



**AGENDA**  
**SPECIAL BOARD MEETING**  
**TUESDAY, AUGUST 1, 2023**  
**7:30 p.m.**  
**Triphahn Center**

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. RECOGNITION
  - A. Best of Hoffman – 2Q2023 – Isha Subramanian
  - B. Employees of the 2<sup>nd</sup> Quarter 2023
    - Full-Time: Jodi Schultz
    - Part-Time: Jessica Karbowski
5. COMMENTS FROM THE AUDIENCE
6. RECESS FOR A&F COMMITTEE MEETING
7. RECONVENE FOLLOWING A&F COMMITTEE MEETING
8. APPROVAL OF MINUTES (attached)
  - A. Annual Board Meeting Minutes 5/23/2023
  - B. Regular Board Meeting Minutes 6/27/2023
9. CONSENT AGENDA ([Click here to access all Board & Committee Packets](#))
  - A. Beacon Pointe Park Construction (see B&G July packet)
  - B. Hot Water Heaters at TC (see B&G July packet)
  - C. Willow Rec Center Windows & Skylights – Reject All Bids (see B&G July packet)
  - D. Pine Park Pickleball Fence Installation (see B&G July packet)
  - E. Crown Castle Cell Tower Extension (see A&F July packet)
  - F. Popular Financial Report (see A&F July packet)
  - G. Financial Statement Analysis (see A&F July packet)
  - E. Open and Paid Invoice Register: \$710,079.72 (see A&F July packet)
  - F. Revenue and Expenditure Report and District-Wide Operations Statement (see A&F July packet)

Special Board Meeting

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- G. Acceptance of B&G Minutes 5/16/2023 (see B&G July packet)
- H. Acceptance of Rec & Facilities Minutes 5/16/2023 (see Rec & Facilities July packet)
- I. Acceptance of A&F Minutes 6/27/2023 (see A&F July packet)
  
- 10. PRESIDENT’S REPORT
  
- 11. ADOPTION OF EXECUTIVE DIRECTOR’S REPORT
  
- 12. OLD BUSINESS
  
- 13. NEW BUSINESS
  - A. Review and Release of Closed Session Minutes / M23-070 / R23-003
  - B. 2024 NWSRA Member Assessment / M23-074 / R23-004
  - C. Vogeley Park Conceptual Renovation Plans (OSLAD 2024) / M23-073
  
- 14. COMMISSIONER COMMENTS
  
- 15. ADJOURNMENT



**MINUTES**  
**ANNUAL BOARD MEETING**  
**May 23, 2023**

**1. Roll Call:**

The annual meeting of the Hoffman Estates Park District Board of Commissioners was held on May 23, 2023 at 8:43 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioners Chhatwani, Dressler, Evans, Friedman, Kaplan, Kinnane and McGinn

Absent: None

Also Present: Executive Director Talsma, 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. Election of Officers:**

A. President:

Commissioner Kaplan made a motion, seconded by Commissioner McGinn to open the nominations for President. Motion carried by voice vote.

Commissioner Kaplan made a motion, seconded by Commissioner McGinn to nominate Pat Kinnane for President.

Commissioner Dressler made a motion, seconded by Commissioner McGinn to close the nominations for president. The motion carried by voice vote.

Commissioner Kinnane asked for the vote to approve Pat Kinnane for president. The motion carried by voice vote.

B. Vice President:

Commissioner McGinn made a motion, seconded by Commissioner Kaplan to open the nominations for Vice President. Motion carried by voice vote.

Commissioner Dressler made a motion, seconded by Commissioner Kaplan to nominate Raj Chhatwani for Vice President.

Commissioner Dressler made a motion, seconded by Commissioner McGinn to close the nominations for Vice President. The motion carried by voice vote.

President Kinnane asked for a vote to approve Raj Chhatwani for Vice President. The motion carried by voice vote.

5. Appointment of Officers:

A. Treasurer:

Commissioner Chhatwani made a motion, seconded by Commissioner Evans to appoint Commissioner McGinn as Treasurer. The motion carried by voice vote.

B. Assistant Treasurer:

Commissioner Kaplan made a motion, seconded by Commissioner McGinn to appoint Director of Finance & Admin Nicole Hopkins as Assistant Treasurer. The motion carried by voice vote.

C. Secretary:

Commissioner Kaplan made a motion, seconded by Commissioner Dressler to appoint Executive Director Talsma as Secretary. The motion carried by voice vote.

D. Assistant Secretary:

Commissioner Kaplan made a motion, seconded by Commissioner McGinn to appoint Commissioner Dressler as Assistant Secretary. The motion carried by voice vote.

**6. Annual Appointments:**

A. Attorney:

Commissioner Kaplan made a motion, seconded by Commissioner McGinn to appoint Steve Adams of Robbins Schwartz as Attorney for the park district. The motion carried by voice vote.

B. NWSRA Member District Representative:

Commissioner Chhatwani made a motion, seconded by Commissioner Kaplan to appoint Executive Director Talsma as NWSRA Member District Representative. The motion carried by voice vote.

C. NWSRA Member District Alternate Representative:

Commissioner Chhatwani made a motion, seconded by Commissioner Kaplan to appoint Director of Golf & Facilities Bechtold as NWSRA Member District Alternate Representative. The motion carried by voice vote.

**7. Committee Appointments:**

A. Administration & Finance Committee:

Commissioner Dressler made a motion, seconded by Commissioner McGinn to appoint Commissioner McGinn as Chairman of the Administration & Finance Committee and Commissioner Chhatwani as the Vice Chairman. The motion carried by voice vote.

Commissioner Dressler made a motion, seconded by Commissioner Chhatwani to appoint Lon Harner, Mandar Kulkarni, Kathy Musial, Denise Wilson and Steve Winner as Community Representatives to the Administration & Finance Committee. The motion carried by voice vote.

B. Buildings & Grounds Committee:

Commissioner Dressler made a motion, seconded by Commissioner Kaplan to appoint Commissioner Kaplan as Chairman of the Building & Grounds Committee and Commissioner Evans as the Vice Chairman. The motion carried by voice vote.

Commissioner Kaplan made a motion, seconded by Commissioner McGinn to appoint Ron Evans, Ian Macdonald, Suzanne Poeschel, Lauren Sernett and Joe Utas as Community Representatives to the Building & Grounds Committee. The motion carried by voice vote.

C. Recreation & Facilities Committee:

Commissioner Kaplan made a motion, seconded by Commissioner McGinn to appoint Commissioner Dressler as Chairman of the Recreation & Facilities Committee and Commissioner Friedman as Vice Chairman. The motion carried by voice vote.

Commissioner Kaplan made a motion, seconded by Commissioner Dressler to appoint Lizzie Beranek, Chad Bettencourt, Pearl Henderson, Chris MacGregor and Jonathan Pilafas as Community Representatives to the Recreation & Facilities Committee. The motion carried by voice vote.

D. Senior Liaison:

Commissioner McGinn made a motion, seconded by Commissioner Chhatwani to appoint Commissioner Dressler as the Liaison for the Senior Commission. The motion carried by voice vote.

E. Village Bicycle and Pedestrian Advisory Committee Liaison:

Commissioner Chhatwani made a motion, seconded by Commissioner Kaplan to appoint Commissioner Evans as the Liaison for the Village Bicycle and Pedestrian Advisory Committee. The motion carried by voice vote.

F. Executive Director Review Committee Chairman:

Commissioner Kaplan made a motion, seconded by Commissioner Dressler to appoint President Kinnane as Chairman of the Executive Director Review Committee. The motion carried by voice vote.

8. Commissioner Comments:

None

9. Adjournment:

Commissioner Chhatwani made a motion, seconded by Commissioner Kaplan to adjourn the meeting at 8:52 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Cindy Flynn  
Executive Assistant



**MINUTES**  
**REGULAR BOARD MEETING NO. 1090**  
**June 27, 2023**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Board of Commissioners was held on June 27, 2023 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 and IT Hopkins, Director of Golf & Facilities Bechtold, Superintendent of Recreation Programs Miletic, Executive Assistant Flynn, Superintendent of IT Agudelo

Audience: Bill and Linda Graba, Missy Motyka-Ciavarella, Community Reps Evans, Harner, Kulkarni (7:05), Musial, Wilson and Winner, Student Rep Subramanian, Lynne Cotshott, Justine Core

**2. Pledge of Allegiance:**

Everyone present stood for the Pledge of Allegiance.

**3. Approval of Agenda:**

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

**4. Recognition:**

President Kinnane presented the Best of the Best Volunteer Award for 2022 to Bill and Linda Graba.

President Kinnane presented the Part-Time Employee of the 4<sup>th</sup> Quarter 2021 award to Missy Motyka-Ciavarella.

President Kinnane presented Community Rep Evans with a pin for two years of service.

Bill and Linda Graba and Missy Motyka-Ciavarella left the meeting.

5. **Comments from the Audience:**

None

6. **President's Report:**

Attended the following events: Lion's Club meeting; Thomas Jefferson school graduation party at South Ridge; Joanie McLeod's 70<sup>th</sup> Birthday Party; Block party at Dixon Drive; Historical Sites Commission meeting; Village of Hoffman Estates Town Hall meeting; Schaumburg Park District Foundation Summer Solstice; Ribbon Cutting at Thrive Pet Health; Delivered donated food to St. Zacchaeus in Chicago; Planning & Zoning Open House; Planning & Zoning meeting; concert at Village Green with Village Trustee Pilafas; Sunderlage Open House; Block party on Silver Pine Drive; was sworn in as a Trustee at a Special Village Board Meeting.

One month ago received notice that Fred Crespo would like to know our "wish list" for a possible state grant for a District project. We will receive reimbursement for the Triphahn Center playground replacement.

President Kinnane thanked all Commissioners, Community Reps and Staff for his time on the Board of Commissioners.

7. **Election of Board of Commissioners Officers**

Commissioner Friedman made a motion, seconded by Commissioner McGinn to appoint Commissioner Chhatwani as President of the Board. The motion carried by voice vote.

President Chhatwani thanked former President Kinnane for his service and thanked the Commissioners for their support.

President Chhatwani made a motion, seconded by Commissioner Friedman to appoint Commissioner Kaplan as Vice President.

President Chhatwani made a motion, seconded by Commissioner Kaplan to appoint Commissioner Evans as Vice Chair of the Administration and Finance Committee.

President Chhatwani made a motion, seconded by Commissioner Kaplan to confirm President Chhatwani as Chair of the Executive Director Review Committee.

Commissioner Dressler made a motion, seconded by Commissioner Kaplan to confirm President Chhatwani as Chair of the Local Government Efficiency Committee.

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

Commissioner McGinn made a motion, seconded by Commissioner Evans to recess the Board Meeting at 7:21 p.m. for the purpose of convening the A&F Committee meeting. The motion carried by voice vote.



9. **Reconvene Following A&F Committee Meeting:**

Commissioner McGinn made a motion, seconded by Commissioner Kaplan to reconvene to the Regular Board Meeting at 8:14 p.m. The motion carried by voice vote.

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

10. **Approval of the Minutes:**

Commissioner Kaplan made a motion, seconded by Commissioner McGinn to approve the minutes from the following meetings:

- Regular Board Meeting – May 23, 2023
- Special Board Meeting – April 18
- Special Board Meeting – June 7, 2023

The motion carried by voice vote.

11. **Consent Agenda:**

Commissioner Kaplan made a motion, seconded by Commissioner McGinn to approve the consent agenda items A through G.

On a Roll Call: Carried 6-0-0

Ayes: 6 Chhatwani, Dressler, Evans, Friedman, Kaplan, McGinn

Nays: 0

Absent: 0

- A. 2022 Audit (see A&F June packet)
- B. Golf Carts Fleet Purchase 2024 (see A&F June packet)
- C. Illinois Premier Alliance ICA (Hoffman Aces) (see A&F June packet)
- D. Personnel Policy Changes (See A&F June packet)
- E. Open and Paid Invoice Register: \$853,762.19 (see A&F June packet)
- F. Revenue and Expenditure Report and District-Wide Operations Statement (see A&F June packet)
- G. Acceptance of A&F Minutes 5/23/2023 (see A&F June packet)

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

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

Executive Director Talsma added that staff is planning to submit for an OSLAD grant for Vogelei Park. The application opens July 3. We will present conceptual plans at the July B&G meeting, after the input from the public meeting, staff and NWSRA.

13. **Old Business:**

None

**14. New Business:**

A. District Staffing / M23-060

Executive Director Talsma noted the following:

- He introduced Karrie Miletic as the new Director of Recreation.
- Karrie has selected Kimberly Barton as the new Superintendent of Recreation.
- Scott Meyer will come over from the Willow Rec Center to oversee both WRC and TC for now, and we will evaluate whether or not the WRC Facility Manager position is still needed.
- The organizational structure was presented.
- Director Bechtold now oversees C&M and Facilities.
- Director Hopkins is overseeing the HR department as she did previously.
- Director Hugen is overseeing the golf maintenance staff.
- We are in the process of interviewing for the Superintendent of C&M-Recreation position, and hope to have someone on board by the end of July.

Commissioner Friedman asked if those taking on more responsibility will receive appropriate compensation. Executive Director Talsma responded yes.

Commissioner Kaplan asked if Director Hugen would be hands on at the golf course. Executive Director Talsma said no, that he supervises PJ Bugay and is doing payroll for the golf maintenance staff, as well as approving their purchase orders.

**15. Commissioner Comments:**

Commissioner Dressler sat in on the webinar for the Local Efficiency Committee. They are very organized and have made it easy to fill in the report.

Commissioner McGinn asked if there are details about the 4<sup>th</sup> of July Parade. Director Miletic said that she and Brian Wright will attend and Brian will drive the van. They will have BOGO passes and candy to pass out.

Commissioner Kaplan wished Pat Kinnane good luck and he has enjoyed watching Pat grow in the community. He is excited to see President Chhatwani take over, and said she will do great.

Commissioner Friedman congratulated President Chhatwani on her appointment. He added that staff did a good job on the audit; his neighbors have provided good reviews on Huntington Park; he attended the Boot Camp virtually; he had a couple of All-Star games at Boomers stadium. He said the golf course commercial was well done. He went to Poplar Creek for the Blue Grass festival. He asked about AEDs at Seascape and the parks. It was discussed that there is an AED at Seascape and we have a portable one that we bring to tournaments/events at the parks. Security at the parks is the issue with AEDs. He also noted that there were kids at Fabbrini on motorized scooters.

Commissioner Evans congratulated President Chhatwani on her appointment. He asked if we have two-person swings; there are four or five in the District. He also asked if there is

a protocol for poor air quality days. Director Miletic stated that we closed Seascape, moved camps inside and canceled some programs.

President Chhatwani noted that she was nominated to be part of a multi-cultural Women Ready to Lead group. She added that together we are supportive and will continue to make this park district the best for its residents.

**16. Executive Session:**

Commissioner Dressler made a motion, seconded by Commissioner Kaplan to move into Executive Session at 8:35 p.m. for the purposes of:

- A. Minutes, pursuant to 5 ILCS 120/2(c)(1) of the Open Meetings Act.
  - February 28, 2023
  - March 28, 2023
  - May 23, 2023
- B. Appointment, employment, compensation, discipline, performance or dismissal of an employee, pursuant to 5 ILCS 120/2 Section 2(c)(1) of the Open Meetings Act.
- C. The selection of a person to fill a public office pursuant to 5 ILCS 120/2 Sec. 2 (c)(3) of the Open Meetings Act.

On a roll call vote: Carried 6-0-0  
Ayes: 6 Chhatwani, Dressler, Evans, Friedman, Kaplan, McGinn  
Nays: 0  
Absent: 0

**17. Reconvene following Executive Session:**

Commissioner McGinn made a motion, seconded by Commissioner Kaplan to reconvene to the regular Board meeting at 8:58 p.m. The motion carried by voice vote.

**18. Adjournment:**

Commissioner Friedman made a motion, seconded by Commissioner Evans, to adjourn the meeting at 8:59 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Cindy Flynn  
Executive Assistant

**HOFFMAN ESTATES PARK DISTRICT  
SPECIAL BOARD MEETING**

**EXECUTIVE DIRECTOR'S REPORT**

**July 2023**

**PARKS DIVISION REPORT**

**MOTION**

Recommend to the full board to include Parks, Planning and Maintenance July Board Report and 2Q Goals in the July Executive Directors Report.

**ADMINISTRATION & CAPITAL PROJECTS**

***Beacon Pointe Park:***

Playground equipment is set to ship out the first week of August. Playground install is being completed through Cunningham Recreation. Perfect Turf is currently being planned to complete earthwork, concrete work and install of the turf fall surface.

***Pine Park Renovation:***

The school district has completed the rough grading of the new soccer complex. HEParks staff is in the process of getting the soil prepared for a final grading to be completed by one of the park district's contractors. We opened a bid on 7/13/2023 for the pickleball fence install and are working with our asphalt contractor and surface installer on dates for the pickleball courts as well as the walking path.

***Willow Recreation Center Improvements:***

FGM Architects completed the construction drawings and the bid opened on 7/13/2023. Once a contractor has been selected the district will work with the contractor on lead times and appropriate times to start the construction.

***Fabbrini Tennis/Pickle Ball Fence***

The fence at the tennis/pickleball courts at Fabbrini was removed on 6/20 and 6/21 with the new fence install taking place immediately after that. The fence was driven into the existing asphalt twelve inches inside the court perimeter. The new fence has a main entrance gate, maintenance gate and rear gate close to the pond for retrieving balls that go over the fence.

***Court Repair, Color Coating and Stripping***

The tennis and pickleball courts at Fabbrini Park, Willow Recreation Center and Olmstead Park have all been completed. The basketball courts at Fabbrini Park, Olmstead, Huntington Park and Community Park have all been completed, leaving only Black Bear Park left to complete.



### ***Drainage Project at Fabbrini Park***

At Fabbrini Park the entire parking lot, playground and basketball court all drain into the swale between the parking lot and the baseball fields. This area has a four foot steel drain pipe that flows to the lake. The drain pipe collapsed in three areas (two areas in grass and one under the path). After a discussion with the Village of Hoffman Estates, it was determined that the pipe was installed by the park district and therefore our responsibility to maintain. In-house staff dug up all of the collapsed sections, removed a section of the metal pipe and then installed a new double-walled drainage pipe from the swale toward the pond. While completing this task, staff noticed that the drains from the parking lot to the swale had been covered with soil due to 20+ years of runoff. Staff then started dredging the swale to allow for the parking lot to drain properly. The village provided assistance by sending out their vacuum truck to clean all the drain lines. Once the swale was dug out and drain lines were clean, the area was seeded and hydro mulched. As a result, the parking lot has had no standing water with the recent rains.





## **AQUATICS AND BUILDINGS**

### ***The Club at Prairie Stone:***

- New blower motor, pulley and belts were installed on RTU 3.
- Rock wall harness yearly inspection was performed.
- Men's steam room timer was replaced with new digital timer; new wall plates were installed.
- Met with partition screen installers regarding electrical needs for new curtains, which will now operate using receivers and remote controls, instead of a key.

### ***Bridges of Poplar Creek:***

- New exhaust fan was installed at pump house, wired directly to a switch; removed thermostatic control.
- Outside exhaust louvers were installed at the pump house.

### ***Annual Testing/Inspections:***

- Total Fire scheduled for annual fire suppression tests (sprinkler, alarm, extinguishers and backflows) at all buildings. Completed annual sprinkler and fire extinguisher inspections at Triphahn Center.
- Completed annual RPZ certifications with Total Fire; 66 devices tested at all building and park locations.
- Completed all facility yearly elevator inspections with Hoffman Estates and Advanced Elevator; all elevators passed.

## **PARKS**

Landscape beds and sign beds at parks/playgrounds/facilities have been cleaned/weeded, edged, and mulched.

### ***Parks & Trees:***

- Repairs were made to tee boxes at Black Bear Golf Course.
- Dug out and poured concrete for new bench at Black Bear Park.

- Gate and ADA ramp were repaired at Vogelei house.
- Tent was installed at South Ridge Park for fishing derby.
- Shades were hung at Seascape office.
- Split rail fence was built at Charlemagne Park.

***Playgrounds:***

- Conducted routine playground checks and park maintenance; checked rental shelters for cleanliness.
- Top cap bricks were retrieved and power washed at South Ridge pond; bricks retrieved at Fabbrini pond.
- Broken rocker was fixed at Cannon Park; broken swing and swing post replaced at Lincoln Park.
- Bench repaired at Fabbrini Park and new basketball nets installed.

***Athletic Fields:***

- Ongoing routine maintenance of athletic fields; field usage schedule has been maintained.
- Irrigation system was inspected; lower irrigation repair completed at Cannon Field.



**HOFFMAN ESTATES PARK DISTRICT  
2023 BUDGET GOALS & OBJECTIVES  
PARKS, PLANNING & MAINTENANCE DIVISION**

Key: C = Complete / O = On Track / D = Deferred / N = Not Complete

**DISTRICT GOAL 1: HEALTHY & ENJOYABLE EXPERIENCES**  
**(Provide beneficial & rewarding experiences)**

<b>Objective/Goal</b>	<b>Performance Measures/Action Plan</b>	<b>Status</b>
Hold events consisting of bird house building projects, nature walks, school horticulture field trips, etc. with local groups.	Work with local boy scouts/girl scouts/local schools to hold events.	<b>O</b>
1Q Comments:	In progress	
<b>2Q Comments:</b>	<b>In progress</b>	
Using seeds collected from our seed collection events, park district staff will plant those seeds on district shorelines.	Planting will take place in the spring of 2023.	<b>C</b>
1Q Comments:	Seeding is planned for May.	
<b>2Q Comments:</b>	<b>Seed Bombing was completed on May 13, 2023.</b>	

**DISTRICT GOAL 2: SOCIAL EQUITY**

<b>Objective/Goal</b>	<b>Performance Measures/Action Plan</b>	<b>Status</b>
Ensure all district communication and trainings can be provided in Spanish.	Provide translation when needed.	<b>C</b>
1Q Comments:	In progress	
<b>2Q Comments:</b>	<b>All trainings to date have been completed in Spanish and English.</b>	

**DISTRICT GOAL 3: FINANCIAL STEWARDSHIP**

<b>Objective/Goal</b>	<b>Performance Measures/Action Plan</b>	<b>Status</b>
Increase efficiency for maintenance staff.	Cross training among departments within the Parks Department and additional administrative assistant position (part time).	<b>C</b>
1Q Comments:	In progress	
<b>2Q Comments:</b>	<b>Parks playground, construction, horticulture and grounds teams all have been trained to be able to cross over at any given time.</b>	
Hire out contractual mowing for our level two and three parks. This will free up staff to more efficiently maintain park land, while saving on	Go out to bid for a two year service agreement and execute the contract.	<b>C</b>

fuel and equipment repairs.		
1Q Comments:	Gilio Landscape Contractors started mowing 4/10/2023	
2Q Comments:	<b>Gilio is currently mowing parks.</b>	

#### **DISTRICT GOAL 4: OPERATIONAL EXCELLENCE**

<b>Objective/Goal</b>	<b>Performance Measures/Action Plan</b>	<b>Status</b>
Structural Repairs at Willow Recreation Center	Hire contractor for work to be performed.	<b>O</b>
1Q Comments:	In progress	
2Q Comments:	<b>FGM Architects have been hired and completed construction drawings. Bids set to open on 7/13/2023.</b>	
Upgrades to Huntington Park	Install new playground equipment at Huntington Park	<b>C</b>
1Q Comments:	Old playground and fall surface removed, new playground installed and waiting on a missing structure. Once playground is installed, path around the playground will be completed.	
2Q Comments:	<b>Project Complete, just waiting on new drinking fountain to arrive.</b>	
Purchase Ford F150 Vehicle	Purchase from purchasing Coop or through bid process.	<b>C</b>
1Q Comments:	Vehicle was purchased through a bid process.	
2Q Comments:	<b>Vehicle was purchased through a bid process.</b>	
Purchase Dodge Ram Parks Building Tech Van	Purchase from purchasing Coop or through bid process.	<b>O</b>
1Q Comments:	In progress	
2Q Comments:	<b>Looking into purchasing a E Transit Van as Vans are 1 to 2 years out if you can even place the order.</b>	
Crack fill / Seal Tennis Courts – Multiple Sites	Complete bids and hire outside contractor to complete work.	<b>C</b>
1Q Comments:	Bids were completed and Sport Surface pros is under contract.	
2Q Comments:	<b>Courts have been finished.</b>	
Basketball Court Repairs – Multiple Sites	Complete bids and hire outside contractor to complete work.	<b>O</b>
1Q Comments:	Bids were completed and Sport Surface pros is under contract.	
2Q Comments:	<b>Courts will be finished the week of 7/17/2023</b>	
Asphalt Maintenance (crack fill & sealcoat) parking lots and paths.	Complete bids and hire outside contractor to complete work.	<b>O</b>
1Q Comments:	Bids were completed and Patriot Maintenance is under contract.	
2Q Comments:	<b>In process of scheduling the work.</b>	
Triphahn Center Playground	Complete bids and hire outside contractor to complete work.	<b>O</b>
1Q Comments:	Ericksson Engineering has been hired and playground design work is being completed.	
2Q Comments:	<b>Playground and installer are under contract with playground to arrive late September and install immediately after.</b>	
Fabbrini Pickle Ball Fence Replacement	Complete bids and hire outside contractor to complete work.	<b>C</b>
1Q Comments:	Bids were completed and Action Fence is under contract.	
2Q Comments:	<b>Fence has been installed.</b>	

Elevator piston sleeve replacement at Bridges on the main elevator.	Complete bids and hire outside contractor to complete work.	<b>O</b>
1Q Comments:	Working with Advanced Elevator on the repair.	
<b>2Q Comments:</b>	<b>Working with Advanced Elevator on the repair.</b>	
Asphalt parking lot and path crack fill at WRC, The Club, Seascape and various paths (based on inspections)	Complete bids and hire outside contractor to complete work.	<b>O</b>
1Q Comments:	In progress	
<b>2Q Comments:</b>	<b>Dates are being established for completion.</b>	
Fabbrini Oakdale Tot Playground	Purchase playground and install using in house labor.	<b>O</b>
1Q Comments:	New Tot playground has been ordered.	
<b>2Q Comments:</b>	<b>When equipment arrives it will be installed.</b>	
Beacon Pointe Park Development	Secure all permits for the Beacon Pointe OSLAD and go to bid for the construction. After permits and bids, complete install of the project.	<b>O</b>
1Q Comments:	The walking path has been bid and Evans and Son Asphalt is under contract to complete the work. Working with WT Engineering on the playground layout and design.	
<b>2Q Comments:</b>	<b>Playground and installation are under contract and construction work is being presented to the board at the July board meeting.</b>	
Triphahn Center Fitness Renovation	Work with recreation department on new design layout.	<b>C</b>
1Q Comments:	Project is currently being completed with a grand opening of 5/6/23.	
<b>2Q Comments:</b>	<b>Project completed.</b>	
Pine Park OSLAD	If OLSAD is received, begin the permitting process and construction bidding process. If no OSLAD is received look at the project for what will be completed.	<b>O</b>
1Q Comments:	OSLAD was not received. Project is moving forward with the assistance of School District 15. The project will consist of a new soccer field, five pickle ball courts with lights, revamped sled hill, shelter renovation and new walking path.	
<b>2Q Comments:</b>	<b>Soccer field has been rough graded, inline hockey has been removed. We have bids for new fence install and are working with contractors on asphalt and pickleball surface.</b>	
Update elevator at Vogelei Barn	Upgrade Vogelei Barn elevator and ensure that it meets all ADA compliance.	<b>O</b>
1Q Comments:	In progress	
<b>2Q Comments:</b>	<b>This project is still being investigated as it may require more structural work than was anticipated to complete the elevator upgrades.</b>	
Replace RTU #3	Complete bids and hire outside contractor to complete work.	<b>O</b>
1Q Comments:	Bids were completed and Cahill Heating & Air Conditioning are under contract. Lead time on new unit was 35 weeks. Looking at a late fall install.	
<b>2Q Comments:</b>	<b>Lead times have not changed and will be completed in late fall.</b>	

Research park development for new Higgins housing developments.	With the new housing developments this park would allow for the 10-minute walk from new developments.	<b>O</b>
1Q Comments:	In progress	
2Q Comments:	<b>In progress</b>	

**DISTRICT GOAL 5: ENVIRONMENTAL AWARENESS**

<b>Objective/Goal</b>	<b>Performance Measures/Action Plan</b>	<b>Status</b>
Provide Earth Day events for the community.	Hold a volunteer park clean up in April, where residents have the opportunity to help beautify their neighborhood parks through weed removal, garbage pick-up, edging landscape beds, cleaning park structures and painting.	<b>C</b>
1Q Comments:	Event planned for April 22, 2023	
2Q Comments:	<b>Event was held on 4/22/2023 at Vogelei Park</b>	
Offer a volunteer invasive plant removal.	Will be scheduled based on the quantity of invasive plants and locations.	<b>O</b>
1Q Comments:	Currently Planning	
2Q Comments:	<b>Currently Planning</b>	
Educate the community on our shoreline management while holding community events for seed collection.	Combine our Seed Collection at Charlemagne Park with a Parks Department run educational event of shoreline management, and why HE Parks maintains the shorelines with native buffer zones.	<b>O</b>
1Q Comments:	Currently Planning	
2Q Comments:	<b>Will take place during seed collection</b>	
Get sites certified as Bird & Butterfly Sanctuaries through Illinois Audubon Society	Complete applications and install signage at select sites.	<b>C</b>
1Q Comments:	Sites have been certified and signs will be placed this spring.	
2Q Comments:	<b>Signs have been placed at the appropriate sites.</b>	

**DISTRICT GOAL 6: CUSTOMER SERVICE**

<b>Objective/Goal</b>	<b>Performance Measures/Action Plan</b>	<b>Status</b>
Utilize new Park Administrator to create resident response and call log procedure.	Respond to resident inquiries within timely manner.	<b>O</b>
1Q Comments:	In progress	
2Q Comments:	<b>In Progress</b>	
Provide park updates via district webpage.	Post all park projects under park updates.	<b>O</b>
1Q Comments:	Projects are posted and updates will occur during the projects.	
2Q Comments:	<b>Projects are posted and updates will occur during the projects</b>	

## RECREATION DIVISION REPORT

**Motion:**

Recommend to the full board to include the Recreation Board Report and 2Q2023 Goals in the Executive Director’s Report.

*Recreation Division*



- Recent promotions: Kimberly Barton will be our new Supt. Of Recreation, Karrie Miletic will be our Director of Recreation,
- Kyle Thomas will be Willow Facility Manager and continue with Basketball.
- Interviews are underway to hire the Youth School Age Program Manager and Athletics Manager.
- M.O.R.E events continue through the middle of August.



*General Programs*

**General Programs:**

Program	Summer 2021/22	Summer 2022/23 *to date
Baton & Poms	31	62
A&A Music (piano & guitar)	10	2
Shotokan Karate	93	131
Tae Kwon Do	29	47
Gymnastics	278	190
Racquetball lessons	5	20
Racquetball leagues	9	9
Aneta Art		3
Palatine Choir/Theater		2

**Dance Programs:**

Style	Summer 2022 Classes offered	Summer 2022 numbers	Summer 2023 Classes running	Number enrolled as of 6/29/2023
Ballet	4	37	3	44
Ballet/Tap	5	39	4	34
Ballet/Jazz	5	33	2	10

Jazz/Hip Hop	3	18	2	14
Tap	2	10	2	14
Specialty	4	32	7	86
<b>Total</b>	<b>23</b>	<b>169</b>	<b>20</b>	<b>202</b>

Things that happened in June/ July

- Ran 34 Private Lessons
- 12 dancers danced in the 4<sup>th</sup> of July parade
- Company auditions and Elite tap auditions are on July 7
- Junior Dance Company audition will be August 4

**Special Events:**

- Park District staff assisted at the Fourth Fest in the Kid Zone both days and our M.O.RE. van and commissioners were in the parade.
- Un Plug and Play Day is our next larger event on July 15. Ben and the Tatar Tots and the Bubble Guy will be there for entertainment. We have many other activities planned as well. The fire department, Palatine Library and Village will all be attending as well.

**Summer Family Funday Concert Series (June 9 - August 4)**

<b>Date</b>	<b>Vendor</b>	<b>Location</b>
6/9	Carole Stephens	Vogelei
6/14	Mary Macaroni (PM )	Seascape
6/23	Istvan	Vogelei
7/7	Jason K	Vogelei
7/15	Ben and the Tatar Tots	South Ridge
7/21	Nanny Nikki	Vogelei
8/4	Wendy and DB	Vogelei



50+ Club

<b><u>June 50+ Events</u></b>	<b><u>Date</u></b>	<b><u>Attended</u></b>
Kane County Cougars Game	6/1	canceled
Seniors Out Socializing (Early Bird)	6/7	9
Family Bingo Night	6/8	canceled
Seniors out Socializing	6/16	18
Pub Trivia	6/21	18

Birthday Lunch	6/23	6
Lunch and Learn Boots to the Ground- Veteran's presentation	6/28	7

### Senior Fitness Classes

Class	Winter 2023	Spring 2022	Spring 2023 (as of 5/31)
50+ Basic Exercise	47	44	52
Tai Chi (Daytime)	16	5	10
Tai Chi (Evening)	cancelled	cancelled	cancelled
Feel Better Workshop	4	Not offered	cancelled
Line Dancing	25	Not offered	30



### Early Childhood

#### Little Stars Childcare- Full Day

<b>2022</b>	<b>2023</b>
41 (3 rooms)	41 (3 rooms)

5 Days: 26, 3 Days: 10, 2 Days: 5

Next Open House on July 22<sup>nd</sup> with the Fun in the Sun Event.

Ms. Kasia has been hired as our new full-time childcare teacher.

#### Part-Day Preschool

#### 23/24 School Year- registration to date

	22/23 WRC	23/24 WRC	22/23 TC	23/24
Threeschool	C	Cancelled	10	11
2's Playschool	C	8	20	Cancelled
3's & 4's Preschool	42	38	91	81
<b>TOTAL</b>	<b>42</b>	<b>46</b>	<b>121</b>	<b>92</b>

All preschool welcome packets are being mailed to families on Monday, July 10. Student packets are ready to go for parents to pick up at the end of July. Preschool teachers are staffed for the next school year. New director qualified teacher will be starting at WRC this year.



<b>Camp</b>	<b>TC – PS 4-day</b>	<b>TC – PS 2-day</b>	<b>WRC-PS 2-day</b>	<b>TC- Kinder</b>	<b>WRC- Kinder</b>	<b>WRC- Ready for Kgn</b>	<b>Jr. Leader</b>
Session 1	17	8	15	10	8	9	3
Session 2	17	9	18	9	11	10	4
Session 3	18	9	18	10	7	12	2
Session 4	18	9	18	9	7	12	3

### Summer Offerings

<b>Preschool 2 day</b>	<b>2022 TC</b>	<b>2023 TC</b>	<b>2022 WRC</b>	<b>2023 WRC</b>
Session 1	8	10	15	14
Session 2	9	10	18	18
Session 3	9	10	18	16
Session 4	9	10	18	10

<b>Kindercamp</b>	<b>2022 TC</b>	<b>2023 TC</b>	<b>2022 WRC</b>	<b>2023 WRC</b>
Session 1	10	14	8	11
Session 2	9	17	11	14
Session 3	10	14	7	11
Session 4	9	10	7	12

<b>Ready for Kindergarten</b>	<b>2022 WRC</b>	<b>2023 WRC</b>
Session 1	9	15
Session 2	10	20
Session 3	12	20
Session 4	12	20



## School Age - STAR and Day Camps

### STAR Enrollment 23/24

	3 days before	3 days after	5 days before	5 days after	Total enrolled 23/24	Waitlist	Total enrolled last year 22/23
Armstrong	2	7	17	15	41	0	63
Fairview	3	7	14	31	55	0	50
Lakeview	0	8	13	25	46	0	60
MacArthur	6	12	26	26	70	36	77
Muir	3	3	10	14	30	0	41
Lincoln Prairie	4	12	21	13	50	0	51
<b>Total for D54 23/24</b>	<b>18</b>	<b>49</b>	<b>10</b>	<b>124</b>	<b>292</b>	<b>36</b>	<b>342</b>
Whiteley	5	8	22	33	68	4	71
Thomas Jefferson	2	8	11	40	61	31	54
<b>Total for D15</b>	<b>7</b>	<b>16</b>	<b>33</b>	<b>69</b>	<b>125</b>	<b>36</b>	<b>139</b>

### Kinder STAR 23/24 enrollment:

K-star placements have started being made. See below grids on what has been placed and what is still awaiting placement.

School	AM	PM	PM till 6:05
Whiteley 3 day	0	4	1
Whiteley 5 day	0	5	2
Thomas Jefferson 3 day	2	5	0
Thomas Jefferson 5 day	15	3	3
Totals	17	18	6
<b>Total sum</b>	<b>41</b>		

	AM/PM Waiting on Placements	22/23 Enrollment
Whiteley	3	27
Thomas Jefferson	1	
<b>Total</b>	<b>4</b>	

Camp	2022	2023
South Explorers Weeks 1-9	1178	983
North Explorers Week 1-9	712	845
Teen Camp WRC Week 1-9	89	57
Teen Camp CH Week 1-8	88	118
All Camps AM Week 1-9	486	286
All Camps PM Week 1-9	517	344
STEAM Camp Week 1-8	233	227
Sports Camp Week 1-8	354	356
Creative Arts	Not Offered	25
<b>Total</b>	<b>3,657</b>	<b>3,241</b>

**Note: 2023 camps have two options with 7a-6pm built in so AM and PM numbers will be down. Which brings down our total Number. In 7-6 Camps we have a total of 165 South Side campers and 233 North Side Campers. Last year if they were enrolled in AM/PM and camp they would account for three individual spots out of the total enrolled number.**

**Our overall revenue is up.**



*Youth Athletics*

**Hoffman Basketball Academy**

- Camps: In the month of June we ran camps on Tuesday and Thursday. With high demand of camp registration, we added a full day of sessions on Tuesday! All camps were fundamental focused to get players ready for summer league.

	Tuesday	Thursday	Total
<b>2022</b>	0	45	45
<b>2023</b>	32	54	86

- Summer league: Our summer leagues will begin in July. Our registration this year has almost doubled last year. Extra gym space has allowed us to open up a higher maximum of players. We also have had a high number of campers this spring that we could promote our league too. Summer league practices start the week of July 10 and games start on the July 22/29.

	3 <sup>rd</sup> /4 <sup>th</sup>	5 <sup>th</sup> /6 <sup>th</sup>	7 <sup>th</sup> /8 <sup>th</sup>	Totals
<b>2022</b>	20	36	18	74
<b>2023</b>	40	40	40	120

- July Camps: We do offer a K-2<sup>nd</sup> grade fundamentals camp in July. We do not offer a league for this level because the gyms with 8 foot hoops are used for our summer league

(we do not have access to Districts 54 and 20 schools for more practice space in summer like we do in winter). The camp currently has 14 enrolled and starts on July 6.

**Youth Baseball**

- In-House Leagues: Our house leagues came to a close in the month of June. Our K-4<sup>th</sup> grade teams ended on June 17 with an all-star game event at Cannon Crossing. It was a great way to wrap up our season. Our Bronco and Pony teams competed in tournaments to wrap up their seasons.
  - Fall in-house baseball registration is now open; practices will start in mid-August and the league runs through October.
  - Colt Baseball (high school): currently happening right now. We have two teams, same total as the last two summers. Teams will compete in June and July.
- N60: We had a very successful n60 season with our Hoffman Knights! They played their last game on June 30 at South Ridge Park. N60 will host tryouts in August and the hope is to have a 10u, 12u and 14u team next season! We have found a direct correlation to higher in-house numbers while offering n60 baseball.

**Adult Sports**

- Softball: Our adult softball league continues on Monday nights throughout the month of June. The season is schedule to wrap up in August.
  - Fall registration: our fall league registration has opened up for fall leagues.
- Pickleball: Spring league came to a close early on June 19 do to Fabbri court repairs. Summer league registration is now open and will begin in mid-August.

**Soccer**

**Spring Soccer League**

Spring Soccer Family Night re-scheduled for 7/15 at Cannon Crossings.

	<b>Spring 2022</b>	<b>Spring 2023</b>
Spring Soccer	313	416

**Adult Athletics:**

**Pickleball League** – Summer League was scheduled to run from 5/8 – 6/26. Fabbri court renovation completed. League was offered for Level 3.5+ and Social League. The program was full with: 36 social teams, 10 teams enrolled in Advanced Level, 24 teams in social level and 24 players enrolled in beginner level.



## Ice Operations

### June 2023 Figure Skating Numbers:

#### June 2022

-Summer Session Figure Skating classes: 206

-Summer camp 2022

\*wk 1 30

\*wk 2 25

\*wk 3 18

\*wk 4 15

#### June 2023

Summer Session Figure Skating classes: 220

Summer camp 2023

\*wk 1 21

\*wk 2 16

\*wk 3 16 + 1 trial

\*wk4 14 + 1 trial

**2022 June Freestyle memberships: 18**

**2023 June Freestyle memberships: 28**

**Drop in/Walk on Skaters: Total=106**

#### Public skate and modified public skate:

##### \*Pre-registered

- 6/11---35

- 6/11 modified---2

- 6/25---14

- 6/25 modified---0

##### \*Walk on & skate rental

6/11---19

6/11 modified---0

6/25---11

6/25 modified---0

**Total pre-registered regular and modified---51**

**Total walk-ons---30**

### Summer Hockey

The following table represents enrollment numbers for summer hockey programs:

<b>Program</b>	<b>Number Enrolled</b>
Pure Development	35
Hockey Moms	19
Hockey Dads	7
Wolverines Clinic	13
Wolfpack Development	58
Hockey Camp	117
<b>TOTAL</b>	<b>249</b>

Registration for Fall Hockey is now open.



### Club Swim Lessons

Club lessons started the week of June 5<sup>th</sup>. There are different lessons on Tuesdays, Thursdays and Saturdays. These classes will run until the end of July.

Type of Lesson	2022	2023
Parent/Tot	21	33
Tots	9	28
Group Classes	169	143
Adult	N/A	8

### Seascape Swim Lessons

Seascape swim lessons started also on June 5<sup>th</sup>. Classes are 2 weeks long. Currently we have the following numbers for the first 2 weeks against last year numbers:

Type of Lesson Session 1	2022	2023
Parent/Tot	6	0
Tots	6	3
Group Classes	81	60

Type of Lesson Session 2	2022	2023
Parent/Tot	5	5
Tots	6	6
Group Classes	76	58
Type of Lesson Session 3	2022	2023
Parent/Tot	5	4
Tots	6	6
Group Classes	76	56

**Seascape Pass sales as of July 1, 2023: 1,328**

Seascape offered The World's Largest Swim Lesson on June 22 with 136 participants. This was a great way to promote the value of swim lessons and swim safety.

**HOFFMAN ESTATES PARK DISTRICT  
2023 BUDGET GOALS & OBJECTIVES  
RECREATION DIVISION**

Key: C = Complete / O = On Track / D = Deferred / N = Not Complete

**DISTRICT GOAL 1: HEALTHY & ENJOYABLE EXPERIENCES**

Objective/Goal	Performance Measures/Action Plan	Status
Offer quality recreation programs that are innovative, diverse and meet the needs of the community	Expand Stars Dance Company with the addition of a Junior level	<b>O</b>
1Q Comments:	Auditions for 23/24 Stars Dance Company will take place in July & August and will include a new Junior Level.	
2Q Comments:	<b>Expanded M.O.R.E opportunities, added in Kite Day in May, enhanced Kids to Park and Fourth Fest offerings, and offered an evening Funday concert for working parents.</b>	
Offer quality recreation programs that are innovative, diverse and meet the needs of the community	Offer two special events at Seascap	<b>O</b>
1Q Comments:	Plans are underway for a Flick & Float and a Halfway to the Holiday Event plus deck art opportunities.	
2Q Comments:	<b>The World's Largest Swim Lesson opportunity was added to Seascap on June 22. Chalk deck contests have been a hit. Flick and Float planned for August.</b>	
Offer quality recreation programs that are innovative, diverse and meet the needs of the community	Expand outdoor recreation specialty programs (i.e., fly fishing lessons)	<b>O</b>
1Q Comments:	Looking to add to late summer or fall. Promoting fly fishing lessons in July for fall class to run.	
2Q Comments:	<b>Explorers camp has been revamped w/ more field trips and offering have been expanded in all neighborhoods.</b>	
Offer new programs based on trends	Offer a Family Dance program for all children and parents	<b>O</b>
1Q Comments:	Plans underway for an event for Fall.	
2Q Comments:	<b>A Y2K theme flash mob free family dance opportunity is planned for November to showcase our dance offerings and upcoming spring recital.</b>	
Offer new programs based on trends	Expand Wear your Color Run event in partnership with Ascension	<b>O</b>
1Q Comments:	Event is planned for September 2023.	
2Q Comments:	<b>Wear your Color Run to promote cancer awareness is scheduled for September 2, kids offerings will be enhanced.</b>	
Offer new programs based on trends	Create "off season" specialty camps trainings for soccer, baseball and basketball	<b>O</b>
1Q Comments:	HUSC fundamentals, indoor trainings for N60 team, and skill clinics for basketball took place in Q1.	



<b>2Q Comments:</b>	<b>Summer specialty camps/clinics offered for soccer and baseball plus an AAU basketball team summer opportunity.</b>	
Offer new programs based on trends	Expand Pickleball with tournaments	<b>O</b>
1Q Comments:	One tournament planned for summer and another for early Fall.	
<b>2Q Comments:</b>	<b>Expanded hosting outside group pickleball rentals this summer at Fabbrini, our newly renovated court. The Senior Pickleball tournaments continue with popularity as well as offerings at the Club.</b>	
Offer new programs based on trends	Expand Disc Golf with tournaments	<b>O</b>
1Q Comments:	One event is planned for April 30. More planned for summer.	
<b>2Q Comments:</b>	<b>Disc golf tournaments were planned for June and July.</b>	
Offer new programs based on trends	Expand Willow preschool through afternoon extension program providing a longer day of school	<b>C</b>
1Q Comments:	Program will be offered for school year 23/24.	
<b>2Q Comments:</b>	<b>Willow preschool with extension is running this school year with expanded numbers.</b>	
Offer new programs based on trends	Increase E-Sports focusing on tournaments and events	<b>O</b>
1Q Comments:	New offerings for tournaments and events every weekend.	
<b>2Q Comments:</b>	<b>Birthday e-sports rentals are still being offered and are becoming the main source of events at the E-Sports facility.</b>	
Create adult programs	Expand adult tournaments to include wiffle ball tournament and bags tournament.	<b>O</b>
1Q Comments:	Adult wiffle ball program offered for spring.	
<b>2Q Comments:</b>	<b>Adding in a Theatre group opportunity that include adult offerings and a new adult dance class. New adult sport opportunities continued to be explored.</b>	
Expand birthday party options	Implement sports-themed birthday party	<b>C</b>
1Q Comments:	New sports birthday party offered.	
<b>2Q Comments:</b>	<b>Birthday party options remain popular especially at Seascape in summer &amp; picnic spaces near splash pads.</b>	
Promote trails and paths	Create “Tour de Hoffman” – a summer bike and park visit program	<b>O</b>
1Q Comments:	Tour de Hoffman / Family engagement activity will launch for summer.	
<b>2Q Comments:</b>	<b>This program will be incorporated with the GO Hoffman to promote community trails/paths and environmental awareness in the fall.</b>	
Provide community and family-oriented events	Expand Unplug Day’s summer special event	<b>O</b>
1Q Comments:	New features include children’s concert.	
<b>2Q Comments:</b>	<b>Kite Day was a popular new offering in May- this will be combined with Kids to Park next year. Friday Funday concerts in summer continue to be well attended for our parent/child population.</b>	
Provide community and family-oriented events	Develop all-star games for each athletic league: baseball, basketball and soccer	<b>O</b>

1Q Comments:	Basketball all-star games were held at NOW Arena. All players also received a free ticket to a Windy City Bulls game.	
2Q Comments:	<b>Our always popular All-star baseball games were planned for mid-June. Soccer All-star night is scheduled for July 15 with a food truck and new Hoffman Aces program will be introduced.</b>	
Expand fitness center amenities	Update/redesign the fitness centers with modern equipment	C
1Q Comments:	TC fitness center will close April 12 for renovation and upgrades.	
2Q Comments: **	<b>TC fitness center renovations are complete. Grand re-opening was May 6. "Find Your Fit" promotion continues to build TC fitness center enrollment.</b>	
Provide high-quality swim instruction	Restructure swim lesson curriculum	O
1Q Comments:	Will launch for summer swim lessons.	
2Q Comments:	<b>Swim Safety School will launch Fall 2023 with a new level system where participants receive tokens as they pass levels.</b>	
Hold physical challenge event at South Ridge Ninja Warrior course	Complete challenge by end of summer 2023	O
1Q Comments:	Event will be planned in July.	
2Q Comments:	<b>Ninja Warrior Course challenge at South Ridge will be included in our UnPlug events July 15.</b>	
Implement new figure skating show	Create and present figure skating talent show	C
1Q Comments:	Ice Show planned for May 13.	
2Q Comments:	<b>"Lights, Camera, Skate" our first ice show post-covid was May 13<sup>th</sup> showcasing just over 100 skaters with 300 attendees to watch throughout the day.</b>	

## DISTRICT GOAL 2: SOCIAL EQUITY

Objective/Goal	Performance Measures/Action Plan	Status
Work closely with Friends of HEParks to maximize scholarships	Revamp scholarship application and approval process	C
1Q Comments:	Draft of scholarship application and process in progress.	
2Q Comments:	<b>Scholarship application process and application has been revamped and implemented.</b>	
Create free usage access program to reach underserved demographics	Expand Programs for All by reaching more schools	O
1Q Comments:	Plans for 23/24 school in progress.	
2Q Comments:	<b>Staff will begin reaching out to counselors as school returns to session.</b>	
Implement community awareness campaign	Create a summer challenge to visit events, parks and attend programs	O
1Q Comments:	New "Pack the Park" events planned for summer to expand community awareness.	

<b>2Q Comments:</b>	<b>Marketing is promoting parks &amp; offerings for National Park and Recreation month this July with their “Where Community Grows slogan.</b>	
Launch website that is accessible	Ensure ADA compliance for website	<b>O</b>
1Q Comments:	Website project in progress.	
<b>2Q Comments:</b>	<b>Website is now being updated internally by staff to make registration process clean and simple. We have designed a new page template for all programs and sports to ensure consistency throughout the site. The new Superintendent of Recreation C&amp;M will do a complete audit of the site as one of their first projects and continue to make enhancements which include ADA compliance.</b>	
Evaluate translation feature on website	Launch translation option for website	<b>O</b>
1Q Comments:	Website project in progress.	
<b>2Q Comments:</b>	<b>The new Superintendent of Recreation C&amp;M will do a complete audit of the site as one of their first projects and continue to make enhancements which include translation options for the site.</b>	
Support Diversity, Equity and Inclusion initiatives	Create DEI committee	<b>C</b>
1Q Comments:	DEI Committee has met twice in Q1.	
<b>2Q Comments:</b>	<b>Kimberly Barton attended a Diversity conference with IPRA in May. Email signatures with he/she terms added for spring.</b>	
Expand free programming within community	Add at least one more neighborhood to the MORE program	<b>C</b>
1Q Comments:	Staff is securing MORE site visits this spring.	
<b>2Q Comments:</b>	<b>MORE schedule increased for Summer 2023. We have also paired with the Popsicle with Police event at Poplar Park and the Library attends our MORE events as well. The new MORE van is an added new visual feature.</b>	
Expand senior programs and events	Offer at least one program per season at Willow	<b>O</b>
1Q Comments:	Bunco and Bake Goods was offered in Winter and Name that Tune will be offered in May.	
<b>2Q Comments:</b>	<b>Family Bingo Night was planned at Willow for June 8 and Book Club continues there.</b>	
Expand senior programs and events	Provide at least three new senior trip locations and one overnight trip	<b>C</b>
1Q Comments:	The overnight will be April 22-23 to Lake Geneva. A variety of new trips offered including Mars Cheese Castle, Movie Night at Star Cinema, Kane County Cougars and Untouchable Mobster Tour.	
<b>2Q Comments:</b>	<b>New offering planned for Fall. Fish Boil trip was one of our most summer popular trip. Canada trip has had some interest.</b>	
Promote free health & wellness	Offer four Community Fitness Days at the TC & WRC fitness centers	<b>O</b>

1Q Comments:	Community Fitness Day was held January 7. Next one will be May 6.	
2Q Comments:	<b>Free fitness workout weekend at our fitness centers were offered on July 8 and 9.</b>	
Promote free health & wellness	Offer at least four free community fitness events throughout the summer	<b>C</b>
1Q Comments:	Pop-up Fitness events scheduled for summer.	
2Q Comments:	<b>Outside Pop-up Fitness events offered almost weekly by the Club including yoga, Zumba etc.</b>	

### **DISTRICT GOAL 3: FINANCIAL STEWARDSHIP**

<b>Objective/Goal</b>	<b>Performance Measures/Action Plan</b>	<b>Status</b>
Increase facility and field rentals	Increase facility and field tournaments	<b>O</b>
1Q Comments:	Cricket field rented for all weekends through fall. Promotion continues for other field and facility rentals.	
2Q Comments:	<b>Pickleball rentals are increasing. Cricket field rentals continue.</b>	
Create a referral discount program	Provide a referral discount programs for E-Sports birthday parties	<b>O</b>
1Q Comments:	Referral program draft in process.	
2Q Comments:	<b>E-sports promotion opportunities underway.</b>	
Evaluate usage of paid coaches for hockey program	Determine if paid coaches result in increased enrollment in the Wolfpack program	<b>O</b>
1Q Comments:	Spring league includes one paid coach and one volunteer coach for each team.	
2Q Comments:	<b>Staff has received great feedback on the coaches and numbers will continue to grow with additional marketing promoting the trained coaches for the teams.</b>	
Explore potential for an additional hockey tournament	Add one additional large format hockey tournament	<b>O</b>
1Q Comments:	Staff is looking to secure more tournaments.	
2Q Comments:	<b>Ice rentals and tournament rentals are getting an extensive evaluation of contracts, fees and schedules. Staff is creating a standardized contract and fee structure to help promote future rentals and tournaments. They have just begun creating a database of past rentals to offer promotions and open ice times to increase overall rentals in down ice time.</b>	

### **DISTRICT GOAL 4: OPERATIONAL EXCELLENCE**

<b>Objective/Goal</b>	<b>Performance Measures/Action Plan</b>	<b>Status</b>
Partner with local organizations to provide programs	Create a Book Club with the Palatine Library	<b>C</b>
1Q Comments:	Offered in Winter and another will be offered in April with lunch.	
2Q Comments:	<b>Summer book club opportunities continue.</b>	

Streamline NWSRA inclusion requests	Assign one NWSRA representative to work with NWSRA for inclusion requests and staffing needs	C
1Q Comments:	Kimberly Barton is the HEParks staff liaison for all inclusion requests.	
<b>2Q Comments:</b>	<b>Summer requests are highest and there is continued success with our staff liaison.</b>	
Expand relationships with Village commissions	Staff involvement in Senior, Youth, Cultural Arts and Art Commissions	C
1Q Comments:	Staff are assigned to each village commission.	
<b>2Q Comments:</b>	<b>Our Seniors and Special Events Program Manager attends many of these.</b>	
Promote park amenities and programs	Social media posts at least twice per week and two emails per week	C
1Q Comments:	The Biweekly emails continue to be a success. Tuesday emails focus on park district programs, upcoming events and special happenings, job openings and general information. The Thursday emails focus on a specific topic or theme and have included the Triphahn Center Renovation project, family programs, Community Egg Hunt Guide, Amenities at the Golf Course, family programs and adult programs. Social media posts vary per week from 2-6 posts. The posts are a mix of general information and sales.	
<b>2Q Comments:</b>	<b>Spring/ summer social media posts have had continued success. Program Managers have opportunity to “post day in the life” posts on site. For July we are showcasing community togetherness as our parks for National Park and Recreation month.</b>	
Create user-friendly online forms	Develop web-based forms for Refund Request, Preschool Inquiry and Room Rentals.	O
1Q Comments:	Online submittable forms are in draft process.	
<b>2Q Comments:</b>	<b>Submittable forms are being implemented throughout the website for convenience of the customer.</b>	
Improve recruitment for seasonal positions	Offer hiring incentive for summer and child care staff	C
1Q Comments:	Job has been posted.	
<b>2Q Comments:</b>	<b>We were on target for hiring with camps, pools etc. Hiring events with HR in May were a success. More staff appreciation events are planned regularly to increase staff retention.</b>	
Improve health and wellness with employees	Create a Wellness Committee that promotes PATH challenges and creates in-district PATH challenges to encourage at least 60% participation	O
1Q Comments:	Wellness Committee has been created and has activities planned for staff.	
<b>2Q Comments:</b>	<b>Fitness opportunities will be incorporated into our Summer Quarterly FT Staff meeting (disc golf, baggo, basketball skill games)</b>	
Promote all district facilities	Cross-promote Club and Bridges social media into park district channels	O

1Q Comments:	The Club and Bridges are included in every Tuesday's all district email, the digital sign board, signage within TC an WRC, social media content is also shared from their feeds to the district's main page. Events are shared throughout the different profile pages.	
<b>2Q Comments:</b>	<b>C&amp;M Staff has been working together in Cross-promotion throughout all district channels.</b>	
Ensure positive feedback	Review and update all google and yelp profile pages	<b>O</b>
1Q Comments:	The google and yelp profile pages are updated for Q1 but will change as building hours shift with the seasons.	
<b>2Q Comments:</b>	<b>Staff continues to monitor and update as we progress through seasonal changes.</b>	
Purchase lounge chairs for Seascape	Purchase lounge chairs for delivery prior to Seascape opening	<b>C</b>
1Q Comments:	Chairs have been purchased.	
<b>2Q Comments:</b>	<b>Lounge chairs were delivered in early June.</b>	
Promote family connections	Create family nights within Little Stars Child Care	
1Q Comments:	One event took place in January. Another will take place in summer.	<b>O</b>
<b>2Q Comments:</b>	<b>New graduation format for early childhood programs was well received. Fun in the Sun is planned for July 22.</b>	
Develop a new position titled Superintendent of Facilities to streamline supervisory responsibilities within the Recreation Division.	Hire the individual	<b>C</b>
1Q Comments:	Karrie Miletic was hired in March as the Supt of Recreation Programs. Steve Dietz took the Supt of Recreation Facilities position.	
<b>2Q Comments:</b>	<b>Kimberly Barton is the new Supt. of Recreation and Karrie Miletic is the new Director of Recreation.</b>	
Increase adult hockey participation	Add one additional team to adult hockey league	<b>O</b>
1Q Comments:	Adult hockey is now a rental program.	
<b>2Q Comments:</b>	<b>Adult hockey leagues are being run by a 3<sup>rd</sup> party to provide consistency in offerings along with providing scorekeepers and game officials. This has also provided us with steady rental income.</b>	
Implement measurable program evaluations for all major program areas.	Conduct online surveys with measurable questions	<b>O</b>
1Q Comments:	Surveys are completed after all major programs end.	
<b>2Q Comments:</b>	<b>Survey occurred for Preschool and Soccer in Spring. Baseball survey is underway.</b>	
Email marketing campaign between program seasons/sessions for all major program types based on previous enrollment	As developmental program sessions end, send emails to participants encouraging registration for next session (i.e. Swim Level 1 to Swim Level 2)	<b>O</b>

1Q Comments:	Emails are sent out to past participants to promote next session's enrollment.
2Q Comments:	<b>This occurs with each program manager, it helped build camp enrollments and summer sport clinics.</b>

**DISTRICT GOAL 5: ENVIRONMENTAL AWARENESS**

Objective/Goal	Performance Measures/Action Plan	Status
Expand GO Hoffman movement campaign	Promote community trails/paths and environmental awareness through GO Hoffman movement.	<b>O</b>
1Q Comments:	During the cold of Q1, the free indoor track at TC was promoted as part of the GO Hoffman movement. Outdoor events will be planned for spring and summer.	
2Q Comments:	<b>GO Hoffman campaign will restart this fall with new ideas to help promote our trails and paths.</b>	

**DISTRICT GOAL 6: CUSTOMER SERVICE**

Objective/Goal	Performance Measures/Action Plan	Status
Enhance behavior management training	Create a behavior management training for STAR, preschool and camp staff.	<b>O</b>
1Q Comments:	On May 31 we collaborated with Ascension Hospital to offer a panel discussion on behavior management for Camp staff. The hospital will also assist with a training for Fall for an early childhood in-service day plus a parent workshop.	
2Q Comments:	<b>Early childhood programs incorporated a school buck program this summer to promote good behavior. Children can buy items at a mini school store. Camp "get ducked" program still continues to promote good behavior.</b>	
Enhance special needs training	Expand training on working with the children with special needs for STAR, preschool and camp staff.	<b>O</b>
1Q Comments:	We have incorporated CHAMPS, a teaching tool that promotes positive behavior support.	
2Q Comments:	<b>CHAMPS continues with success.</b>	
Enhance safety training	Create emergency preparedness training for STAR, preschool and camp staff.	<b>O</b>
1Q Comments:	Project has started.	
2Q Comments:	<b>Emergency preparedness was increased in summer pre-season training.</b>	
Promote CPRP certification	Two managers achieve CPRP certification	<b>O</b>
1Q Comments:	Kimberly Barton achieved her CPRP in Q1.	
2Q Comments:	<b>Karrie Miletic and Scott Meyer are working towards getting their CPRP.</b>	
Expand volunteer onboarding and trainings	Create volunteer training program for volunteer coaches	<b>C</b>
1Q Comments:	Online training was developed for all volunteer coaches.	



<b>2Q Comments:</b>	<b>Volunteer Appreciation night is planned for August at Seascape.</b>	
Expand aquatic customer service	Revamp the party host position for party tent rentals at Seascape	<b>C</b>
1Q Comments:	We have promoted a head cashier to coordinate and make calls prior for rentals. She will have party hosts present on rental days.	
<b>2Q Comments:</b>	<b>Emma has become our party coordinator and head cashiers.</b>	
Expand front desk service	Provide rental coordinator	<b>C</b>
1Q Comments:	We have promoted a head cashier to coordinate and make calls prior for rentals.	
<b>2Q Comments:</b>	<b>Emma assists in these areas as well.</b>	

## FACILITIES AND MARKETING DIVISION REPORT

### **Motion:**

Recommend the July Facilities & Marketing Report and 2Q2023 Goals to be included in the July Executive Director's Report for Board approval.

### **Bridges General Programs:**

- Jr Golf classes are filling up nicely and start the second week of July. Golden Bear has 27 students enrolled and our Tigers class currently has 12 students.
- Bridges Beer Garden hosted its first Fur Day Event on July 6. Charged UP K9 was onsite to provide dog obedience demos and provide some helpful training tips. We had over 20 dogs and families come to the unique event.

### **Golf Rounds**

<b>MONTHLY ROUND TOTALS</b>					
<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>5 Year Average</b>
<b>4,223</b>	<b>4,397</b>	<b>4,230</b>	<b>4,588</b>	<b>5,414</b>	<b>4,570</b>
<b>YTD ROUND TOTALS</b>					
<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>5 Year Average</b>
<b>9,682</b>	<b>5,520</b>	<b>11,986</b>	<b>10,211</b>	<b>12,904</b>	<b>10,061</b>

### **Range Information**

<b>MONTHLY RANGE BASKET SALES TOTALS</b>					
<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>5 Year Average</b>
<b>3,577</b>	<b>2,949</b>	<b>2,697</b>	<b>2,850</b>	<b>3,910</b>	<b>3,197</b>
<b>YTD RANGE BASKET SALES TOTALS</b>					
<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>5 Year Average</b>
<b>8,210</b>	<b>3,187</b>	<b>9,218</b>	<b>6,776</b>	<b>9,213</b>	<b>7,321</b>

### **Toptracer Hour Totals**

<b>MONTHLY TOPTRACER RESERVATION HOUR TOTALS</b>	
<b>2022</b>	<b>2023</b>
<b>291</b>	<b>693</b>
<b>YTD TOPTRACER RESERVATION HOUR TOTALS</b>	
<b>2022</b>	<b>2023</b>
<b>1,465</b>	<b>2,840</b>

## Food & Beverage

### June

4 showers servicing 212 guests  
1 breakfast meeting servicing 33 guests  
1 birthday party servicing 100 guests  
1 ceremony and reception servicing 96 guests  
1 reception only servicing 89 guests  
7 golf outings servicing 762 guests  
2 outings grill station only?? Panzino and foundation

### July

1 dinner servicing 65 guests  
2 breakfast meetings servicing 65 guests  
3 golf outings servicing 350 guests  
1 memorial hors d'oeuvre reception servicing 80 guests  
1 shower servicing 60 guests

### 2023 weddings

8 ceremony and receptions  
2 reception only  
1 ceremony only

### 2024 weddings

3 ceremony and receptions



## June 2023

### Membership Totals

	<u>6/30/2022</u>	<u>1/01/2023</u>	<u>6/30/2023</u>	<u>Var. +/-</u>
Totals	2,209	2,418	2,816	
				<b>+398</b>

### Member Services/Sales

- The Club team enrolled 104 new members in June offering a \$19 enrollment fee. We continue to have positive growth in memberships even in these months where growth typically slows significantly, and have a net growth of almost 400 members to date this year!
- The Club had 2,179 unique visits in June, meaning approximately 75% of members visited/used the facility at least once in June. This is well above average for the industry.

- The Club had 80 United Health care Renew Active pass holders use the facility in June (at least one time).
- As part of the membership promotion in June, The Club offered double referral club cash to members who referred a new member. With this promotion we had 15 current members refer new members. The members that referred others received \$50 in “Club Cash” to use toward future dues.

### Operations and Fitness Departments:

- The Club rentals continue to slow down, typical for these summer months, but still had a handful:
  - (5) birthday parties    (46) volleyball rentals    (1) soccer rental
  - (27) basketball rentals (4) pickleball court rentals    (1) wall rental
- The Club hosted 2 HEParks summer camp outings in the gym and climbing wall in June
- Ascension Health held a blood pressure screening here on June 27
- The Club had the annual inspection of the Climbing Wall on June 22, all went well with this inspection.
- The Club staff participated in the Foundation Golf Outing on June 7, helping to sell raffle tickets at one of the holes.
- The Club hosted a CPR/AED certification class led by the General Manager, where 10 staff received their certification in CPR/AED.
- The Club had the final two gymnasium curtains replaced, so all gym curtains now are updated with the new colors and new mechanisms.
- The Club completely replaced one of the gymnasium basketball backboards and rim on a basket that needed the update.
- The Club featured two members in June as part of the quarterly Member Spotlight series. Staff decided to highlight two of our students given they are back for the summer and bring some amazing energy to the Club’s summer months!



[Rachel M \(click to read\)](#)    [EJ M \(Click to read\)](#)

The Club’s fitness team continued the summer tradition of getting out into the community and offering a variety of free fitness through the Pop-up Fitness in the Parks as well as the partnership with The Hideaway. We have had an awesome response and following from the community for these programs. We were even able to relocate the Zumba that was scheduled outdoors on June 28 to The Club (due to the air quality issues we were having), still with a great turnout!



Zumba! at The Hideaway – June 9



*Triphahn Center*



*Willow Recreation Center*

**Triphahn Center Fitness**

<u>Membership</u>	<u>06/30/2022</u>	<u>01/01/2023</u>	<u>06/30/2023</u>	<u>2023 YTD Var. +/-</u>
<b>Total</b>	<b>454</b>	<b>469</b>	<b>541</b>	<b>+72</b>

June 2023 we added 27 new memberships at the Triphahn Center Fitness Center.

<b>Pass</b>	<b>% Visited in May 2023</b>	<b>% Visited in June 2023</b>
TCIA Fitness Adult	88%	32%
TCIA Fitness Junior/Student	59%	46%

TCIA Fitness Senior	62%	45%
<b>Average Paid Members</b>	<b>70%</b>	<b>41%</b>
TCIA Silver Sneakers *	26%	15%
TCIA Tivity Prime *	9%	7%
TCIA Renew Active *	33%	10%
TCIA Gym Pass*	13%	0%
<b>Average Insurance Members</b>	<b>20%</b>	<b>8%</b>

### TC Rental Information

- We had 17 paid rentals at TC in the month of June.

### E-Sports

- We ran one birthday party in the month of June.

### Willow Rec Center Fitness & Racquetball

<u>Membership</u>	<u>06/31/2022</u>	<u>01/01/2023</u>	<u>06/31/2023</u>	<u>2023 YTD Var. +/-</u>
Fitness	124	127	143	+16
Racquetball	34	39	45	+6
<b>Total</b>	<b>158</b>	<b>166</b>	<b>188</b>	<b>+22</b>

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

<b>Pass</b>	<b>% Visited in May 2023</b>	<b>% Visited in June 2023</b>
WRC Fitness Adult	54%	30%
WRC Fitness Junior/Student	59%	47%
WRC Fitness Senior	35%	19%
<b>Average Paid Members</b>	<b>49%</b>	<b>32%</b>
WRC Silver Sneakers *	29%	17%
WRC Tivity Prime *	5%	0%
WRC Renew Active *	22%	22%
<b>Average Insurance Members</b>	<b>19%</b>	<b>13%</b>

### WRC Rental Information

- We had 4 paid rentals at WRC in the month of June.



## Dog Off-Leash Areas

<u>Membership</u>	<u>06/30/2022</u>	<u>01/01/2023</u>	<u>06/30/2023</u>	<u>2023 YTD Var. +/-</u>
<b>Total</b>	<b>639</b>	<b>586</b>	<b>611</b>	<b>+25</b>



### Marketing

- We are excited to announce the hiring of our Superintendent of Recreation Communications & Marketing – Marisa Anstey. Marisa has extensive experience in strategic planning, brand management, and digital marketing. She was recently at IKEA as the Communications and Events Specialist. We are excited to have her as part of the HEParks team and make a positive impact on the community. Her first day will be July 24.
- Guide/Program Listing – Completed four rounds of proofing desk copies with program managers, created wall guides for display at TC and WRC, created marketing package to promote program launch on July 5 (including flyers, marquees, web banners, web buttons, email graphics, and social media support).
- Staff has worked on updating our website and have created a standardized template for all our program and sports pages. We will continue to audit, update and create new page templates to implement on the website.
- Created four Tuesday email newsletters to send to our subscribers including designing graphics, linking to landing pages, and coordinating with programs that have low enrollment to help push.
- Created four Thursday mini-emails to brief our subscribers about events happening over the upcoming weekend, also including designing graphics and linking landing pages.
- General disc golf marketing package.
- TC Fitness marketing package including posters, email graphics, web banners, and social media support.
- Planning for July National Park and Rec Month social campaign running through July.
- Fall special events added to website, Daily Herald, Facebook and special event calendar.
- Special events marketing packages
- Unplug and Play marketing and day of materials
- Continue marketing packages for fall programs
- Created additional Seascape signage
- Evaluated below minimum class report and created additional marketing campaigns for areas of need
- Created new hockey marketing images for signage and website
- Ordered and designed parade materials/giveaways



## Bridges of Poplar Creek

- Created new slides for lobby TV promoting upcoming events, weddings, The Club monthly promo, etc.
- Attended Chamber events to promote the golf course, Top Tracer Range, and outings
- Created new posters and table tents for Top Tracer Range, Beer Garden, and upcoming events
- Designed new SRT Charity Golf Outing programs and signage; took photos during the event (6-7-23)



- Designed and scheduled marquee images for Beer Garden, live music and “Fur Day” events
- Created/scheduled email blasts and social media posts for upcoming events, golf outings, etc.
- Took various photos to build “asset library” for future digital and print promotions
- Scheduled TV segment shoot for The Golf Scene on NBC/Comcast Sports Chicago for July 20
- Researched additional platforms to advertise weddings; scheduled meeting with Chicago Style Weddings
- Updated website (photos, new event listings, etc.)
- Unanimously elected to the Board of Directors for the Hoffman Estates Chamber of Commerce & Industry
- Hosted Chamber event on Wednesday, 6/28/23 at The Tap Inn (over 50 people attended the event)

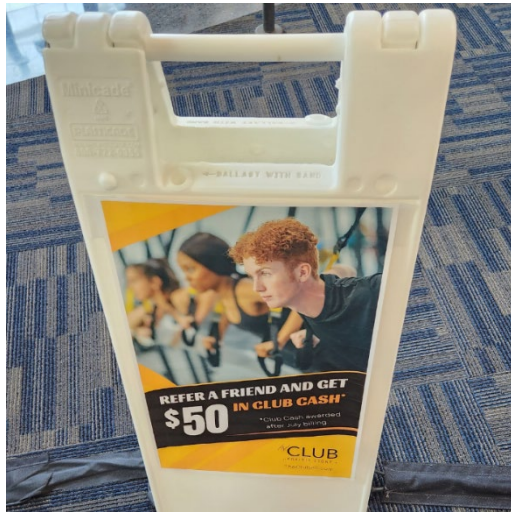


- Designed July promo and referral marketing collateral (digital and print).
- Promoted “Pop Up Fitness in the Park” and “Fitness & Fun at the Hideaway” monthly events.





- Attended Chamber events to promote Club promotions and events
- Designed and promoted new “Member of the Quarter” materials
- Created/scheduled social media posts for upcoming programs, promotions, and events
- Took various photos to build “asset library” for future digital and print promotions
- Utilized small “A” frames to promote monthly special and Pop Up Fitness events



- Started research for new website platforms
- Updated website with new promotions, photos, etc.

**HOFFMAN ESTATES PARK DISTRICT  
2023 BUDGET GOALS & OBJECTIVES  
GOLF**

Key: C = Complete / O = On Track / D = Deferred / N= Not Complete  
GOLF = GREEN; F&B = BLUE; Facility = Black

**DISTRICT GOAL 1: HEALTHY AND ENJOYABLE EXPERIENCES**

Objective/Goal	Performance Measures/Action Plan	Status
Offer a variety of different tee times and fees to meet total green fee budget revenue for the 2023 season.	Continue to monitor daily play and provide marketing email blasts based on weather and bookings. Monitor and adjust daily down times in tee sheet to offer online specials to increase overall number of rounds.	<b>O</b>
1Q Comments:	Golf Course opened last weekend in March with Spring Specials.	
2Q Comments:	<b>We have 12,904 rounds thru 2<sup>nd</sup> qtr with the 5 year average thru 2<sup>nd</sup> qtr is 10,061.</b>	
Expand TopTracer total usage hours for 2023. Total 2022 usage hours thru October 3,437.	Increase strategic marketing email blasts with special promos and combo offerings to include F&B. Include 50% discount pass to all Preferred Tee Time Players. Offer a Senior & Junior days throughout the season.	<b>O</b>
1Q Comments:	Toptracer is off to a great start in 2023 with being open most of Jan and Feb. We currently have 965 hours rented thru 1 <sup>st</sup> qtr. 2023	
2Q Comments:	<b>Toptracer continues to stay busy and have 2,840 hrs rented which is 1,375 more than last season.</b>	
Offer seven Special Golf Course Events.	Promote March Madness, Par 3 Challenge, Pro Am Scramble, (3) Senior Scramble and Turkey Shoot via email blast, social media and also signage in golf shop. Each event will be key POS add-on two weeks prior to event.	<b>O</b>
1Q Comments:	March Madness was sold out but cancelled due to inclement weather two different times. Next event this Spring is Par 3 challenge that is sold out with 36 participants.	
2Q Comments:	<b>We hosted the Par 3 Challenge (36 Guests) and 2 Senior Scrambles Event 1 (120 Guests), Event 2 (100 Guests)</b>	
Offer two Special TopTracer Tournament Events.	Promote one spring and one fall event via email blast, social media and also signage in golf shop. Each event will be key POS add-on two weeks prior to event.	<b>O</b>
1Q Comments:	Our Spring Toptracer Event was sold out with 20 teams. Staff is looking to create additional evening events with the popularity of these events.	
2Q Comments:	<b>Fall Event Schedule is set. We look forward to selling out again with 40 players.</b>	
Increase total participation from 2022 for Spring and Fall TopTracer Leagues. 96 participants in 2022.	Promote Spring and Fall leagues for Monday's, Weds, and Thursday evenings. Increase total participation from 2022.	<b>O</b>
1Q Comments:	We had 108 participants in our spring leagues. Staff is working on a 9-hole night league for the summer months in addition to the fall leagues.	

<b>2Q Comments:</b>	<b>Summer leagues are underway and Fall Leagues are being promoted.</b>	
Offer two community events with Breakfast with Bunny & Breakfast with Santa.	Staff will create email & social media campaigns, marquee signs and facility signage minimum one month prior to events.	<b>O</b>
1Q Comments:	Breakfast with Bunny was sold out with 290 guests.	
<b>2Q Comments:</b>	<b>Breakfast with Santa marketing will begin in the fall.</b>	
Offer four community special events in Beer Garden	Create and promote monthly events in Beer Garden from May to September.	<b>O</b>
1Q Comments:	The Beer Garden event schedule is being finalized. Our first event will be May 19.	
<b>2Q Comments:</b>	<b>We have hosted 2 events with great turnout. Our next event is on July 21<sup>st</sup>.</b>	
Offer seven Friday Night Fish Fry's during lent in the Tap Inn Bar & Grill	Market to local community and email database and host 7 Friday Night Fish Fry's.	<b>C</b>
1Q Comments:	Fish Fry is in full swing. We have serviced 573 guests in 6 weeks.	
<b>2Q Comments:</b>	<b>Fish Fry ended in April and is planned for Fall dates.</b>	

### **DISTRICT GOAL 2: SOCIAL EQUITY**

<b>Objective/Goal</b>	<b>Performance Measures/Action Plan</b>	<b>Status</b>
Provide golf activities to the special needs community.	Partner with NWSRA or a similar organization to provide golf activities.	<b>C</b>
1Q Comments:	We will be hosting the SLSF Golf Outing in May.	
<b>2Q Comments:</b>	<b>SLSF golf outing hosted in May</b>	

### **DISTRICT GOAL 3: FINANCIAL STEWARDSHIP**

<b>Objective/Goal</b>	<b>Performance Measures/Action Plan</b>	<b>Status</b>
Review and Update all Food & Beverage menus with a cost analysis.	Create updating COG for all menu items in current market and adjust pricing as needed. Add new menus to create additional variety across all menus.	<b>O</b>
1Q Comments:	All menus have been updated with new pricing based on current market. Staff will continue to monitor and adjust as needed throughout the year.	
<b>2Q Comments:</b>	<b>Pricing continues to be monitored and adjusted. Staff continues to search multiple vendors for best possible pricing.</b>	
Constantly monitor staffing plan and pay rates for all staff members.	Maintain a competitive pay rate and benefits for all staff based on the current job market place. This is an area that is constantly evolving and will need to be monitored throughout the year to maintain our valuable employees.	<b>O</b>
1Q Comments:	Staffing levels are improving in 2023. Pay rates will continue to be adjusted as needed to secure staff.	
<b>2Q Comments:</b>	<b>Staffing levels have been great all summer. We are evaluating staffing plans for the fall as students head back to school.</b>	
Enhance overall facility marketing plan.	Staff will work with the new FT Marketing Manager to update and refresh all marketing materials and develop and marketing matrix for Bridges to increase overall revenue for	<b>O</b>

	the facility.	
1Q Comments:	Marketing matrix is in place for the golf course. Staff will continue to work with new FT Marketing Manager and adjust as needed.	
2Q Comments:	<b>Staff created a summer Toptracer league which ran for 6 weeks for a total of 18 players. Fall leagues are now open for registration.</b>	

#### DISTRICT GOAL 4: OPERATIONAL EXCELLENCE

Objective/Goal	Performance Measures/Action Plan	Status
Create and update all food and beverage event contracts to eSign documents.	Take all current food & beverage event contracts and transfer and update them into the PandaDoc eSign documents in 2023.	<b>O</b>
1Q Comments:	Contracts have begun transferring over to Panda Doc. This will continue to make us more efficient and user friendly.	
2Q Comments:	<b>New contracts are being developed and sent out in Pandadoc.</b>	
Hire a Full Time Marketing Manager for Bridges and Club.	Promote and hire a Full Time Marketing Manager for Bridges and Club.	<b>C</b>
1Q Comments:	<b>We have hired Brian Wright as our FT Marketing Manager.</b>	
Have key staff attend HEParks AED & CPR training.	Have staff attend district certification classes during the course of the year.	<b>C</b>
1Q Comments:	All FT staff will be certified by end of 2 <sup>nd</sup> qtr.	
2Q Comments:	<b>All FT staff have been certified.</b>	
Develop a full chemical program for the golf course to ensure high quality playing conditions all season long.	Develop an application schedule on all products for the entire season and keep accurate logs on applications to ensure plan is fully executed in 2023 season.	<b>O</b>
1Q Comments:	Application schedule has been completed and already in motion. Staff will continue to monitor conditions and adjust accordingly.	
2Q Comments:	<b>Chemical application plan is in place and being executed as planned.</b>	
Implement measurable program evaluations for all major program areas.	Conduct online surveys with measurable questions	<b>O</b>
1Q Comments:	We will be conducting surveys on Spring programs in the 2 <sup>nd</sup> qtr.	
2Q Comments:	<b>Toptracer League Surveys have been submitted and results have been very promising.</b>	
Email marketing campaign between program seasons/sessions	As developmental program sessions end, send emails to participants encouraging registration for next session (i.e. Golf Learning Sessions – leveling up)	<b>O</b>
1Q Comments:	Junior golf classes begin in the 2 <sup>nd</sup> qtr.	
2Q Comments:	<b>JR Golf Classes are in full swing. We currently have 27 students in Golden Bears and 12 students in Tigers.</b>	

**DISTRICT GOAL 5: ENVIRONMENTAL AWARENESS**

<b>Objective/Goal</b>	<b>Performance Measures/Action Plan</b>	<b>Status</b>
Integrate environmental practices	Complete burns, mowing, and alternate chemical applications on native areas.	<b>O</b>
1Q Comments:	The Parks Department has completed Spring burns and applications. Staff will do additional burns in the fall.	
2Q Comments:	<b>Staff will create a fall schedule in 3<sup>rd</sup> qtr.</b>	

**DISTRICT GOAL 6: CUSTOMER SERVICE**

<b>Objective/Goal</b>	<b>Performance Measures/Action Plan</b>	<b>Status</b>
Receive 8 Five Star Reviews on the Knot and Wedding Wire for Weddings. Goal is 10 Reviews receiving five stars.	Provide detailed training to staff and hold weekly event meetings to ensure all details are outlined to event staff. Follow up Bride & Grooms after the wedding with Thank You and promotion to complete reviews.	<b>O</b>
1Q Comments:	Event meetings have started. New function sheets have been created to assist with Toptracer parties and events.	
2Q Comments:	<b>Event meetings with Captains and key members continue to ensure staff is prepared for all special events.</b>	
Create special event calendar for the 2023 season and market.	Finalize special event dates and calendar and post by end of 1 <sup>st</sup> qtr. Once finalized work with new Marketing Manager to promote via all platforms.	<b>C</b>
1Q Comments:	<b>Special event calendar has been completed and all events are currently being marketed on website. A schedule for social media platforms is in place.</b>	
Install new bar countertop and foot rail to bar in Tap Inn.	Work with Parks Department to replace and build bar top and foot rail in Tap Inn prior to end of February.	<b>C</b>
1Q Comments:	<b>Bar &amp; Grill remodel has been completed. It has received great reviews.</b>	

**HOFFMAN ESTATES PARK DISTRICT  
2023 BUDGET GOALS & OBJECTIVES  
The Club at Prairie Stone**

Key: C = Complete / O = On Track / D = Deferred / N= Not Complete

**DISTRICT GOAL 1: HEALTHY AND ENJOYABLE EXPERIENCES**

Objective/Goal	Performance Measures/Action Plan	Status
Enroll 1275 new members in 2023	With the addition of a new marketing position, create a diverse a robust marketing plan for The Club that will maximize the marketing budget dollars with a focus of driving new members into the facility.	<b>O</b>
1Q Comments:	Enrolled 508 new members in Q1 2023	
<b>2Q Comments:</b>	<b>Enrolled 363 new members in Q2 2023</b>	
Highlight the health and wellness achievements of The Club members.	Individual stories and achievements will be highlighted through the monthly member newsletter, social media and bulletin board in the facility. Eight members will be highlighted throughout the year.	<b>O</b>
1Q Comments:	Club staff highlighted 2 member stories in Q1, as part of the “Member Spotlight” series.	
<b>2Q Comments:</b>	<b>Club staff highlighted 2 student member stories in Q2 as part the “Member Spotlight” series</b>	
Additional Youth Programming	Add 4 new classes/sports of youth programming.	<b>O</b>
1Q Comments:	Programs are in the process of being created for the summer months.	
<b>2Q Comments:</b>	<b>Club staff introduced youth pickleball classes in Q2.</b>	
Introduce new formats of group fitness classes that are in line with industry trends and member requests	Monitor class participation on a monthly basis and add /change format to the group fitness to the schedule, and offer 4 specialty classes to the group fitness schedule in 2023.	<b>O</b>
1Q Comments:	Added 2 specialty classes onto the group fitness schedule that were offered for a limited time in Q1. Foam Rolling w/ Abs, and Qigong/Tai Chi.	
<b>2Q Comments:</b>	<b>Club staff used Q2 to audition instructors for new specialty classes to be offered in Q3.</b>	
Additional Special Events	Add 2 new special events at The Club in 2023. (i.e. movie night, indoor camping)	<b>O</b>
1Q Comments:	Staff has begun planning for a fun 5K run/walk that will take place in Q2.	
<b>2Q Comments:</b>	<b>Club staff ran a very successful 5K run/walk event in Q2</b>	
Offer specialty fitness programs and specialty training	Develop and implement specialty fitness training/programs like running training and sport/athlete specific training. Develop 2 new programs in 2023.	<b>O</b>
1Q Comments:	Staff have brainstormed some ideas in Q1, and will decide on program type and date details in Q2.	
<b>2Q Comments:</b>	<b>Club staff have developed ideas for specialty training, and are now looking for specialty staff to lead these programs.</b>	

## DISTRICT GOAL 2: SOCIAL EQUITY

Objective/Goal	Performance Measures/Action Plan	Status
Provide complimentary use of the facility to the community throughout the year.	Offer community fitness days throughout the year where the community can come to use the fitness center complimentary. Offer a minimum of 1 free day, per quarter.	<b>O</b>
1Q Comments:	The Club offered a Community Fitness Day in January, and offered a special bonus with enrollment this day (Adidas Backpack)	
<b>2Q Comments:</b>	<b>The Club offered a Community Fitness Day in May of Q2</b>	
Provide introductory fitness and wellness trainings and clinics and opportunities for the community.	Offer complimentary sport or athletic youth classes or trainings per quarter for underprivileged youth in Hoffman Estates community.	<b>O</b>
1Q Comments:	The Club offered a boxing clinic and a foam rolling clinic in Q1.	
<b>2Q Comments:</b>	<b>The Club invited Ascension Health to come in and offer target heart rate metrics, and blood pressure screenings in May of Q2.</b>	

## DISTRICT GOAL 3: FINANCIAL STEWARDSHIP

Objective/Goal	Performance Measures/Action Plan	Status
Hire a Full Time Marketing Manager for Bridges and Club.	Promote and hire a Full Time Marketing Manager for Bridges and Club.	<b>C</b>
1Q Comments:	Hired Brian Wright, Communications and Marketing Manager.	
<b>2Q Comments:</b>	<b>Hired position</b>	
Enhance Personal Training Marketing	Use internal (visual) marketing, social media and website to create layers and repetition in marketing the personal training programs and trainers	<b>O</b>
1Q Comments:	Working closely with new C&M Manager to create a marketing strategy around the PT program.	
<b>2Q Comments:</b>	<b>Marketing strategy in development.</b>	
Enhance Member Referral Program	Create an annual member referral program for the year, use satisfied members as a marketing tool.	<b>O</b>
1Q Comments:	Creating a strategic monthly referral bonus for members and advertising this promotion both internally as well as email blasts.	
<b>2Q Comments:</b>	<b>Club staff began to offer and market enhanced referral bonuses in Q2. This has increased the amount of monthly referrals by approx. 1/3</b>	
Constantly monitor staffing plan and pay rates for all staff members.	Maintain a competitive pay rate and benefits for all staff based on the current job market place. This is an area that is constantly evolving and will need to be monitored throughout the year to maintain our valuable employees.	<b>O</b>
1Q Comments:	The current job market has settled a little bit. We have started to receive applicants for most positions. Our benefit offering has been a huge help to pull in quality candidates.	
<b>2Q Comments:</b>	<b>District restructuring allowed for mid-year wage increases for the FT team.</b>	
Enhance overall facility marketing	Staff will work with the new FT Marketing Manager to	<b>O</b>



plan.	update and refresh all marketing materials and develop and marketing matrix for Bridges to increase overall revenue for the facility.	
1Q Comments:	C& M Manager has begun to create an overall marketing strategy for the facility beginning with the creation of a master monthly calendar as well as the purchase of a new platform to create the marketing materials.	
2Q Comments:	<b>Club staff meet regularly with C&amp;M Manager to execute and modify the marketing plan as needed. C&amp;M Manager purchased the Canva software for creative content creation.</b>	

#### **DISTRICT GOAL 4: OPERATIONAL EXCELLENCE**

Objective/Goal	Performance Measures/Action Plan	Status
Enhance overall facility marketing plan.	Staff will work with the new FT Marketing Manager to update and refresh all marketing materials and develop and marketing matrix for Club to increase memberships and membership engagement	<b>O</b>
1Q Comments:	C& M Manager has begun to create an overall marketing strategy for the facility beginning with the creation of a master monthly calendar as well as the purchase of a new platform to create the marketing materials.	
2Q Comments:	<b>Club staff and C&amp;M Manager continue to update marketing materials on a regular basis as well as create opportunities for member engagement throughout the year.</b>	
Evaluate space usage at The Club	Create a plan for the auxiliary fitness area and Athletico space (after exit). Decide on a new permanent home for the spin bikes/spin classes.	<b>O</b>
1Q Comments:	Will begin this process in Q2	
2Q Comments:	<b>Club staff have begun to explore options for relocation of bikes. Most options will require planning for cost in future budgets.</b>	
Have staff attend HEParks AED & CPR, Code Drills and Safety training.	Have staff attend district certification classes during the course of the year and perform 4 code drills in 2023.	<b>O</b>
1Q Comments:	The Club Operations manager will survey Club staff to determine those who need to be certified or re-certified in Q2.	
2Q Comments:	<b>The Club staff hosted an AED/CPR training for Club staff and district staff in May of Q2.</b>	
Implement measurable program evaluations for all major program areas.	Conduct online surveys with measurable questions	<b>O</b>
1Q Comments:	Club staff will send out member survey in Q2 and Q4	
2Q Comments:	<b>Club staff will send out 2 surveys by the end of year.</b>	

#### **DISTRICT GOAL 5: ENVIRONMENTAL AWARENESS**

Objective/Goal	Performance Measures/Action Plan	Status
Reduce paper use and demand in facility	Transfer documents and contracts onto Panda Doc, utilize QR codes on flyers, promotions and instructions	<b>O</b>



1Q Comments:	Contracts are currently being converted to Panda Doc. QR codes have already been implemented on all flyers and posted driving guests to our website and to help promote specials.
2Q Comments:	<b>Club staff continuing to edit and digitize frequently used documents.</b>

**DISTRICT GOAL 6: CUSTOMER SERVICE**

<b>Objective/Goal</b>	<b>Performance Measures/Action Plan</b>	<b>Status</b>
Purchase new fitness equipment	Purchase 7-10 new cardio pieces for facility, as final budget amount allows.	<b>O</b>
1Q Comments:	Club staff has obtained quotes for the new pieces needed/wanted.	
2Q Comments:	<b>Club staff has placed an order for 3 new upright bikes from Life Fitness.</b>	
Create formal on-boarding training process for all PT staff at The Club	Incorporate all HR, business department and facility specific training into one uniform training for all PT staff onboarding at The Club.	<b>O</b>
1Q Comments:	District HR department implemented Breezy HR service to assist with streamlining the applying/hiring/onboarding process.	
2Q Comments:	<b>Club staff continue to use the Breezy HR service for recruiting and new hire documents.</b>	
Update informational takeaways and new member packets	Work with Marketing Manager to create professional promotional cards for ancillary services and new member takeaway packets on brand with The Club's marketing plan.	<b>O</b>
1Q Comments:	Club staff will explore options for takeaway materials with the C&M Manager in Q2.	
2Q Comments:	<b>Club staff needed to push this project to Q3.</b>	
Provide consistent communication to members with upcoming and important information pertaining to The Club	Work with the Marketing Manager to create and send member email communication that includes any important or timely updates about The Club.	<b>O</b>
1Q Comments:	Plan was created (in conjunction with C&M Manager) with a strategy to ensure members are receiving important information both shortly after they enroll as members, as well as throughout their membership, month to month.	
2Q Comments:	<b>All member email was sent in Q2 with the goal of sending out all member emails at least every other month, and ultimately monthly.</b>	

## **FINANCE, IT and HR DIVISION REPORT**

### **Motion:**

Forward the July Administration & Finance Report to be included in the July Executive Director's Report for Board approval.

### **Finance/Administration:**

- The District's 2022 Annual Comprehensive Financial Report was completed and submitted to committee for approval.
- The District's final 2022 Annual Comprehensive Financial Report was submitted to the GFOA (Government Finance Officers Association) for review in the application for the Certificate of Excellence in Financial Reporting; staff anticipates receiving the notification by year end.
- The District's final 2022 Annual Comprehensive Financial Report has been filed with all governmental and financial institutions as required.
- The District's FOIA page has been updated to include financial documents related to the annual audit.
- Prepared and paid June first bond interest payments.
- Developed a Popular Annual Financial Report with the information from the Annual Comprehensive Financial Report.
- Completed FOIA requests for Better Government Association – 2021 Salary Information
- Staff attended IAPD/IPRA Joint Conference Committee Meeting.
- Processed applicable monthly and quarterly returns as required.
- Processed Club/TC/WRC cancellations, including attaching documentation to RecTrac household members and member holds prior to the July billing.
- Completed BSA software updates.
- Developed training guide on waitlist transfers and program refunds. Trained program managers and service desk supervisors on process.
- Restructuring payroll overtime codes.
- RecTrac Enhancements/Processes
  - Automated additional reporting
  - Restructured General Ledger Code logic, upon close of June financials will test deferred account balances.
- Payroll Cycle Processing
  - 06/09/23      \$380,046.41
  - 06/23/23      \$436,997.34

### **Administrative Registration/EFT Billing:**

- EFT Billings for:
  - Sponsorship/Marquee
  - LSC (weekly)
  - Club/TC/WRC Fitness

- Locker
- Freestyle
- Summer Camp
- Administrative
  - Database Maintenance
    - Duplicate Households
    - Employee Pass
    - Aged Punch Passes
  - Program Fee/Rule Adjustments
  - Assisted in Training New Staff
  - Billing NSF Payment Retries
- Administrative Registration for:
  - Camp
  - State of IL CCAP (Child Care Assistance Program)
  - SRT Sponsorships

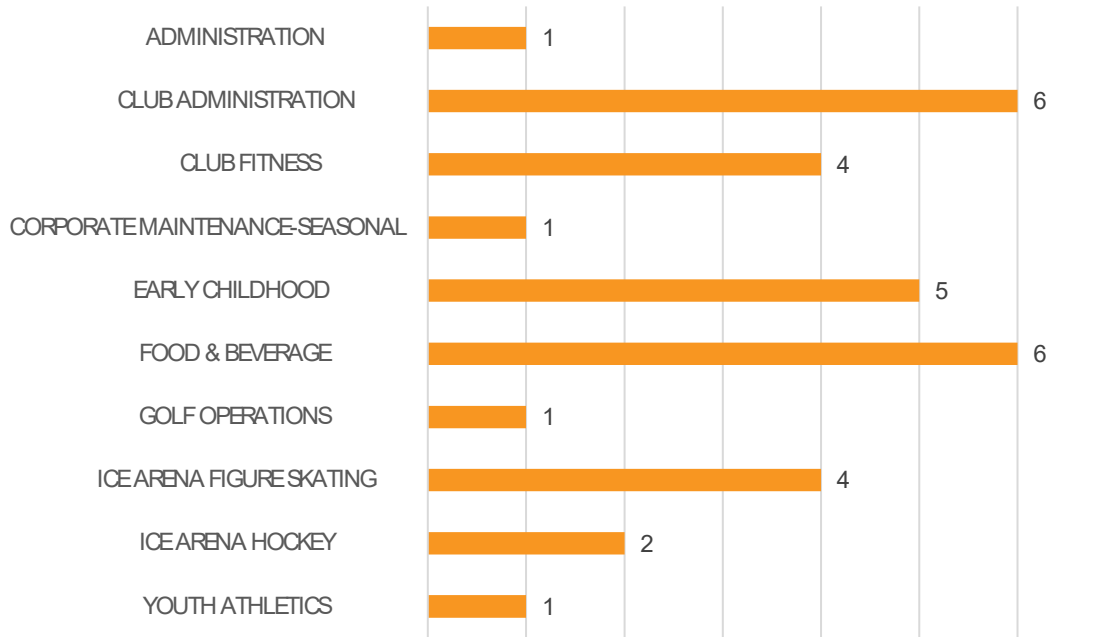
### **Technology:**

- Security Camera Upgrades.
  - Bridges of Poplar Creek – IT ran a new network cable to the P2P wireless antenna on the range building. The video loss unfortunately is still occurring and it could be a hardware problem with the P2P wireless antenna itself.
  - Seascape – IT was asked to install an additional camera for the North side fence area. After consideration, it was determined that an additional camera at Seascape was not needed. Instead, operational changes were implemented.
- Office365 roll out is continuing.
- Sterling is in the process of implementing Cisco Duo to the network.
- IT is working with Verizon to investigate mobile device management software. Mosyle has a free version for up to 30 devices. IT is currently testing this free version and has begun adding iPads and creating profiles for the various departments (i.e. TopTracer Golf, Preschool, etc.)
- The preschool program will be purchasing six (6) new iPads for the upcoming year. They will be utilizing the app, Class Dojo. IT is in the process of obtaining all iPads and adding them to our new Mosyle MDM software.

### **Human Resources:**

- 31 New Hires and Rehires were processed in June.

## Employees Hired This Month



- 75 Jobs were added or updated for current employees.
- NovaTime, the software used by the District for time and attendance tracking, was owned by a company called Ascentis which was purchased by UKG in 2022. NovaTime is still supported but no additional development will be put into the product. We met with UKG and Paylocity to begin exploring options for replacement of NovaTime. Additional options will be examined to make a determination for the 2024 budget.

**HOFFMAN ESTATES PARK DISTRICT  
2023 BUDGET GOALS & OBJECTIVES  
FINANCE and IT DIVISION**

Key: C = Complete / O = On Track / D = Deferred / N= Not Complete

**DISTRICT GOAL 3: FINANCIAL STEWARDSHIP**

Objective/Goal	Performance Measures/Action Plan	Status
Determine how to better align GIS capabilities to link to financial software	Work with new GIS Administrator to align assets in GIS with assets recorded in the financial software.	<b>C</b>
<b>1Q Comments - Complete</b>	<b>Worked with GIS Administrator to develop activity monitoring reports to make sure assets are being captured in the GIS software.</b>	
Utilize our resources effectively and efficiently	<ul style="list-style-type: none"> <li>• Develop tutorials and training documents on District applications</li> </ul> Determine and, where practical, develop automation tools to eliminate duplicate data entry.	
1Q Comments:	<ul style="list-style-type: none"> <li>• In progress</li> </ul>	<b>O</b>
<b>2Q Comments:</b>	<b>Developed a service desk training guide and utilized document to train Seascape cashiers. Developed a training guide for both registration transfers and waitlist processing and trained program managers and service desk managers.</b>	
Perform internal control audits	<ul style="list-style-type: none"> <li>• Cash Program</li> </ul>	
1Q Comments:	<ul style="list-style-type: none"> <li>• In progress</li> </ul>	<b>O</b>
<b>2Q Comments:</b>	<b>In progress</b>	
Determine better tracking mechanisms to provide data for decision making	Continue to work with Communications & Marketing to identify target areas of underserved populations.	
1Q Comments:	Reports from prior year are still being utilized. Expansion of available data will occur later in the year.	<b>O</b>
<b>2Q Comments:</b>	<b>In progress</b>	

**DISTRICT GOAL 4: OPERATIONAL EXCELLENCE**

Objective/Goal	Performance Measures/Action Plan	Status
Enhance communication to community	Prepare a popular annual financial report and submit to GFOA for evaluation.	<b>O</b>
1Q Comments:	This will be completed in conjunction with the final audit in May.	
<b>2Q Comments:</b>	<b>Draft completed. Review and edits</b>	
Review RecTrac features to ensure optimal usage	<ul style="list-style-type: none"> <li>• Convert all food &amp; beverage items at Bridges of Poplar Creek to location-based revenue allocation to simplify the setup process and have a single facility inventory.</li> <li>• Transition RecTrac GL codes from the original codes limited to six digits to ten-digit codes to provide a better correlation between RecTrac and</li> </ul>	<b>O</b>

	BS&A. <ul style="list-style-type: none"> <li>Restructure activity program coding to allow automation and bulk updates for more frequent program releases.</li> <li>Restructure Supergrid for ease of functionality.</li> </ul>	
1Q Comments:	Shared inventories were converted prior to the golf course opening. Renumbering plan has been established that meets the perpetual offering goal as well as maintains the ability to make bulk system changes in RecTrac.	
2Q Comments:	<b>RecTrac GL codes have been transitioned to the ten-digit code.jo</b>	

### DISTRICT GOAL 6: CUSTOMER SERVICE

Objective/Goal	Performance Measures/Action Plan	Status
Build organization based on I-2CARE Values	Utilize information portals in Microsoft 365 to reinforce and keep District values forefront for employees.	<b>O</b>
1Q Comments:	Values have been added to the employee sharepoint sites.	
2Q Comments:	<b>In progress</b>	
Improve technology in all program areas	<ul style="list-style-type: none"> <li>Utilize Microsoft Automate routine functions in the District</li> <li>Use tools in Microsoft 365 to develop a comprehensive, tailored District work request system.</li> <li>Use tools in Microsoft 365 to develop internal and external forms for feedback.</li> </ul>	<b>O</b>
1Q Comments:	Prototype work request formats are developed for IT and Business. Integration with GIS asset listing is in progress for Park Services requests. Base marketing has been set up and will be soliciting feedback after completion of Park Services portion.	
2Q Comments:	<b>In progress</b>	
Maintain operating systems & software incorporating the latest versions	<ul style="list-style-type: none"> <li>Implement Microsoft 365 District-wide.</li> </ul>	<b>O</b>
1Q Comments:	In progress	
2Q Comments:	<b>In progress</b>	
Increase internal communication	<ul style="list-style-type: none"> <li>Change communication with Desk Staff to a Sharepoint portal.</li> <li>Use Sharepoint portals to communicate news, links to training, and commonly used/referenced District files.</li> </ul>	<b>O</b>
1Q Comments:	Desk Staff portal has been created. As questions arise, training materials are being generated to develop a comprehensive portal.	
2Q Comments:	<b>In progress</b>	
Explore all mobile technology options to utilize current District software	<ul style="list-style-type: none"> <li>In areas of technology improvements, implement mobile accessibility where possible.</li> </ul>	<b>O</b>

1Q Comments:	In progress	
<b>2Q Comments:</b>	<b>In progress</b>	
Explore features of registration software to meet the expectations of specialized areas of the District	<ul style="list-style-type: none"> <li>Keep up to date on all new feature additions and determine where this might be able to simplify or enhance system usage.</li> </ul>	<b>O</b>
1Q Comments:	In progress.	
<b>2Q Comments:</b>	<b>In progress</b>	
Compare the District's processes with available technology to enhance customer experience and streamline workflow	Redesign WebTrac interface to match new website.	<b>O</b>
1Q Comments:	This project will be started when new design for website is finalized.	
<b>2Q Comments:</b>	This project will be started when new design for website is finalized.	

**HOFFMAN ESTATES PARK DISTRICT  
2023 BUDGET GOALS & OBJECTIVES  
ADMINISTRATIVE SERVICES FINANCE DIVISION**

Key: C = Complete / O = On Track / D = Deferred / N= Not Complete

**DISTRICT GOAL 1: HEALTHY AND ENJOYABLE EXPERIENCES**

Objective/Goal	Performance Measures/Action Plan	Status
Update Armed Intruder Procedures and Mitigations	<ul style="list-style-type: none"> <li>• Conduct Police walkthroughs.</li> <li>• Attend training/research best practices.</li> <li>• Rewrite our procedures with up-to-date strategies.</li> <li>• Conduct drills.</li> <li>• Implement cost-effective mitigations such as window covers, door numbers, and door jams.</li> </ul>	<b>O</b>
1Q Comments:	Held a tabletop exercise with the Safety Committee which helped the Committee begin to update armed intruder procedures and consider steps and strategies we may not have previously considered.	
2Q Comments:	<b>New Risk Manager will continue with progress on procedures and mitigations.</b>	
Collaborate with PDRMA on their Risk Management Review Process	<ul style="list-style-type: none"> <li>• Identify needs during the annual kickoff process.</li> <li>• Conduct PDRMA onsite visits, training, and review</li> <li>• Complete member self-directed follow-up review of the 2020 Slip, Trip and Fall Form.</li> <li>• Create SMART goals based on areas of improvement.</li> </ul>	<b>O</b>
1Q Comments:	Attended PDRMA Safety Coordinator group meeting regarding Winter Safety; took part in PDRMA Risk Mgmt training at Streamwood PD about armed intruders.	
2Q Comments:	<b>New Risk Manager will continue with progress on Risk Management Review</b>	

**DISTRICT GOAL 2: SOCIAL EQUITY**

Objective/Goal	Performance Measures/Action Plan	Status
Improve Employee Communication and Outreach	<ul style="list-style-type: none"> <li>• Create an employee web portal to better communicate with employees without emails.</li> <li>• Web portal will be a repository for updated employee news, information, and documents such as the personnel policy manual.</li> <li>• Include items in Spanish and English</li> <li>• Increase department visibility by continuing with office hours and site visits.</li> </ul>	<b>O</b>
1Q Comments:	Employee web portal will be developed through SharePoint when that is fully deployed throughout the District;	
2Q Comments:	<b>Microsoft 365 roll-out will include SharePoint. Progress will continue as all FT employees have access.</b>	
Increase Spanish Communications	<ul style="list-style-type: none"> <li>• Develop Spanish language onboarding materials</li> </ul>	<b>O</b>



	including training and presentations. <ul style="list-style-type: none"> <li>• Include Spanish materials on employee web portal.</li> <li>• Request improved Spanish materials from PDMRA.</li> <li>• Continue to conduct open enrollment meetings in both English and Spanish.</li> </ul>	
1Q Comments:	Spanish translation of summer onboarding presentation is in process.	
2Q Comments:	<b>Due to staff turnover, alternative methods of translating materials will be investigated.</b>	

**DISTRICT GOAL 4: OPERATIONAL EXCELLENCE**

<b>Objective/Goal</b>	<b>Performance Measures/Action Plan</b>	<b>Status</b>
Develop an Employee Recognition Program	<ul style="list-style-type: none"> <li>• Create a longevity recognition program for PT employees.</li> <li>• Assist in the implementation of programs.</li> <li>• Collect and analyze employee input on potential recognition programs.</li> <li>• Set-up up programs with each department based on their employees' input.</li> </ul>	<b>O</b>
1Q Comments:	A program was proposed to Admin Staff for part-time longevity, including continuous years of service for PT1 and PT2.	
2Q Comments:	<b>In progress. Researching cost-effective ways to recognize PT staff.</b>	
Refocusing our Employee Wellness Program utilizing the PATH program	<ul style="list-style-type: none"> <li>• Maximize use of existing PATH Program.</li> <li>• Create a wellness committee that creates challenges, and events and champions the PATH program within their department.</li> <li>• The Committee can also develop teambuilding wellness activities such as a walking club, Top Tracer league team, or morning basketball.</li> </ul>	<b>O</b>
1Q Comments:	Wellness Committee members have created multiple one-day and multi-day challenges within the PATH program. Staff participated in World Health Day walk together at TC.	
2Q Comments:	<b>Continued encouragement to participate in PATH program. New challenges created by staff.</b>	
Update Summer New Hire Paperwork process	<ul style="list-style-type: none"> <li>• Use PandaDoc, Breezy, or other software to capture preliminary I9 information to begin the process earlier.</li> <li>• Create a procedure to review I9 document hard copies on the employee's first day.</li> <li>• Review all I9 Documents on Training Day for Lifeguards and Camp.</li> <li>• Continue to monitor DHS regulations for allowing full remote review of I9 Documents.</li> </ul>	<b>O</b>
1Q Comments:	In progress.	
2Q Comments:	<b>I9 Documents were all reviewed prior to first day. Researching possible ways to submit and review these electronically.</b>	
Standardize PT Employee Onboarding	<ul style="list-style-type: none"> <li>• Create an interactive checklist for onboarding PT employees using PandaDoc.</li> </ul>	<b>O</b>

	<ul style="list-style-type: none"> <li>• Include all necessary information, Presentations, and required trainings.</li> <li>• Include required sign-offs or certificates.</li> <li>• Host group trainings for summer/seasonal hires.</li> </ul>	
1Q Comments:	Part-time onboarding checklist has been created. First summer onboarding and training group sessions have taken place.	
2Q Comments:	<b>Group trainings were held for summer staff, including Behavior Management class taught by Ascension staff.</b>	
Standardize Volunteer Onboarding	<ul style="list-style-type: none"> <li>• Create an interactive checklist for Volunteer onboarding</li> <li>• Include all necessary information, Presentations, and required training such as concussion training and safety training.</li> <li>• Include sign-offs for volunteer and volunteer supervisors.</li> </ul>	<b>C</b>
1Q Comments - Complete	<b>Volunteer onboarding checklist has been created. Sign-offs for background checks and training are complete.</b>	

### **DISTRICT GOAL 6: CUSTOMER SERVICE**

<b>Objective/Goal</b>	<b>Performance Measures/Action Plan</b>	<b>Status</b>
Streamline and Modernize the Employee Application Process	<ul style="list-style-type: none"> <li>• Integrate BreezyHR into our New website.</li> <li>• Create a shorter, quicker application process using BreezyHR.</li> <li>• Applications that can be completed on mobile or desktop.</li> <li>• Connect to PandaDoc for onboarding and paperwork Using Zapier.</li> </ul>	<b>O</b>
1Q Comments:	Breezy HR is being used with current website. Application process is concise and able to be completed on mobile or desktop.	
2Q Comments:	<b>Most onboarding is able to be completed via PandaDoc.</b>	
Maintain high-quality job applicants through an outreach strategy.	<ul style="list-style-type: none"> <li>• Provide multiple job fairs and opportunities to solicit applicants.</li> <li>• Continue to work with the school district, the Village, or other community groups to reach out to potential applicants.</li> <li>• Attend or provide job information to all major district events.</li> <li>• Simplify the application process to encourage more applicants.</li> </ul>	<b>O</b>
1Q Comments:	Staff attended job fairs at local high schools and government organizations; held open interview days for Aquatics and Camps, Bridges and The Club	
2Q Comments:	<b>Used IPRA in addition to Indeed to recruit recent full-time hires with good selection of candidates and quality hires.</b>	

## **Park District Updates 6.30.2023**

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

### **Upcoming Events**

- [Jul 2 - Pop Up Fitness in the Park](#)
- [Jul 6 - "Fur Day" Event at Bridges Beer Garden](#)
- [Jul 6 - Summer Sounds on the Green – Marty "Big Dog" Mercer](#)
- [Jul 7 - Funday Concert – Jason Kollum](#)
- [Jul 8 - Free Fitness Weekend](#)
- [Jul 9 - Modified Public Skate July 9](#)
- [Jul 9 - Public Skate July 9](#)
- [Jul 10 - Vogelei Park OSLAD Public Meeting](#)
- [Jul 12 - Storytime in the Park](#)
- [Jul 12 - Pop Up Fitness](#)
- [Jul 13 - Summer Sounds on the Green – Jose Vales & The Mambo All Stars](#)

### **Congratulations to Pat Kinnane and Raj Chhatwani**

We are incredibly proud to see our most recent Board President be appointed as a Trustee to the Village Board. Congratulations, Pat! We are sure you will represent the Village with integrity, enthusiasm and humility. In addition, we are happy to announce that Raj Chhatwani has been appointed our new President of the Park Board of Commissioners. Raj will pick up where Pat left off, leading the District with fairness, inclusion and innovation. Thank you both for your service to our community!

### **4<sup>th</sup> of July Holiday**

The HEParks offices will be closed on Tuesday, July 4 to celebrate the holiday. Please note that Craig Talsma will be out of the office all week. In his absence, you may contact Director Bechtold with any questions or concerns. Cindy Flynn will be available Monday and Wednesday of next week as well.

### **Northwest Fourth Fest – June 29-July 2 – Including Parade on Saturday, July 1**

Join the community for this annual festival, organized by the Village of Hoffman Estates and HEParks, including plenty of live music, food, carnival rides and games, and fireworks! The festival runs from Thursday, June 29 through Sunday, July 2. The event takes place near the NOW Arena at 5333 Prairie Stone Parkway, while the Hoffman Estates – Celebrating the American Dream Parade takes place along Illinois Boulevard on Saturday morning. Fireworks and final live music events take place Sunday evening. More details are available in this [Daily Herald article](#), and at the [Northwest Fourth Fest website](#).

### **Upcoming Neighborhood Block Parties**

Here is a list of upcoming neighborhood block parties. Mayor McLeod tries to attend each one, and would love to see Park District representatives from time to time. Feel free to stop by!

#### **665 Evergreen Lane**

Saturday, July 9

3:00 p.m. – 12:00 a.m.

4:30 – 5:00 p.m. (Mayor)

5:00 p.m. (Police and Fire Dept)

**645 Randi Lane**

Saturday, July 15

3:00 – 8:00 p.m.

3:30 – 4:00 (Mayor)

**5525 Bear Claw Court**

Saturday, July 15

4:00 – 10:00 p.m.

4:00-4:30 p.m. (Mayor)

Have a great weekend!

Thanks,  
Craig

**Park District Updates 7.14.2023**

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

**Upcoming Events**

1. [Jul 14 - Fitness at Hideaway Brew Garden](#)
2. [Jul 15 - Unplug and Play Day](#)
3. [Jul 16 - Pop Up Fitness in the Park](#)
4. [Jul 19 - Storytime in the Park](#)
5. [Jul 19 - Storytime at Willow Park](#)
6. [Jul 19 - Finding Nemo Jr. – Free Outdoor Musical Experience!](#)
7. [Jul 20 - Summer Sounds on the Green – Classical Blast](#)
8. [Jul 21 - Funday Concerts – Nanny Nikki](#)
9. [Jul 21 - “Live Music” with Who Knew Productions at Bridges Beer Garden](#)
10. [Jul 22 - Fun in the Sun](#)
11. [Jul 23 - Modified Public Skate July 23](#)
12. [Jul 23 - Public Skate – July 23](#)

**Unplug and Play Day – South Ridge Park – Saturday, July 15, 11am to 2pm**

HEParks is participating in this statewide initiative to get community members to plug into play, creativity and activity with their local parks and recreation agencies, as an alternative to their “plug in” devices. Join us at South Ridge Park tomorrow from 11:00 a.m. to 2:00 p.m. for various activities including a Ninja Warrior competition for children in different age groups (registration required), sensory activities, children’s musical entertainment, a bubble show, and other fun and free activities. More information can be found at this [link](#).

### **Tools for Success Annual School Supply Drive – thru August 1**

The Hoffman Estates Chamber of Commerce is hosting its annual “Tools for Success” School Supply Drive. There are two ways to help, including online monetary donations by clicking the “Donate Now” button at [www.d54foundation.org](http://www.d54foundation.org) . In addition, school supplies can be dropped off at locations listed in [this link](#), in addition to the following Hoffman Estates Park District locations: Triphahn Center, Willow Rec Center and The Club at Prairie Stone. Donations are being collected through August 1.

### **Upcoming Neighborhood Block Parties**

Here is a list of upcoming neighborhood block parties. Mayor McLeod tries to attend each one, and would love to see Park District representatives from time to time. Feel free to stop by!

#### **645 Randi Lane**

Saturday, July 15

3:00 – 8:00 p.m.

3:30 – 4:00 (Mayor)

4:00 p.m. (Police and Fire Dept)

#### **5525 Bear Claw Court**

Saturday, July 15

4:00 – 10:00 p.m.

4:00-4:30 p.m. (Mayor)

Have a great weekend!

Thanks,  
Craig

## **Park District Updates 7.21.2023**

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

### **Upcoming Events**

- **Jul 21 - Funday Concerts – Nanny Nikki**
- **Jul 21 - “Live Music” with Who Knew Productions at Bridges Beer Garden**
- **Jul 22 - Fun in the Sun**
- **Jul 23 - Modified Public Skate July 23**
- **Jul 23 - Public Skate – July 23**
- **Jul 26 - Storytime in the Park**
- **Jul 26 - Pop Up Fitness in the Park**
- **Jul 27 - Summer Sounds on the Green – The Stingrays**
- **Aug 1 - Volunteer Appreciation Event**
- **Aug 2 - Storytime in the Park**
- **Aug 2 - Pop up Fitness in the Park**

**Reminder – July Board and A&F Meetings Rescheduled to Tuesday, 8/1 at 7:30 p.m.**

Just a quick reminder that we will NOT have meetings this coming Tuesday, 7/25. Due to four Commissioners with travel plans, we have rescheduled the July Board and A&F meetings to Tuesday, 8/1 at 7:30 p.m. This later start time will accommodate those Commissioners, Community Reps and Staff who will be attending the Volunteer Appreciation event at Seascope.

**Volunteer Appreciation Event – Tuesday, 8/1 at 5:30 p.m. – Seascope**

Staff has scheduled the annual Volunteer Appreciation event for Tuesday, 8/1 at 5:30 p.m. at Seascope. ***Commissioners, please let Cindy know if you plan to attend to greet our volunteers.*** We are expecting about 75 attendees, including the volunteers and their families. Dinner of pizza, pasta and salad will be served buffet style (Commissioners are not expected to serve the food). Thank you!

**Tools for Success Annual School Supply Drive – thru August 1**

The Hoffman Estates Chamber of Commerce is hosting its annual “Tools for Success” School Supply Drive. There are two ways to help, including online monetary donations by clicking the “Donate Now” button at [www.d54foundation.org](http://www.d54foundation.org) . In addition, school supplies can be dropped off at locations listed in this [link](#), in addition to the following Hoffman Estates Park District locations: Triphahn Center, Willow Rec Center and The Club at Prairie Stone. Donations are being collected through August 1.

**Upcoming Neighborhood Block Parties**

Here is a list of upcoming neighborhood block parties. Mayor McLeod tries to attend each one, and would love to see Park District representatives from time to time. Feel free to stop by!

**5844 Bur Oak**

Sunday, August 6

3:00 – 9:00 p.m.

4:00 – 4:30 (Mayor)

4:00 p.m. (Police and Fire Dept)

**1974 Swindon Place**

Sunday, August 20

1:00 – 7:00 p.m.

3:30-4:00 p.m. (Mayor)

4:00 p.m. (Police and Fire Dept)

Have a great weekend!

Thanks,  
Craig

## **Park District Updates 7.28.2023**

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

### **Upcoming Events**

- **Jul 21 - Funday Concerts – Nanny Nikki**
- **Jul 21 - “Live Music” with Who Knew Productions at Bridges Beer Garden**
- **Jul 22 - Fun in the Sun**
- **Jul 23 - Modified Public Skate July 23**
- **Jul 23 - Public Skate – July 23**
- **Jul 26 - Storytime in the Park**
- **Jul 26 - Pop Up Fitness in the Park**
- **Jul 27 - Summer Sounds on the Green – The Stingrays**
- **Aug 1 - Volunteer Appreciation Event**
- **Aug 2 - Storytime in the Park**
- **Aug 2 - Pop up Fitness in the Park**

### **Reminder – July Board and A&F Meetings Rescheduled to Tuesday, 8/1 at 7:30 p.m.**

Just a quick reminder that we have rescheduled the July Board and A&F meetings to Tuesday, 8/1 at 7:30 p.m. This later start time will accommodate those Commissioners, Community Reps and Staff who will be attending the Volunteer Appreciation event at Seascape.

### **Volunteer Appreciation Event – Tuesday, 8/1 at 5:30 p.m. – Seascape**

Staff has scheduled the annual Volunteer Appreciation event for Tuesday, 8/1 at 5:30 p.m. at Seascape. ***Commissioners, please let Cindy know if you plan to attend to greet our volunteers.*** We are expecting about 75 attendees, including the volunteers and their families. Dinner of pizza, pasta and salad will be served buffet style (Commissioners are not expected to serve the food). Thank you!

### **Tools for Success Annual School Supply Drive – thru August 1**

The Hoffman Estates Chamber of Commerce is hosting its annual “Tools for Success” School Supply Drive. There are two ways to help, including online monetary donations by clicking the “Donate Now” button at [www.d54foundation.org](http://www.d54foundation.org). In addition, school supplies can be dropped off at locations listed in this [link](#), in addition to the following Hoffman Estates Park District locations: Triphahn Center, Willow Rec Center and The Club at Prairie Stone. Donations are being collected through August 1.

### **Upcoming Neighborhood Block Parties**

Here is a list of upcoming neighborhood block parties. Mayor McLeod tries to attend each one, and would love to see Park District representatives from time to time. Feel free to stop by!

#### **1080 Ash Road**

Sunday, July 30

2:00 – 6:00 p.m.

3:00 – 3:30 (Mayor)

3:00 p.m. (Police and Fire Dept)

**642 Wainsford Drive**

Saturday, August 5

3:00 – 7:00 p.m.

4:00 – 4:30 (Mayor)

4:00 p.m. (Police and Fire Dept)

**5844 Bur Oak**

Sunday, August 6

3:00 – 9:00 p.m.

4:00 – 4:30 (Mayor)

4:00 p.m. (Police and Fire Dept)

**531 Harvard Lane**

Saturday, August 12

3:00 – 10:00 p.m.

5:00 – 5:30 (Mayor)

5:00 p.m. (Police and Fire Dept)

**1974 Swindon Place**

Sunday, August 20

1:00 – 7:00 p.m.

3:30-4:00 p.m. (Mayor)

4:00 p.m. (Police and Fire Dept)

Have a great weekend!

Thanks,  
Craig



**MEMORANDUM NO. M23-070**

**TO: Board of Commissioners**  
**FROM: Craig Talsma, Executive Director**  
**RE: Review of Closed Session Minutes ~ Resolution R23-003**  
**DATE: August 1, 2023**

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**Motion**

Approve Resolution R22-003 “Review of Closed Session Minutes” as presented.

**Background**

The park district is required by law to review closed session minutes every six months. The last review was conducted in December 2022.

**Rationale**

Resolution R22-003 states that there are no minutes or portions thereof from Executive Session to be released at this time due to the confidential nature of the information. 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.

**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 due to the confidential nature of the subject matter, 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 1<sup>st</sup> day of August, 2023.

AYES:

NAYS:

ABSENT:

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

**HOFFMAN ESTATES PARK DISTRICT MEMORANDUM NO. M23-074**

To: A&F Committee  
From: Craig Talsma, Executive Director  
Nicole Hopkins, Director Finance & Administration  
Date: August 1, 2023  
Re: NWSRA Member District Annual Assessment Resolution No. R23-004

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**Motion**

Recommend to the full Board the approval of the NWSRA Member District Annual Assessment Resolution No. R23-004 ratifying the assessment for calendar year 2024 in the amount of \$328,595.99 as recommended by the Board of Trustees of NWSRA.

**Background**

The Northwest Special Recreation Association (NWSRA) which provides programing for children and adults with disabilities in our community has approved the 2024 Member District Annual Assessments (MDAA). These are computed using a formula approved by the NWSRA board (of which Executive Director Talsma is the Finance Chair and Board Vice Chair).

**Rationale**

The Actual Member District Annual Assessment (MDAA) for 2023 used the EAV numbers from each Member District's 2021 EAVs and 2022 audited gross population numbers. This was calculated using the formula of 75% EAV and 25% Gross Population formula with a 2% ceiling/floor. As a result, NWSRA is proposing an increase for the 2024 MDAA, with the District Assessment at \$328,595.99, which is \$17,722.93 higher than the 2023 rate.

**HOFFMAN ESTATES PARK DISTRICT**

**Resolution No. R23-004**

**Northwest Special Recreation Association  
2024 Assessment Resolution**

WHEREAS, the Hoffman Estates Park District is a member district in good standing with the Northwest Special Recreation Association, and,

WHEREAS, the Northwest Special Recreation Association represents a joint agreement program as authorized in the Park District Code, and,

WHEREAS, the Hoffman Estates Park District has the authority pursuant to Section 5.8 of the Park District Code, and,

WHEREAS, the Hoffman Estates Park District is committed to ensuring the continuation of quality leisure services for its residents both children and adults experiencing a disabling condition, and,

WHEREAS, the Hoffman Estates Park District wants to continue to support full community participation by residents with disabling conditions,

NOW, THEREFORE BE IT RESOLVED, THAT, the Hoffman Estates Park District does ratify the recommended Assessment for calendar year 2024 in the amount of \$328,595.99 as recommended by the Board of Trustees of NWSRA.

AYES \_\_\_\_\_

NAYS \_\_\_\_\_

ABSENT \_\_\_\_\_

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
President

## MEMORANDUM M23-073

**TO:** Board of Commissioners  
**FROM:** Craig Talsma, Executive Director  
Dustin Hugen, Director of Parks, Planning & Maintenance  
**RE:** Vogelei Park Renovation (OSLAD) Conceptual Plans  
**DATE:** 8/1/2023

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### **Motion:**

Recommend the approval of the Vogelei Park Renovation Conceptual Plans as presented with the addition of any commissioner input.

Note: The conceptual plans can be viewed at this [link](#).

### **Background:**

These plans were presented to the B&G Committee on July 18, 2023 for their input. The plans have not changed from the July 18 presentation, and staff is looking for any additional input directly from the Board. As part of the OSLAD application, there should be separate community and Board input meetings.

Vogelei Park is one of the HEParks community parks that receives multiple visitors every day. The park currently has a playground and splash pad (set for replacement in 2024), a walking path around a small pond and perimeter of park, a barn that houses gymnastics and party rentals, and the Vogelei House.

In 2022 the Northwest Special Recreation Association moved into the renovated Vogelei House. With the playground and splash pad up for replacement, the District has been planning a major renovation of the park. The District planning committee consists of our administration team as well as team members from NWSRA. A public meeting was held at Vogelei Park on 7/10/2023 and attended by residents that surround Vogelei Park.

### **Rationale:**

The goals of this project are to provide a park that has opportunities for individuals with all abilities, and to use the settings that we have as a level one arboretum and achieve full arboretum status with community involvement. To accomplish this, the planning committee has developed a conceptual plan which are outlined in the bullet points below. Attached are the conceptual plans that were presented at the community meeting.

- All-inclusive playground
- New splash pad with above ground and ground base sprays
- Sitting area with shelter between splash pad and playground
- Nature classroom with renovated shoreline

- Renovated walking paths along with additional paths to access new features
- Sensory garden
- Tree Nursery
- Green house with ADA garden beds
- Sport Area to include inclusive bocce ball courts, bank shot sports and disc golf
- Newly landscaped areas
- Passive park areas for open use

Input gained from the community meeting held on 7/10/2023 are listed below.

- Bike racks with a bike repair station
- Dog friendly items (drinking fountain) as multiple residents use the path for dog walking
- Shade structure at the playground and splash pad
- Lake dredging and or swale renovations
- Updated signage on lake use and current plant life

Once all input is gained from the building and grounds committee, full board, NWSRA / staff committee, the district will take our conceptual plan and develop the final plans for the Voagelei Park Renovation, these plans will be approved by the board of commissioners at the August board meeting.