will affect the amount of taxes extended for the District by the Cook County Clerk, (the "Clerk"), and

WHEREAS, because of the fact that the amount of the Equalized Assessed Valuation (EAV) for property located in the District for 2021 was not known at the time that the District passed its Tax Levy Ordinance for 2021, it could not be determined whether the application of the provisions of the Act would affect the District's levy, and

WHEREAS, it is possible that when the EAV for 2021 is established in 2022, the limiting rates set forth in the Act will require the Clerk to reduce the District's levy, and

WHEREAS, unless directed otherwise by the District, the Clerk has indicated that the District's levy will be reduced proportionately over all funds, if necessary, and

WHEREAS, the Clerk has requested direction from the District at the time of the filing of the Tax Levy Ordinance for 2021, as to which funds should be reduced, and by what amounts, if it becomes necessary, and

WHEREAS, the District prefers to give such direction.

NOW, THEREFORE, be it and it is hereby ordained by the Board of Park Commissioners of the Hoffman Estates Park District, Cook County, Illinois, as follows:

FUND General Corporate	% OF REDUCTION 100%
Section 2 That this ordinance shall be in full force and publication in pamphlet form as provided by l	· · · · · · · · · · · · · · · · · · ·
ADOPTED: December 21, 2021.	
AYES:	
NAYS:	
ABSENT:	
ABSTAIN:	
	Patrick Kinnane President, Board of Park Commissioners
	HOFFMAN ESTATES PARK DISTRICT Cook County, Illinois
Passed on this day of	, 2021.
ATTEST:	
Craig Talsma	-
Secretary, Board of Park Commissioners HOFFMAN ESTATES PARK DISTRICT Cook County, Illinois	

Section 1 The Cook County Clerk is hereby directed to reduce the District's fund levies as follows,

only if necessary due to the application of the Act:

**TO: A&F Committee** 

FROM: Craig Talsma, Executive Director

Nicole Hopkins, Director of Finance & Administration

**RE:** Surplus Ordinance O21-008

DATE: December 21, 2021

#### **Background**

Through inventory of the Park District's property, staff has determined that certain items are no longer of value or use to the District and that because of the age and condition of the property, cannot be utilized for any of the Park District's current needs or operations and is thereby considered surplus property and the property's sale, trade-in, or disposal would best serve the District.

#### **Implications**

By law and Board policy, it is required that an Ordinance be approved by at least three-fifths of the Park Board. Staff is seeking to dispose of, trade-in, or sell the following items:

Disposal List – Parks, Planning and Maintenance equipment (2021)

Description	Year	Description	Serial Number	Estimated Value	Reason
Dodge Van 1500	2002	Dodge Van 1500	2B7HB11Y22K134095	\$250.00	Inoperable
Ford F350 Dump Truck	2003	Ford F350 Dump Truck	1FDWF37S83ED85165	\$500.00	Inoperable
Entre Prises RRX- 24	2000	Entre Prises RRX-24	1S9US2715XR700129	\$0.00	Inoperable
John Deere 1200 Hydro	2013	John Deere 1200 Hydro	1TC1200HACT050170	\$0.00	Replaced with New Unit
Toro Greensmaster 1600	2004	Toro Greensmaster 1600	60448	\$0.00	No Longer Used
Toro Greensmaster 1600	2004	Toro Greensmaster 1600	90485	\$0.00	No Longer Used
Leer Truck Cab	2015	Leer Truck Cab	100XL	\$50.00	No Longer Used

# Recommendation

Staff recommends that the A&F committee recommends that the full board approve the attached Ordinance O21-008 an "Ordinance Authorizing the Disposal, Sale or Trade-In of Surplus Property Owned by the Hoffman Estates Park District".

# ORDINANCE NO. 021-008 AN ORDINANCE AUTHORIZING THE DISPOSAL, SALE OR TRADE-IN OF SURPLUS PROPERTY OWNED BY THE HOFFMAN ESTATES PARK DISTRICT

**WHEREAS**, the Hoffman Estates Park District is the owner of used certain equipment as specified purchased several years ago for a specific and limited purpose and,

WHEREAS, at least three-fifths (3/5) of the Board of Commissioners of the Hoffman Estates Park District finds that the said property is no longer necessary, useful to, or in the best interest of the Park District to maintain this property and is thereby considered as surplus personal property, and

**WHEREAS**, the Park District wishes to dispose of, trade, or sell said surplus property.

**NOW, THEREFORE**, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF COMMISSIONERS OF THE HOFFMAN ESTATES PARK DISTRICT, COOK COUNTY, ILLINOIS, as follows:

Description	Year	Description	Serial Number	Estimated Value	Reason
Dodge Van 1500	2002	Dodge Van 1500	2B7HB11Y22K134095	\$250.00	Inoperable
Ford F350 Dump Truck	2003	Ford F350 Dump Truck	1FDWF37S83ED85165	\$500.00	Inoperable
Entre Prises RRX- 24	2000	Entre Prises RRX-24	1S9US2715XR700129	\$0.00	Inoperable
John Deere 1200 Hydro	2013	John Deere 1200 Hydro	1TC1200HACT050170	\$0.00	Replaced with New Unit
Toro Greensmaster 1600	2004	Toro Greensmaster 1600	60448	\$0.00	No Longer Used
Toro Greensmaster 1600	2004	Toro Greensmaster 1600	90485	\$0.00	No Longer Used
Leer Truck Cab	2015	Leer Truck Cab	100XL	\$50.00	No Longer Used

SECTION 1: That pursuant to the authority granted to the Park District under 70 ILCS 1205/8-22 and the findings of the Board of Commissioners of the Hoffman Estates Park District as set forth in the preamble of this Ordinance incorporated herein as part of this Ordinance, the Hoffman Estates Park District is hereby authorized to sell, trade-in, dispose or convey the used equipment, attached, in any manner designated by the Board, with or without due advertising.

<u>SECTION 2</u>: That the Board of Commissioners shall designate the Executive Director to sell, trade-in, dispose or convey said used equipment.

SECTION 3: That this Ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

PASSED and APPROVED	O this	_ day of	, 2021.
AYES			
NAYS			
ABSENT			
		President	
ATTEST:			
Secretary			
Scoretary			

**TO:** Board of Commissioners

FROM: Craig Talsma, Executive Director

**RE:** Review of Closed Session Minutes ~ Resolution R21-004

DATE: December 21, 2021

#### **Background**

The park district is required by law to review closed session minutes semi-annually. The last review was conducted in June 2021.

# **Implications**

Resolution R21-004 states that there are no minutes or portions thereof from Executive Session to be released at this time. Additionally, all other Executive Session minutes which have been determined to be confidential shall, if not released by the terms of this Resolution, remain confidential.

## Recommendations

Staff is recommending that Resolution R21-004 "Review of Closed Session Minutes" be approved by the Board as presented.

#### **REVIEW OF CLOSED SESSION MINUTES**

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

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

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

**BE IT FURTHER RESOLVED,** by the Board of Commissioners of the Hoffman Estates Park District that there are no minutes or portions thereof from Executive Session to be released at this time, and,

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

**Passed and Approved** by the Board of Commissioners of the Hoffman Estates Park District, Cook County, Illinois, on the 21<sup>st</sup> day of December, 2021.

ABSENT:	Dooridont	
ATTEST:	President 	
Secretary		

**TO:** Board of Commissioners

FROM: Craig Talsma, Executive Director

**RE:** 2022 Calendar of Board/Committee Meetings

**DATE:** December 21, 2021

#### **Background**

In compliance with the Open Meetings Act, the Park District is legally required at the beginning of each fiscal year to prepare and make available a schedule of its regular board meetings listing the times and places of such meetings.

In order to keep better flow of the A&F and Board meetings, we are recommending that on the 4<sup>th</sup> Tuesday of each month, to start at 7:00 p.m. with the A&F meeting, followed immediately by the Board meeting. The exceptions will be the January, April, July and October meetings, when we present awards for Employees of the Quarter and Best of Hoffman, as well as any Service or Retirement Proclamations. On these dates, we will begin at 7:00 p.m. with the Board meeting, recess at 7:15 for the A&F meeting, and reconvene for the remainder of the Board meeting at the completion of A&F.

The calendar also reflects the shifting of the budget cycle, as recommended by the A&F Committee, to December and January, with the Committee of the Whole meeting taking place in December.

See attached 2022 calendar.

#### Recommendation

Staff is recommending the Board approve the 2022 Calendar of Board/Committee Meetings.

# HOFFMAN ESTATES PARK DISTRICT 2022 BOARD/COMMITTEE MEETINGS

<u>JAN</u>	18	7:00pm	Buildings & Grounds Committee	<b>JULY</b>	19 7:00pm	Buildings & Grounds Committee
		7:20pm	Recreation & Facilities Committee		7:20pm	Recreation & Facilities Committee
	25	7:00pm	Board Meeting		26 7:00pm	Board Meeting
		7:15pm	Administration & Finance Committee		7:15pm	Administration & Finance Committee
FEB	15	7:00pm	Buildings & Grounds Committee	AUG	16 7:00pm	Committee of the Whole/Park Tour
		7:20pm	Recreation & Facilities Committee			
		•			23 7:00pm	Administration & Finance Committee
	22	7:00pm	Administration & Finance Committee		Immed follow	Board Meeting
		Immed follow	Board Meeting	SEPT A	NOTE: DIFFERENT SCHE	EDULE THIS MONTH (NRPA Conf):
MAR	15	7:00pm	Buildings & Grounds Committee		13 7:00pm	Buildings & Grounds Committee
		7:20pm	Recreation & Facilities Committee		7:20pm	Recreation & Facilities Committee
	22	7:00pm	Administration & Finance Committee		27 7:00pm	Administration & Finance Committee
		Immed follow	Board Meeting		Immed follow	Board Meeting
APR	19	7:00pm	Buildings & Grounds Committee	OCT	18 7:00pm	Buildings & Grounds Committee
· <del></del>		7:20pm	Recreation & Facilities Committee		7:20pm	Recreation & Facilities Committee
	26	7:00pm	Board Meeting		25 7:00pm	Board Meeting
		•	•		•	<u> </u>
MAY	17			NOV	<u> </u>	
		7:20pm	Recreation & Facilities Committee		7:20pm	Recreation & Facilities Committee
	24	7:00pm	Administration & Finance Committee		22 7:00pm	Administration & Finance Committee
		Immed follow			Immed follow	
		Immed follow		DEC	13 6:00pm	Ü
JUNE	21				Immed follow	
		7:20pm	Recreation & Facilities Committee			- Approve Budget in Tentative Form
	28	7:00nm	Administration & Finance Committee		20.7:00nm	Administration & Finance Committee
	20	Immed follow			Immed follow	
MAY JUNE	19	7:00pm 7:20pm 7:00pm 7:15pm 7:00pm 7:20pm 7:00pm Immed follow Immed follow 7:00pm 7:20pm	Board Meeting Buildings & Grounds Committee Recreation & Facilities Committee  Board Meeting Administration & Finance Committee Buildings & Grounds Committee Recreation & Facilities Committee Administration & Finance Committee Board Meeting Annual Meeting Buildings & Grounds Committee	NOV DEC	18 7:00pm 7:20pm 25 7:00pm 7:15pm 15 7:00pm 7:20pm 22 7:00pm Immed follow 13 6:00pm Immed follow	Board Meeting Buildings & Grounds Committee Recreation & Facilities Committee  Board Meeting Administration & Finance Committee Buildings & Grounds Committee Recreation & Facilities Committee Administration & Finance Committee Board Meeting Committee of the Whole/2023 Budget Special Board Meeting

Meetings held at Triphahn Center, 1685 W. Higgins Road, Hoffman Estates unless noted otherwise.