



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



**AGENDA**  
**REGULAR BOARD MEETING NO. 1085**  
**TUESDAY, JANUARY 24, 2023**  
**7:00 p.m.**  
**Triphahn Center**

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. RECESS FOR B&A PUBLIC HEARING
5. RECONVENE FOLLOWING B&A PUBLIC HEARING
6. RECOGNITION
  - A. Employee Longevity Proclamation
    - Catalina Rodelo – 10 Years
    - Mary Wolff – 10 Years
  - B. Best of Hoffman – 4<sup>th</sup> Quarter 2022 – Billy O’Grady
  - C. Best of the Best 2022 – Bill & Linda Graba
  - D. Employee of the 4<sup>th</sup> Quarter 2022
    - Part-Time: Joyce Jackson
    - Full-Time: Kimberly Barton
  - E. Employee of the Year 2022
    - Part-Time: Joyce Jackson and Ron Holznagel
    - Full-Time: Cindy Flynn
7. RECESS FOR A&F COMMITTEE MEETING
8. RECONVENE FOLLOWING A&F COMMITTEE MEETING
9. APPROVAL OF MINUTES (attached)
  - A. Committee of the Whole Meeting Minutes 12/13/2022
  - B. Special Board Meeting Minutes 12/13/2022
  - C. Regular Board Meeting Minutes 12/20/2022
10. COMMENTS FROM THE AUDIENCE

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.

Regular Board Meeting  
January 24, 2023  
Page 2

11. CONSENT AGENDA ([Click here to access all Board & Committee Packets](#))
  - A. Court Repairs and Color Coating / M23-001 (see B&G January packet)
  - B. Beacon Pointe Path Install / M23-002 (see B&G January packet)
  - C. Mowing Services / M23-003 (see B&G January packet)
  - D. 2023 District Ford F150 XLT Purchase / M23-006 (see B&G January packet)
  - E. Administrative Services Report and 4Q Goals / M23-012 (see A&F January packet)
  - F. Finance & IT Report and 4Q Goals / M23-008 (see A&F January packet)
  - G. Open and Paid Invoice Register: \$460,971.91 (see A&F January packet)
  - H. Revenue and Expenditure Report and District-Wide Operations Statement (see A&F January packet)
  - I. Acceptance of B&G Minutes 10/18/2022 (see B&G January packet)
  - J. Acceptance of Rec & Facilities Minutes 10/18/2022 (see Rec & Facilities January packet)
  - K. Acceptance of A&F Minutes 11/23/2021 (see A&F January packet)
12. PRESIDENT'S REPORT
13. ADOPTION OF EXECUTIVE DIRECTOR'S REPORT
14. OLD BUSINESS
15. NEW BUSINESS
  - A. 2023 Budget & Appropriation Ordinance O22-006 in Final Form / M23-009
  - B. Tax Levy Bond Abatement Ordinance M23-010 / O23-001
16. COMMISSIONER COMMENTS
17. ADJOURNMENT



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## MINUTES COMMITTEE OF THE WHOLE MEETING December 13, 2022

### 1. **Roll Call:**

A regular meeting of the Hoffman Estates Park District Committee of the Whole was held on December 13, 2022 at 6:02 p.m. at Triphahn Center in Hoffman Estates, IL.

Present: President Kinnane; Commissioners Chhatwani, Dressler, Evans, Friedman, Kaplan, McGinn; Comm Reps Kulkarni, Winner, Utas, Beranek, MacGregor, and McIlrath

Absent: Comm Reps Aguilar, Musial, Wilson, Evans, Macdonald, Poeschel, Sernett, Bettencourt, and Henderson

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: Kimberly Barton, Steve Dietz

### 2. **Approval of Agenda:**

Commissioner Chhatwani made a motion, seconded by Comm Rep Utas 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. **2023 Budget Overview / M22-113:**

Executive Director Talsma noted that the budget process is developed at the staff level. This is a working budget, and all committee members and commissioners have

input. We are entering the fourth year of the 2020-2024 CMP. Staff refers to the objectives from the CMP to develop the 2023 Goals. The budget presents what staff feels is the direction of the District for 2023.

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

- The memo outlines how the budget process works. We have a zero-based budget. We have healthy fund balances.
- The bond issue provides cash proceeds in the following year.
- The Five-Year Capital Plan is the same one the board approved in September. Over the next five years, this will change with new items that come up or issues that need to be addressed.
- Similar to last year, we have an accrual-based budget, and we start over each year. Nothing is assumed to remain the same from year to year.
- We have eliminated charge backs for the most part, but do have them for debt service and capital.
- We have included a payback of \$750,000 from ice and recreation; \$300,000 from golf (increase of \$75,000 to allocate for TopTracer range facility); and \$200,000 from The Club.
- Tax Levy is a major component of the budget and a separate document. We have previously announced our intention to levy for 2022 tax year, to be collected during 2023. The tax levy worksheet outlines the breakdown of the tax levy by fund. The tax levy ordinance will be approved and signed at the December board meeting. The B&A ordinance will be approved in final form in January.
- The memo includes information on new personnel.
- The budget includes a 4% salary increase pool; this does not mean that everyone will receive a 4% increase, and should help cover any additional hires. Annual increases will be based on merit, past performance and date of hire.
- We are expecting a large land cash donation in 2023. The village has an ordinance that states developers will donate one acre of land per 1,000 residents, or in lieu of land, \$165,000 per acre. There are two approved apartment complexes near Higgins and Moon Lake roads, and one property at Bell Works.
- An organizational chart is included for all full-time employees. Some positions have more than one employee. The paygrade is listed in parentheses for each position. Also attached is the proposed 2023 pay grade salary ranges. New positions include the Superintendent of Recreation Facilities and the C&M Manager for Bridges and The Club.
- The proposed budget includes a utilization of reserves for the IMRF fund, the FICA fund and the capital fund. All other funds are at break even with \$25,000 budgeted for the ADA/special recreation fund as a surplus.
- The fund balance chart shows that we ended 2022 with surpluses. We are budgeting to break even in all of these areas, but expect to have some surpluses again.

- We have less than one year of reserves in our general and recreation fund, but these are earmarked, mostly for roof replacement in the next 4-5 years. Still proud that we haven't had to go back to taxpayers for more money for large repair projects.
- The first facility to receive a new roof will be The Club (2026), followed by Willow (2027).

Commissioner Evans asked about the cap of 5% for the projected levy. Executive Director Talsma said that our overall increase was estimated at 6.1% over last year's extension, and because the CPI is 7%, we can go to the max of 5%.

Commissioner Chhatwani asked if the two new positions are open. Executive Director Talsma said they are both new, and if they are approved tonight, we will begin the hiring process and post the positions.

Commissioner Chhatwani asked if the roofs are completed in sections. Director Huguenot stated that the roof at The Club is done in sections, but will be completed in one year to save costs.

Comm Rep Utas asked if the Vogelei Barn lift is the elevator. Executive Director Talsma confirmed that it is, and needs to be replaced.

Commissioner Dressler asked if repaving is done every year, and is this due to our climate? Director Huguenot explained that every parking lot or tennis court is repaved every three years, so in the budget, each year represents different locations. This project is put out to bid each year.

### 2023 Goals and Objectives

ADMIN SERVICES: Director Cahill presented a review of the 2023 goals for the Administrative Services Division, and highlighted the following:

- Improving employee communication and outreach, especially reaching those employees who do not have a district email address. We are hoping to integrate a web portal for staff, as all staff have access to a computer in their respective facility.
- Continue to visit different divisions of the District to assist with HR aspects.
- Streamline and modernize application employee application process. Implement new Breezy HR program.

Comm Rep Kulkarni asked if the new application program can be used for seasonal applicants. Director Cahill confirmed that it can, and we can use different versions of the application for different positions.

Commissioner Chhatwani asked if we will have an idea suggestion center on the web portal. Director Cahill said that is a good idea and it can be implemented.

Commissioner Kaplan asked about the police walk-thrus. Director Cahill explained that the police department has a liaison group for helping the community. They walked through the Triphahn Center and showed us areas that may be of higher risk. Commissioner Kaplan agreed that the more they know about our building the better off we are.

FINANCE & IT: Director Hopkins highlighted the following from the Finance & IT Goals:

- Implement an annual financial report through GFOA. They also have a “popular annual financial report” which is more user friendly. We can submit this for an award as well.
- Implement Microsoft 365. Once this is more widescale, we will look into the tools like Sharepoint (this can be used for the employee suggestions), and automation, like taking information from PandaDoc forms and extracting into BS&A.

PARKS: Director Hugen highlighted the following from the Parks, Planning & Maintenance Goals:

- We are currently out to bid for mowing 132 acres of our parkland for the next three year. This is the first time we have outsourced mowing, but looking at our staffing, fuel prices and the time it takes for staff to drive from one location to another for mowing, it made sense for us to drop to one in-house mowing crew and change the secondary crew to landscaping. The 132 acres include level 2 and 3 parks. Our crew will still mow our facilities and community parks (larger parks with parking lots); and parks with sports fields. We will also continue with our agreement with the Village. This is a 28-week mowing season. This should save the district money in the long run, and be more efficient with our fleet of mowers in terms of servicing.
- The organization of the department will change. To increase efficiency and reduce the number of direct reports for Director Hugen. The restructuring includes two superintendents reporting to Director Hugen, plus the GIS Administrator. Supervisors and managers will report to the superintendents. Matt Schiller and Mitch Haizel will be promoted to Superintendent of Parks and Superintendent of Buildings & Aquatics, relatively. Ice maintenance will fall under Mitch Haizel.
- The Parks department will also be hiring a part-time administrative assistant to help as a liaison to the business department as well as facilitating a dedicated line where residents can call to report any incidents or issues in our parks and facilities.

Commissioner Dressler asked how much time will be saved by outsourcing some of the mowing. Director Hugen said that a large amount of time will be saved to focus more on safety and beautification. In terms of costs, the funds are simply being shifted to the mowing contract.

Comm Rep Utas asked how many positions were being added with the restructuring. Executive Director Talsma said that no new full-time positions are being added; we are shifting responsibilities and reporting structure.

RECREATION: Director Kapusinski introduced Mariana Vega, the student representative for the Recreation and Facilities Committee, and highlighted the following goals for 2023:

- The DEI initiative will be a focus. We will create a DEI committee, which ties into expanding also our MORE program and the Programs for All initiative, and scholarship program.
- The Recreation Department will be adding a second superintendent. The two superintendent will split supervisory roles into facilities (Willow, Triphahn, Ice, and Athletics/fields) and programs (youth/adult programs, early childhood, childcare, seniors, special events, and aquatics). Both superintendents, plus the C&M superintendent will report directly to Director Kapusinski.

Commissioner Evans asked about how to bring in those not participating, despite offering free options. Executive Director Talsma explained the MORE program, where our staff goes out to the neighborhoods. We will modify an existing van, wrap it with bright colors and our logo, to create a MORE brand.

Commissioner McGinn asked about the goal to evaluate the use of paid hockey coaches. Director Kapusinski explained that we have a mix of paid and volunteer coaches right now. We will look into moving to volunteer coaches only for some teams and to see if it would affect our participation levels.

THE CLUB: Director Bechtold highlighted the following goals for The Club:

- One combo goal for The Club and Bridges is to hire a full-time marketing manager, as we need someone to focus on these two revenue-generating facilities. The goal is to bring in new members and participants. The new hire will help with this.
- Will focus on a referral program for The Club. With your customer as your best advertising, we feel that if we build our referral program, we will build our community.

Commissioner McGinn asked about the 2022 advertising budget. We only used \$22,000 of the \$43,000 budgeted. Director Bechtold explained that the biggest change was cutting out the direct mailer, and we signed up almost the same number of new members without the mailer. The advertising budget stays the same this year due to the new marketing employee.

Commissioner Kaplan asked about the sport athlete specific training. Director Bechtold explained that the trainer will dive into the sport and do training for that athlete. This will be at the middle- and high school levels, and will be marketed through the schools.

Comm Rep Utas asked if you can drop in to the group fitness classes. Director Bechtold said the only class you pre-register for is the HIIT classes.

Commissioner Evans asked if we had a dedicated marketing person before. Director Bechtold said that we did before COVID, so we are ramping this back up. There will be some coordination through weekly meetings with the C&M committee that falls under Recreation.

BRIDGES: Director Bechtold highlighted the following goals for Bridges:

- Several goals focus on capitalizing on the momentum of TopTracer. We will continue to use coupon codes and make sure the community knows about us. The TopTracer leagues did very well, so we will expand this to possibly three in the spring and three in the fall, supplemented with individual events.
- We will focus on golf outings, increasing rounds, and appropriate pricing for each.

Commissioner Dressler asked if coupons are tracked, like the ones passed out at the Fourth of July parade. Director Bechtold said that yes, those had initials on the card to tell them apart, and we also track all digital promo codes.

President Kinnane noted that until you get to the far end of the parking lot, you don't see the TopTracer facility at all. Director Bechtold responded that we are looking at putting some signage out on Moon Lake.

### 2023 Operating Budget

Executive Director Talsma highlighted the following funds from the 2023 budget:

- In the general fund, the funds for the Beacon Pointe OSLAD fund. Will likely come in in January.
- Pine Park playground renovation is in Fund 1.
- Taxes are reallocated between different funds.
- Microsoft 360 and some smaller IT items are in the general fund.
- The Recreation fund includes plans to renovate the Triphahn Center fitness center, including new flooring, painting, bringing in new equipment, but fewer pieces to help with crowding.
- The Recreation fund also includes lounge chairs for Seascape.
- The IMRF numbers are static.



- Debt service numbers are static.
- Special recreation fund includes items at Beacon Pointe, Fabbrini, Triphahn Center playground, Vogeley Barn, and Huntington Park.
- The FICA fund is static.
- Fund 11 is The Club – includes replacement of a third gym curtain, and some additional fitness equipment.
- The capital fund includes the Fabbrini pickleball fence, the Oakdale playground at Fabbrini, the Triphahn Center playground, court repair and crack fill, two vehicles for the Parks Department (on replacement schedule), RTU at The Club, lot repair and crack fill, Willow Rec Center building updates (walls, windows, skylights, concrete deterioration around foundation), Huntington Park, and a capital contingency of \$125,000 for emergency purposes.
- The Bridges fund includes their TopTracer lease agreement, a new bar top, and wireless point-to-point service.

Commissioner Chhatwani made a motion, seconded by Commissioner Dressler for consensus on the 2023 operating budget as presented. The motion carried by voice vote.

B. 2022 Tax Levy in the Amount of \$11,285,150 for Fiscal Year 2023 in Tentative Form / 022-003

Commissioner McGinn made a motion, seconded by Comm Rep Utas to recommend the board approve the announcement of the intent to levy \$11,285,150 for levy year 2022 to be collected in fiscal year 2023. The motion carried by voice vote.

C. 2023 Budget and Appropriation Ordinance in Tentative Form / 022-006

Commissioner McGinn made a motion, seconded by Commissioner Chhatwani to recommend the board approve the Budget and Appropriations Ordinance 022-006 in tentative form. The motion carried by voice vote.

**6. Committee Member Comments:**

Comm Rep Utas said that Winter Fest was great. Neighbors said everything was well organized.

Student Rep Subramanian said this was a fun experience.

Student Rep Vega thanked the committee for letting her be here.

Student Rep Sebasan said thank you for having me and happy holidays.

Commissioner Friedman said great job preparing the budget.

Commissioner Chhatwani said happy holidays and thanked the staff for their work.

Commissioner Kaplan said he appreciates the student reps attending. He wished a happy holidays to everyone and thanked Executive Director Talsma for his leadership.

Commissioner McGinn thanked the community reps and staff and said next year looks good.

Commissioner Dressler said that Winter Fest was fun and that it was incredible how everyone works so closely together. She thanked staff for their work and said they make it look easy.

President Kinnane thank the community reps for their service. He added that he has been helping out with various organizations and noted there is so much need out there. He asked that if you have a chance to help someone, please do so, and happy holidays.

**7. Adjournment:**

Commissioner Kaplan made a motion, seconded by Comm Rep Utas to adjourn the meeting at 7:37 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 December 13, 2022

### 1. **Roll Call:**

A special meeting of the Hoffman Estates Park District Board of Commissioners was held on December 13, 2022 at 7:42 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 Huguen, Director of Golf and Facilities Bechtold, Director of Administrative Services Cahill, Executive Assistant Flynn

Audience: Steve Dietz

### 2. **Pledge of Allegiance:**

Everyone present stood for the Pledge of Allegiance.

### 3. **Approval of Agenda:**

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

### 4. **Comments from the Audience:**

None

### 5. **Announcement:**

President Kinnane announced the intent to levy \$11,285,150 for the 2022 Tax Levy to be collected for the 2023 Fiscal Year.

**6. Approval of 2023 Working Budget / M22-113:**

Commissioner Friedman made a motion, seconded by Commissioner Chhatwani to approve 2023 Working Budget as outlined in M22-113.

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 2023 B&A Ordinance in tentative form / O22-006:**

Commissioner Friedman made a motion, seconded by Commissioner Chhatwani to approve the 2023 B&A Ordinance O22-006 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. Commissioner Comments:**

None

**9. Adjournment:**

Commissioner McGinn made a motion, seconded by Commissioner Kaplan to adjourn the meeting at 7:45 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. 1084  
December 20, 2022**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Board of Commissioners was held on December 20, 2022 at 7:00 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 Parks, Planning & Maintenance Hugen, Director of Recreation Kapusinski, Director of Administrative Services Cahill, Executive Assistant Flynn, Superintendent of IT Agudelo

Audience: Community Reps Aguilar, Musial, Winner, Kulkarni, and Wilson

**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. Comments from the Audience:**

None.

**5. Recess for A&F Committee Meeting:**

Commissioner Chhatwani made a motion, seconded by Commissioner Dressler to recess the Board Meeting at 7:02 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 Evans made a motion, seconded by Commissioner Dressler to reconvene to the Regular Board Meeting at 7:43 p.m. The motion carried by voice vote.

Comm Reps Aguilar, Musial, Winner, Kulkarni, and Wilson left the meeting.

**7. Approval of the Minutes:**

Commissioner Chhatwani made a motion, seconded by Commissioner Friedman to approve the minutes of the Regular Board Meeting held November 22, 2022 as presented. The motion carried by voice vote.

Commissioner McGinn made a motion, seconded by Commissioner Dressler to approve the minutes of the public hearing held November 22, 2022 as presented. The motion carried by voice vote.

**8. Consent Agenda:**

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

On a Roll Call: Carried 7-0

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

Nays: 0

Absent: 0

- A. Independent Contractor Agreements 2023 / M22-117 (see A&F December packet)
- B. District Investments / M22-115 (see A&F December packet)
- C. Revenue and Expenditure Report and District Wide Operations Statement (see A&F December packet)
- D. Acceptance of A&F Minutes 11/22/2022 (see A&F December packet)

**9. President's Report:**

President Kinnane reported the following:

- He attended the Park District senior holiday dinner, which was very nice. He met a village who was on the park board that made a motion for the park district to become a park district.
- He attended the Hoffman Estates volunteer dinner at NOW Arena, as well as the Multi-Chamber Mixer.
- No email activity to report this month from residents.

**10. Adoption of Executive Director's Report:**

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

**11. Old Business:**

None

**12. New Business:**

**A. Tax Levy Ordinance / M22-118 / O22-003**

Commissioner McGinn made a motion, seconded by Commissioner Kaplan to approve the District's 2022 annual tax levy ordinance O22-003 in the amount of \$11,285,150.

On a Roll Call Vote:      Carried      7-0-0  
Ayes:                      7 Chhatwani, Dressler, Evans, Friedman, Kaplan, McGinn,  
                                    Kinnane  
Nays:                      0  
Absent:                    0

**B. PTELL Reduction Ordinance / O22-004**

Commissioner Chhatwani made a motion, seconded by Commissioner Dressler to approve the District's PTELL ordinance O22-004 instructing the county where to reduce the levy if necessary.

On a Roll Call Vote:      Carried      7-0-0  
Ayes:                      7 Chhatwani, Dressler, Evans, Friedman, Kaplan, McGinn,  
                                    Kinnane  
Nays:                      0  
Absent:                    0

**C. 2023 Calendar of Board/Committee Meetings / M22-107**

Commissioner Chhatwani made a motion, seconded by Commissioner McGinn to approve the District's 2023 Calendar of Board/Committee Meetings as presented. The motion carried by voice vote.

**D. Review/Release of Closed Session Minutes / M22-120 / R22-003**

Executive Director Talsma presented a list of minutes to be released. This list goes back to 2013, and we will next review everything that has not been released, going

back to 1986. Anything that was true litigation and most personnel items have been kept confidential.

Commissioner Evans made a motion, seconded by Commissioner Kaplan to approve the resolution R22-003, releasing a selection of closed session minutes dating back to 2013.

On a Roll Call Vote:	Carried	7-0-0
Ayes:	7 Chhatwani, Dressler, Evans, Friedman, Kaplan, McGinn, Kinnane	
Nays:	0	
Absent:	0	

**14. Commissioner Comments:**

Executive Director Talsma announced that at the IAPD Annual Business Meeting, four of our commissioners will be recognized for their participation in the Board Member Development Program: Pat Kinnane and Raj Chhatwani have reached Master Level, while Linda Dressler and Marc Friedman have reached Distinctive Level.

Commissioner Evans wished everyone a happy holidays, and said it has been a wonderful year. He is proud to serve the park district. He added that 12 years ago, Scott Triphahn passed away, a man with incredible vision and drive; he is the reason we are in this building and we have The Club.

Commissioner Friedman said that Scott Triphahn encouraged him to become a community representative. He said happy holidays. It was a good year for the park district. He added that the basketball in pods now is set up very well, and thanked Director Kapusinski.

Commissioner Chhatwani wished everyone a happy holidays.

Commissioner Kaplan said happy holidays and congratulations to staff on a great year. Looking forward to seeing everyone at the conference.

Commissioner Dressler thanked John Agudelo for preparing the A/V equipment for the Chamber meeting. He congratulated Marc, Pat and Robert, and Katie Burgess for being nominated for volunteer of the year with the Chamber.

President Kinnane said he did not know Scott Triphahn, but he acknowledged Keith Evans who asked him to be a community rep 11 years ago. He also met Ryan Davalos and is looking forward to his work. It has been a great year, thank you to staff and happy holidays.

**15. Adjournment:**



Commissioner McGinn made a motion, seconded by Commissioner Chhatwani to adjourn the meeting at 8:01 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Cindy Flynn  
Executive Assistant

**HOFFMAN ESTATES PARK DISTRICT  
REGULAR BOARD MEETING NO. 1085**

**EXECUTIVE DIRECTOR'S REPORT**

**January 2023**

**PARKS DIVISION REPORT**

**MOTION**

Recommend to the full board to include the Parks, Planning & Maintenance January Board Report in the January Executive Director's Report.

**ADMINISTRATION**

Bid packets have been opened for the following projects:

- Tennis Court / Basketball Court Surfacing
- Mowing Contract for 2023
- 2022 Ford F150 XLT
- Beacon Pointe Path Install

Annual safety inspection on all lifts at all facilities are complete.

Burn permits approved and received for all applied locations.

**PARKS DEPARTMENT**

Built covers for the outdoor fire pits in the beer garden at Bridges.

Setup and teardown on Winter Wonderland at Bridges and Santa Sleigh for mobile Santa.

Demo of the main bar structure at Bridges, currently working on the rebuild of the bar.

Removed old wall paper at the entrance to the Men's and Women's club locker rooms at The Club. Repaired the walls and painted.

Fixed windscreens at Bo's Run and Triphahn Center.

Repairs to the flag pole at Triphahn Center and installed new flag.

Winter plow training with all staff.

Conversion of parks facility technicians van into the mobile outreach vehicle for the recreation department.

Playground checks.

Cleaning of all district fleet vehicles along with inventory of all tools in vehicles.

HVAC and electrical maintenance and repairs.

Filter repair on activity pool defender at The Club.

Steam room valves relocated at The Club now vents are in the boiler room as well as new timers in the steam rooms.

Re-Built acid feed lines to the lap and activity pool at The Club.

Repaired broken pipe in the concrete of the whirlpool at Triphahn Center.  
 Boiler inspections with Travelers Insurance were complete.  
 Installed extra outlet in plumbing chase at TopTracer to add supplemental heater.  
 Added space heaters to areas where cold weather might affect plumbing as a precaution (parks plumbing chases & Seascape bathhouse mechanical room).  
 Vehicle fleet maintenance and repairs.  
 Woody plant removals from shorelines in preparation for controlled burns.  
 Cleanup of tree debris from parks and bridges lots by chipping logs and splitting logs.  
 Drain cleanouts as winter preparation.  
 Trash removal at parks.

## RECREATION DIVISION REPORT

### MOTION

Recommend to the full board to include Recreation & Communications/Marketing January Board Report in the January Executive Director's Report.

### *Recreation Division*



Once the budget was approved, the new Superintendent position was finalized. Steve Dietz, the current Superintendent of Recreation has accepted the Superintendent of Recreation Facilities position. This position will oversee Triphahn Center, Willow Rec Center, Vogelei Barn, ice operations and aquatics. The Superintendent of Recreation Programs position has been posted with interviews starting at the end of January. This position will oversee the STAR/Camp programs, all early childhood programs, seniors, special events and athletics.

Through November and December, the C&M team has transitioned all of the text over to the new website. This month the team will work on the design and images of the website so it is visually appealing for both the desktop and mobile user.



### *Triphahn Center*



### *Willow Recreation Center*

#### **Triphahn Center Fitness**

<u>Membership</u>	<u>12/31/2021</u>	<u>01/01/2022</u>	<u>12/31/2022</u>	<u>2022 YTD Var. +/-</u>
<b>Total</b>	<b>523</b>	<b>523</b>	<b>469</b>	<b>-54</b>

*Membership numbers do not include the free health insurance members.*

Pass	% Visited in Nov 2022	% visited in Dec 2022
TCIA Fitness Adult	55%	55%
TCIA Fitness Junior/Student	45%	57%
TCIA Fitness Senior	63%	63%
<b>Average Paid Members</b>	<b>56%</b>	<b>58%</b>
TCIA Gym Pass*	29%	38%
TCIA Renew Active*	31%	37%
TCIA Tivity Prime*	23%	21%
TCIA Silver Sneakers*	27%	26%
Average Insurance Members	<b>27%</b>	<b>31%</b>

Passes with \* are the free health insurance memberships.

### Willow Rec Center Fitness & Racquetball

Membership	12/31/2021	01/01/2022	12/31/2022	2022 YTD Var. +/-
Fitness	103	103	127	+24
Racquetball	36	36	39	+3
<b>Total</b>	<b>139</b>	<b>139</b>	<b>166</b>	<b>+27</b>

*Membership numbers do not include the free health insurance members.*

Pass	% visited in November	% visited in December
WRC Fitness Adult	45%	52%
WRC Fitness Junior/Student	55%	67%
WRC Fitness Senior	30%	26%
<b>Average Paid Members</b>	<b>43%</b>	<b>48%</b>
WRC Gym Pass *		
WRC Silver Sneakers *	15%	15%
WRC Tivity Prime *	5%	5%
WRC Renew Active *	20%	20%
<b>Average Insurance Members</b>	<b>13%</b>	<b>13%</b>

### Winter Group Fitness

Programs will all begin mid-January. Enrollment will be shared next month.



### Dog Off-Leash Areas

Membership	12/31/2021	01/01/2022	12/31/2022	2022 YTD Var. +/-
<b>Total</b>	<b>703</b>	<b>700</b>	<b>590</b>	<b>-110</b>



**General Programs:** All Fall programs ended in December. Winter registration is now open and enrollment will be highlighted next month.

Program	Fall 2021	Fall 2022
Baton & Poms	25	42
Singing & Acting (w/ Palatine PD)	12	18
A&A Music (piano & guitar)	6	6
Shotokan Karate	61	129
Tae Kwon Do	31	60
Gymnastics	112	437
Racquetball lessons	6	12
Racquetball leagues	n/a	32
New! Art Painting & Comic Drawing	n/a	13

#### Dance:

- Fall classes ended in December. There are 21 classes running with 187 dancers (compared to 20 classes running last fall with 141 dancers.)
- Winter classes begin mid-January. Registration is open. To date there are 199 dancers enrolled compared to 176 last year.

#### Special Events:

- Winter Wonderland Fest was held on December 10 at Bridges of Poplar Creek. Activities included Dog Sled demos, Sleigh Rides, S'mores station, Crafts, Games, Iceless Ice Skating and TopTracer golf. The Stars Dance Company also performed. In addition, there was a pre-registered Gingerbread House Decorating Contest.
- Drive-By Santa was held the week before Christmas. Santa visited 74 homes over two days!



#### Senior Center December events:

<u>50+ Events:</u>	<u>Date:</u>	<u>Attended:</u>
Holiday Dinner Party	12/1	45
Lincoln Park Zoo Lights Trip	12/7	29

Seniors Out Socializing	12/9	10
Naperville Trolley & Aurelio's Trip	12/14	13
Pub Trivia	12/15	35
Birthday Lunch	12/16	22
Seniors Out Socializing (Early Bird)	12/21	4

### January events:

Seniors Out Socializing (Early Bird)	1/4
Learn about Vacation Trips	1/10
Lunch and Learn Oak Street Health	1/11
Movie Night Out	1/12
Healing Paws Dog Visit	1/18
Elvis Game Night	1/19
Seniors Out Socializing Dinner	1/20
Lunch and Learn Brookdale	1/25
Pub Trivia	1/26
Birthday Lunch	1/27



*Early Childhood*

### Little Stars Child Care

There are 39 children enrolled in LSC compared to 37 last year.

	December 2022
5 days/week	25
4 days	2
3 days	11
2 days	1

Starting in January, the four-day option will be removed. In addition, any new child that enrolls in 3 days will attend MWF and anyone that attends 2 days will attend T/TH. This will help with staffing ratios and keeping the weekly rosters clean.

Marketing is increasing efforts to push enrollment. Two open houses will be held the end of January and early February.

## Part-Day Preschool 22/23

21-22 TC		22-23 TC		21-22 WRC		22-23 WRC	
Threeschool	12	Threeschool	12	Threeschool	4	Threeschool	c
2's Playschool	24	2's Playschool	20	2's Playschool	10	2's Playschool	c
3's & 4's	85	3's & 4's	89	3's & 4's	25	3's & 4's	37
<b>Total</b>	<b>121</b>	<b>Total</b>	<b>121</b>	<b>Total</b>	<b>40</b>	<b>Total</b>	<b>37</b>

Staff is preparing for the 23/24 preschool launch with registration, open houses and tours. Registration opens in February for the 23/24 school year.

### Enrichment Classes:

Preschool enrichment classes ended in December. Enrollment is open for Winter session and will begin mid-January.



## School Age - STAR and Day Camps

### STAR Enrollment 22/23

	3 days before	3 days after	5 days before	5 days after	<b>Total enrolled 22/23</b>	<i>Total enrolled last year 21/22</i>
Armstrong	7	12	21	24	<b>64</b>	47
Fairview	3	8	13	28	<b>52</b>	58
Lakeview	1	6	13	29	<b>49</b>	55
MacArthur	0	12	29	34	<b>75</b>	58
Muir	3	5	14	19	<b>41</b>	41
Lincoln Prairie	7	11	23	16	<b>55</b>	43
<b>Total for D54</b>	<b>19</b>	<b>54</b>	<b>114</b>	<b>153</b>	<b>336</b>	<b>302</b>
Whiteley	2	11	28	35	<b>76</b>	85
Thomas Jefferson	3	12	16	43	<b>74</b>	54
<b>Total for D15</b>	<b>5</b>	<b>23</b>	<b>44</b>	<b>78</b>	<b>150</b>	<b>139</b>

### Kinder STAR 22/23 enrollment:

K-STAR currently has 30 children enrolled compared to 34 last year.

	<b>AM</b>	<b>PM</b>
Whiteley	5	8
Thomas Jefferson	10	7

## School Days off Enrollment: Winter Break

Date	TC	WRC
12/27 : Waterworks	34	8
12/28: Bowlero	27	9
12/29: Elk Grove Cinema	29	9
Jan 2: Parkour	24	12
Jan 3: Enchanted Castle	30	15
Jan 4: Strange World Movie	33	20
Jan 5: Legoland	39	23
Jan 6: Poplar Creek Bowl	30	18



*Youth Athletics*

## Basketball

**Little Hoopers Basketball League** \*New\* Registration for Little Hoopers league continued into the month of December. We reached the max of 40 players for our 5:30 p.m. timeslot and six for our 6:40 p.m. timeslot. Little Hoopers is a Pre-K league guided to give younger players an opportunity to play before grade school. The league is set to start on January 13.

**Winter League Basketball** - Practices started in December. The first games were January 7.

	1/2 Co-ed	3/4 <sup>th</sup> Boys	5/6 Boys	7/8 Boys	3/4 Girls	5/6 Girls	7/8 Girls	Total
2021-22	86	70	60	38	20	14	0	286
<b>2022-23</b>	<b>121</b>	<b>60</b>	<b>64</b>	<b>38</b>	<b>20</b>	<b>11</b>	<b>0</b>	<b>314</b>

## Soccer Lessons

Soccer Fundamentals classes run by HUSC for fall had 201 children enrolled, compared to 109 last year. Classes ended in December. Winter classes begin mid-January. To date there are 43 children enrolled compared to 37 last year.

## Indoor Soccer League

To date, there are 96 children enrolled compared to 54 last year. The league begins mid-January.



	<b>2023</b>
Pre-K	19
K-2 <sup>nd</sup>	33
3 <sup>rd</sup> -5 <sup>th</sup>	21
5 <sup>th</sup> -8 <sup>th</sup>	23

## Adult Pickleball League

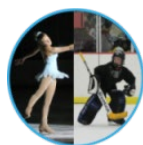
Fall Pickleball league ended early December.

- First Timer League: 17 players
- Social League: 18 teams
- Level 3.5+: 6 teams

Winter league begins mid-January. The program is sold out with: 24 first timers, 18 social teams and 6 advanced teams. The first league started last January 2022 with 18 teams.

## E-Sports

- Kid's Night Out was held on December 12 with 16 participants.
- A Fortnite Tournament was held on December 9 with 13 participants. Another tournament was held on January 5 over winter break with 9 participants.
- We had 2 birthday parties at the ESports Zone.
- December was the last month we offered a membership. In 2023 there will no longer be ESports Memberships. The focus of ESports will be on events, parties and rentals.



*Ice Operations*

## Hockey:

Fall/Winter League: There are currently 202 players enrolled in the league compared to 185 last year. This league runs through March.

	<b>Fall 2021</b>	<b>Fall 2022</b>
Mites	36	44
Squirts	48	51
Pee Wees	23	28

Bantams	32	31
Midgets	30	31
Wolverines U14	16	17
<b>TOTAL</b>	<b>185</b>	<b>202</b>

Wolf Pack Prime started the first week of November. This is for players who want “more” – they receive extra practice and two tournaments.

	2021	<b>2022</b>
Squirts	18	<b>14</b>
Pee Wees	17	<b>14</b>
Bantams	15	<b>15</b>
Total	50	<b>43</b>

- An adult hockey league has six teams compared to five last fall.
- Try Hockey For Free was held on December 12. There were 51 children who participated.
- Stick & Puck drop-in hockey was held over winter.
- Pond Hockey clinics were also held over winter break. There were 8 children who participated in the Pond Hockey clinic.

**Hockey lessons:** Winter lessons began early January.

	<b>Winter 2022</b>	<b>Winter 2023</b>
Tot Hockey	43	37
Level 1	34	37
Level 2	44	25
<b>Total</b>	<b>121</b>	<b>99</b>

### **Figure Skating:**

The winter session of Figure Skating started mid-January. There are 363 skaters enrolled in winter (compared to 365 last year). Registration is still open for winter. While winter season is historically high, 2022 saw higher enrollment numbers across the entire year, resulting in higher revenue overall.

There are 17 skaters enrolled in the monthly freestyle ice membership. There also is an average 20 skaters that pay drop-in for freestyle ice instead of the unlimited ice use membership.

### **Public Skate for December:**

December & winter break are some of the busiest times for public skate!

- December 4: 32 pre-registered plus 83 walk-ins
- December 18 (Skate with Santa): 298 pre-registered plus 81 walk-ins
- December 28: 75 pre-registered plus 185 walk-ins
- December 30: 84 pre-registered plus 184 walk-ins
- January 4: 140 pre-registered plus 188 walk-ins
- January 6: 121 pre-registered plus 166 walk-ins



## *Aquatics*

**Indoor Swim Lessons:** Fall lessons ended in December.

	<b>December 2021:</b>	<b>December 2022:</b>
Group	60	154
Parent / Tot	10	12
Tot	6	9
Adult	n/a	9
<b>Total</b>	<b>76</b>	<b>184</b>

Winter lessons began the second week of January. Enrollment will highlighted next month.



## *Communications and Marketing*

December was busy with the launch of the winter programs, preparing for winter fitness promotions, winter break activities and special events. The month's social media was focused on Winter Wonderland Fest, Winter Break activities, TopTracer, and winter registration.

### **Special Projects**

- Website
- Gift Card Promotions
- Student Fitness Passes

### **Community Involvement:**

- Arts Commission – Village Commission Meeting
- Hoffman Estates Chamber of Commerce Board Meeting
- Fourth Fest meeting

**Events Promotions:**

- Winter Wonderland Fest

**Club**

- January Promotion
- Basketball programs
- Group Exercise changes
- Football squares
- Referral program
- 12 Days of Fitmas

**Bridges**

- TopTracer closing for season
- TopTracer re-opening (due to warmer weather)
- Menu updates

**Recreation Program promotions**

- Seascape Pass Sales
- Indoor Soccer
- Mid-Year Preschool Openings
- Preschool Open Houses
- Full Day Child Care
- Public Skate
- No School Day Off Trips
- E-sports Winter Break activities

**Email campaigns:**

Eight e-blasts were sent out this month.

- All District (12/1) – 36% open rate, 351 clicks
- All District (Focused ) (12/6) - 49% open rate, 353 clicks
- Winter Wonderland email (12/8) - 36% open rate, 64 clicks
- All District (12/13) – 36% open rate, 193 clicks
- All District (12/20) - 47% open rate, 233 clicks
- All District (12/22) - 40% open rate, 61 clicks
- All District (12/27) - 35%, 194 clicks
- All District (12/29) - 42% 178 clicks

**# of Followers:**

Account	Social Media Platform	Dec 2022	Nov 2022	Oct 2022	Sept 2022	August 2022	July 2022	June 2022	May 2022	APRIL 2022
<b>Bridges of Poplar Creek</b>	Facebook	1250	1240	1222	1221	1233	1201	1170	1160	1149
	Instagram	168	165	166	165	159	155	154	151	150
	Twitter	160	161	161	162	161	161		160	159
<b>The Club</b>	Facebook	1806	1719	1714	1712	1725	1707	1697	1698	1627
	Instagram	446	442	438	434	438	425	419	418	407
	Twitter	46	46	46	46	46	46	46	46	46
<b>HEParks</b>	Facebook	6849	6748	6732	6694	6526	6190	6066	6007	5883
	Instagram	1133	1120	1113	1101	1092	1072	1056	1041	1041
	Twitter	1116	1120	1120	1128	1121	1114	1110	1,107	1103
<b>Ice Academy</b>	Facebook	121		117	117	116	115	115	115	113
<b>Wolf Pack</b>	Facebook	506	501	492	487	473	467	460	449	437
	Instagram	497	483	468	445	432	424	418	416	414
<b>Senior Center</b>	Facebook	142	140	138	138	137	137	138	138	137

**Social Media:**

- HEParks' main Facebook page had 2,860 link clicks in December. 1,578 of those clicks were directly to heparks.org. The other clicks went to webtrac.
- There were 80 social media posts made to the main HEParks Facebook and Instagram accounts.
- The most popular post and one of the top unboosted posts of the year was the Winter Wonderland social media post prior to the event. The post reached 6,648 people with 1,039 engagements.
- The second highest post of the month was the Job Fair announcement, with a reach of 5,601 and 312 engagements.

**Website:**




- Top Five Visited webpages: Home, Program Guide, Winter Wonderland, Public Skate, Winter Break Activities (last year was: Home, Program Guide, Public Skate, Winter Break, Figure Skating)
- Out of all the pages on our website, these program pages saw the highest visits in December: Figure Skating, Youth Sports, Soccer, Dance, Seniors and Basketball.

## **BRIDGES DIVISION REPORT**

### **Motion**

Recommend to the full board to include the Parks, Planning & Maintenance January Board Report in the January Executive Director's Report.

### **Bridges General Programs**

-  “Golf Course was open in December” will always be the best highlight of this month. Staff was able to have the course open for play through December 6. Helping us add on another 184 rounds.
-  Breakfast with Santa was another huge success. We had a total of 342 guests attend this annual event.
-  TopTracer was closed for the season on December 20 with the forecast calling for a major snow storm and extreme cold temperatures. Staff winterized the facility to close for the season. Staff quickly reverted as the weather shifted for some great winter weather with temperatures in the high 40s. TopTracer is still currently open and will remain open until temperatures shift into the low 20s or with any significant snow fall.

### **Golf Rounds**

MONTHLY ROUND TOTALS					
2018	2019	2020	2021	2022	5 Year Average
0	0	438	633	184	251
YTD ROUND TOTALS					
2018	2019	2020	2021	2022	5 Year Average
26,195	24,299	26,790	31,115	29,571	27,594

### **Range Basket Sale Totals**

MONTHLY RANGE BASKET SALES TOTALS					
2018	2019	2020	2021	2022	5 Year Average
31	0	209	222	140	120
YTD RANGE BASKET SALES TOTALS					
2018	2019	2020	2021	2022	5 Year Average
17,284	18,755	16,816	19,964	17,646	18,093

## TopTracer Hour Totals

MONTHLY TOPTRACER RESERVATION HOUR TOTALS	
	2022
	183 Hours
YTD TOPTRACER RESERVATION HOUR TOTALS	
	2022
	3,871

## Food & Beverage

### December

1 50+ club dinner for 46 guests  
1 holiday luncheon servicing 44 guests  
2 all-day meetings hosted by PDRMA servicing 33 guests  
BWS servicing 342 guests

### January

1 shower servicing 23 guests  
1 breakfast meeting servicing 25 guests  
1 all-day meeting servicing 22 guests

### Wedding Counts

#### 2022

13 ceremony/receptions (4 cancelled in January to move to different county); 1 reception only

#### 2023

1 ceremony only  
1 reception only  
8 ceremony/reception



## December 2022

Membership Totals	12/31/2021	1/01/2022	1/01/2022	Var. +/-
Totals	2160	2160	2418	+258

## Member Services/Sales

- The Club team enrolled 143 new members in December, the best December we have had since 2012! This impressive enrollment number brought The Club to a net 258 members for the year. The staff worked extremely hard to achieve this number given a very rough start to 2022 when

we lost 250 members in January and February due (mostly) to the combo of vaccine mandates and ongoing mask mandates.

- December was the “month of gifting” where we offered an Adidas packable backpack with enrollment.
- Visit numbers continue to increase in December with a total of 15,606 check-ins for the month, including the student winter pass holders who visit frequently.
- We had 2,031 unique visits in December. Meaning, approximately 80% of members visited/using the facility at least once a month. This high usage number matches what we continue to see with increased activity in the facility.
- The Club team sold an additional 95 student passes in December for a total of 116 Winter Student Passes sold.
- The Club had 95 United Healthcare Renew Active pass holders use the facility in December (at least one time)

#### **Operations and Fitness Departments:**

- The Club rentals were extremely active in December.
  - (3) Overnight lock-ins
  - (7) Birthday parties
  - (8) Windy City Bulls practices
  - (26) volleyball rentals
  - (12) basketball rentals
  - (6) soccer rentals
  - (26) Pickleball court rentals
- The Club hosted a Parents Night Out event on December 17, with 10 children in attendance,
- A second gymnasium curtain was installed in December, matching the one installed earlier this year.
- All basketball hoops and mechanisms were inspected and cables replaced. Three motors will need replacement on baskets that are not functioning.
- The Club Fitness department offered a fun “12 Days of Fitmas” challenge where participants got to hang an ornament on the “tree” on the windows of the membership office after they completed the challenge.
- The Club’s Fitness Manager coordinated a cookie exchange with participants in the aqua classes in December.

### **ADMINISTRATIVE SERVICES DIVISION REPORT**

#### **Motion:**

Recommend the January Administrative Services Report to be included in the January Executive Director’s Report for Board approval.

#### **Administrative Services:**

- Attended the PDRMA Safety Coordinator Group meeting. The topic was winter safety.



- Took part in the PDRMA Risk Management training about armed intruders entitled: “Building Intruder and Facility Lockdown Procedures” at Streamwood Park District Park Place Recreation Center.
- Transitioned to new CDL random drug testing provider, Northwest Community Hospital. This move will put us in a larger testing group and will save the District money.
- Implemented automated “New Employee Set-up” form via PandaDoc. This new form will give C&M, Finance, and IT quicker notification of new hires.
- Featured in a PDRMA PULSE newsletter article entitled “How to Manage Ice-Related Risks”.
- Assisted a new retiree with his health insurance transition to PDRMA’s retiree health insurance continuation program.

#### **Human Resources:**

- Began the process of migrating our existing positions into the new BreezyHR applicant tracking system.
- Assisted the management team with the annual evaluations.
- Input all salary changes for 2023 into our BS&A payroll system.
- Conducted Job Fair with Recreation to promote current job openings and 2023 summer seasonal jobs.
- Met with HSA Bank to set up the new HSA benefit for employees enrolled in our high deductible PPO.
- Processed 4 new part-time hires.
- Processed new full-time IT Specialist, Kevin Hassler.
- Attended PDMRA PATH Wellness Program 2023 preview webinar and 2023 PATH Essentials webinar.
- Continued with onsite office hours at Bridges and The Club.

### **FINANCE AND IT DIVISION REPORT**

#### **Motion:**

Forward the January Finance & IT Report to be included in the January Executive Director’s Report for Board approval.

#### **Finance/Administration:**

- The 2022 payroll files were closed in preparation for issuing and distributing W2 forms to staff.
- The 2022 accounts payable files were closed in preparation for issuing and distributing 1099 forms as required.
- Staff continues working on year-end account verification and preparation for the 2022 audit process.
- The Tax Levy Ordinance and Property Tax Limitation Ordinance were filed with the county as required.
- The 2023 payroll tax tables were uploaded before the first payroll in 2023.

- The 2023 purchase order system numbering sequence was updated to begin the New Year.
- Working with staff on pending open purchase orders to finalize 2022.
- Processed applicable monthly and quarterly returns as required.
- Processed Club/TC/WRC cancellations, including attaching documentation to RecTrac household members and member holds before January billing.
- Completed BSA software updates.
- Staff is preparing documentation for IAPD/IPRA Soaring to New Heights Conference.
- RecTrac Enhancements/Processes
  - Automated additional reporting
- Payroll Cycle Processing
  - 12/09/22      \$293,689.98
  - 12/23/22      \$312,810.97

**Administrative Registration/EFT Billing:**

- EFT Billings for:
  - Sponsorship/Marquee
  - LSC (weekly)
  - Club/TC/WRC Fitness
  - Locker
  - Freestyle
  - Preschool
  - STAR / KSTAR
  - Dance Company
  - Youth Hockey
- Administrative
  - Database Maintenance
    - Duplicate Households
    - Employee Pass
  - Program Fee/Rule Adjustments
  - Assisted in Training New Staff
  - Transferred Spring & Summer programs to history
- Administrative Registration for:
  - Park Permits

- Waitlist Enrollments
  - STAR
  - Preschool

### **Technology:**

- Security Cameras
  - Server hardware was obtained and is currently being configured by Sterling.
- Continuing to work with Peerless Networks to audit all analog lines and determine the necessity or decommission.
- Virtual Server Host Servers and Immutable Backup Server
  - Immutable (or unchangeable) backups are copies of files and data that cannot be altered or tampered with for a preset period. We plan to take advantage of immutable backups to ensure a secure backup in the event of a ransomware attack.
  - Sterling completed the purchase and installation. Daily backups are running faster and more efficiently.

## **Park District Updates 12.22.2022**

Please note that if a Park Commissioner would like to be registered for any event please contact Cindy.

### **Upcoming Events**

- [Dec 28 - Public Skate](#)
- [Dec 29 - Kids Day Off](#)
- [Dec 30 - Public Skate](#)
- [Jan 4 - Public Skate](#)
- [Jan 6 - Public Skate](#)
- [Jan 7 - Try Baton For FREE!](#)
- [Jan 7 - Community Fitness Day](#)
- [Jan 8 - Try Ice Fishing for Free!](#)
- [Jan 8 - Public Skate](#)
- [Jan 10 - Belay Certification Class](#)
- [Jan 16 - Public Skate](#)
- [Jan 21 - Daddy Daughter Dance](#)

[As of 12:30 p.m. today \(Thursday\), we have no additional closures scheduled. Our holiday hours are posted on our website.](#)

[Happy Holidays to all of our Commissioners, Community Representatives and fellow Community Organizations!](#)

We hope you all are able to enjoy some time with your loved ones, and stay safe in the weather this weekend.

**Community Update with Mayor McLeod – Wednesday, February 15, 7:30-9:00 a.m.**

Mayor McLeod will provide a recap of 2022 and discuss the exciting initiatives planned for 2023 on Wednesday, February 15 at the NOW Arena. Breakfast is included, starting at 7:30 a.m., with the presentation beginning at 8:00 a.m. The fee is \$30 for members and \$40 for non-members. Click [here](#) to register.

Have a great weekend!

Thanks,  
Craig

**Park District Updates 12.29.2022**

Please note that if a Park Commissioner would like to be registered for any event please contact Cindy.

**Upcoming Events**

- **Dec 30 - Public Skate**
- **Jan 4 - Public Skate**
- **Jan 5 - Fortnite Tournament at the E-Sports Zone**
- **Jan 6 - Public Skate**
- **Jan 7 - Try Baton For FREE!**
- **Jan 7 - Workout for FREE at Triphahn Center and Willow Rec Center**
- **Jan 8 - Try Ice Fishing for Free!**
- **Jan 8 - Public Skate**
- **Jan 10 - Belay Certification Class**
- **Jan 16 - Public Skate**
- **Jan 21 - Daddy Daughter Dance**
- **Jan 22 - Public Skate**

**Happy New Year to all of our Commissioners, Community Representatives and fellow Community Organizations!**

HEParks Staff would like to send all of you our best wishes for 2023!

**Community Update with Mayor McLeod – Wednesday, February 15, 7:30-9:00 a.m.**

Mayor McLeod will provide a recap of 2022 and discuss the exciting initiatives planned for 2023 on Wednesday, February 15 at the NOW Arena. Breakfast is included, starting at 7:30 a.m., with the presentation beginning at 8:00 a.m. The fee is \$30 for members and \$40 for non-members. Click [here](#) to register.

Have a great weekend!

Thanks,  
Craig

## **Park District Updates 1.6.2023**

Please note that if a Park Commissioner would like to be registered for any event please contact Cindy.

### **Upcoming Events**

- **Jan 6 - Public Skate**
- **Jan 7 - Try Baton For FREE!**
- **Jan 7 - Workout for FREE at Triphahn Center and Willow Rec Center**
- **Jan 8 - Try Ice Fishing for Free!**
- **Jan 8 - Public Skate**
- **Jan 10 - Belay Certification Class**
- **Jan 16 - Public Skate**
- **Jan 21 - Daddy Daughter Dance**
- **Jan 22 - Public Skate**
- **Feb 5 - Public Skate**
- **Feb 11 - Mommy and Son Dance**
- **Feb 19 - Public Skate**

#### **Dr. Martin Luther King, Jr. Community Breakfast – Monday, January 16, 8:00 a.m.**

The Village of Hoffman Estates and the Cultural Awareness Commission will hold the 19<sup>th</sup> Annual Dr. Martin Luther King, Jr. Community Breakfast on Monday, January 16 at the Village Hall, beginning at 8:00 a.m. The event will include entertainment and a keynote speaker. Reservations are limited and are first come, first served. A copy of the invitation is attached.

#### **Community Update with Mayor McLeod – Wednesday, February 15, 7:30-9:00 a.m.**

Mayor McLeod will provide a recap of 2022 and discuss the exciting initiatives planned for 2023 on Wednesday, February 15 at the NOW Arena. Breakfast is included, starting at 7:30 a.m., with the presentation beginning at 8:00 a.m. The fee is \$30 for members and \$40 for non-members.

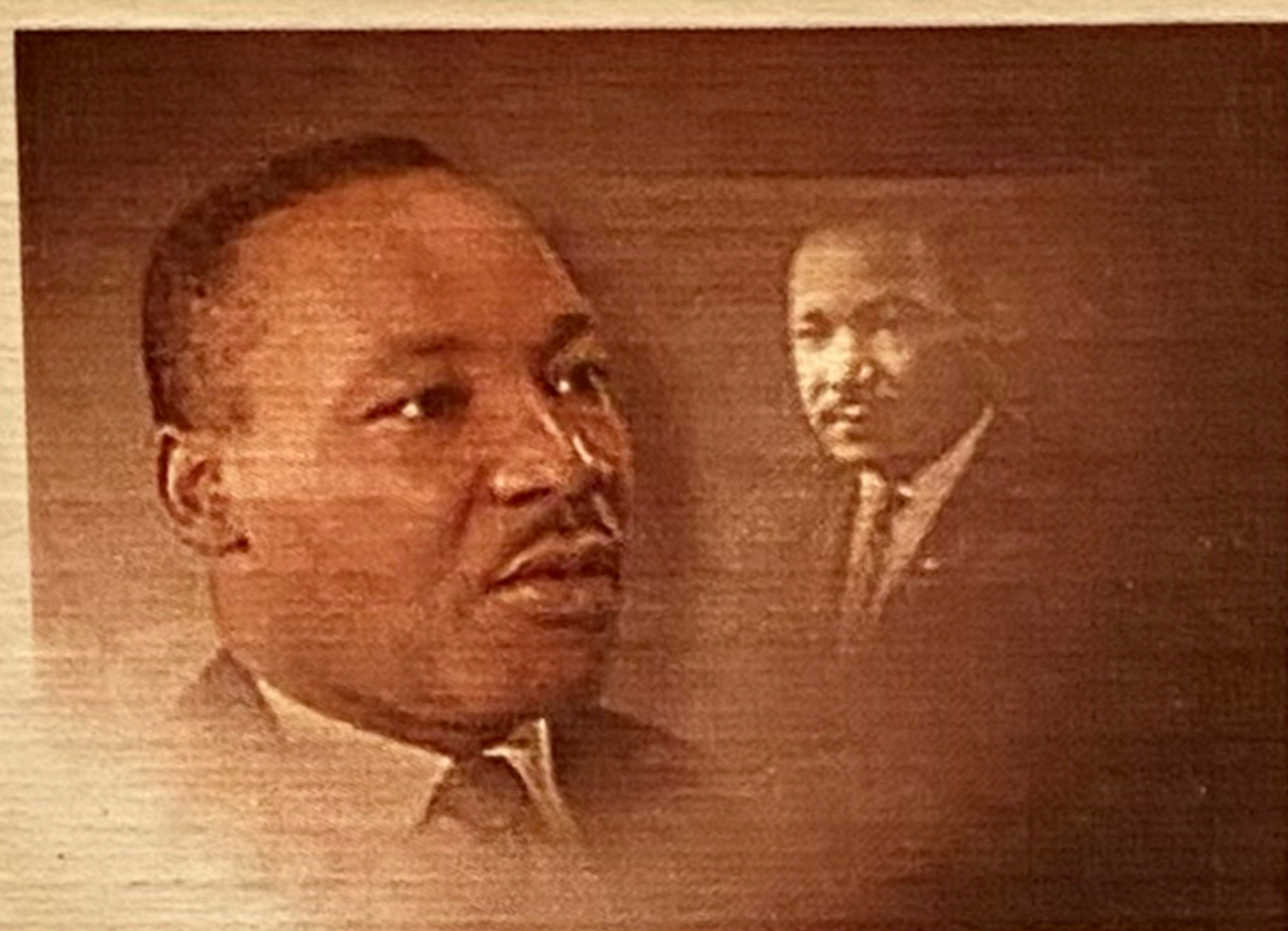
Have a great weekend!

Thanks,  
Craig





The Village of Hoffman Estates and the Cultural  
Awareness Commission  
Cordially invite you to the 19<sup>th</sup> Annual  
Dr. Martin Luther King, Jr. Community Breakfast  
Monday, January 16, 2023



**Breakfast will begin promptly at 8:00 a.m.**

**Entertainment by:**  
**Christian Tabernacle Church Praise Choir**  
**Char**

**Special Keynote Address Given by:**  
***Hassahn Liggins***

**Speaking on the topic of “*Be the Miracle*”**

.....

**This joyful program will be held at the  
Hoffman Estates Village Hall – 1<sup>st</sup> Floor  
1900 Hassell Road - Hoffman Estates 60169**

**Seating is very limited!**

**(Reservations\* are being taken as First Come, First Served)**

**\*There is a limit of 4 per reservation for this event**

**RSVP's are being accepted through  
*Wednesday, January 11, 2023, or until full*  
To register, please call 847-781-2606 or visit  
[www.hoffmanestates.org/government/event-registration](http://www.hoffmanestates.org/government/event-registration)**

***Also, please bring non-perishable can goods for our community food pantries. Thank you!***



## **Park District Updates 1.13.2023**

Please note that if a Park Commissioner would like to be registered for any event please contact Cindy.

### **Upcoming Events**

- [Jan 16 - Public Skate](#)
- [Jan 21 - Daddy Daughter Dance](#)
- [Jan 22 - Public Skate](#)
- [Feb 4 - Little Stars Childcare Open House!](#)
- [Feb 5 - Public Skate](#)
- [Feb 11 - Mommy and Son Dance](#)
- [Feb 19 - Public Skate](#)
- [Feb 20 - Public Skate President's Day](#)
- [Feb 25 - Try Hockey for FREE!](#)
- [Mar 5 - Public Skate](#)
- [Mar 12 - Try Figure Skating for FREE](#)
- [Mar 19 - Public Skate](#)

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Have a great weekend!

Thanks,  
Craig

## **Park District Updates 1.20.2023**

Please note that if a Park Commissioner would like to be registered for any event please contact Cindy.

### **Upcoming Events**

- [Jan 21 - Daddy Daughter Dance](#)
- [Jan 22 - Public Skate](#)
- [Jan 24 - Preschool & Child Care Open House – Triphahn Center](#)
- [Jan 24 - Little Stars Childcare Open House](#)
- [Jan 25 - Preschool Open House – Willow Rec Center](#)
- [Feb 4 - Little Stars Childcare Open House!](#)

- **Feb 5 - Public Skate**
- **Feb 11 - Mommy and Son Dance**
- **Feb 14 - 50+ Valentines Day Dinner and Dancing**
- **Feb 19 - Public Skate**
- **Feb 20 - Public Skate President's Day**
- **Feb 23 - Girls Night Out**

**Community Update with Mayor McLeod – Wednesday, February 15, 7:30-9:00 a.m.**

Mayor McLeod will provide a recap of 2022 and discuss the exciting initiatives planned for 2023 on Wednesday, February 15 at the NOW Arena. Breakfast is included, starting at 7:30 a.m., with the presentation beginning at 8:00 a.m. The fee is \$30 for members and \$40 for non-members.

Have a great weekend!

Thanks,  
Craig



## MEMORANDUM NO. M23-009

**TO:** Administrative & Finance Committee  
**FROM:** Craig Talsma, Executive Director  
Nicole Hopkins, Director of Finance & Administration  
**RE:** 2023 Budget and Appropriation Ordinance O-22-006  
**DATE:** January 24, 2023

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### **Motion:**

Recommend to the full Board the approval the final Budget and Appropriation Ordinance O-22-006.

### **Background:**

State law requires filing our Budget and Appropriation Ordinance with the county by the end of the first quarter of the fiscal year. The District has previously filed in December along with our Tax Levy but voted last year to move the approval to January. By delaying the filing, the District can consider any information that becomes available at the end of the year to make adjustments.

The tentative ordinance was approved December 13, 2022 and will have been on display the required 30 days before filing. Additionally, the District will hold a public review meeting on January 24, 2023, which was properly advertised. The final ordinance is attached for approval.

### **Rationale:**

Due to additional information from December activity, we were able to adjust projections and budget line items to offset these additional costs in operating funds. For the 2023 budget, the Point to Point upgrade from Bridges to Seascap was moved from Bridges to the Recreation fund. This piece of hardware is for the benefit of Seascap to allow them to share network connectivity with Bridges of Poplar Creek. The quotes came in for the repair of the RTU at The Club, and the inflationary impact was more significant than expected. The budget was increased by \$15,000 for a total of \$60,000. Developer donations are negotiated by staff in lieu of a land donation. \$613,000 was added to revenue for the Bell Works project.

Additionally, the Plum Grove Farms payment was moved from 2022 to 2023 as negotiations are ongoing with the Barrington Hills Park District. Finally, the Desk Wages for Triphahn Community Center were reduced as staff to cover rentals was already considered through increased desk hours. Minor adjustments were made for retirement contributions.

**ORDINANCE NO. 022-006**  
**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, 2023 and**  
**ending on the thirty-first (31st) day**  
**of December, 2023**

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 2022 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), 2023 and ending on the thirty-first (31st) day of December, 2023, 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, 2023 and ending the last day of December 2023.

## **I. Corporate Fund**

<b>Beginning Cash</b>	4,986,528
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### **Income**

#### Administration

Interfund Charges	316,865
Property Taxes	5,382,700
Investment Income	185,584
Grant Reimbursement	135,000
Rental Income	76,599
Miscellaneous	15,000

<b>Total Corporate Fund Income</b>	6,111,748
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<b>Total Corporate Fund Appropriation</b>	11,098,276
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### **Budgeted and Appropriated Expenditures**

#### Administration

Property & Liability Insurance	123,021
Employment Insurance	155,243
Unemployment Insurance	35,100
Loss Prevention	7,499
Audit Service	17,700
Payroll	1,239,059
Employee Benefits	179,848
Education & Training	14,685
Contracted Services	50,630
Service & Rental Agreements	93,750
Supplies & Equipment	20,500
Dues & Subscriptions	20,000
Administrative Expenses	45,380
Utilities	13,164
Equipment	2,000
Technology Equipment	17,600
Miscellaneous	9,000
Payroll	1,891,258
Employee Benefits	278,100

	Education & Training	10,000
	Contracted Services	166,606
	Supplies & Equipment	102,150
	Dues & Subscriptions	2,475
	Administrative Expenses	2,600
	Utilities	208,100
	Equipment	15,000
	Maintenance & Repair	437,355
	Property Maintenance	132,750
	Fuel and Lubricants	100,000
Capital		
	Plum Farms Annexation	25,000
	Beacon Point Enhancement	253,250
	Veeam Backup Server	9,300
	Virtual Servers	5,425
	Pine Playground	325,000
	Software Licensing	28,200
	<b>Total Corporate Fund Expenditures</b>	<b>6,036,748</b>
<b>Estimated Ending Cash</b>		<b>5,061,528</b>
<b>II. Recreation Fund</b>		
<b>Beginning Cash</b>		<b>3,118,229</b>
<b>Income</b>		
Administration		
	Interfund Charges	338,209
	Property Taxes	944,000
	Investment Income	11,253
	Rentals	67,000
	Concessions	14,400
	Miscellaneous	-
Communications & Marketing		
	Corporate Relations	126,900
Triphahn Center		
	Rentals	64,500
	Memberships	121,000
	Guest Services	4,500
	Fitness Programs	10,000
Willow Recreation Center		
	Sponsorship/Advertising	4,900

	Rentals	92,000
	Memberships	58,945
	Guest Services	2,005
	Courts	5,000
	Racquetball	2,500
	Leagues/Tournaments	4,550
	Fitness Programs	2,720
General Leisure Services		
	General Programs	38,645
	Gymnastics	85,218
	Martial Arts	107,616
	Esports	12,000
	Special Events	18,250
	Dance	145,000
Senior		
	Senior Programs	23,220
	Sponsorship/Advertising	3,000
Early Childhood		
	General Programs	40,708
	Day Camps	32,840
	Preschool	267,000
	Parent/Tot	22,394
	Full Day Day Care	477,752
Youth Programs		
	Youth Camps	102,148
	Youth Programs	389,000
	Star	967,729
Adult Athletics		
	Basketball Leagues	-
	Softball Leagues	10,740
	Pickleball League	10,184
Youth Athletics		
	General Programs	9,800
	Basketball	65,500
	Baseball	67,035
	Soccer	107,918
	Cricket	23,100
Seascape		
	Grant Revenue	1,800
	Rentals	26,350
	Memberships	105,000

	Daily Fees	169,880
	Concession Sales/Rental	-
	Lessons	41,820
	Special Events	4,800
Ice		
	Rentals	559,700
	Daily Fees	24,500
	Concession Sales/Rental	3,500
	Figure Skating Lessons	335,952
	Hockey Camps	32,460
	Hockey Lessons	36,844
	Hockey Adult Leagues	31,200
	Hockey Youth Leagues	388,000
	Special Events	-
	<b>Total Recreation Fund Income</b>	<b>6,662,985</b>
<b>Total Recreation Fund Appropriation</b>		<b>9,781,214</b>
<b>Budgeted and Appropriated Expenditures</b>		
Administration		
	Interfund Charges	750,000
	Payroll	1,551,907
	Employee Benefits	242,500
	Education & Training	22,331
	Contracted Services	23,242
	Service & Rental Agreements	23,000
	Dues & Subscriptions	3,384
	Administrative	1,000
	Utilities	505,500
	Equipment	4,603
	Credit Card Processing Fees	109,520
Communications & Marketing		
	Corporate Relations	3,000
	Payroll	76,227
	Education & Training	-
	Contracted Services	24,230
	Supplies	4,318
	Dues & Subscriptions	10,471
	Printing & Publication	-
	Advertising	40,000
Maintenance		
	Payroll	233,748
	Employee Benefits	40,000
Triphahn Center		

Guest Services	2,267
Fitness Program Expense	5,667
Payroll	116,782
Supplies & Equipment	4,960
Maintenance & Repairs	5,500
Willow Recreation Center	
Rentals	1,867
Memberships	3,800
Guest Services	700
Racquetball	1,176
Leagues/Tournaments	1,449
Fitness Programs	1,486
Payroll	80,399
Supplies & Equipment	10,045
Maintenance & Repairs	4,000
General Leisure Services	
General Programs	13,483
Gymnastics	59,653
Martial Arts	79,370
Vogelei Program Expense	7,753
Special Events & Trips	43,977
Dance	89,596
Senior	
Memberships	5,958
Senior Programs	20,117
Early Childhood	
General Programs	24,203
Day Camps	18,126
Preschool	162,115
Parent/Tot	9,638
Full Day Day Care	191,999
Youth Programs	
Youth Camps	74,287
Youth Programs	245,627
Star	507,750
Adult Athletics	
Basketball Leagues	-

	Softball Leagues	6,263
	Pickleball League	3,220
Youth Athletics		
	General Programs	6,800
	Basketball	37,706
	Baseball	41,482
	Soccer	73,648
	Cricket	2,520
Seascope		
	Lessons	17,207
	Special Events	1,300
	Payroll	255,520
	Employee Benefits	6,997
	Education/Training	8,260
	Contracted Services	4,469
	Supplies & Equipment	37,988
	Utilities	57,500
	Equipment	-
Ice		
	Daily Fees	9,419
	Figure Skating Lessons	103,068
	Hockey Camps	14,385
	Hockey Lessons	19,085
	Hockey Adult Leagues	9,226
	Hockey Youth Leagues	203,850
	Special Events	-
Capital		
	Lounge Chairs	8,250
	Tc Fitness Remodel	150,000
	P2P Router Bridges To Seascope	11,000
	<b>Total Recreation Fund Expenditures</b>	<b>6,551,894</b>
<b>Estimated Ending Cash</b>		<b>3,229,320</b>

### III. I.M.R.F. Fund



<b>Beginning Cash</b>	476,971
<b>Income</b>	
Property Taxes	28,000
Investment Income	12,022
<b>        Total I.M.R.F. Fund Income</b>	40,022
<b>Total I.M.R.F. Fund Appropriation</b>	516,993
<b>Budgeted and Appropriated Expenditures</b>	
IMRF Interfund Charges	226,932
<b>        Total I.M.R.F. Fund Expenditures</b>	226,932
<b>Estimated Ending Cash</b>	290,061

#### **IV. Debt Service**

<b>Beginning Cash</b>	1,723,860
<b>Income</b>	
BABs Rebates	-
Bond Proceeds	2,077,450
Interfund Transfers	1,300,000
Property Taxes	3,563,273
Investment Income	45,000
<b>        Total Debt Service Fund Income</b>	6,985,723
<b>Total Debt Service Fund Appropriation</b>	8,709,583
<b>Budgeted and Appropriated Expenditures</b>	
Bond Issue Costs	30,000
Bond Principal & Interest Payments	6,955,723
<b>        Total Debt Service Fund Expenditures</b>	6,985,723
<b>Estimated Ending Cash</b>	1,723,860

#### **V. Special Recreation**

<b>Beginning Cash</b>	879,616
<b>Income</b>	
Property Taxes	701,950
Investment Income	12,783
<b>        Total Special Recreation Fund Income</b>	714,733
<b>Total Special Recreation Fund Appropriation</b>	1,594,349
<b>Budgeted and Appropriated Expenditures</b>	
Special Assessment	310,873
Special Rec Rental Allocation	85,860
Beacon Pointe	90,000
Fabbrini Oakdale	8,000
Triphahn Playground	75,000
Vogelei Barn Lift	60,000
Huntington Park	30,000
<b>        Total Special Recreation Fund Expenditures</b>	659,733
<b>Estimated Ending Cash</b>	934,616
 <b>VI. Social Security Fund</b>	
<b>Beginning Cash</b>	213,643
<b>Income</b>	
Property Taxes	645,700
Investment Income	8,676
<b>        Total Social Security Fund Income</b>	654,376
<b>Total Social Security Fund Appropriation</b>	868,019
<b>Budgeted and Appropriated Expenditures</b>	
FICA Interfund Transfers	638,784
<b>        Total Social Security Fund Expenditures</b>	638,784
<b>Estimated Ending Cash</b>	229,235

## VII. The Club Fund

<b>Beginning Cash</b>	415,865
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### Income

#### Administration

Interfund Charges	90,810
Investment Income	4,500
Rentals	193,500
Merchandise Resale	1,800

#### Fitness

Rentals	2,800
Memberships	1,372,115
Guest Services	195,850
Pro Shop	1,750

#### General Programming

General Programs	5,460
Sports Programs	31,240
Early Childhood	6,340

#### Aquatics

Memberships	8,750
Lessons	102,500

<b>Total The Club Income</b>	2,017,415
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<b>Total The Club Appropriation</b>	2,433,280
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### Budgeted and Appropriated Expenditures

#### Administration

Interfund Charges	300,000
Rental Expense	9,766
Payroll	770,095
Employee Benefits	101,250
Professional Education	1,900
Contracted Services	9,432
Supplies & Equipment	5,000
Dues & Subscriptions	26,909
Utilities	274,250
Credit Card Processing Fees	38,500

#### Communication & Marketing

Contracted Services	1,200
Printing & Publication	-
Advertising	42,500

Maintenance		
Payroll		92,749
Employee Benefits		-
Fitness		
Guest Services		98,487
Pro Shop		875
Group Exercise Wages		53,825
Supplies & Equipment		12,000
Equipment		-
Maintenance & Repairs		22,000
General Programming		
General Programs		5,146
Sports Specific Programs		21,914
Early Childhood Programs		6,336
Aquatics		
Swim Lessons		48,281
Supplies & Equipment		12,000
Capital		
Club Gym Curtain Rplc		28,000
Fitness Equipment		35,000
<b>Total The Club Expenses</b>		<b>2,017,415</b>

<b>Estimated Ending Cash</b>	<b>415,865</b>
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#### **VIII. Capital Improvement Fund**

<b>Beginning Cash</b>	<b>2,821,387</b>
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#### **Income**

General		
Investment Income		9,000
Donations		512,000
Bond Proceeds		750,000

<b>Total Capital Improvement Fund Income</b>	<b>1,271,000</b>
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<b>Total Capital Improvement Fund Appropriation</b>	<b>4,092,387</b>
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#### **Budgeted and Appropriated Expenditures**

Capital		
Lot Repair/Crack/Fill		100,000
Capital Contingency		125,000
Fabbrini Oakdale		40,000
Triphahn Playground		125,000

Fabbrini Pickleball Fence	80,000
Court Repair/Crack/Seal	99,000
Parks-Van	50,000
Parks-Truck	60,000
Hvac Rtu-3	60,000
Willow Recreation Center Renovation	440,000
Huntington Park	99,000

<b>Total Capital Fund Expenditures</b>	<b>1,278,000</b>
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<b>Estimated Ending Cash</b>	<b>2,814,387</b>
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## **IX. Bridges of Poplar Creek Fund**

<b>Beginning Cash</b>	<b>1,043,318</b>
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### **Income**

#### Administration

Interfund Charges	119,832
Investment Income	4,500
Sponsorship/Advertising	3,000
Rental Income	20,180
Miscellaneous	3,500

#### Golf Operations

Rentals	433,855
Memberships	7,220
Guest Services	13,480
Green Fees	677,782
Merchandise Resale	87,400
Lessons	17,500
Tournaments & Outings	155,600
Driving Range Fees	178,975
Top Tracer	122,560
Ball Retrieval Fee	1,250

#### Food & Beverage

Rentals	20,000
Merchandise Resale - Tobacco	2,750
Merchandise Resale - Food	326,000
Merchandise Resale - Beverages	304,500
Gratuities / Service Charges	78,000

<b>Total Golf Course Fund Income</b>	<b>2,577,884</b>
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<b>Total Golf Course Fund Appropriation</b>	<b>3,621,202</b>
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### **Budgeted and Appropriated Expenditures**

Administration	
Interfund Charges	250,000
Payroll	494,623
Uniforms	89,000
Education & Training	5,000
Contracted Services	20,750
Supplies & Equipment	8,500
Dues & Subscriptions	13,175
Utilities	84,130
Credit Card Processing Fees	55,000
Maintenance	
Payroll	374,486
Employee Benefits	42,500
Contracted Services	2,304
Supplies & Equipment	7,000
Utilities	25,800
Equipment	7,500
Maintenance & Repairs	27,500
Course Maintenance	96,000
Fuel & Lubricants	25,000
Golf Operations	
Rentals	7,500
Lightning Pass	6,500
Greens Fees	4,500
Merchandise Resale COGS	67,590
Programs	6,768
Tournaments & Outings	17,480
Top Tracer	60,733
Payroll	147,911
Employee Benefits	2,750
Supplies & Equipment	3,500
Administrative Expenses	3,500
Advertising	7,000
Equipment	30,500
Food & Beverage	
Rentals	3,500
COGS Tobacco	2,200
COGS Food	104,320
COGS Beverage	91,350
Payroll	223,270
Uniforms	3,000

	Contracted Services	19,168
	Service & Rental Agreements	15,000
	Supplies & Equipment	19,000
	Advertising	15,000
	Equipment	7,500
	Maintenance & Repairs	3,000
Capital		
	Golf Cart GPS & TopTracer	58,576
	Tap Inn Bar Top Replacement	7,500
	Wireless P2P Sea/Bpc Maint/Rnge	-
	<b>Total Golf Course Fund Expenditures</b>	<b>2,566,884</b>
	<b>Estimated Ending Cash</b>	<b>1,054,318</b>
<b>Recapitulation</b>		
I. Total Corporate Fund Appropriation		11,098,276
II. Total Recreation Fund Appropriation		9,781,214
III. Total IMRF Fund Appropriation		516,993
IV. Total Debt Service Fund Appropriation		8,709,583
V. Total Special Recreation Fund Appropriation		1,594,349
VI. Total FICA Fund Appropriation		868,019
VII. Total Prairie Stone Fund Appropriation		2,433,280
VIII. Total Capital Fund Appropriation		4,092,387
IX. Total Golf Course Fund Appropriation		3,621,202
	<b>TOTAL ALL FUNDS</b>	<b>42,715,303</b>

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 \$15,679,417 .
- (b) An estimate of the cash expected to be received during the fiscal year from all sources is \$27,648,886 .
- (c) An estimate of the expenditures contemplated for the fiscal year is \$26,962,113 .
- (d) An estimate of the cash expected to be on hand at the end of the fiscal year is \$16,366,190 .
- (e) An estimate of the amount of taxes to be received during the fiscal year is \$11,265,623 .

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, 2023 and ending December 31, 2023 for the respective purposes set forth.

SECTION IV. All unexpended balances of the appropriations for the fiscal year ended December 31, 2023 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, 2022.

AYES:

NAYS:

ABSENT:

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President  
Board of Park Commissioners Hoffman Estates Park District

ATTEST:

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Secretary



CERTIFICATION OF ESTIMATE OF  
REVENUE FOR FISCAL YEAR 2023

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, 2023 and ending on December 31, 2023 are estimated to be as follows:

SOURCE	AMOUNT
Taxes	\$ 11,265,623
Interest Earned	293,318
Debt Issuance	2,827,450
Grants, Donations, Sponsorship, Advertising	1,399,600
Memberships	1,665,810
Program and User Fees	4,458,818
Rentals	1,145,429
Merchandise Resale, Vending & Misc.	731,500
Interfund Charges	2,165,716
Golf Course Operations	1,695,622
TOTAL	\$ 27,648,886

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, 2022.

---

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, 2023 and ending December 31st, 2023, as adopted by the Board of Park Commissioners at its properly convened meeting held on the 21st day of December, 2022.

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Secretary  
Hoffman Estates Park District

**MEMORANDUM NO. M23-010**

**TO:** A&F Committees  
**FROM:** Craig Talsma, Executive Director  
Nicole Hopkins, Director of Finance and IT  
**RE:** Bond Abatements  
**DATE:** January 24, 2023

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**Motion:**

Recommend to the full board the approval of Ordinance O21-007 abating taxes levied for the District's bonds for the 2022 Levy.

**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 before the second installment of property taxes which Cook County calculates; the due date for this filing is April 1.

**Rationale:**

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.

STATE OF ILLINOIS     )  
  )  
COUNTY OF COOK        )

**ORDINANCE 023-001 ABATING TAXES LEVIED FOR GENERAL  
OBLIGATION BONDS FOR THE YEAR 2022**

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 2022 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	\$496,400.00
General Obligation Park Bonds (Alternate Revenue Source) Series 2020A	\$1,481,250.00

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 2023 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 2022 be abated.

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

Section One: The 2022 levies as provided in the above ordinances for the Bonds shall be abated in their entirety.

Section Two: A certified copy hereof shall be filed with the County Clerk of Cook County who shall abate the 2022 levy for each of the Bonds.

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

YEAS:

NAYS:

ABSENT:

PASSED this 24th day of January, 2023.

APPROVED this 24th day of January, 2023.

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President

ATTEST:

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Secretary