

AGENDA
REGULAR BOARD MEETING NO. 1096
TUESDAY, JANUARY 23, 2024
7:00 p.m.
Triphahn Center

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
Motion to approve the agenda as presented.
4. RECOGNITION
 - A. Employee Longevity Proclamations
 - Nik Catino – 10 Years
 - Martin Flores – 10 Years
 - Baldemar Gomez – 10 Years
 - Andrez Narez – 10 Years
 - Kyle Thomas – 10 Years
 - B. Best of Hoffman 4th Quarter 2023 – Ron Evans
 - C. Best of the Best 2023
 - D. Employees of the 4th Quarter 2023
 - Part-Time: Oscar Beltran
 - Full-Time: Jenny Jones
 - E. Employees of the Year 2023
 - Part-Time: Jessica Karbowski
 - Full-Time: Jennifer Myszka
5. COMMENTS FROM THE AUDIENCE
6. RECESS FOR A&F COMMITTEE MEETING
Motion to recess the Board Meeting for the purpose of convening the Administration & Finance Committee Meeting.
7. RECONVENE FOLLOWING A&F COMMITTEE MEETING
Motion to reconvene the Board Meeting.

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8. APPROVAL OF MINUTES (attached)
Motion to approve the minutes from the Special Board Meeting held December 12, 2023, and the Regular Board Meeting held December 19, 2023.
 - A. Special Board Meeting Minutes 12/12/2023
 - B. Regular Board Meeting Minutes 12/19/2023
9. CONSENT AGENDA [\(Click here to access all Board & Committee Packets\)](#)
Motion to approve the Consent Agenda items A through I.
 - A. Indoor Courts Complete Refinish / M24-003 (see B&G January packet)
 - B. Asphalt Repairs, Seal Coating, and Stripping / M24-004 (see B&G January packet)
 - C. Autonomous System Sale Service and Use Agreement / M24-005 (see B&G January packet)
 - D. Illinois Premier Alliance ICA / M24-008 (see Rec & Facilities January packet)
 - E. Open and Paid Invoice Register: \$728,473.65 (see A&F January packet)
 - F. District-Wide Operations Statement and Revenue and Expenditure Report (see A&F January packet)
 - G. Acceptance of B&G Minutes 10/17/2023 (see B&G January packet)
 - H. Acceptance of Rec & Facilities Minutes 10/17/2023 (see Rec & Facilities January packet)
 - I. Acceptance of A&F Minutes 12/19/2023 (see A&F January packet)
10. PRESIDENT'S REPORT
11. ADOPTION OF EXECUTIVE DIRECTOR'S REPORT
Motion to adopt the Executive Director's Report as presented.
12. OLD BUSINESS
13. NEW BUSINESS
 - A. 2024 Budget and Appropriation Ordinance / M24-009 / O23-003
Motion to approve the final Budget & Appropriation Ordinance O23-003.
14. COMMISSIONER COMMENTS
15. ADJOURNMENT
Motion to adjourn the meeting.

**MINUTES
SPECIAL BOARD MEETING
December 12, 2023**

1. Roll Call:

A special meeting of the Hoffman Estates Park District Board of Commissioners was held on December 12, 2023 at 6:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioners Dressler, Friedman, Evans, Kaplan, MacGregor and McGinn, President Chhatwani

Absent:

Also Present: Executive Director Talsma, Deputy Director Bechtold, Director of Parks, Planning & Maintenance Hugen, Director of Finance and IT Hopkins, Director of Recreation Miletic, IT Specialist Hassler, Superintendent of IT Agudelo

Audience: Natalie Wood, Kimberly Barton, Community Reps Pilafas, Musial, Winner and Kulkarni (6:05)

2. Pledge of Allegiance:

Everyone present stood for the Pledge of Allegiance.

3. Approval of Agenda:

Commissioner MacGregor made a motion, seconded by Commissioner Kaplan to approve the agenda as presented.

4. Comments from the Audience:

None

5. 2023 Tax Levy Amount:

Commissioner McGinn made a motion, seconded by Commissioner Dressler to announce the 2023 Tax Levy amount of \$11,829,432.

Executive Director Talsma noted that this is the amount included in the budget and said the formal tax levy will be presented at the A&F meeting on December 19.

The motion carried by voice vote.

6. 2024 Working Budget / M23-108:

Commissioner MacGregor made a motion, seconded by Commissioner Kaplan to approve the 2024 working budget as presented.

Executive Director Talsma explained that we try to improve the process each year, and this year we are presenting the working budget as part of a special board meeting. He noted that the objectives are items that are not reoccurring and should be things that are different and of note for each division, including operational items, capital items and new initiatives. At the end of the meeting the board will approve a couple of items that need a separate formal approval which is required as an accredited organization (org charts, salary ranges, five-year capital spending plan).

The following items were highlighted:

- Utilization of reserves – Executive Director Talsma explained this practice, and how the District plans to use the reserves from each fund to pay for capital and other expenditures.
- In 2024 the District will be creating the 2025-2029 Comprehensive Master Plan.
- The capital plan for 2024 highlights large projects such as the Vogelei renovation, which we have applied for an OSLAD grant.
- The next five-year plan includes major roof renovations at multiple facilities. The plan is to use reserve funds for this and not go to referendum. We have been planning for this.
- For next year we are planning on 77 full-time staff, which is the same as 2023 with a couple of position changes. Included in the budget is a 5.5% increase in salaries as a pool, with a portion of that reserved for discretionary purposes throughout the year.
- Brian Bechtold has been promoted to Deputy Director. He will now oversee Human Resources and C&M, in addition to The Club and Bridges. The facilities (Triphahn Center, Willow Rec Center, and Vogelei) have moved back to the Recreation division.
- At the end of 2023, we will have a surplus in our operating accounts, and this will be added to our reserve balance. In the next few years, the cost of roof replacements is estimated to be between \$10 and \$12 million. Our reserves should be able to cover this amount.
- The working budget is in preliminary form and the final budget will be approved in January.

Commissioner Evans asked about the sports instructional provider for youth athletic general programs. He asked if they are managing teams or just providing instruction. Executive Director Talsma said this is mostly younger children, ages 3-7 years old, and is skill-based, not leagues.

Commissioner Evans asked about the Premier Alliance contract. Executive Director Talsma said that this is the Hoffman Aces. We brought them in for the fall and it went exceptionally well. There was a price increase but it did not deter the registrations.

Parent coaches are still involved. The vendor is responsible for recruiting and training the parent coaches. All games are in-house, not travel.

Commissioner Evans asked if there was any news on the marquee signs. Executive Director Talsma said we have been trying to get quotes from the two main vendors for six months, and are going to put out an RFP to make it official.

Comm Rep Mandar asked where the funds are for the roofs. Executive Director Talsma said that the roofs will be completed in the coming years, not in 2024, but the funds are in our reserves.

The following questions were discussed for the Admin, Finance & IT Divisional Goals:

- Commissioner Evans asked if the Open Enrollment in Spanish is for employees. Executive Director Talsma said that we have used it for the past two Open Enrollment periods and are working toward having all documents in Spanish, including documents they are required to sign. PDRMA is also working on this.
- Comm Rep Musial asked about replacing the marquee signs, and if they are bad. Executive Director Talsma said yes, the signs are ten years old and many panels have gone out, so we have them replaced under warranty. The warranty expires in October 2024.
- President Chhatwani asked if we want to increase technology options in the lobby to self-enroll, do we have funds for that? Executive Director Talsma replied yes. We currently have electronic waiver and signature devices; we haven't fully investigated if it would save time/effort to have a computer there for use.
- Commissioner Evans asked what Cisco Duo is. Superintendent Agudelo said this is a program that can simplify multi-factor authentication on our applications.
- Commissioner Evans asked which shelters are referred to in the goal? Executive Director Talsma stated that there is a goal to allow park shelters to be reserved online.

The following questions were discussed for the Parks, Planning & Maintenance Goals:

- Comm Rep Musial asked what a sustainability volunteer is. Director Hugen said the goal is to create a volunteer group to pull from to complete the sustainability events, rather than have an in-house sustainability committee.
- Comm Rep Musial asked about the Vogeley Park renovation. Executive Director Talsma said that if we don't receive the OSLAD grant, we would still budget up to 50% of park renovation budget to complete some of the items.
- Comm Rep Musial asked if the painting/sealing the indoor courts and resurfacing the outdoor courts includes all locations. Director Hugen replied that all locations are on a three-year rotation schedule for these applications.
- Comm Rep Kulkarni asked about the controlled burns. Executive Director Talsma stated that there are a couple of parks that will be contracted out for

this service in 2024. He added that Comm Rep Harner had asked about Black Bear Park, but this park is not contracted out.

- Comm Rep Pilafas asked about the Volunteer Reward Program, and asked if it is to encourage more volunteers. Executive Director Talsma said that yes, we are considering items to provide volunteers who commit their time (e.g., gloves for seed bombing, apparel for coaches, etc.). We are always looking for more coaches.
- Comm Rep Musial asked why the performance measure for enhancing student pass sales at The Club was to “exceed”. We may want to change the goal to “increase pass sales”.
- Commissioner Dressler asked if there was new equipment in the budget for The Club. Director Bechtold said we are replacing a few pieces each year, and added that not all equipment was replaced during the renovation.

Staff discussed the 2024 budget report on a fund-by-fund basis. Highlighted discussions are below:

- Contracted services for maintenance items like mowing are in 01-20. Other contracted services, including our CMP consultant, is budgeted in 01-10 for administration.
- Software licensing is now in capital.
- Some of the Vogeley renovation budget is in the special recreation fund.
- Fund 12 is capital, and includes the marquee signs, golf carts, Willow Rec Center renovations.

The motion carried by voice vote.

7. 2024 Organizational Chart and Salary Ranges

Commissioner MacGregor made a motion, seconded by Commissioner Kaplan to approve the 2024 Organizational Chart and Salary Ranges as presented.

Executive Director Talsma presented an updated organizational chart and salary ranges, which include proposed increases.

The motion carried by voice vote.

8. Five-Year Capital Spending Plan 2025-2029

Commissioner Dressler made a motion, seconded by Commissioner McGinn to approve the Predicted Capital Spending Plan as presented.

Executive Director Talsma noted that this is preliminary, but we wanted to have it presented. It is based on the GIS program

Commissioner Evans asked if this anticipates we will receive the OSLAD grant for Vogeley. Executive Director Talsma said that is correct, and if don't receive the grant, we would put more into the Vogeley budget in 2025.

Community Rep Kulkarni asked if the roofs were in this budget. Executive Director Talsma said the roof replacements are split over several years and locations, and will go into year 2030.

The motion carried by voice vote.

9. 2024 Budget & Appropriation Ordinance / 023-003 (In Tentative Form)

Commissioner MacGregor made a motion, seconded by Commissioner Evans to approve the 2024 Budget & Appropriation Ordinance in tentative form.

Executive Director Talsma noted that this document must be on display for 30 days, and the final document will be approved at the January 2024 meeting.

The motion carried by voice vote.

10. Commissioner Comments:

Commissioner McGinn said very good work.

Commissioner Kaplan said we have come a long way from the process we used in the past.

Commissioner MacGregor thanked staff for the accuracy and effort.

Commissioner Evans complimented staff on the preparation, and thanked the four community reps who were in attendance.

Comm Rep Musial added that the format may have disengaged some community reps. Executive Director Talsma said that three could not make it.

President Chhatwani wished a happy birthday to Commissioner Friedman, and thanked Executive Director Talsma and staff for the work.

11. Adjournment:

Commissioner Evans made a motion, seconded by Commissioner MacGregor, to adjourn the meeting at 7:45 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Cindy Flynn
Executive Assistant

MINUTES
REGULAR BOARD MEETING NO. 1095
December 19, 2023

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Board of Commissioners was held on December 19, 2023 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioners Dressler, Friedman, Evans, Kaplan, MacGregor and McGinn, President Chhatwani

Absent:

Also Present: Executive Director Talsma, Deputy Director Bechtold, Director of Parks, Planning & Maintenance Hugen, Director of Finance and IT Hopkins, Director of Recreation Miletic, Superintendent of IT Agudelo

Audience: Wolf Peddinghaus, Jodi Schultz, MaryEllen McKenna, Comm Reps Wilson, Musial and Winner

2. Pledge of Allegiance:

Everyone present stood for the Pledge of Allegiance.

3. Approval of Agenda:

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

4. Recognition:

President Chhatwani recognized MaryEllen McKenna as the Best of Hoffman for the 3rd Quarter 2023.

Jodi Schultz and MaryEllen McKenna left the meeting.

5. Comments from the Audience:

None

6. Recess for A&F Committee Meeting:

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

7. Reconvene Following A&F Committee Meeting:

Commissioner McGinn made a motion, seconded by Commissioner Evans to reconvene to the Regular Board Meeting at 7:32 p.m. The motion carried by voice vote.

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

8. Approval of the Minutes:

Commissioner Dressler made a motion, seconded by Commissioner MacGregor to approve the minutes from Regular Board Meeting held November 28, 2023.

The motion carried by voice vote.

9. Consent Agenda:

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

On a Roll Call: Carried 7-0-0

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

Nays: 0

Absent: 0

- A. Personnel Policy Changes / M23-112 (see A&F December packet)
- B. Independent Contractor Agreements 2023 / M23-114 (see A&F December packet)
- C. District-Wide Operations Statement and Revenue and Expenditure Report (see A&F December packet)
- D. Acceptance of A&F Minutes 11/28/2023 (see A&F December packet)

10. President's Report

President Chhatwani wished everyone a happy holidays, Merry Christmas and Happy New Year, and may 2024 be as fabulous or better than 2023!

11. Adoption of Executive Director's Report:

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

12. Old Business:

None

13. New Business:

A. Tax Levy Ordinance and PTELL Ordinance / M23-111 / O23-004 and O23-005

Commissioner Kaplan made a motion, seconded by Commissioner Friedman to approve the District's 2023 annual Tax Levy Ordinance O23-004 in the amount of \$11,827,337 and Ordinance O23-005 instructing the county as to where to reduce the levy if necessary.

On a Roll Call: Carried 7-0-0

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

Nays: 0

Absent: 0

B. 2024 Calendar of Board/Committee Meetings / M23-106

Commissioner Dressler made a motion, seconded by Commissioner MacGregor to approve the 2024 Calendar of Board/Committee Meetings as presented.

The motion carried by voice vote.

C. Review/Release of Closed Session Minutes / M23-113 / R23-007

Commissioner Friedman made a motion, seconded by Commissioner McGinn to approve Resolution R23-007 Review of Closed Session Minutes as presented.

The motion carried by voice vote.

14. Commissioner Comments:

Commissioner Dressler said thanks to everyone who asked about her eye. Her retina has reattached, but still a little blurry. Happy Holidays. Looking forward to a great 2024.

Commissioner McGinn said welcome aboard Wolf. Happy Holidays and thanks to staff for a successful year.

Commissioner Kaplan said thanks to staff for the great work all year long. Very good year.

Commissioner MacGregor said congratulations to staff; 2023 was an amazing year. He did not expect to be sitting at this table at the beginning of the year. He is still excited about the Gold Medal award. Happy Holidays from everyone.

Commissioner Friedman said Merry Christmas and Happy New Year.

Commissioner Evans said happy holidays and he is honored to be part of this organization.

15. Adjournment:

Commissioner MacGregor made a motion, seconded by Commissioner McGinn, to adjourn the meeting at 7:36 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Cindy Flynn
Executive Assistant

**HOFFMAN ESTATES PARK DISTRICT
REGULAR BOARD MEETING NO. 1096**

EXECUTIVE DIRECTOR'S REPORT

January 2024

PARKS DIVISION REPORT

MOTION

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

ADMINISTRATION & CAPITAL PROJECTS

Bids were released for Indoor Complete Refinish and Asphalt Repairs, Sealcoating and Stripping. Bids opened on January 10, 2024. We will begin locking down the dates once the board has approved the recommended contractors.

Staff is creating a complete calendar of Parks projects, both in-house and contracted, which will be posted on the website, so the community and employees are all aware of upcoming projects.

With our new structure in 2023 we were able to log all community concerns. After reviewing this spreadsheet, it was determined that our top complaint was tree/landscape care. For 2024 under contracted work, we have budgeted more funds for contractors to assist with larger tree care items. Garbage in the parks was the second biggest concern and to combat this we are redoing our trash cleanup routes and adding more staff to this task in 2024. The third most concerns were about the playgrounds in the parks with either broken parts, vandalism, or graffiti, so in 2024 we plan to staff our playground crew with a seasonal employee and change our routine to visit the sites that more frequently have issues.

Pine Park Renovation:

With the favorable weather in December staff was able to excavate the areas for the new playground, install the main drain line and have the concrete curbing for the playground poured by our preferred concrete vendor.

Willow Recreation Center Improvements:

Windows and skylights have been ordered by the contractor and are expected to arrive in the spring. Once they arrive, a schedule for work will be developed.

AQUATICS AND BUILDINGS

The Club at Prairie Stone:

- Repaired shower in men's club locker room.

- Leaking drinking fountain was repaired.
- Replaced lap pool lane lines in the lap pool, using one from Seascape while new connectors were ordered from Halogen.
- Broken tiles were replaced in the whirlpool and found contacts to re-tile or re-grout tub.

Triphan Center:

- Continued work on hydronics boiler for the north side. Contractors installed new thermostatic valve. Chemical run through was done to de-scale; boiler tubes were clean.
- Replaced flame rods with Aeon combo units for fitness center Aeon unit.
- Filter changes completed for all roof top units.
- All 4 water heaters were installed.
- Replaced 50+ refrigerator.
- Started up vestibule heaters.
- Filter replaced on north side drinking fountains, and buttons adjusted for more flow.
- New battery pack installed in front desk door lock.

Bridges of Poplar Creek:

- Ball machine on bay 4 of Top Tracer was repaired and a new gearbox was installed, per the manufacturer.
- Filter changes completed for all RTU's.

Maintenance Shop:

- Diagnostics done for RTU. Blower is heating up after extended run times and needs to be replaced. Unit would not light, so new gas valve was ordered.

PARKS

Parks & Forestry:

- Undergrowth and invasive removal at Colony preserve. Removal of dangerous trees and overgrowth of trees as well.
- Parks garbage checks and cleanups.
- Snow Removal
- Tree maintenance at Freedom Run, Evergreen Park, Sloan Park
- Landscape cleanup at Willow, Vogeley, TC, Bridges
- Preemergent application for broadleaves applied to select parks.
- Winter preparation and snow marker installation.
- Controlled burns at Bridges, Fabbrini, North and South Twin Parks.

Playgrounds & Construction:

- Installed new park ID sign at Lincoln Park
- Removed graffiti at Princeton, Birch, and Hunters Ridge
- Snow Removal
- Ice use signs installed.
- Install new medal door on pickle ball storage at Fabbrini Park
- Constructed Santa Sleigh trailer.

- Installed new fence at Bo's Run and Skate Park next to new ADA entrance to WRC basement.

Bridges Maintenance

- Continued cutting down tall grasses on #2,5,6,11,12,17,18.
- Applied all snow mold protection to greens, tees, and fairways.
- Covered all greens with sand for winter protection.
- Removed all accessories from the course.
- Winter mower maintenance.

**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)

Objective/Goal	Performance Measures/Action Plan	Status
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.	C
1Q Comments:	In progress	
2Q Comments:	In progress	
3Q Comments:	In Progress	
4Q Comments – Complete	Complete as groups participated in seed bombing, seed collection an eagle scout project has begun with bird house install at Vogelei.	
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.	C
1Q Comments:	Seeding is planned for May.	
2Q Comments - Complete	Seed Bombing was completed on May 13, 2023.	

DISTRICT GOAL 2: SOCIAL EQUITY

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

DISTRICT GOAL 3: FINANCIAL STEWARDSHIP

Objective/Goal	Performance Measures/Action Plan	Status
Increase efficiency for maintenance staff.	Cross training among departments within the Parks Department and additional administrative assistant position (part time).	C
1Q Comments:	In progress	
2Q Comments - Complete	Parks playground, construction, horticulture and grounds teams all have been trained to be able to cross over at any given time.	

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 fuel and equipment repairs.	Go out to bid for a two year service agreement and execute the contract.	C
1Q Comments:	Gilio Landscape Contractors started mowing 4/10/2023	
2Q Comments - Complete	Gilio is currently mowing parks.	

DISTRICT GOAL 4: OPERATIONAL EXCELLENCE

Objective/Goal	Performance Measures/Action Plan	Status
Structural Repairs at Willow Recreation Center	Hire contractor for work to be performed.	C
1Q Comments:	In progress	
2Q Comments:	FGM Architects have been hired and completed construction drawings. Bids set to open on 7/13/2023.	
3Q Comments:	Bids have been accepted and working on contract. Work will most likely be performed in 2024. Concrete work, doors and outside stucco will all be completed this year.	
4Q Comments:	All work that could be performed in 2023 has been completed. Due to budget restraints and product availability the project will be fully completed in 2024. Complete for this year as the contractor was hired and product was ordered.	

Upgrades to Huntington Park	Install new playground equipment at Huntington Park	C
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 – Complete	Project Complete, just waiting on new drinking fountain to arrive.	

Purchase Ford F150 Vehicle	Purchase from purchasing Coop or through bid process.	C
1Q Comments:	Vehicle was purchased through a bid process.	
2Q Comments - Complete	Vehicle was purchased through a bid process.	

Purchase Dodge Ram Parks Building Tech Van	Purchase from purchasing Coop or through bid process.	D
1Q Comments:	In progress	
2Q Comments:	Looking into purchasing a E Transit Van as Vans are 1 to 2 years out if you can even place the order.	
3Q Comments:	E Transit van is set to arrive this fall according to Ford.	
4Q Comments:	E Transit is still set to arrive but date has been pushed into 2024. Exact date is unknown.	

Crack fill / Seal Tennis Courts – Multiple Sites	Complete bids and hire outside contractor to complete work.	C
1Q Comments:	Bids were completed and Sport Surface pros is under contract.	

2Q Comments - Complete	Courts have been finished.	
Basketball Court Repairs – Multiple Sites	Complete bids and hire outside contractor to complete work.	C
1Q Comments:	Bids were completed and Sport Surface pros is under contract.	
2Q Comments:	Courts will be finished the week of 7/17/2023	
3Q Comments - Complete	All courts completed.	
Asphalt Maintenance (crack fill & sealcoat) parking lots and paths.	Complete bids and hire outside contractor to complete work.	C
1Q Comments:	Bids were completed and Patriot Maintenance is under contract.	
2Q Comments:	In process of scheduling the work.	
3Q Comments - Complete	All parking lots and paths completed.	
Triphahn Center Playground	Complete bids and hire outside contractor to complete work.	C
1Q Comments:	Ericksson Engineering has been hired and playground design work is being completed.	
2Q Comments:	Playground and installer are under contract with playground to arrive late fall and install immediately after.	
3Q Comments:	Playground has been removed and drainage completed. Currently in the process of completing the install of the playground.	
4Q Comments - Complete	Playground is complete.	
Fabbrini Pickle Ball Fence Replacement	Complete bids and hire outside contractor to complete work.	C
1Q Comments:	Bids were completed and Action Fence is under contract.	
2Q Comments – Complete	Fence has been installed.	
Elevator piston sleeve replacement at Bridges on the main elevator.	Complete bids and hire outside contractor to complete work.	C
1Q Comments:	Working with Advanced Elevator on the repair.	
2Q Comments:	Working with Advanced Elevator on the repair.	
3Q Comments - Complete	Was recommended that the piston sleeve did not need to be replaced at this time.	
Fabbrini Oakdale Tot Playground	Purchase playground and install using in-house labor.	C
1Q Comments:	New Tot playground has been ordered.	
2Q Comments:	When equipment arrives it will be installed.	
3Q Comments - Complete	New playground has been installed.	
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.	C
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.	
2Q Comments:	Playground and installation are under contract and construction work is being presented to the board at the July board meeting.	
3Q Comments - Complete	Playground has been installed and landscape restoration is complete.	

Triphahn Center Fitness Renovation	Work with recreation department on new design layout.	C
1Q Comments:	Project is currently being completed with a grand opening of 5/6/23.	
2Q Comments - Complete	Project completed.	

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.	C
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.	
2Q Comments:	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.	
3Q Comments:	Set to be completed by end of October with a winter 2024 open date. All new grass will need time to establish in order to fully open the park.	
4Q Comments – Complete	All scheduled work has been completed. Playground install is planned for 2024.	

Update elevator at Vogelei Barn	Upgrade Vogelei Barn elevator and ensure that it meets all ADA compliance.	C
1Q Comments:	In progress	
2Q Comments:	This project is still being investigated as it may require more structural work than was anticipated to complete the elevator upgrades.	
3Q Comments:	Project has been deferred as proper maintenance repairs were completed.	
4Q Comments - Complete	Proper maintenance repairs were completed, and overall update not needed.	

Replace RTU #3	Complete bids and hire outside contractor to complete work.	D
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.	
2Q Comments:	Lead times have not changed and will be completed in late fall.	
3Q Comments:	Scheduled for this fall.	
4Q Comments:	Hired contractor is still waiting on the Roof Top Unit, it will be installed in 2024 when the unit arrives.	

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.	C
1Q Comments:	In progress	
2Q Comments:	In progress	

3Q Comments:	In progress
4Q Comments – Complete	While trying to keep a new park location within a ½ mile walking of the new development a park at Seascap is the closest land that the district owns.

DISTRICT GOAL 5: ENVIRONMENTAL AWARENESS

Objective/Goal	Performance Measures/Action Plan	Status
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.	C
1Q Comments:	Event planned for April 22, 2023	
2Q Comments - Complete	Event was held on 4/22/2023 at Vogelei Park	

Offer a volunteer invasive plant removal.	Will be scheduled based on the quantity of invasive plants and locations.	C
1Q Comments:	Currently Planning	
2Q Comments:	Currently Planning	
3Q Comments:	Currently Planning	
4Q Comments - Complete	Invasive plant removal took place on 10/14/2023 at Black Bear Park.	

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.	C
1Q Comments:	Currently Planning	
2Q Comments:	Will take place during seed collection	
3Q Comments:	Seed Collection event has been scheduled for Oct. 14.	
4Q Comments – Complete	Event was held on October 14, 2023.	

Get sites certified as Bird & Butterfly Sanctuaries through Illinois Audubon Society	Complete applications and install signage at select sites.	C
1Q Comments:	Sites have been certified and signs will be place this spring.	
2Q Comments - Complete	Signs have been placed at the appropriate sites.	

DISTRICT GOAL 6: CUSTOMER SERVICE

Objective/Goal	Performance Measures/Action Plan	Status
Utilize new Park Administrator to create resident response and call log procedure.	Respond to resident inquiries within timely manner.	C
1Q Comments:	In progress	
2Q Comments:	In Progress	
3Q Comments:	In Progress	

4Q Comments – Complete	Call log has been maintained with records of all call backs.	
Provide park updates via district webpage.	Post all park projects under park updates.	C
1Q Comments:	Projects are posted and updates will occur during the projects.	
2Q Comments:	Projects are posted and updates will occur during the projects	
3Q Comments:	Projects are posted and updates will occur during the projects	
4Q Comments – Complete	Projects were posted on the website.	

RECREATION DIVISION REPORT

Motion:

Recommend to the full board to include the Recreation Board Report in the Executive Director's Report.

Recreation Division



-Kyle Thomas, our Willow Facility Manager and Basketball Program Manager will be leaving us after 10 years of service. He is pursuing his dream of coaching and running basketball programs on his own.

-We will soon be advertising to fill the vacant Facility Manager and General Program Manager positions.

-It was a pleasure to attend the NWSRA's SLSF holiday gathering this past December at Chandler's.



General Programs

General Programs:

Programs- Willow	Fall/Winter 2022	Fall/Winter 2023 *to date
Shotokan Karate	135	107
Tae Kwon Do	45	43
Racquetball lessons	6	24
Racquetball leagues	38	23

Dance:

Things that happened in December/ January

- 23 private lessons
- Company performed at winter fest on December 9th
- Company holiday party was on December 15th
- Classes start at TC on January 6th (week of January 8th-13th for willow)
- Parent dance on January 27th – 27 registered as of 12/28 end of day.

Fall Dance Numbers:

Style	Fall 2022 Classes offered	Fall 2022 numbers	Fall 2023 Classes running	Number enrolled as of 12/19/2023
Junior Company	0	0	1	5
Stars Dance Company	1 (4 levels)	25	1 (4 Levels)	26

Ballet/Tap	7	68	7	65
Ballet/Jazz	6	47	4	23
Jazz/Hip Hop	3	26	4	42
Tap	2	10	2	12
Specialty	2	11	2	11
Total	21	187	21	184

Winter/Spring Dance Numbers:

Style	W/S 2023 Classes offered	W/S 2023 numbers	W/S 2024 Classes running	Number enrolled as of 12/28/2023
Junior Company	0	0	1	5
Stars Dance Company	1 (4 levels)	25	1 (4 Levels)	26
Ballet/Tap	9	89	8	64
Ballet/Jazz	6	58	5	33
Jazz/Hip Hop	3	35	4	42
Tap	2	11	2	9
Specialty	2	9	2	9
Total	24	227	23	188

Fall Baton Numbers:

Style	Fall 2022 Classes running	Fall 2022 Numbers	Fall 2023 classes being offered	Number enrolled as of 12/19/2023
Performance baton	2	15	2	17
Baton	8	27	8	35
Total	10	42	10	52

Winter Baton Numbers:

Style	Winter 2023 Classes running	Winter 2023 Numbers	Fall 2024 classes being offered	Number enrolled as of 12/28/2023
Performance baton	2	16	2	2
Baton	8	29	9	3
Total	10	45	10	5

Theatre:

-HOTT Theatre's Youth Program "Little Mermaid Jr" continues into 2024 with a performance in March

-We are looking forward to the new year with new productions including "Willy Wonka Jr" and "Joey and Maria's Comedy Italian Wedding."

Special Events:

Winterfest at Bridges was Saturday, December 9, 10am to 2pm. This event went off well with a crowd of over 1,000 even with very mild fall-like temps. The event included sleigh rides with horses, sled dogs, HEParks Star dance performance, a gingerbread house contest, hot cocoa, s'mores and iceless ice skating. This free holiday gathering was a great kick off to December!

Drive By Santa provided more holiday joy with a packed day, December 15th from 10am-5:15pm

Long Description	Enrolled
Santa Drive By - South Side (Between I-90 and Golf Rd.)	14
Santa Drive By - South Side (South of Golf Rd.)	2
Santa Drive By - West Side (West of Route 59)	9
Santa Drive By -North Side (East of Huntington Blvd)	18
Santa Drive By -North Side (West of Huntington Blvd)	3



Early Childhood

Preschool:

Preschool had their winter concerts on December 20 and 21 before winter break. The Village Hall Preschool Art Gallery opening occurred on December 18. Around 50 families between preschool and LSC were in attendance.

LSC:

2022	2023
39 (3 rooms)	42 (3 rooms)

5 Days: 34 3 Days: 6 2 Days: 2

Enrichments:

Programs – session 2	Enrolled
Lunch Bunch	4
Sticky Fingers	10
Little Scientist	18
Books Come Alive	3

Rock'n'Kids – Session 1: Kid Rock: 12 Tot Rock: 9

Preschool:	22/23 WRC	23/24 WRC to date	22/23 TC	23/24 TC to date
Threeschool	Cancelled	Cancelled	12	7
2's Playschool	Cancelled	11	20	Cancelled
3 & 4 yr old Preschool	37	33	89	80
TOTAL	37	44	121	87

Late Stay WRC: 5 days: 10 3 days: 3



50+ Club

December 50+ Events:	Date:	Attended:
Fall Fun Bingo	12/6	Cancelled due to low enroll
Seniors Out Socializing	12/8	6
Morton Arboretum & Dinner Ike/Oak Brewery	12/12	20
Pub Trivia	12/14	19
Birthday Lunch	12/15	14

January 50+ Events	Date	Enrolled
Seniors out Socializing Early Bird	1/3	5
Lunch and Learn Soul Tab	1/10	8
Elvis Lunch w/impersonator	1/15	6
Seniors Out Socializing	1/19	5
Pub Trivia	1/25	9
Birthday Lunch	1/26	3
Lunch and Learn Decluttering	1/31	5

Senior Fitness Classes:

Group Exercise Enrollments for 50+

Class	Fall 2022	Summer 2023	Fall 2023 (as of 12/31)
50+ Basic Exercise	42	34	69
Tai Chi (Daytime)	13	9	12
Tai Chi (Evening)	13	Cancelled	Cancelled/instructor quit
Feel Better Workshop	3 (for half the season and then then 2 dropped)	Cancelled	Cancelled
Line Dancing	18	29	27
Gentle Yoga	Cancelled due to low enrollment	15	30
Balance Class	5	Not offered - instructor issue	15



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	6	8	18	20	52	0	63
Fairview	3	15	8	22	48	0	50
Lakeview	0	7	15	31	53	5	60
MacArthur	1	11	32	44	88	0	77
Muir	4	3	15	18	40	2	41
Lincoln Prairie	5	8	26	16	55	0	51
Total for D54 23/24	19	52	114	151	336	7	342
Whiteley	5	5	23	35	68	2	71
Thomas Jefferson	2	7	18	48	75	11	54
Total for D15	8	12	40	83	143	13	139

Kinder STAR 23/24 enrollment:

	AM/PM Waiting on Placements	22/23 Enrollment
Whiteley	1	27
Thomas Jefferson	0	
Total	0	

School	AM	PM	PM till 6:05
Whiteley 3 day	0	4	1
Whiteley 5 day	0	4	7
Thomas Jefferson 3 day	1	4	1
Thomas Jefferson 5 day	14	2	3
Totals	15	14	12
Total sum	41		

Winter Break School Day Off trips went well and had good enrollment numbers. They went on field trips each day to places including WaterWorks, Xtreme Wheels, Enterrium and more. Enrollment numbers ranged from 8 to 18 for Willow Recreation Center and 20 to 38 at the Triphahn Center. We have a few half-day and full-day Schools Off programs running this month at both locations.



Youth Athletics

Adult Sports

- A new indoor pickleball league will be starting on Monday, January 15 and running through March 4. This will take the place of the adult basketball league that did not run due to low enrollment.
 - As of now registration is still ongoing but the league will have good representation at both the 3.5 and 4.0+ levels.
 - We used survey results to better guide the desired levels of play to increase enjoyment and competitiveness.

Youth Sports

- Staff had a great discussion with Dwayne from Hoffman Aces Soccer in preparation for the upcoming Spring registration and season.

- Survey results were sent out following the Fall season and we have used this information to guide operations for the upcoming season.
- Youth baseball registration will begin soon, and emails will be sent out to all who have previously registered.
- Sports Kids, Inc. begins contractual tot and youth athletics classes running on Mondays and Saturdays.
 - Programs running include Youth Volleyball, Track and Field, Multi-Sport Mania, Parent and Me Fun with Football and Mini-Soccer
- Classes are currently taking place in the Willow Rec Center Mini-Gym.

Hoffman Basketball Academy

	Wed K-2nd	Wed 3-5th	Thu K-2nd	Thu 3rd-5th	Thu 6-8th	Totals
2022	Did not offer	Did not offer	Did not offer	Did not offer	Did not offer	Did not offer
2023	10	9	20	11	0	50

- April Camps - Camps will start up again in April, in 2023 April was one of more popular months. We will be offering camps on Tuesday/Thursday and begin 1 on 1 training again.

Winter Basketball League (Numbers as of 12/5)

	1/2nd	3/4th boys	5/6th boys	7/8 boys	3/4th girls	5/6 girls	total
2022	107	60	60	34	21	10	305
2023	97	60	50	40	29	10	286

- We're down 19 players for two reasons. Hoffman Feeder Basketball is now offering a 3/4th grade team for both boys and girls. We're also offering a league in January/February that is currently taking registration for PreK-K age players. In 2022 we allowed Kindergarteners of a certain age to play in our 1/2nd grade league. Now we're encouraging them to sign up for our little hoopers league. I believe we will have a higher total number of players in 2023 when our registration for little hoopers is complete (deadline is January 6th).
- Little Hoopers (PreK-K) registration is now open. The league runs from January 19 to February 23.

What happened in December

- Practices started the week of December 4
- Uniforms handed out week of December 11
- Picture day was December 16
- Special practice times offered during winter break to accommodate for teams who practice at schools (closed) and for coaches who have holidays

What's ahead in January

- League games begin on January 4
- Teams go back to practicing at schools the week of January 8

AAU SPRING

- This spring we will be hosting 4 AAU Girls Teams (10u,12u,14u,16u). Very excited to see our girls program growing. We will have on staff the girls' varsity coaches from Hoffman and Elk Grove.

eSports

- We had one birthday party in December.



Aquatics

	December 2021	December 2022	December 2023
<u>Group</u>	70	154	105
<u>Parent/Tot</u>	10	12	17
<u>Tot</u>	6	9	13
<u>Adult</u>	N/A	9	5
TOTAL	86	184	140

January swim lesson began the week of January 8th.



Willow Recreation Center

Willow Rec Center Fitness & Racquetball

Membership 12/31/2022 01/01/2023 12/31/2023 2023 YTD Var. +/-

Fitness	127	127	139	+12
Racquetball	39	39	37	-2
Total	166	166	176	+10

Membership numbers do not include the free health insurance members.

Pass	% Visited in November 2023	% Visited in December 2023
WRC Fitness Adult	28%	42%
WRC Fitness Junior/Student	47%	38%
WRC Fitness Senior	23%	38%
Average Paid Members	33%	39.3%
WRC Silver Sneakers *	23%	25%
WRC Tivity Prime *	0%	0
WRC Renew Active *	13%	20%
Average Insurance Members	12%	6%

WRC Rental Information

- We had 13 paid rentals at WRC in the month of December.

Dog Off-Lease Areas

<u>Membership</u>	<u>12/31/2022</u>	<u>01/01/2023</u>	<u>12/31/2023</u>	<u>2023 YTD Var. +/-</u>
Total	590	586	548	-38



Triphahn Center

Triphahn Center Fitness

<u>Membership</u>	<u>12/31/2022</u>	<u>01/01/2023</u>	<u>12/31/2023</u>	<u>2023 YTD Var. +/-</u>
Total	456	469	621	+152

Pass	% Visited in November 2023	% Visited in December 2023
TCIA Fitness Adult	35%	29%
TCIA Fitness Junior/Student	51%	26%
TCIA Fitness Senior	22%	35%

Average Paid Members	36%	30%
TCIA Silver Sneakers *	15%	15%
TCIA Tivity Prime *	9%	7%
TCIA Renew Active *	9%	8%
Average Insurance Members	11%	10%

TC Rental Information

- We had 47 paid rentals at TC in the month of December.

**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	C
1Q Comments:	Auditions for 23/24 Stars Dance Company will take place in July & August and will include a new Junior Level.	
2Q Comments:	Auditions for 23/24 Stars Dance Company will take place in July & August and will include a new Junior Level.	
3Q Comments - Complete	Stars dance company has 26 including 8 Junior for the 23/24 year.	

Offer quality recreation programs that are innovative, diverse and meet the needs of the community	Offer two special events at Seascape	C
1Q Comments:	Plans are underway for a Flick & Float and a Halfway to the Holiday Event plus deck art opportunities.	
2Q Comments:	The World's Largest Swim Lesson opportunity was added to Seascape on June 22. Chalk deck contests have been a hit. Flick and Float planned for August.	
3Q Comments - Complete	Offered World's Largest Swim Lesson on June 22, Chalk Deck contests and the Seascape Luau on August 11 that raised money for Maui Strong.	

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)	C
1Q Comments:	Looking to add to late summer or fall. Promoting fly fishing lessons in July for fall class to run.	
2Q Comments:	Explorers camp has been revamped w/ more field trips and offering have been expanded in all neighborhoods.	
3Q Comments:	Fishing classes continue. Planning ice fishing classes for the winter.	
4Q Comments - Complete	Our fall fishing classes did not go. Ice fishing classes are coming up in February along with an ice fishing derby.	

Offer new programs based on trends	Offer a Family Dance program for all children and parents	C
1Q Comments:	Plans underway for an event for Fall.	
2Q Comments:	A Y2K theme flash mob free family dance opportunity is planned for November to showcase our dance offerings and upcoming spring recital.	
3Q Comments:	A Y2K family dance program is planned for November 4 led by the dance staff.	
4Q Comments - Complete	The Y2K dance program was a success November 4 with 33 attendees. Fun and smiles were had with dancing, activities & snacks led by our dance instructors.	

Offer new programs based on trends	Expand Wear your Color Run event in partnership with Ascension	D
1Q Comments:	Event is planned for September 2023.	
2Q Comments:	Wear your Color Run to promote cancer awareness is scheduled for September 2, kids offerings will be enhanced.	
3Q Comments:	The Color Run has been pushed back to November 4 and Pink Rink is scheduled for October 8 both in partnership with Ascension.	
4Q Comments:	The rescheduled Color Run on November 4 was cancelled after only 2 enrollees. We will work with Ascension next year to plan a different event around cancer awareness. Pink the Rink was well attended on October 8.	

Offer new programs based on trends	Create “off season” specialty camps trainings for soccer, baseball and basketball	C
1Q Comments:	HUSC fundamentals, indoor trainings for N60 team, and skill clinics for basketball took place in Q1.	
2Q Comments:	Summer specialty camps/clinics offered for soccer and baseball plus an AAU basketball team summer opportunity.	
3Q Comments:	Winter baseball clinics are underway in conjunction with Rolling Meadows Park District. Soccer has been enhanced by working with Hoffman Aces. The AAU girls team has been offered in Fall. The AAU team for boys completed its season at the end of summer. Basketball Clinics are being offered at Willow.	
4Q Comments - Complete	Basketball Clinics continue at Willow. New parent/tot and preschool sports classes were added for January including sports mania, basketball, soccer and t-ball.	

Offer new programs based on trends	Expand Pickleball with tournaments	C
1Q Comments:	One tournament planned for summer and another for early Fall.	

2Q Comments:	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.
3Q Comments:	Fabbrini Pickleball tournament play offered at Fabbrini Mondays summer through fall. Another pickleball offering will be Monday night November through December. Pickleball tournament play continues at the Club.
4Q Comments - Complete	Pickelball play continues at the Club. Monday and Friday pickleball tournament play for beginners and beyond are offered at Triphahn during evenings in the winter months.

Offer new programs based on trends	Expand Disc Golf with tournaments	C
1Q Comments:	One event is planned for April 30. More planned for summer.	
2Q Comments:	Disc golf tournaments were planned for June and July.	
3Q Comments:	We plan to collaborate on cross-town play for the new year. Numbers for disc golf tournaments have been low. We are working to get more word out to the disc golf community.	
4Q Comments:	Events were offered in 2024 but did not go. Will focus on collaborating with neighboring communities on disc golf tournaments for the spring. We will also use Chris McGregor as an HEParks resource.	

Offer new programs based on trends	Expand Willow preschool through afternoon extension program providing a longer day of school	C
1Q Comments:	Program will be offered for school year 23/24.	
2Q Comments - Complete	Willow preschool with extension is running this school year with expanded numbers.	

Offer new programs based on trends	Increase E-Sports focusing on tournaments and events	C
1Q Comments:	New offerings for tournaments and events every weekend.	
2Q Comments:	Birthday e-sports rentals are still being offered and are becoming the main source of events at the E-Sports facility.	
3Q Comments:	Kids Night out, Tournament Play and birthday parties continue to be offered. E-sports participation is lower.	
4Q Comments - Complete	E-sports events were offered throughout the year but few took place. This program is being re-evaluated for 2024.	

Create adult programs	Expand adult tournaments to include wiffle ball tournament and bags tournament.	C
1Q Comments:	Adult wiffle ball program offered for spring.	

2Q Comments:	Adding a theatre group opportunity that includes adult offerings and a new adult dance class. New adult sport opportunities continue to be explored.
3Q Comments:	Chorus Line and Nutcracker with HOTT Theatre both have 25 participants, many that are adults. Adult Yoga at night at Triphahn is growing in popularity.
4Q Comments - Complete	The Adult Theatre group will perform “Joey and Maria’s Italian Wedding” this spring. Adult Dance is offered on Mondays.

Expand birthday party options	Implement sports-themed birthday party	C
1Q Comments:	New sports birthday party offered.	
2Q Comments - Complete	Birthday party options remain popular especially at Seascape in summer and picnic spaces near splash pads.	

Promote trails and paths	Create “Tour de Hoffman” – a summer bike and park visit program	C
1Q Comments:	Tour de Hoffman / Family engagement activity will launch for summer.	
2Q Comments:	This program will be incorporated with the GO Hoffman to promote community trails/paths and environmental awareness in the fall.	
3Q Comments:	This program will be incorporated with the GO Hoffman to promote community trails/paths and environmental awareness in the fall.	
4Q Comments - Complete	The Club and our STAR Program Manager will be working on some new Go Hoffman offerings this Spring.	

Provide community and family-oriented events	Expand Unplug Day’s summer special event	C
1Q Comments:	New features include children’s concert.	
2Q Comments:	Planning continues for July event.	
3Q Comments:	UnPlug Day was a successful event held July 15. M.O.R.E. opportunities were expanded; added in Kite Day; enhanced Kids to Park and Fourth Fest offerings and offered an evening Funday concert for working parents.	
4Q Comments - Complete	Planning is underway for our Summer 2024 UnPlug Events.	

Provide community and family-oriented events	Develop all-star games for each athletic league: baseball, basketball and soccer	C
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:	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.	

3Q Comments - Complete	All star games for baseball, basketball and soccer are complete. There will be a couple more Fall all star games in October.
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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 - Complete	TC fitness center renovations are complete. Grand re-opening was May 6. "Find Your Fit" promotion continues to build TC fitness center enrollment.	

Provide high-quality swim instruction	Restructure swim lesson curriculum	C
1Q Comments:	Will launch for summer swim lessons.	
2Q Comments:	Swim Safety School will launch Fall 2023 with a new level system where participants receive tokens as they pass levels.	
3Q Comments:	Swim Lesson token system is planned to start second session in Fall. C&M has been helping with details.	
4Q Comments - Complete	The program has been restructured and has been used for training. The tokens and key chains will roll out in spring.	

Hold physical challenge event at South Ridge Ninja Warrior course	Complete challenge by end of summer 2023	C
1Q Comments:	Event will be planned in July.	
2Q Comments:	Ninja Warrior Course challenge at South Ridge will be included in our UnPlug Day events July 15.	
3Q Comments: Complete	Ninja course offered at UnPlug Day Event. We also offer a ninja course birthday option through our contractual sports group.	

Implement new figure skating show	Create and present figure skating talent show	C
1Q Comments:	Ice Show planned for May 13.	
2Q Comments - Complete	"Lights, Camera, Skate" our first ice show post-covid was May 13 showcasing just over 100 skaters with 300 attendees to watch throughout the day.	

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 – Complete	Scholarship application process and application has been revamped and implemented.	

Create free usage access program to reach underserved demographics	Expand Programs for All by reaching more schools	C
1Q Comments:	Plans for 23/24 school in progress.	
2Q Comments:	Staff will begin reaching out to counselors as school returns to session.	
3Q Comments:	Social workers at 10 schools have been contacted. 19 students from 7 different schools are currently enrolled in a fall session, with two additional students requesting later fall or are waiting for winter classes.	
4Q Comments - Complete	21 students from 8 different schools are currently enrolled in Winter programs through Programs for All.	

Implement community awareness campaign	Create a summer challenge to visit events, parks and attend programs	C
1Q Comments:	New “Pack the Park” events planned for summer to expand community awareness.	
2Q Comments:	Marketing is promoting parks and offerings for National Park and Recreation month this July with their “Where Community Grows slogan.”	
3Q Comments - Complete	Pack the Park will be expanded for Summer 2024, July social media marketing plan to promote our parks was a success.	

Launch website that is accessible	Ensure ADA compliance for website	C
1Q Comments:	Website project in progress.	
2Q Comments:	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&M will do a complete audit of the site as one of their first projects and continue to make enhancements which include ADA compliance.	
3Q Comments:	Website is currently in the process of an enhancement along with many other page updates to ensure ADA compliance.	
4Q Comments - Complete	Website updates have been made and will be continually reviewed for compliance.	

Evaluate translation feature on website	Launch translation option for website	C
1Q Comments:	Website project in progress.	
2Q Comments:	The new Superintendent of Recreation C&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.
3Q Comments:	This feature will fully be evaluated after phase 1 of the enhancement is completed.
4Q Comments - Complete	Staff continues to work with Imavex on website enhancement for 2024 implementation.

Support Diversity, Equity and Inclusion initiatives	Create DEI committee	C
1Q Comments:	DEI Committee has met twice in Q1.	
2Q Comments - Complete	Kimberly Barton attended a Diversity conference with IPRA in May. Email signatures with he/she terms added for spring.	

Expand free programming within community	Add at least one more neighborhood to the MORE program	C
1Q Comments:	Staff is securing MORE site visits this spring.	
2Q Comments - Complete	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.	

Expand senior programs and events	Offer at least one program per season at Willow	C
1Q Comments:	Bunco and Bake Goods was offered in Winter and Name that Tune will be offered in May.	
2Q Comments:	Family Bingo Night was planned at Willow for June 8 and Book Club continues there.	
3Q Comments:	Staff continues to offer programs at Willow, including Book Club and Tai Chi.	
4Q Comments - Complete	Staff continues to offer programs at Willow. Book Club is our most popular.	

Expand senior programs and events	Provide at least three new senior trip locations and one overnight trip	C
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.	
2Q Comments:	New offering planned for Fall. Fish Boil trip was one of our most popular trips this summer. Canada trip has had some interest.	
3Q Comments:	Apple picking, Scrooge Musical and Morton Arboretum Tree Lights trips are planned for Fall and Winter.	
4Q Comments - Complete	Completed with the variety of trips offered each season.	

Promote free health & wellness	Offer four Community Fitness Days at the TC & WRC fitness centers	C
1Q Comments:	Community Fitness Day was held January 7. Next one will be May 6.	
2Q Comments:	Free fitness workout weekend at our fitness centers were offered on May 6th.	
3Q Comments:	Free fitness workout weekend at our fitness centers were offered on July 8 and 9	
4Q Comments - Complete	We will be working on a heart awareness month in February. This goal will continue for the new year.	

Promote free health & wellness	Offer at least four free community fitness events throughout the summer	C
1Q Comments:	Pop-up Fitness events scheduled for summer.	
2Q Comments - Complete	Outside Pop-up Fitness events offered almost weekly by the Club including yoga, Zumba etc.	

DISTRICT GOAL 3: FINANCIAL STEWARDSHIP

Objective/Goal	Performance Measures/Action Plan	Status
Increase facility and field rentals	Increase facility and field tournaments	C
1Q Comments:	Cricket field rented for all weekends through fall. Promotion continues for other field and facility rentals.	
2Q Comments:	Pickleball rentals are increasing. Cricket field rentals continue.	
3Q Comments:	Created an organized system in Rec Trac for tracking and payments at the end of summer.	
4Q Comments - Complete	Updates continued in Rec Trac and more easily accessed information will be available online late winter.	

Create a referral discount program	Provide a referral discount programs for E-Sports birthday parties	C
1Q Comments:	Referral program draft in process.	
2Q Comments:	E-sports promotion opportunities underway.	
3Q Comments:	Referral cards have been made and are handed out at each event.	
4Q Comments - Complete	We are re-evaluating e-sports and the need at this time.	

Evaluate usage of paid coaches for hockey program	Determine if paid coaches result in increased enrollment in the Wolfpack program	C
1Q Comments:	Spring league includes one paid coach and one volunteer coach for each team.	
2Q Comments:	Staff has received great feedback on the coaches and numbers will continue to grow with additional marketing promoting the trained coaches for the teams.	

3Q Comments:	The season has begun and all teams have 1 paid coach assigned to them.
4Q Comments - Complete	Staff will continue to evaluate hockey coaches and will adjust accordingly in Spring when the season is complete.

Explore potential for an additional hockey tournament	Add one additional large format hockey tournament	C
1Q Comments:	Staff is looking to secure more tournaments.	
2Q Comments:	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.	
3Q Comments:	We currently have 4 large hockey tournaments and 1 speed skating tournament scheduled for the remainder of the 2023 season.	
4Q Comments - Complete	Tournament rentals increased in 2023 and will continue to explore new events in 2024.	

DISTRICT GOAL 4: OPERATIONAL EXCELLENCE

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

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.	
2Q Comments – Complete	Summer requests are highest and there is continued success with our staff liaison.	

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.	
2Q Comments - Complete	Our Seniors and Special Events Program Manager attends many of these.	

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.	
2Q Comments - Complete	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.	

Create user-friendly online forms	Develop web-based forms for Refund Request, Preschool Inquiry and Room Rentals.	C
1Q Comments:	Online submittable forms are in draft process.	
2Q Comments:	Submittable forms are being implemented throughout the website for convenience of the customer.	
3Q Comments:	As part of the website enhancement gravity forms will be installed to create custom online forms to our website.	
4Q Comments - Complete	Web-based forms are operational for preschool inquiry, park shelter rentals, and refund requests.	

Improve recruitment for seasonal positions	Offer hiring incentive for summer and child care staff	C
1Q Comments:	Job has been posted.	
2Q Comments - Complete	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.	

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	C
1Q Comments:	Wellness Committee has been created and has activities planned for staff.	
2Q Comments:	Fitness opportunities will be incorporated into our Summer Quarterly FT Staff meeting (disc golf, baggo, basketball skill games)	
3Q Comments:	Through the PDRMA App Virgin Pulse mini fitness groups have begun for the district.	
4Q Comments - Complete	Staff continues to create in-district challenges within the PATH program.	

Promote all district facilities	Cross-promote Club and Bridges social media into park district channels	C
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.	
2Q Comments:	C&M Staff has been working together in cross-promotion throughout all district channels.	
3Q Comments:	Cross Promotions continue at all facilities.	
4Q Comments - Complete	Entire C&M team is working together and cross marketing on all platforms.	

Ensure positive feedback	Review and update all google and yelp profile pages	C
1Q Comments:	The google and yelp profile pages are updated for Q1 but will change as building hours shift with the seasons.	
2Q Comments:	Staff continues to monitor and update as we progress through seasonal changes.	
3Q Comments:	Staff continues to monitor and update social media platforms and reviews.	
4Q Comments - Complete	Staff continues to monitor and update social media platforms and reviews as needed.	

Purchase lounge chairs for Seascape	Purchase lounge chairs for delivery prior to Seascape opening	C
1Q Comments:	Chairs have been purchased.	
2Q Comments - Complete	Lounge chairs were delivered in early June.	

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.	C
2Q Comments:	New graduation format for early childhood programs was well received. Fun in the Sun is planned for July 22.	
3Q Comments - Complete	Little Stars had a Seascape night for families in August.	

Develop a new position titled Superintendent of Facilities to streamline supervisory responsibilities within the Recreation Division.	Hire the individual	C
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1Q Comments:	Karrie Miletic was hired in March as the Supt of Recreation Programs. Steve Dietz took the Supt of Recreation Facilities position.
2Q Comments - Complete	Kimberly Barton is the new Supt. of Recreation and Karrie Miletic is the new Director of Recreation.

Increase adult hockey participation	Add one additional team to adult hockey league	C
1Q Comments:	Adult hockey is now a rental program.	
2Q Comments: - Complete	Adult hockey leagues are being run by a 3 rd party to provide consistency in offerings along with providing scorekeepers and game officials. This has also provided us with steady rental income.	

Implement measurable program evaluations for all major program areas.	Conduct online surveys with measurable questions	C
1Q Comments:	Surveys are completed after all major programs end.	
2Q Comments:	Survey occurred for Preschool and Soccer in Spring. Baseball survey is underway.	
3Q Comments:	Surveys will occur through Constant Contact for Fall programs at the end of October. Marketing is working on using another website tool in the future for surveys and input.	
4Q Comments - Complete	Surveys continue in Constant Contact. For fall our larger surveys were to fall baseball and soccer.	

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)	C
1Q Comments:	Emails are sent out to past participants to promote next session's enrollment.	
2Q Comments:	This occurs with each program manager, it helped build camp enrollments and summer sport clinics.	
3Q Comments:	Direct Marketing campaigns to past participants are in full swing to help increase enrollment in programs.	
4Q Comments - Complete	Program Managers and Marketing continue to help maintain these goals seasonally. We use this a lot for athletics.	

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.	C
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:	GO Hoffman campaign will restart this fall with new ideas to help promote our trails and paths.	
3Q Comments:	Go Hoffman- count your steps program was initiated at the Club. We will explore more offerings in the future. Paige Calvey will move forward with this.	
4Q Comments - Complete	We will continue to offer Go Hoffman as the warm weather comes again in spring.	

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.	C
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:	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.	
3Q Comments - Complete	Staff created calming corners in each classroom this fall. We continue to add in new techniques.	

Enhance special needs training	Expand training on working with the children with special needs for STAR, preschool and camp staff.	C
1Q Comments:	We have incorporated CHAMPS, a teaching tool that promotes positive behavior support.	
2Q Comments:	CHAMPS continues with success.	
3Q Comments:	We plan to do a training with NWSRA for STAR staff in late fall.	
4Q Comments - Complete	Our Program managers continually work with their staff on these areas during in-service. Two of our full-time supervisors attended a half day in-service with NWSRA in November.	

Enhance safety training	Create emergency preparedness training for STAR, preschool and camp staff.	C
1Q Comments:	Project has started.	
2Q Comments:	Emergency preparedness was increased in summer pre-season training.	
3Q Comments:	Camp staff reviewed safety drills with their children at the site. We will be working on expanding emergency preparedness as a District. Armed Intruder training will be included in our 3 rd Quarter full-time training	
4Q Comments - Complete	Our Program managers continually work with their staff on these areas during in-service. Our HR/ Safety supervisor will work more closely in these areas this winter.	

Promote CPRP certification	Two managers achieve CPRP certification	SC
1Q Comments:	Kimberly Barton achieved her CPRP in Q1.	
2Q Comments:	Karrie Miletic and Scott Meyer are working towards getting their CPRP.	
3Q Comments:	Kimberly Engler is working on CPRP training as well.	
4Q Comments – Substantially Complete	Kimberly Barton achieved in Q1. Karrie Miletic and Kimberly Engler should receive these credentials in 2024.	

Expand volunteer onboarding and trainings	Create volunteer training program for volunteer coaches	C
1Q Comments:	Online training was developed for all volunteer coaches.	
2Q Comments - Complete	Volunteer Appreciation night is planned for August at Seascape.	

Expand aquatic customer service	Revamp the party host position for party tent rentals at Seascape	C
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.	
2Q Comments - Complete	Position is now our party coordinator and head cashiers.	




Expand front desk service	Provide rental coordinator	C
1Q Comments:	We have promoted a head cashier to coordinate and make calls prior for rentals.	
2Q Comments - Complete	Party coordinator and head cashier assists in these areas as well.	

FACILITIES AND MARKETING DIVISION REPORT

Motion:

Recommend the January Facilities & Marketing Report be included in the January Executive Director's Report for Board approval.

Bridges General Programs:

-  Weather provided us with a nice end of the season push on rounds with 339 December rounds. The course was officially closed for the season on Monday, December 11.
-  Breakfast with Santa was another tremendous success. We had a total of 350 guests attending this annual event.
-  Toptracer was open the entire month of December. But then we finally received our first significant snowfall, closing the facility on Tuesday, January 9. With the forecast calling for a major snowstorm and extreme cold temperatures this weekend the facility will be closed for the immediate future. We will continue to monitor the weather and snow and reopen if the weather allows.

Golf Rounds

MONTHLY ROUND TOTALS					
2019	2020	2021	2022	2023	5 Year Average
0	438	633	184	339	319
YTD ROUND TOTALS					
2019	2020	2021	2022	2023	5 Year Average
24,299	26,790	31,115	29,571	31,669	28,689

Range Information

MONTHLY RANGE BASKET SALES TOTALS					
2019	2020	2021	2022	2023	5 Year Average
0	209	222	140	114	137
YTD RANGE BASKET SALES TOTALS					
2019	2020	2021	2022	2023	5 Year Average
18,755	16,816	19,964	17,646	20,758	18,788

Toptracer Hour Totals

MONTHLY TOPTRACER RESERVATION HOUR TOTALS	
2022	2023
183 Hours	454 Hours
YTD TOPTRACER RESERVATION HOUR TOTALS	
2022	2023
3,871	6,378

Food & Beverage

December

1 lunch meeting servicing 28 guests
2 holiday parties servicing 165 guests
1 50+ dinner servicing 47 guests
Breakfast with Santa 350 guests.

January

1 meeting servicing 11 guests
1 anniversary party servicing 79 guests
1 breakfast meeting servicing 25 guests
1 in-house event Family Night Dance

2023 weddings

9 ceremony and receptions
3 reception only
1 ceremony only

2024 weddings

7 ceremony and receptions

2025

2 ceremony and receptions



December 2023

Membership Totals	<u>12/31/2022</u>	<u>1/01/2023</u>	<u>12/31/2023</u>	<u>Var. +/-</u>
Totals	2,418	2,418	2,769	+351

Member Services/Sales

The Club team enrolled 108 new members in December, offering an enrollment fee of \$19. This is an average number for the month of December where total enrollments in the more recent past years have ranged from 75 to 130. With this, we have netted over 350 members in 2023, a number we are proud of and the team at The Club has worked hard to attract and retain.

- The Club offered some fun retention activities for the members in December, kicking off the month with “Holiday Bingo” where the members were able to pick up a bingo card and fill in the spaces as they completed facility related activities.
- The Club had 2,072 unique visits in December, meaning approximately 75% of members visited/used the facility at least once in December.
- The Club had 80 United Healthcare Renew Active pass holders use the facility in December (visiting at least one time).
- The Club offered a referral reward of 1 month of dues to members who referred a new member in December. We ended the month with 17 member referrals!



Operations and Fitness Departments:

- The Club rentals stats for December:
 - (39) volleyball rentals (6) Birthday parties (6) Soccer rentals (9) Windy City Bulls
 - (22) basketball rentals (13) Pickleball court rentals (1) full gym rental (tourn)
 - (3) Overnight lock-ins
- The Club offered and ran the following programming options in December.
 - Pickleball 101/102 (7 classes)
 - 3 youth basketball classes
 - Toddler Yoga
- The Fitness Department also offered a couple of workshops and fun events for members in December.
 - Club staff offered a MyZone workshop for members in December, where members were able to speak to Club representatives about the MyZone heart rate monitor and class booking system and get all questions answered about MyZone.
 - Club staff hosted a cookie exchange event for members, particularly those who take part in the aqua classes. Club staff provided coffee, tea and hot chocolate, and the members brought cookies and treats to exchange. Members had a wonderful time!
- Club staff assisted the C&M Manager with a huge undertaking of 2 days of professional filming in the facility in December. Staff spent a lot of time preparing for and coordinating staff, areas of the facility, and members to participate in the two days of filming. The film crew was able to get a lot of great footage, interviews and action shots that will be used for the future website update and additional facility marketing. The Club will receive and own all the footage captured.

TC Ice Operations

Hockey:

- New Hockey classes start the week of 1/8/24
- We started to restructure our youth hockey classes by combining some sections.
- We added a weekday afternoon Hockey Tot class for Winter session.
- We added a Hockey Dads class to split ice with our current Hockey Moms class.
- Hosted a “Try Hockey Free” event on 12/30; we had 36 kids registered along with a lot of volunteer helpers from our Wolfpack and Wolverines organization.
- Added back Stick N’ Puck drop-ins along with Adult Rat Hockey over the holiday break. The Stick N’ Pucks were well received and crowded; we will look to split out by age groups in the future.

Development Classes		FALL 2022	WINTER 2024
242460-A	Intro to hockey - L1	22	59
242469-A	Hockey Development-L2	27	N/A
242459-A	Tot Hockey	32	27
242457-A	Beginner Development	27	N/A
232463-D1	Hockey Moms/ Dads	10	9
Wolfpack League		FALL 2022	FALL/WINTER
242505-A	Mites	30	32
242505-B	Squirts	37	29
242505-C	Peewee	27	26
242505-D	Bantam	31	15
242505-E	Midget	29	20
242505-W	U10 Wolverines	14	15
242505-W2	U14 Wolverines	17	16

Figure Skating:

- 12/16 Hosted our 2023 Winter Exhibition “Winter Wonderland”. We had a total of 69 participants in the show and sold over 230 tickets.
- December Winter Classes: 372 students

Public Skate:

- Hosted our “Skate with Santa” on 12/10 with 279 people; It was remarkably busy so we will look at hosting additional “Skate with Santas” next year.
- Held additional “Holiday Public Skates” over the winter break totaling 1446 of participants for the Month of December.

**Marketing****C&M behind the Scenes Summary:**

We interviewed for the Communications and Marketing Coordinator position, and then a second identical FT position opened. We hired the two top candidates: Tina Tsonis and Felicia Kranz. This also means the C&M department was understaffed during the month of December.

Projects:

- Fitness Campaign planned for TC and WRC
- Opt-In email campaign framework started
- Created Program Flyers for Winter Wonderland Figure Skating Exhibition + tickets
- Ice Skating Promotions (coupon cards)
- Took photos and continued promoting Winterfest
- January Wall Guide
- Created Copy and Submission for inclusion in Chamber Guide and Directory
- MARKETING Packages (internal signs, external event calendars, fliers, social posts, e-newsletters, web banners, and marquees) were created and promoted for:
- Winter Camp
- Family Night Out Dance: Candy Land
- Family Night Out Dance: Sports Spectacular

Community Involvement:

- Operation North Pole



Press Coverage:

- CBS Channel 2 News: <https://www.cbsnews.com/chicago/news/operation-north-pole-manduul-hoffman-estates/>

Website

- Updated events, program links, and homepage

WEBSITE METRICS 12/1-2/31:

Top Visited webpages:

- 1 WebTrac Activity Search
- 2 WebTrac Splash (Followed a link)
- 3 Home Page
- 4 Returning users WebTrac login
- 5 Explore Programs Page

Top ORGANIC pages from Google Search 12/1-12/10:

1. Summer Camp Page
2. Preschool ½ day page
3. Early Childhood Programs
4. Holiday Craft Event with vendors

		113,392
		100% of total
1	Hoffman Estates WebTrac - WebTrac Activity Search	28,813
2	Hoffman Estates WebTrac - Splash	24,271
3	Welcome - Hoffman Estates Park District	10,884
4	Hoffman Estates WebTrac - Login	4,149
5	Hoffman Estates WebTrac	2,794
Google organic search traffic: Landing page + query string		
Search...		
Landing page + query string		
	Organic Google Search clicks	Organic Google Search impressions
	8,581	214,537
	100% of total	100% of total
		4%
		Avg 0%
1	/	2,754
2	/event/winter-wonderland/	946
3	/general-information/programs-sports/swimming/	83
4	/general-information/programs-sports/adult-sports/pickleball/	309
5	/figure-skating/	283

SOCIAL MEDIA METRICS 10/1-10/31:

53 Social Posts to HEParks: 25 Facebook; 23 Instagram and five LinkedIn posts



EMAIL CAMPAIGN METRICS 12/1-12/31:

We sent a total of six email campaigns. In the past six months, We decreased our emails' average bounce rate (from 10% to 1%) by performing consistent list hygiene and by changing the content strategy to include a better image-to-text ratio to appear less spammy to email servers.

All District What's Happening Jan Sent Dec 28, 2023 at 8:30pm CST

26,637 sends

(41%) opens

(2%) clicks

(1%) bounces

Happy Holidays Sent Dec 22, 2023 at 6:39pm CST

26,663 sends

(39%) opens

(1%) clicks

(1%) bounces

Newsletter Last Minute Gifts Sent Dec 19, 2023 at 7:21am CST

26,700 sends

(43%) opens

(1%) clicks

(1%) bounces

Registration Open Jan 2023/12/13, 5:31:05 AM CST Sent Dec 14, 2023 at 7:35pm CST

26,724 sends

(44%) opens (3%) clicks (1%) bounces

Holiday Kickoff and HEParks Happenings Sent Dec 8, 2023 at 5:43pm CST

28,340 sends

(47%) opens

(1%) clicks

(6%) bounces

10 Things You Need to Know at HEParks Sent Dec 5, 2023 at 9:44pm CST

28,385 sends

(48%) opens

(2%) clicks

(6%) bounces

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, Toptracer Range, golf outings and events
- Created new posters and table tents for Toptracer Range, and The Tap Inn for 2024 events
- Designed and scheduled marquee images for golf outings, weddings, and events
- Took various photos at Breakfast with Santa for future digital and print promotions in 2024
- Redesigned Golf Outing and Wedding Reception menus

- Created and began running two Wedding ad campaigns on Facebook:



- Focused promotion on Toptracer Range and advertised final Sunday NFL Ticket dates:



- Created/scheduled limited email blasts prior to the holidays:

DATE	EMAIL MAIN SUBJECT(S)
12-8-23	Gift Card, Toptracer Range (NFL Ticket) promo, 2024 Season Passes
12-15-23	Toptracer Range (NFL Ticket) promo, Gift Card, 2024 Season Passes

The Club

- Designed January promo, and referral marketing collateral (digital and print)
- Attended Chamber events to promote Club promotions and events
- 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 referrals and events
- Continued promoting Football Squares for member retention/engagement
- Continued promoting the Winter Student Pass campaign
- Created survey and emailed membership to get their feedback: **221 submissions** (see attached)
- Created and emailed membership the 2024 Fee Adjustment Letter: stats below.

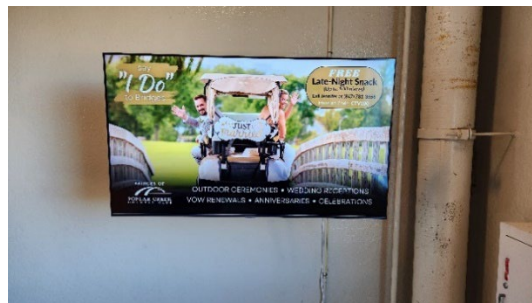
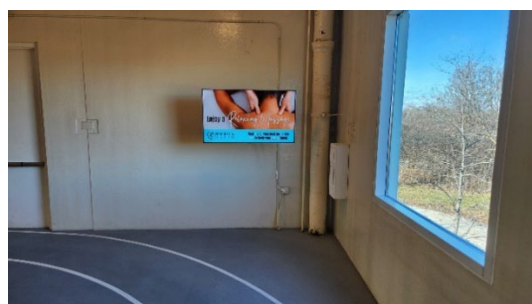
Sent

2434

Open Rate

72.5%

- Coordinated and directed 2 video shoots to capture classes, machines, the facility, staff, members, etc. to utilize for marketing campaigns in 2024
- Repurposed 3 TVs and mounted them around the indoor track to utilize them to advertise upcoming events and promotions at The Club and at Bridges of Poplar Creek



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

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
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.	C
1Q Comments:	Golf Course opened last weekend in March with Spring Specials.	
2Q Comments:	We have 12,904 rounds thru 2 nd qtr with the 5-year average thru 2 nd qtr is 10,061.	
3Q Comments:	We have 27,586 rounds thru 3 rd qtr with the 5-year average thru 3 rd qtr at 24,613.	
4Q Comments - Complete	We hosted a total of 31,669 rounds in 2023.	

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.	C
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 st qtr. 2023	
2Q Comments:	Toptracer continues to stay busy and have 2,840 hrs rented which is 1,375 more than last season.	
3Q Comments:	3 rd Qtr was busy with 2,094 Toptracer hours, bringing our 2023 total to 4,934 hours.	
4Q Comments - Complete	We hosted 6,378 Toptracer hours.	

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.	C
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:	We hosted the Par 3 Challenge (36 Guests) and 2 Senior Scrambles Event 1 (120 Guests), Event 2 (100 Guests)	
3Q Comments:	We had no events in the 3 rd qtr. We have 2 remaining with the Fall Senior Scramble and ProAm Scramble in 4 th qtr.	
4Q Comments - Complete	We hosted 2 final events in the 4th qtr.: Senior Scramble had 144 players and the ProAm had 84 participants.	

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.	C
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:	Fall Event Schedule is set. We look forward to selling out again with 40 players.	
3Q Comments:	The last event takes place in 4 th qtr.	
4Q Comments - Complete	The Fall Toptracer event had 28 participants.	

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.	C
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.	
2Q 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.	
3Q Comments:	Fall leagues will start in 4 th qtr. We currently have 92 players registered two weeks prior to week 1. We anticipate being over 100 players for the fall.	
4Q Comments - Complete	Fall leagues hosted a total of 98 players.	

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.	C
1Q Comments:	Breakfast with Bunny was sold out with 290 guests.	
2Q Comments:	Breakfast with Santa marketing will begin in the fall.	
3Q Comments:	Breakfast with Santa marketing is out and registration will begin Nov 1 for this 4 th qtr event.	
4Q Comments - Complete	Breakfast with Santa had 350 guests.	

Offer four community special events in Beer Garden	Create and promote monthly events in Beer Garden from May to September.	C
1Q Comments:	The Beer Garden event schedule is being finalized. Our first event will be May 19.	
2Q Comments:	We have hosted 2 events with great turnout. Our next event is on July 21 st .	
3Q Comments: Complete	Beer Garden event schedule finished with multiple dog paws days as well as an Oktoberfest which were all very well attended.	

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.	C
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1Q Comments:	Fish Fry is in full swing. We have serviced 573 guests in 6 weeks.
2Q Comments - Complete	Fish Fry ended in April
3Q Comments - Complete	Although this goal is completed staff has expanded the fish fry schedule and added a fall Friday Night Fish Fry starting October 20 thru November 17!

DISTRICT GOAL 2: SOCIAL EQUITY

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

DISTRICT GOAL 3: FINANCIAL STEWARDSHIP

Objective/Goal	Performance Measures/Action Plan	Status
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.	C
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.	
2Q Comments:	Pricing continues to be monitored and adjusted. Staff continues to search multiple vendors for best possible pricing.	
3Q Comments:	This is always an ongoing process in today's market. Staff has adjusted some pricing based on rising costs and delivery charges. Menus have been modified and an increase in fees has been implemented.	
4Q Comments - Complete	Staff continued to monitor and adjust pricing as needed.	

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. This is an area that is constantly evolving and will need to be monitored throughout the year to maintain our valuable employees.	C
1Q Comments:	Staffing levels are improving in 2023. Pay rates will continue to be adjusted as needed to secure staff.	
2Q Comments:	Staffing levels have been great all summer. We are evaluating staffing plans for the fall as students head back to school.	
3Q Comments:	Staffing levels have continued to be at a good level as we head into the 4 th qtr.	
4Q Comments - Complete	Staffing levels were adjusted in the fall based on weather days and facility usage.	

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 the facility.	C
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:	Staff created a summer Toptracer league which ran for 6 weeks for a total of 18 players. Fall leagues are now open for registration.
3Q Comments:	Marketing efforts have been in place and continue to show ROI as events are selling out and are well attended.
4Q Comments - Complete	Marketing efforts continue to improve and make an impact, resulting in a great 2023 season.

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.	C
1Q Comments:	Contracts have begun transferring over to Panda Doc. This will continue to make us more efficient and user friendly.	
2Q Comments:	New contracts are being developed and sent out in Pandadoc.	
3Q Comments:	E - Contracts are being finalized and used for all contracts.	
4Q Comments - Complete	All contracts have been converted.	

Hire a Full Time Marketing Manager for Bridges and Club.	Promote and hire a Full Time Marketing Manager for Bridges and Club.	C
1Q Comments - Complete	We have hired Brian Wright as our FT Marketing Manager.	

Have key staff attend HEParks AED & CPR training.	Have staff attend district certification classes during the course of the year.	C
1Q Comments:	All FT staff will be certified by end of 2 nd qtr.	
2Q Comments - Complete	All FT staff have been certified.	

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.	C
1Q Comments:	Application schedule has been completed and already in motion. Staff will continue to monitor conditions and adjust accordingly.	
2Q Comments:	Chemical application plan is in place and being executed as planned.	
3Q Comments:	Chemical program has yielded great results all season long and have had great course conditions as a result.	
4Q Comments - Complete	All chemical plans were completed and we had a successful season with course conditions.	

Implement measurable program evaluations for all major program areas.	Conduct online surveys with measurable questions	C
1Q Comments:	We will be conducting surveys on Spring programs in the 2 nd qtr.	

2Q Comments:	Toptracer League Surveys have been submitted and results have been very promising.
3Q Comments:	Surveys will be sent out after fall Toptracer leagues and Turkey Shoot in 4 th qtr.
4Q Comments - Complete	Surveys were completed and very complimentary.

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)	C
1Q Comments:	Junior golf classes begin in the 2 nd qtr.	
2Q Comments:	JR Golf Classes are in full swing. We currently have 27 students in Golden Bears and 12 students in Tigers.	
3Q Comments - Complete	Fall Jr Classes have ended and we had 20 students.	

DISTRICT GOAL 5: ENVIRONMENTAL AWARENESS

Objective/Goal	Performance Measures/Action Plan	Status
Integrate environmental practices	Complete burns, mowing, and alternate chemical applications on native areas.	C
1Q Comments:	The Parks Department has completed Spring burns and applications. Staff will do additional burns in the fall.	
2Q Comments:	Staff will create a fall schedule in 3 rd qtr.	
3Q Comments:	Fall burns are planned for small areas weather permitting in 4 th qtr.	
4Q Comments - Complete	Fall burns were completed in December	

DISTRICT GOAL 6: CUSTOMER SERVICE

Objective/Goal	Performance Measures/Action Plan	Status
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.	C
1Q Comments:	Event meetings have started. New function sheets have been created to assist with Toptracer parties and events.	
2Q Comments:	Event meetings with Captains and key members continue to ensure staff is prepared for all special events.	
3Q Comments:	Function sheets are reviewed with staff for each event and key items are highlighted to ensure all details are set for each event.	
4Q Comments - Complete	We received all 5-star ratings for all events.	

Create special event calendar for the 2023 season and market.	Finalize special event dates and calendar and post by end of 1 st qtr. Once finalized work with new Marketing Manager to promote via all platforms.	C
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1Q Comments - Complete	Special event calendar has been completed and all events are currently being marketed on website. A schedule for social media platforms is in place.
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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.	C
1Q Comments - Complete	Bar & Grill remodel has been completed. It has received great reviews.	

**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.	C
1Q Comments:	Enrolled 508 new members in Q1 2023	
2Q Comments:	Enrolled 363 new members in Q2 2023	
3Q Comments:	Enrolled 311 new members in Q3 2023	
4Q Comments - Complete	Enrolled 368 new members in Q4 2023	

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.	C
1Q Comments:	Club staff highlighted 2 member stories in Q1, as part of the “Member Spotlight” series.	
2Q Comments:	Club staff highlighted 2 student member stories in Q2 as part the “Member Spotlight” series	
3Q Comments:	Club staff highlighted 2 member stories in Q3 as part the “Member Spotlight” series	
4Q Comments - Complete	Club staff highlighted 2 member stories in Q4 as part the “Member Spotlight” series	

Additional Youth Programming	Add 4 new classes/sports of youth programming.	C
1Q Comments:	Programs are in the process of being created for the summer months.	
2Q Comments:	Club staff introduced youth pickleball classes in Q2.	
3Q Comments:	Club staff began to offer focused youth basketball training classes through a contractual provider.	
4Q Comments - Complete	Club staff offered baby and toddler yoga as well as youth art classes in Q4.	

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.	C
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.
2Q Comments:	Club staff used Q2 to audition instructors for new specialty classes to be offered in Q3.
3Q Comments:	Club staff developed and will add a small group “how to strength train” class onto the schedule.
4Q Comments - Complete	The Club began limited series classes in Q4, Foam Rolling and Warm Vinyasa Flow Yoga

Additional Special Events	Add 2 new special events at The Club in 2023. (i.e. movie night, indoor camping)	C
1Q Comments:	Staff has begun planning for a fun 5K run/walk that will take place in Q2.	
2Q Comments:	Club staff ran a very successful 5K run/walk event in Q2	
3Q Comments:	Club staff spent Q3 planning our large Open House event we will run next quarter	
4Q Comments - Complete	Club staff ran a very successful Open House and membership drive event in Q4.	

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.	C
1Q Comments:	Staff have brainstormed some ideas in Q1 and will decide on program type and date details in Q2.	
2Q Comments:	Club staff have developed ideas for specialty training and are now looking for specialty staff to lead these programs.	
3Q Comments:	Club staff have planned in Q3 and will offer strength training-based classes next quarter.	
4Q Comments - Complete	Staff was experiencing limited instructor availability for specialty training classes, so staff shifted to add additional strength training classes to the group fitness schedule in Q4.	

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.	C
1Q Comments:	The Club offered a Community Fitness Day in January, and offered a special bonus with enrollment this day (Adidas Backpack)	
2Q Comments:	The Club offered a Community Fitness Day in May of Q2	
3Q Comments:	The Club offered a Community Fitness Day in July of Q3	
4Q Comments - Complete	The Club offered a Community Fitness Day in October of Q4	

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.	C
1Q Comments:	The Club offered a boxing clinic and a foam rolling clinic in Q1.	
2Q Comments:	The Club invited Ascension Health to come in and offer target heart rate metrics and blood pressure screenings in May of Q2.	
3Q Comments:	The Club offered several free fitness classes in the park as well as at Village Hideaway Events.	
4Q Comments - Complete	The Club offered several free events, admission and classes to the community as part of the Open House Event held in October.	

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.	C
1Q Comments - Complete	Hired Brian Wright, Communications and Marketing Manager.	

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	C
1Q Comments:	Working closely with new C&M Manager to create a marketing strategy around the PT program.	
2Q Comments:	Marketing strategy in development.	
3Q Comments:	Club staff, with C&M manager proposed plan to enhance website and hire videographers to film highlight reels to be used across all marketing platforms.	
4Q Comments - Complete	Captured professional video footage of trainers and instructors in Q4 that will be used in future personal training marketing efforts.	

Enhance Member Referral Program	Create an annual member referral program for the year, use satisfied members as a marketing tool.	C
1Q Comments:	Creating a strategic monthly referral bonus for members and advertising this promotion both internally as well as email blasts.	
2Q Comments:	Club staff began to offer and market enhanced referral bonuses in Q2. This has increased the amount of monthly referrals by approx. 1/3	
3Q Comments:	Club staff enhanced the awareness of the referral program with the assistance of C&M Manager and more than doubled the number of referrals in Q3 compared to Q3 2022.	
4Q Comments - Complete	Club marketing continues to consistently market the referral program resulting in over 50 member referrals in Q4.	

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 marketplace. This is an area that is constantly evolving and will need to be monitored throughout the year to maintain our valuable employees.	C
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.	
2Q Comments:	District restructuring allowed for mid-year wage increases for the FT team.	
3Q Comments:	Club staff has been monitoring the budget to ensure we are staying within budgeted numbers for wages facility-wide even with increased revenue.	
4Q Comments - Complete	Club staff ended the year successfully within budget for our wage related line items.	

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 the facility.	C
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:	Club staff meet regularly with C&M Manager to execute and modify the marketing plan as needed. C&M Manager purchased the Canva software for creative content creation.	
3Q Comments:	Club staff and C&M Manager have created a regular system for monthly marketing as well as a plan for the remainder of 2023.	
4Q Comments - Complete	Club staff and C&M Manager planned and executed the initial portion of a plan to rebuild the website and enhance future online marketing.	

DISTRICT GOAL 4: OPERATIONAL EXCELLENCE

Objective/Goal	Performance Measures/Action Plan	Status
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.	C
1Q Comments:	Will begin this process in Q2	
2Q Comments:	Club staff have begun to explore options for relocation of bikes. Most options will require planning for cost in future budgets.	
3Q Comments:	Club staff have done a bit of equipment movement to make room for hanging punching bags and speed bag requested by members. We continue to monitor and adjust spaces and equipment as needed.	
4Q Comments - Complete	Club staff spent much of Q4 clearing out spaces to purge unused or unneeded items, storing what was necessary, and donating and disposing of the rest.	

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.	C
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:	The Club staff hosted an AED/CPR training for Club staff and district staff in May of Q2.	
3Q Comments:	The Club staff hosted an AED/CPR training class in September of Q3.	
4Q Comments - Complete	The Club management continue to ensure all PT staff get CPR/AED certified within their first 60 days of employment.	

Implement measurable program evaluations for all major program areas.	Conduct online surveys with measurable questions	C
1Q Comments:	Club staff will send out member survey in Q2 and Q4	
2Q Comments:	Club staff will send out 2 surveys by the end of year.	
3Q Comments:	Club staff have surveys to be distributed next quarter to capture feedback in our busiest times.	
4Q Comments - Complete	Club staff and C & M Manager sent out an all member survey in Q4. Club staff will consider the results of this survey for operations going forward into 2024.	

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	C
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:	Club staff is continuing to edit and digitize frequently used documents.	
3Q Comments:	Club staff sorted through the admin office spaces in Q3 and purged and recycled everything that could be including electronics and batteries.	
4Q Comments - Complete	Club staff have continued to clean and sort all facility spaces and donate and recycle as much as possible to cut down on waste.	

DISTRICT GOAL 6: CUSTOMER SERVICE

Objective/Goal	Performance Measures/Action Plan	Status
Purchase new fitness equipment	Purchase 7-10 new cardio pieces for facility, as final budget amount allows.	C
1Q Comments:	Club staff has obtained quotes for the new pieces needed/wanted.	
2Q Comments:	Club staff has placed an order for 3 new upright bikes from Life Fitness.	
3Q Comments - Complete	Club staff placed an order for 4 treadmills and 2 recumbent bikes in Q3. All new large equipment has been delivered.	

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.	C
1Q Comments:	District HR department implemented Breezy HR service to assist with streamlining the applying/hiring/onboarding process.	
2Q Comments:	Club staff continue to use the Breezy HR service for recruiting and new hire documents.	
3Q Comments:	Club staff continue to use the Breezy HR service for recruiting and new hire documents.	
4Q Comments - Complete	Club staff have provided input to the district's HR Manager and Directors with ideas on how to streamline the process when hiring PT staff.	

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.	C
1Q Comments:	Club staff will explore options for takeaway materials with the C&M Manager in Q2.	
2Q Comments:	Club staff needed to push this project to Q3.	
3Q Comments:	Club staff along with C&M Manager are evaluating the need for printable materials given the trend to digitize everything. We will continue to monitor the need and decide if this is needed and worth the cost.	
4Q Comments - Complete	Club staff and C & M Manager shifted to spend more of the allotted budget on digital marketing efforts in rebuilding the website and keeping printable material creation in-house.	

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.	C
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:	All member email was sent in Q2 with the goal of sending out all member emails at least every other month, and ultimately monthly.	
3Q Comments:	All member email was sent in September of Q3 highlighting the upcoming Open House event.	
4Q Comments - Complete	Two all-member emails sent in Q4. One with survey link and one with important updates including the rate increase beginning Feb 2024.	

FINANCE, IT and HR DIVISION REPORT

Motion:

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

Finance/Administration:

- Filed the tax levy with the county.
- Updated Seascope fees for 2024 Season – new fee structure began charging 1/1/24.
- Completed room reservation for programs beginning in January and February.
- Assisted with January and February programs live registration.
- Entered and billed multiple sponsorships for events.
- Processed Club Cancel/Changes as received.
- Processed BWS Cancel/Changes as received.
- Automated additional reports for Rec, Maintenance, and WRC.
- Monitor chargebacks.
- Troubleshoot any permission and processing issues as they arose.
- Payroll Cycle Processing
 - 12/08/23 \$266,908.53
 - 12/22/23 \$295,206.05

Administrative Registration/EFT Billing:

- EFT Billings for:
 - Sponsorship/Marquee
 - LSC (weekly)
 - Club/TC/WRC Fitness
 - Locker
 - Freestyle
 - STAR
 - Preschool
 - Dance
 - Hockey
- Administrative
 - Database Maintenance
 - Duplicate Households
 - Employee Pass
 - Aged Punch Passes
 - Program Fee/Rule Adjustments
 - Continued Training New Staff
 - Billing NSF Payment Retries

- Administrative Registration for:
 - State of IL CCAP (Child Care Assistance Program)
 - STAR
 - Preschool

Technology:

- Mobile Device Management (MDM)
 - IT worked with our School Age Program Manager to transition all ten (10) STAR and Camp android phones to iPhone 13. These phones were also added to our Mosyle application to remotely update and administer.
- Audit Analog POTS (Plain Old Telephone System) Lines
 - The North Side fax Analog line will be ported over to Comcast's Digital PRI (Primary Rate Interface).
- Marquee Signs
 - IT received the 5-year quote from Doyle Signs, Inc. The total cost was \$695,036. For 6 years, add \$5,380. For 7 years, add \$11,780.
- Microsoft Office 365
 - IT has deployed Office 365 to 60 out of 70 users.

**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.	C
1Q Comments - Complete	Worked with GIS Administrator to develop activity monitoring reports to make sure assets are being captured in the GIS software.	

Utilize our resources effectively and efficiently	Develop tutorials and training documents on District applications. Determine and, where practical, develop automation tools to eliminate duplicate data entry.	C
1Q Comments:	In progress	
2Q Comments:	Developed a service desk training guide and utilized document to train Seascope cashiers. Developed a training guide for both registration transfers and waitlist processing and trained program managers and service desk managers.	
3Q Comments:	In progress – developing training materials for Microsoft 365 programs that have not been used previously by staff.	
4Q Comments - Complete	A training manual for Microsoft Teams is nearly complete. A separate manual for non-supervisory staff is being completed. With the delay in roll-out and staffing changes, this project will be completed in 2024.	

Perform internal control audits	Cash Program	C
1Q Comments:	In progress	
2Q Comments:	In progress	
3Q Comments:	In progress	
4Q Comments - Complete	Internal control audits are an on-going operational function and are completed each year.	

Determine better tracking mechanisms to provide data for decision making	Continue to work with Communications & Marketing to identify target areas of underserved populations.	C
1Q Comments:	Reports from prior year are still being utilized. Expansion of available data will occur later in the year.	
2Q Comments:	In progress	
3Q Comments - Complete	Provided maps and tools to the Superintendent of Recreation Communication & Marketing.	

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.	C
1Q Comments:	This will be completed in conjunction with the final audit in May.	
2Q Comments:	Draft completed. Review and edits	
3Q Comments - Complete	Finalized report submitted to GFOA.	

Review RecTrac features to ensure optimal usage	<ul style="list-style-type: none"> Convert all food & beverage items at Bridges of Poplar Creek to location-based revenue allocation to simplify the setup process and have a single facility inventory. Transition RecTrac GL codes from the original codes limited to six digits to ten-digit codes to provide a better correlation between RecTrac and BS&A. Restructure activity program coding to allow automation and bulk updates for more frequent program releases. Restructure Supergrid for ease of functionality. 	C
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:	RecTrac GL codes have been transitioned to the ten-digit code.	
3Q Comments:	In Progress	
4Q Comments - Complete	<p>Supergrid restructuring has been completed. Due to staffing changes, adjustments are ongoing to ensure the correct grids are assigned to staff.</p> <p>Staff contact information within RecTrac was converted from assigned individually by program to a staff group. This will allow for any contact information to be changed in one location instead of individually on the thousands of individual programs and sections.</p>	

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.	D
1Q Comments:	Values have been added to the employee sharepoint sites.	
2Q Comments:	In progress	
3Q Comments:	In progress – dependent on full implementation of Microsoft 365	

4Q Comments:	The employee sites have been created and designed, the finalization of the implementation of Microsoft 365 will ensure visibility to staff in their information portal.
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Improve technology in all program areas	<ul style="list-style-type: none"> Utilize Microsoft Automate routine functions in the District Use tools in Microsoft 365 to develop a comprehensive, tailored District work request system. Use tools in Microsoft 365 to develop internal and external forms for feedback. 	D
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:	In progress	
3Q Comments:	In progress – dependent on full implementation of Microsoft 365	
4Q Comments:	<p>The work request forms and underlying data have been created and linked to Sharepoint help site, the finalization of the implementation of Microsoft 365 is needed for all appropriate staff to have access to the help system.</p> <p>A Microsoft Team was created that auto-populates from the Refund and Transfer request form on the website to ensure that customer requests are timely addressed by appropriate staff. The system also provides information so that should a customer call to request status of their request, individuals receiving the call will have the information readily available to address the customer concerns.</p>	

Maintain operating systems & software incorporating the latest versions	<ul style="list-style-type: none"> Implement Microsoft 365 District-wide. 	SC
1Q Comments:	In progress	
2Q Comments:	In progress	
3Q Comments:	In progress	
4Q Comments:	60 of the 70 computers for the District have Microsoft 365 installed.	

Increase internal communication	<ul style="list-style-type: none"> Change communication with Desk Staff to a Sharepoint portal. Use Sharepoint portals to communicate news, links to training, and commonly used/referenced District files. 	D
1Q Comments:	Desk Staff portal has been created.	

	As questions arise, training materials are being generated to develop a comprehensive portal.
2Q Comments:	In progress
3Q Comments:	In progress – dependent on full implementation of Microsoft 365
4Q Comments:	The Desk Staff Portal has been created and designed, the finalization of the implementation of Microsoft 365 will ensure visibility to staff in their information portal.

Explore all mobile technology options to utilize current District software	<ul style="list-style-type: none"> In areas of technology improvements, implement mobile accessibility where possible. 	C
1Q Comments:	In progress	
2Q Comments:	In progress	
3Q Comments - Complete	BS&A portal was implemented for all employees.	

Explore features of registration software to meet the expectations of specialized areas of the District	<ul style="list-style-type: none"> Keep up to date on all new feature additions and determine where this might be able to simplify or enhance system usage. 	C
1Q Comments:	In progress.	
2Q Comments:	In progress	
3Q Comments - Complete	In progress – Updated features were incorporated into goals for 2024	

Compare the District's processes with available technology to enhance customer experience and streamline workflow	Redesign WebTrac interface to match new website.	C
1Q Comments:	This project will be started when new design for website is finalized.	
2Q Comments:	This project will be started when new design for website is finalized.	
3Q Comments - Complete	The underlying style of the website will not be changing so this is no longer required.	

**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"> • Conduct Police walkthroughs. • Attend training/research best practices. • Rewrite our procedures with up-to-date strategies. • Conduct drills. • Implement cost-effective mitigations such as window covers, door numbers, and door jams. 	D
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:	New Risk Manager will continue with progress on procedures and mitigations.	
3Q Comments:	In progress	
4Q Comments:	Procedures have been reviewed and will be modified with the Risk Manager and new facility manager in 2024.	

Collaborate with PDRMA on their Risk Management Review Process	<ul style="list-style-type: none"> • Identify needs during the annual kickoff process. • Conduct PDRMA onsite visits, training, and review • Complete member self-directed follow-up review of the 2020 Slip, Trip and Fall Form. • Create SMART goals based on areas of improvement. 	C
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:	New Risk Manager will continue with progress on Risk Management Review	
3Q Comments:	Continued meetings with contact at PDRMA to complete SMART goals by November	
4Q Comments - Complete	Smart goals were completed.	

DISTRICT GOAL 2: SOCIAL EQUITY

Objective/Goal	Performance Measures/Action Plan	Status
Improve Employee Communication and Outreach	<ul style="list-style-type: none"> • Create an employee web portal to better communicate with employees without emails. • Web portal will be a repository for updated employee news, information, and documents such as the personnel policy manual. • Include items in Spanish and English • Increase department visibility by continuing with office hours and site visits. 	C

1Q Comments:	Employee web portal will be developed through SharePoint when that is fully deployed throughout the District;
2Q Comments:	Microsoft 365 roll-out will include SharePoint. Progress will continue as all FT employees have access.
3Q Comments:	Diversity, Equity, Inclusion & Belonging training was conducted in both English and Spanish
4Q Comments - Complete	The district has implemented Microsoft Teams which can be used for projects and interpersonal communication and status updates for FT staff.

Increase Spanish Communications	<ul style="list-style-type: none"> • Develop Spanish language onboarding materials including training and presentations. • Include Spanish materials on employee web portal. • Request improved Spanish materials from PDMRA. • Continue to conduct open enrollment meetings in both English and Spanish. 	C
1Q Comments:	Spanish translation of summer onboarding presentation is in process.	
2Q Comments:	Due to staff turnover, alternative methods of translating materials will be investigated.	
3Q Comments:	In progress	
4Q Comments - Complete	Training emails sent in 4th qtr included a Spanish translation.	

DISTRICT GOAL 4: OPERATIONAL EXCELLENCE

Objective/Goal	Performance Measures/Action Plan	Status
Develop an Employee Recognition Program	<ul style="list-style-type: none"> • Create a longevity recognition program for PT employees. • Assist in the implementation of programs. • Collect and analyze employee input on potential recognition programs. • Set-up up programs with each department based on their employees' input. 	D
1Q Comments:	A program was proposed to Admin Staff for part-time longevity, including continuous years of service for PT1 and PT2.	
2Q Comments:	In progress. Researching cost-effective ways to recognize PT staff.	
3Q Comments:	In progress	
4Q Comments:	Will reconsider this program in 2024, however certain departments have implemented recognition programs within their own departments.	

Refocusing our Employee Wellness Program utilizing the PATH program	<ul style="list-style-type: none"> • Maximize use of existing PATH Program. • Create a wellness committee that creates challenges, and events and champions the PATH program within their department. • The Committee can also develop teambuilding wellness activities such as a walking club, Top Tracer league team, or morning basketball. 	C
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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:	Continued encouragement to participate in PATH program. New challenges created by staff.
3Q Comments:	In progress
4Q Comments - Complete	PATH emails were sent to all staff members through PDRMA to increase participation as the year came to conclusion.

Update Summer New Hire Paperwork process	<ul style="list-style-type: none"> • Use PandaDoc, Breezy, or other software to capture preliminary I9 information to begin the process earlier. • Create a procedure to review I9 document hard copies on the employee's first day. • Review all I9 Documents on Training Day for Lifeguards and Camp. • Continue to monitor DHS regulations for allowing full remote review of I9 Documents. 	C
1Q Comments:	In progress.	
2Q Comments:	I9 Documents were all reviewed prior to first day. Researching possible ways to submit and review these electronically.	
3Q Comments:	DHS released their requirements for remote review of documents for I-9 forms. The change will currently not be any more efficient than an in-person review of documents.	
4Q Comments - Complete	Paperwork has been updated and will continue to be updated as we find additional ways to be more efficient for both hiring managers and new employees.	

Standardize PT Employee Onboarding	<ul style="list-style-type: none"> • Create an interactive checklist for onboarding PT employees using PandaDoc. • Include all necessary information, Presentations, and required trainings. • Include required sign-offs or certificates. • Host group trainings for summer/seasonal hires. 	C
1Q Comments:	Part-time onboarding checklist has been created. First summer onboarding and training group sessions have taken place.	
2Q Comments - Complete	Group trainings were held for summer staff, including Behavior Management class taught by Ascension staff.	

Standardize Volunteer Onboarding	<ul style="list-style-type: none"> • Create an interactive checklist for Volunteer onboarding • Include all necessary information, Presentations, and required training such as concussion training and safety training. • Include sign-offs for volunteer and volunteer supervisors. 	C
1Q Comments - Complete	Volunteer onboarding checklist has been created. Sign-offs for background	

	checks and training are complete.
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DISTRICT GOAL 6: CUSTOMER SERVICE

Objective/Goal	Performance Measures/Action Plan	Status
Streamline and Modernize the Employee Application Process	<ul style="list-style-type: none"> • Integrate BreezyHR into our New website. • Create a shorter, quicker application process using BreezyHR. • Applications that can be completed on mobile or desktop. • Connect to PandaDoc for onboarding and paperwork Using Zapier. 	C
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 - Complete	Most onboarding can be completed via PandaDoc.	

Maintain high-quality job applicants through an outreach strategy.	<ul style="list-style-type: none"> • Provide multiple job fairs and opportunities to solicit applicants. • Continue to work with the school district, the Village, or other community groups to reach out to potential applicants. • Attend or provide job information to all major district events. • Simplify the application process to encourage more applicants. 	C
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:	Used IPRA in addition to Indeed to recruit recent full-time hires with good selection of candidates and quality hires.	
3Q Comments:	In Progress	
4Q Comments - Complete	Staff has updated job posting format to outline the Districts history and districts benefits for FT postings. These new postings have provided us more qualified candidates in the past to FT hires	

Park District Updates 12.22.2023

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

Upcoming Events

- [Dec 26 - Public Skate 12/26](#)
- [Dec 27 - Public Skate 12/27](#)
- [Dec 30 - Try Hockey for Free \(4-9yr-olds\)](#)
- [Jan 2 - Public Skate January 2](#)
- [Jan 3 - Public Skate January 3](#)
- [Jan 4 - Public Skate January 4](#)
- [Jan 5 - Public Skate January 5](#)
- [Jan 7 - Public Skate January 7](#)
- [Jan 21 - Public Skate January 21](#)
- [Jan 27 - Family Night Out Dance: Candyland Carnival](#)
- [Feb 4 - Public Skate February 4](#)
- [Feb 17 - Family Night Out Dance: Sports Spectacular](#)

****Attention Community Reps! – Forward Planning Committee 2024**

Update from last week – we have had several Commissioners express interest in this committee, but we are still looking for some Community Representatives to take part. As part of our process for creating the 2025-2029 Comprehensive Master Plan for HEParks, we are looking for five Community Representatives to join the commissioners on the Forward Planning Committee. This group will meet approximately once every other month from February through August to review the progress made by staff along the way, and to provide input as needed. Meetings will take place following the B&G and Rec & Facilities meetings on the third Tuesday of the selected months. Please let Cindy know in the next week or so if you are interested in joining the Forward Planning Committee. We would like to have the group set before the first of the year.

Operation North Pole – Bringing Holiday Cheer to One Young Hoffman Estates Resident and His Family

A fire truck sparkling with holiday lights appeared at the home of Manduul, an eleven-year-old boy from Hoffman Estates who has been battling a life-threatening illness. Local firefighters armed with loads of gifts as well as representatives from several local organizations came together to spread cheer to Manduul and his family (one of sixteen deliveries planned in the Chicago area). Attendees included Mayor McLeod with a proclamation, the local firefighters, Benny the Bull, HEParks, and many holiday carolers. CBS News covered the event, which is highlighted at this [link](#).

Happy Holidays to you and your families!
Craig

Park District Updates 12.29.2023

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

Upcoming Events

Dec 30 - Try Hockey for Free (4-9yr-olds)

Jan 2 - Public Skate January 2

Jan 3 - Public Skate January 3

Jan 4 - Public Skate January 4

Jan 5 - Public Skate January 5

Jan 7 - Public Skate January 7

Jan 8 - Elvis Presley Birthday Party w/impersonator & lunch

Jan 21 - Public Skate January 21

Jan 27 - Family Night Out Dance: Candyland Carnival

Feb 4 - Public Skate February 4

Feb 17 - Family Night Out Dance: Sports Spectacular

Feb 25 - Public Skate February 25

****Attention Community Reps! – Forward Planning Committee 2024**

Update from last week – we have had several Commissioners express interest in this committee, but we are still looking for some Community Representatives to take part. As part of our process for creating the 2025-2029 Comprehensive Master Plan for HEParks, we are looking for five Community Representatives to join the commissioners on the Forward Planning Committee. This group will meet approximately once every other month from February through August to review the progress made by staff along the way, and to provide input as needed. Meetings will take place following the B&G and Rec & Facilities meetings on the third Tuesday of the selected months. Please let Cindy know in the next week or so if you are interested in joining the Forward Planning Committee. We would like to have the group set before the first of the year.

IAPD Annual Business Meeting - Agenda and Packet – Saturday, January 27, 3:30 p.m.

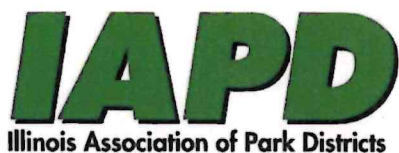
Commissioners, please find attached a copy of the IAPD Annual Business Meeting packet and agenda. The meeting will take place on Saturday, January 27 at 3:30 p.m. closing out the 2024 IAPD/IPRA Annual Conference. Please review at your convenience. As a reminder, the board has approved President Chhatwani as our delegate to the meeting, with Robert Kaplan, Pat McGinn and Linda Dressler as our first, second and third alternates, respectively.

Dr. Martin Luther King, Jr. Community Breakfast – Monday, January 15 – 8:00 a.m. – Village Hall

The Village of Hoffman Estates and the Cultural Awareness Commission will host their annual Dr. Martin Luther King, Jr. Community Breakfast on Monday, January 15 at the Village Hall, beginning at 8:00 a.m. Onechoir Global will provide entertainment, and a special keynote address will be given by Chris “Cheb” Blackshear. If any Commissioners would like to attend, please let Cindy know ASAP, as reservations are on a first come first served basis.

Have a wonderful weekend, and best wishes for 2024!

Craig



TO: MEMBER AGENCY BOARD MEMBERS & DIRECTORS

FROM: Peter M. Murphy, President/CEO

DATE: December 13, 2023

Enclosed you will find the agenda and meeting packet for the Illinois Association of Park Districts' Annual Business Meeting. The meeting will be held on Saturday, January 27, 2024 at 3:30 p.m. at the Hyatt Regency Chicago.

Enclosed are the following items:

- 1. Agenda for the 2024 IAPD Annual Business Meeting**
- 2. Minutes of the 2023 IAPD Annual Business Meeting**
- 3. New Members for 2023**
- 4. Honors and Resolutions Report**
- 5. Honors and Award Recipients**
- 6. Nominating Committee Slate for 2024**

Please copy and distribute to all board members for your agency.

Thank you, and best wishes for a wonderful holiday and a happy new year.

Illinois Association of Park Districts
ANNUAL BUSINESS MEETING AGENDA

3:30 p.m., Saturday, January 27, 2024

Grand Ballroom AB, East Tower/Gold Level at the Hyatt Regency Chicago

WELCOME.....Jeff Rigoni, Chairman

MINUTES of the previous **ANNUAL BUSINESS MEETING** were published and reviewed by the Board of Trustees, and the Chairman will defer reading, unless corrections or additions are proposed from the floor.

- I. Annual Report.....Peter Murphy**
- II. Introduction of New Members.....Gary Gillis**
- III. Report of Credential Committee.....Gary Gillis**
- IV. Introduction of IAPD Board of Trustees & Committee Chairs.....Jeff Rigoni**
- V. Treasurer's Report.....C.J. Metcalf**
- VI. Conference Report.....Jeff Rigoni**
- VII. Chairman's Report.....Jeff Rigoni**
- VIII. NRPA Report.....Kristine Stratton**
- IX. New Business.....Jeff Rigoni**
- X. Awards Presentation.....Jeff Rigoni**
 - a. Board Member Development Program Awards**
 - b. People's Choice Showcase Award**
 - c. Recognition of IAPD Outgoing Board Members**
- XI. Nominating Committee Report**
Election of Board of TrusteesRon Lehman
- XII. Installation of Board of Trustees.....Lori Palmer**
- XIII. Past Chair Recognition.....Gary Gillis, 2024 IAPD Chairman**
- XIV. Closing Remarks.....Peter Murphy**

Designation of next Annual Meeting: January 25, 2025, Hyatt Regency Chicago.

ADJOURN

Illinois Association of Park Districts
ANNUAL BUSINESS MEETING
Saturday, January 28, 2023
Grand Ballroom A/B, Hyatt Regency Chicago

IAPD Chairman, Lori Palmer, called the 95th Annual Business Meeting of the Illinois Association of Park Districts to order at 3:30 p.m.

APPROVAL OF THE MINUTES

Motion was made, seconded, and unanimously carried to approve the January 29, 2022, Annual Business Meeting minutes.

I. ANNUAL REPORT

Peter Murphy, President and Chief Executive Officer, welcomed members to the Illinois Association of Park District's Annual Business Meeting. IAPD's events, programs, and activities were presented in the Annual Report, "Targeting Exceptional Service." Peter shared a number of highlights from the annual report demonstrating the exceptional service and value that IAPD provides for the park districts, forest preserves, conservation, recreation, and special recreation agencies in Illinois.

In 2022, IAPD provided a diverse collection of unique programs, services, and events designed to assist member agencies to achieve their goals and objectives. IAPD connected with member agencies through an array of media platforms to keep members informed, educated, and well-versed in the strategies needed to successfully serve their communities.

One of the IAPD goals for 2022 was to protect and increase critical funding opportunities for agency members.

- One of these funding opportunities came as a result of countless hours of member advocacy to legislators in support of the Open Space Lands Acquisition and Development program. The membership's hard work was rewarded with a historic \$56 million appropriated in the FY 2023 state budget for new OSLAD grants. The FY 2023 OSLAD grant cycle ran from August through September 30 and resulted in 219 applications with a total request amount of more than \$104,000,000.
- In FY 2022, the IAPD collaborated with the Illinois Department of Natural Resources to ensure that the previous year's OSLAD grants would be reviewed and rewarded as quickly as possible. As a result of these efforts, the IDNR awarded \$30.3 million in grants to 87 agencies in Illinois.
- Through the IAPD's dedicated advocacy efforts, an additional \$125 million became available for grants through the Illinois Department of Transportation.
- The Rebuild Illinois Program awarded \$19.7 million to Illinois museums through the Illinois Public Museum Capital Grants Program.

- A number of IAPD member agencies were also awarded more than \$1 million in the first round of Tourism Attractions and Festivals Grants.
- Early in the year, IAPD distributed \$43,000 in PowerPlay! grants to 43 member agencies for creating and enhancing their beyond-school programs that promote health, fitness, and nutrition to school-aged children. This grant is funded by the Park District Youth License Plate program with more than 1,000 of these license plates on vehicles throughout Illinois. Through the Secretary of State's office, the sales, and renewals of this colorful plate throughout the last decade have enabled IAPD to distribute \$389,000 to 378 agencies, benefiting more than 51,000 children in Illinois.

IAPD members continue to educate Illinois lawmakers regarding legislation and creating awareness of the importance of park districts, forest preserves, conservation, recreation, and special recreation agencies in Illinois.

- In 2022, IAPD was able to pass two additional advocacy initiatives introduced in the 102nd General Assembly. SB 3050 increased the bid limit under the Park District Code from \$25,000 to \$30,000. HB 4700 provided eligibility for law enforcement camera grants to those park districts, forest preserves, and conservation districts that maintain law enforcement agencies.
- This past year, IAPD members gathered at 5 virtual Legislative Breakfasts, interacting with 330 members from 113 agencies. These events enabled member agencies to advocate to 36 legislators and gain the support necessary to pass SB3050 and HB 4700 that were eventually signed into law by the Governor.
- IAPD also reviewed 3,037 bills and 1,100 amendments and tracked more than 1,121 bills for their impact on member agencies enabling us to oppose any harmful pieces of proposed legislation.
- IAPD distributed 27 Legislative Updates and Legal News alerts to keep members up to date on news from the State Capitol, new legal requirements, election information, and grant opportunities.

IAPD's public awareness programs and valuable research initiatives were on target and provided IAPD members with exceptional opportunities to emphasize the importance of parks, recreation, and conservation to the public and to the media in their own communities.

- In response to the shutdown of the Capitol rotunda, IAPD created the 2022 Virtual Parks Day at the Capitol Spring Showcase which gave members the unique opportunity to highlight the 'crown jewel' of their parks, programs, or facilities to members of the general assembly.
- On August 20, the 29th Annual Park District Conservation Day at the Illinois State Fair featured more than 80 park district volunteers who greeted fairgoers, distributed giveaways,

and showcased the benefits of parks and recreation with exhibits and performances reaching more than 54,000 people.

- The Soaring to New Heights Conference returned to an in-person event in 2022 with 2,457 attendees, 255 exhibitors, and 150 of the best educational seminars in the park and recreation industry.
- The Legal Symposium shattered attendance records with 383 in-person and virtual attendees. The symposium connected top legal experts with attendees, guiding them through important legal topics and updates, including procedures for regulating vandalism, drugs, violence, and protests. They also addressed employee mental health conditions and the use of intergovernmental cooperation agreements to advance agency missions and expand community support.
- A newly revised 8th edition of the *Illinois Park District Law Handbook* was published and was available electronically as well as in print. The IAPD spent hours editing the publication and recommending dozens of changes to ensure that it contained all the latest legal updates since the last edition was released eight years ago. IAPD has sold more than 330 copies to date.
- The IAPD delivered 312 email blasts providing critical information on an array of topics. Open rates for these emails were more than 17% higher than industry standards!

The IAPD aimed high to provide exceptional service through innovative programs and resources for member agencies such as:

- The IAPD's Board Development and Self-Evaluation Program offers specialized guidance in defining roles and responsibilities, describing duties for oversight and governance, and determining leadership within IAPD member agencies. To date, IAPD has conducted 86 board self-evaluations for its members.
- More than 50 commissioners have reached the highest level in IAPD's Board Member Development Program as Master Board Members. This program inspires commissioners to track their accomplishments in improving their leadership and governance skills.
- IAPD research provided cutting-edge study results and published the *Key Metric Agency Data Results*. This research aggregated the services, facilities, open space, investment/spending, and other financial information of 146 participating agencies into a database for use in drawing benchmark comparisons with agencies similar in size, location, and offerings. This vital research demonstrated that local park districts, forest preserves, and conservation districts, continue to offer convenient and affordable access to a wide range of programs, facilities, and services for their residents and communities.
- IAPD's highly acclaimed Director Search program has placed 142 executive directors and CEOs to date, making it one of IAPD's most popular services.

- The IAPD website served as an exceptional resource for members attracting more than 16,000 unique visitors and accumulating over 90,000 pageviews.
- Newly recorded webinars on DEI, LGBTQ+ and Safety Procedures were ready 24/7 for members to listen and learn at any time of the day or night.
- IAPD offered exceptional values and services through IAPD's Affinity Partner programs. IPARKS offers a risk sharing insurance pool; IPDLAF + Class offers an investment management service; NCSI provides confidential background checks; the P-Card enables agencies to streamline the buying process saving money and time; Seven Utility Services for gas and electric purchases saves members thousands of dollars each year, and TIPS provides a process that eliminates purchasing-related stress for park districts. These affinity programs offered discounted prices on products and services, and 77% of IAPD member agencies saved money through their participation.

Peter expressed his gratitude to the IAPD members who serve their communities with the greatest programs and services in the nation. He also expressed his gratitude to the IAPD Board of Trustees for their time, dedication, and leadership. Their vision and guidance during the past year allowed IAPD to continue its work to provide exceptional service and outstanding value to its members.

The IAPD staff was recognized for their professionalism and service to the membership.

In closing, Peter stated that the IAPD staff has a combined total of 148 years of association experience serving the IAPD membership, and the board of trustees has a combined 310 years of experience in the park recreation industry. Pair that with the dedication and ingenuity of the member commissioners and professionals, and it is the perfect combination of talent and genius to continue the work of the IAPD into 2023.

II. INTRODUCTION OF NEW MEMBERS

Jeff Rigoni reported that IAPD, according to the association's Constitutional Bylaws, mailed the Annual Business Meeting packet of materials at least 45 days prior to the meeting on December 14, 2022, to all member agencies. Included was an agenda, minutes from the previous Annual Business Meeting, a list of new members, honors and awards recipients, various committee reports, and a nomination slate for the new IAPD board.

In 2022, IAPD welcomed 6 new agency members and 8 new corporate members for a total of 14 new members.

III. REPORT OF CREDENTIALS COMMITTEE

Jeff Rigoni reported that in accordance with the provisions of the association's Constitutional Bylaws, each member agency was mailed an official copy of the Credentials Certificate with a set of instructions on October 5, 2022. The credentials certificates submitted by member agencies were examined and found to be properly signed and certified. A total of 62 member agencies were represented and allowed to vote on association issues during the annual meeting.

A motion was made, seconded, and unanimously carried to accept the credentials so that delegates from those agencies would be allowed to vote if voting became necessary.

IV. INTRODUCTION OF IAPD BOARD OF TRUSTEES AND COMMITTEE CHAIRS

Lori Palmer provided special recognition and thanks to the following individuals for their service as members of the IAPD Board of Trustees in 2022.

- Jeff Rigoni, Chairman-elect
- Mike Vogl, Immediate Past-Chairman
- Bill Casey, Vice-chairman
- Gary Gillis, Vice-chairman
- Ted Schulz, Vice-chairman
- C.J. Metcalf, Treasurer
- Bob Schmidt, Sergeant-At-Arms
- Martesha Brown, Trustee
- Chris Caldwell, Trustee
- Mary Ann Chambers, Trustee
- Robert Johnson, Sr., Trustee
- Robert Kaplan, Trustee
- Bernie O'Boyle, Trustee
- Jesse Ortega, Trustee
- Mike Reid, Trustee
- Joe Schmitt, Trustee and
- Dr. Kristin White, Trustee
- The late Dean Parkman was recognized for his service until his passing in April 2022.

Special recognition and thanks were given to the following individuals who served as 2022 committee chairs.

- Mike Vogl: Ambassadors and Board Development committees, and the Joint Coordinating Council
- Jeff Rigoni: Constitutional Bylaws Committee, Program Committee, and the Membership Committee
- Ron Lehman: Nominating Committee
- Ted Schulz: Joint Conference Committee
- Ron Salski and Mike Benard: Co-chairs of the Research Advisory Council
- Gary Gillis: Joint Editorial Committee
- Wally Frasier: Joint Legislative Committee
- Kevin Dolan: Joint Distinguished Park and Recreation Committee
- Kim Wascher: Municipal Committee

V. TREASURER'S REPORT

For the twelve-month period ending September 30, 2022, IAPD totaled \$3,325,336 in receipts and \$3,242,883 in disbursements for a net of \$82,453.

For that same period, IAPD's balance sheet reflects invested assets in the amount of \$5,380,220, earmarked funds in the amount of \$729,331 and operating funds in the amount of \$1,853,007.

VI. CONFERENCE REPORT

Ted Schulz, Joint Conference Committee Co-chair, reported that this year's Soaring to New Heights Conference had 3,642 registrants.

This year we offered more than 120 workshops and educational sessions. The curriculum was outstanding and included a wide variety of topics that are of important to all IAPD member agencies.

VII. CHAIRMAN'S REPORT

Lori Palmer stated that it has been a privilege and honor to serve as the 2022 Chairman of the Board of Trustees for the Illinois Association of Park Districts. She shared a few accomplishments including:

- The Best of the Best Awards Gala was one of the year's premier opportunities, with more than 239 in attendance, celebrating business partnerships, establishing positive media relationships, implementing good green practices, honoring volunteers, and more.
- IAPD hosted the 44th Annual Legislative Conference and Reception. Nearly 250 members attended connecting with legislators and learning effective strategies on managing electronic communications, promoting vendor diversity, implementing cybersecurity, and understanding protocols for upcoming elections.
- One of the greatest IAPD programs this past year was *The Leadership Institute*. This program featured four premier educational sessions with 123 participants designed to foster leadership skills, boardmanship, and professional success among board members and staff.
- The IAPD offered an election webinar with 210 participants that provided the opportunity for all commissioners to review the guidelines to successfully submit properly signed petitions to the appropriate election officials. Those who participated found the information to be exceptionally informative.
- In 2023, the critically acclaimed IAPD Boot Camp will return. All member agencies are encouraged to send their newly elected commissioners to attend this workshop that will cover important topics on finance, board ethics, legislative advocacy, staff/board relationships, and information on the Open Meetings Act.
- IAPD provides its members with outstanding educational opportunities. Lori encouraged members to take advantage of IAPD's countless webinars and free resources and become better educated, better trained, and a better public servant.

- Lori invited all members to support the IAPD by volunteering to serve on one of the many committees. Member involvement can make a difference in the future of parks and recreation in Illinois.

CHAIRMAN'S CITATION

As Chairman of the Illinois Association of Park Districts, Lori Palmer presented the Chairman's Citation.

The citation was given in memory of Diane Main. "Your light doesn't dim when you ignite someone else's flame. It just makes the world shine that much brighter. In sincere appreciation of her unwavering guidance, spirited encouragement, and steadfast devotion as an extraordinary mentor who illuminated Illinois parks and recreation as a nearly 40-year Westmont Park District Commissioner. She was the epitome of a public servant, combining a dynamic personality with passion, enthusiasm, and a tremendous love of her community. Her motivation encouraged me to transcend the boundaries of the Bartlett Park District to serve statewide, which led me to serve as Chairman of the IAPD Board of Trustees. Her ability to lead by example was of the highest caliber and was a testament of her remarkable ability to ignite the flames of others and make our world shine bright. I would not be where I am today without her unending energy, influence, and love." Accepting the award was Diane's husband, Bob Main.

VIII. NRPA REPORT

Susie Kuruvilla, Executive Director, Gurnee Park District, presented an overview of the National Recreation and Park Association's current goals and activities to the IAPD membership. Susie is a current member of the NRPA Board of Directors as their Treasurer.

IX. NEW BUSINESS

Lori Palmer called for New Business.

The Annual Business Meeting packet that was mailed on December 14, 2022, included the Report of the Honors and Resolutions Committee that contained 4 courtesy resolutions.

Since these resolutions had been distributed, they were not read aloud at this time and were adopted by acclamation.

X. AWARDS PRESENTATION

A. BOARD MEMBER DEVELOPMENT PROGRAM AWARDS

IAPD's Board Member Development program recognizes local board members who continuously go above and beyond the call of duty. Board members earn points by attending educational and legislative programs, events, and board or committee meetings.

This year, there were 7 board members who achieved DISTINCTIVE status and 5 were present to be honored.

- Hoffman Estates Park District, Linda Dressler
- Naperville Park District, Mary Gibson
- Naperville Park District, Leslie Ruffing
- Schaumburg Park District, Bob Schmidt
- Warrenville Park District, Denise DiCianni

This year, there were 6 board members who earned the highest recognition as MASTER board member and 4 are with us today:

- Buffalo Grove Park District, Stephen Cummins
- Hoffman Estates Park District, Raj Chhatwani
- Hoffman Estates Park District, Pat Kinnane
- Warrenville Park District, Tina Coons

B. AGENCY SHOWCASE AWARD PRESENTATION

In addition to the “Overall” showcase” and “Individual” category awards, this year’s Agency Showcase featured a “People’s Choice” Award. All attendees were given the opportunity to vote for their favorite display of park, recreation and conservation marketing and communication materials. This year’s winner was the Northbrook Park District.

C. IAPD OUTGOING BOARD MEMBERS

On behalf of the Illinois Association of Park Districts, Lori Palmer extended her sincere appreciation to the following individuals for their service and dedication whose terms were expiring on the IAPD Board of Trustees.

Mike Vogl has been a commissioner with the Bloomingdale Park District since 1998 and recently retired and moved to Kohler, Wisconsin with his wife, Lori.

Mike has served six years as the Bloomingdale Park District president. He has attended every IAPD/IPRA Annual Conference since serving on the park board, and he attended IAPD's Legislative Conference in Springfield. His national involvement included regular attendance to the National Recreation and Park Association's Annual Conference. Mike was a youth basketball coach for five years and a youth baseball/softball coach for ten years. He also served on the board of the Bloomingdale Youth Baseball/Softball Association for four years and served three years as their president.

Mike has served on almost every IAPD committee including Ambassadors, Board Development, Constitutional Bylaws, Executive Committee, Honors and Resolutions, Membership, Program, and Friends of Illinois Parks committees. He also served on the Joint Legislative Committee, the Joint Conference Committee, and the Joint Coordinating Council as Co-chair. Mike was appointed as Sergeant-at-Arms for a one-year term in 2016 and then elected to his 1st two-year

term to the board of trustees in January 2017. He was elected to his 1st one-year term as a Vice-chairman in 2018. He served his 2nd one-year term as a Vice-chairman in 2019 and became Chair-elect in 2020 and served as IAPD Chairman in 2021.

Mike has actively participated in many association events and has been a tireless supporter of IAPD and its mission to advance park districts, forest preserves, conservation, and recreation agencies in their ability to preserve natural resources and improve the quality of life for all people in Illinois.

The second trustee whose term is expiring is Mike Reid. Mike has faithfully advanced the park, recreation, and conservation mission in Illinois as a commissioner from the Skokie Park District since 2005.

During his tenure on their board, Mike has served as president from 2008-2016 and 2019-2021 and currently serves as their Vice-President. He has attended 14 IAPD/IPRA Soaring to New Heights Conferences, 14 NRPA Conferences, and numerous IAPD Legislative Conferences.

Under Mike's tenure, the Skokie Park District has been awarded the Illinois Distinguished Accredited Agency by the Illinois Association of Park Districts (IAPD) and the Illinois Park and Recreation Association (IPRA), as well as a recipient of the prestigious National Award for Excellence in Park and Recreation Management presented by the NRPA and the Sports Foundation.

In his more than 17 years as a Skokie Park District Commissioner, he has never missed a monthly board meeting.

Mike has achieved the highest level of board education having advanced to the IAPD Master Board Member designation. He has served on the IAPD Honors and Resolutions Committee, the Research Advisory Council, and the Joint Legislative Committee. Mike was elected to the Board of Trustees for his 1st two-year term in Jan. 2019 and was re-elected in 2021.

IAPD honors the countless hours that Mike has contributed to enhancing Illinois' recognition of park districts, forest preserves, conservation, recreation, and special recreation agencies, and wish him only the best in his future.

OUTGOING CHAIRMAN'S AWARD

Peter Murphy recognized the achievements and leadership of Lori Palmer. Lori has faithfully advanced the park, recreation, and conservation mission in Illinois as a member of the board of trustees and as chairman in 2022. Under her leadership, the association has moved forward providing exceptional services to its members.

Lori has been a tremendous supporter of IAPD and its mission, and the countless hours she has contributed are immeasurable. Lori was presented with a hand-painted porcelain eagle in recognition of the contributions she has made while serving on the Board of Trustees and as the 2022 Chairman of the Board.

The plaque on the base of the eagle reads:

“In deep appreciation of her outstanding contributions and dedication to Illinois park districts, forest preserves, conservation, recreation and special recreation agencies and the quality of life that recreation and parks provide to the citizens of the State of Illinois.”

XI. NOMINATING COMMITTEE REPORT

Ron Lehman reported that the Nominating Committee consists of members from each of the 5 geographical regions and are required to meet not less than 90 days in advance of the Annual Meeting. Each nominee was carefully evaluated to ensure that the requirements for Board membership as set forth in the IAPD Constitutional Bylaws for Selection of Trustees was satisfied, and that the IAPD Board of Trustees was fair and balanced with each of the five regions adequately represented.

The Nominating Committee also provided biographical information for each of the nominees, and a copy of such information was sent to all member districts more than 45 days in advance of the Annual Meeting in order to provide adequate notice of the nominees to the membership.

The Nominating Committee met on October 12, 2022, and unanimously agreed to slate the following individuals for the 2023 Board of Trustees:

- The first nominee was Bill Casey from the Glenview Park District. Bill grew up in Morton Grove and remembers the Morton Grove Park District as being a place to play. Bill grew up and had a family. Bill bought a home in Glenview and found himself once again in the parks, this time with his children. The flexibility he enjoyed with his job allowed him time off during the week, and he was looking for volunteer opportunities. During the 2003 park board election, nine candidates ran for three positions. His campaign was successful, and he has had the honor to serve the Glenview Park District. Bill got involved with the IAPD and has served on the Joint Legislative Committee since 2014 and has been a member of the IAPD Honors and Resolutions Committee and the Research Advisory Council. Bill was elected to his 1st two-year term to the Board of Trustees in January 2019 and was elected to his 2nd two-year term in 2021. Bill has served his first one-year term as Vice-Chairman in 2022 and is eligible for re-election to the IAPD Board of Trustees for a 3rd two-year term.
- The next nominee, Chris Caldwell, has served as commissioner with the Channahon Park District since 2013. Chris has been a lifelong member of the Channahon community and has served in many volunteer roles including youth baseball, basketball, and softball coach; past president of Channahon youth baseball; United Way of Will County solicitor; and Shoot for A's chairman. Chris is now retired as a second line supervisor for ExxonMobil-Joliet refinery and has filled many roles within ExxonMobil during his 32 years, including business team leader for the gasoline and diesel units. Chris currently serves on the IAPD Honors and Resolutions Committee and the Joint Legislative Committee. He was elected to his 1st two-year term on the IAPD Board of Trustees in 2021 and is eligible for re-election to the Board of Trustees for his 2nd two-year term.
- Bob Schmidt, the third nominee, has served as a Schaumburg Park District commissioner since 2003. Bob was raised in Northwest Indiana and attended Concordia University in Chicago with

majors in Education and Educational Administration. He began teaching in District 54 in 1973 and retired in 2005. Bob served as the boys and girls soccer coach at Schaumburg High School from 1994 to 2016, and he has been active at St. Peter Lutheran Church, the Schaumburg Athletic Association, and the Village of Schaumburg. Bob has been a dedicated volunteer with several IAPD committees having joined the IAPD Program Committee in 2007 and serving as chair of the committee in 2013. Since 2008, he has served on the Joint Distinguished Park and Recreation Accreditation Committee and he joined the Joint Conference Committee in 2011, serving as its Co-chair in 2014. Bob was appointed to the Board of Trustees as Sergeant-at-Arms in 2022 for his 1st one-year term and is eligible for election to the Board of Trustees for his 1st two-year term.

- The fourth nominee for the IAPD Board of Trustees is Joe Schmitt. Joe has been a commissioner from the Alsip Park District since 2003. Joe was born and raised in the south suburbs of Chicago. At the age of 13, he joined the Blue Island Fire Department as a Cadet and at the age of 21, he became a full-time Firefighter for the Blue Island Fire Department, and in 1981, he was sworn in as a Firefighter/Paramedic in Alsip. Through the years, Joe became a Fire Inspector, Lieutenant, and retired in 2009 as Deputy Chief. He currently serves as Fire Marshall in Palos Heights and Fire Prevention Officer in Alsip and Blue Island. Joe has lived in Alsip for the past 38 years and has been involved with numerous fundraising organizations and his church. Joe currently serves on the IAPD Membership Committee and the Program Committee. Joe was elected to his 1st two-year term to the Board of Trustees in 2021. He is eligible for re-election to the Board of Trustees for his 2nd two-year term.
- The fifth nominee, Carolyn Ubriaco, was elected to her fourth term on the Elmhurst Park District board in 2021. She has served as president and vice-president and during her recent term, the Elmhurst Park District acquired and developed the nearly three-acre Centennial Adult Center and playground and expanded Glos Memorial Park, nearly doubling the downtown park area. Carolyn has years of experience in accounting and has worked in corporate financial management, information technology, and non-profit consulting. Carolyn has served on the IAPD/IPRA Joint Legislative Committee and is eligible for election to the Board of Trustees for her 1st two-year term.
- The next nominee was Melissa Victor, a commissioner with the Cary Park District. Melissa Victor moved to Cary in 2012 and was a teacher for the Technology Center of DuPage for 14 years. While raising her three children with her husband, Josh, Melissa felt the need to get involved with her community and volunteered for numerous community organizations. In 2019, Melissa ran for the Cary Park District board to be a voice for her community. Melissa gives credit for her community service to her grandmother, Adeline Grandt, who always made helping others a priority in her life. Melissa currently serves on the IAPD Program Committee and the Joint Conference Committee. Melissa is eligible for election to the Board of Trustees for her 1st two-year term.
- Our final nominee for the IAPD 2023 Board of Trustees, Dr. Kristin White, is a commissioner from the Decatur Park District. Dr. White is a chiropractor in her hometown of Decatur where she has been practicing since 2004 and specializes in sports medicine. She and her husband, Paul McCreary, have two sons, Jacob and Jaxon. Both boys are sports enthusiasts and play basketball, hockey, football, and lacrosse. Kristin has served on the Decatur Sister Cities Committee and has

been on delegations to both of Decatur's sister cities in Japan and Germany. Kristin currently serves on the IAPD Nominating Committee and the Program Committee. Kristin was elected to the Board of Trustees for her 1st two-year term in 2021. She is eligible for re-election to the Board of Trustees for her 2nd two-year term.

Motion was made, seconded, and unanimously carried to approve the slate of nominees to the IAPD Board of Trustees as presented.

XII. INSTALLATION OF BOARD OF TRUSTEES

Mike Vogl installed the 2023 IAPD Board of Trustees.

Lori Palmer presented the gavel to the incoming Chairman, Jeff Rigoni, and wished him the best in his year as Chairman of the Illinois Association of Park Districts.

XIII. PAST CHAIR RECOGNITION

As his first official duty, Jeff Rigoni recognized Lori Palmer for her outstanding contributions to park districts, forest preserves, conservation, recreation, and special recreation agencies while serving as Chairman of the Illinois Association of Park Districts in 2022.

As an expression of gratitude for her untold hours of service and support to IAPD during this past year, Jeff presented Lori Palmer with an Honorary Life Membership and Past Chairman's pin.

Next year's meeting is scheduled for Saturday, January 27, 2024, at the Hyatt Regency Hotel in Chicago.

The 2023 Illinois Association of Park District's Annual Business Meeting is officially adjourned at 4:45 p.m.

2023 NEW MEMBERS

Please join the Board of Trustees and staff of the Illinois Association of Park Districts in welcoming our new members to the Association:

City of Assumption

Illinois Department of Natural Resources

Lake Barrington Countryside Park District

York Center Park District

Forest Preserve District of Du Page County

Lacon Park District

Norridge Park District

HONORS and RESOLUTIONS REPORT

IN MEMORY

WHEREAS, following the notice of the 2023 Annual Meeting of this Association, dedicated and faithful friends of the Illinois Association of Park Districts have passed away.

WHEREAS, the members of this Association and the citizens of their respective communities are deeply grateful for their lasting contribution to the improvement of parks and recreation;

NOW, THEREFORE, BE IT RESOLVED that the members of the Illinois Association of Park Districts honor the memory of the following deceased friends and extend to their families and the citizens of their communities deepest sympathy for our mutual loss.

Mike Daniels – Schaumburg Park District

Kevin Dolan – Mundelein Park and Recreation District

APPRECIATION TO RETIRING CHAIRMAN

WHEREAS, Jeff Rigoni, the retiring Chairman of the Illinois Association of Park Districts, has devoted himself unselfishly to this Association; and

WHEREAS, during the past year Jeff Rigoni has performed the duties of the office of Chairman in an efficient and able manner which has reflected great credit upon the Illinois Association of Park Districts; and

NOW, THEREFORE, BE IT RESOLVED that Jeff Rigoni be commended for his excellent performance as Chairman of the Illinois Association of Park Districts; and

BE IT FURTHER RESOLVED that as a token of appreciation of this Association, Jeff Rigoni is hereby elected to Honorary Life Membership in the Illinois Association of Park Districts.

APPRECIATION TO JOINT CONFERENCE COMMITTEE

WHEREAS, many persons and groups have contributed to the success of the 2024 IAPD/IPRA Conference, for which the members of this Association are deeply grateful;

NOW, THEREFORE, BE IT RESOLVED that the appreciation of the Illinois Association of Park Districts is expressed to all of those who have participated in and contributed to the success of this conference, including, in particular, the Joint Conference Committee, all speakers, panelists, discussion leaders, consultants, chairpersons, hosts, host agencies and staff.

APPRECIATION TO CONFERENCE EXHIBITORS

WHEREAS, the Conference Exhibitors, by their participation in the 2024 IAPD/IPRA Conference, are of great educational and financial help to the Illinois Association of Park Districts and the Illinois Park and Recreation Association; and

WHEREAS, this interest and help is deeply appreciated by the sponsoring organizations;

NOW, THEREFORE, BE IT RESOLVED, that the appreciation of the members of the Illinois Association of Park Districts be expressed to all exhibitors for their support and participation in the 2024 IAPD/IPRA Conference.

IAPD Honors and Award Recipients

FRIDAY LUNCHEON PRESENTATION

Friday, January 26, 2024

Commissioner of the Year Award

To be announced at Friday luncheon

Mike Cassidy Commissioner Community Service Award

To be announced at Friday luncheon

Rising Star Award

To be announced at Friday luncheon

IAPD Honored Professional Award

To be announced at Friday luncheon

Legislator of the Year Awards

To be announced at Friday luncheon

SERVICE ANNIVERSARY AWARDS

Presented at the IAPD *Best of the Best Awards Gala* on

October 20, 2023 or mailed to their local agency.

10-Year Service Anniversary

Timothy Gelinas, Arlington Heights Park District

Steve Holub, Big Rock Park District

Sarah Livesay, Champaign County Forest Preserve District

Timothy P. McMahon, Champaign Park District

Christopher Caldwell, Channahon Park District

Jessica Mangiaracina, Chicago Heights Park District

Carol Masek, Chillicothe Park District

Chris Harrison, Decatur Park District

Dave Tosh, Glenview Park District

Raymond Larson, Grayslake Community Park District

Jamie Herrmann, Hampshire Township Park District

Patrick McGinn, Hoffman Estates Park District

Keith Wold, Huntley Park District

Kari Altpeter, Lisle Park District

Chris Sheffler, Marion Park District

Dawn Williams, Maywood Park District

Jean Ott, Medinah Park District

Jesse Ortega, Mundelein Park & Recreation District

Stephen E. Williams, Murphysboro Park District

Ted Schulz, New Lenox Community Park District

Barnett Ruttenberg, Park District of Highland Park

David Wick, Park District of Oak Park

Sandy Lentz, Park District of Oak Park
Terry Ruff, Palatine Park District
Kyle Cain, Pekin Park District
Karl Jackson, Prospect Heights Park District
Tim Jones, Prospect Heights Park District
Brian Charles, St. Charles Park District
George Bridges, Waukegan Park District
Michael Burns, Wheeling Park District

15-Year Service Anniversary

John Tilmon, Batavia Park District
Diane Hewitt, Lake County Forest Preserve District
Linda Pedersen, Lake County Forest Preserve District
Daryl Graves, Sycamore Park District
Jacqueline Traynere, Will County Forest Preserve District

20-Year Service Anniversary

Joseph M. Schmitt, Alsip Park District
Robert Nesvacil, Arlington Heights Park District
Bill Yoder, Big Rock Park District
Bruce Boyle, Byron Park District
Dan Bird, Carol Stream Park District
Barbara J. Kuhl, Champaign Park District
Dana Stewart, Freeport Park District
Bill Casey, Glenview Park District
Brian Fischer, New Lenox Community Park District
Gary Callahan, Oak Lawn Park District
Lori Carlton-Jordan, Olympia Fields Park District
Roy J. Sansone, Park District of Forest Park
Robert "Bob" Schmidt, Schaumburg Park District
Marie Ryan, Tinley Park-Park District
Thomas D. Olson, Veterans Park District
Janet Kilkelly, Waukegan Park District

25-Year Service Anniversary

Patrick Callahan, Batavia Park District
Carl Flowers, Carbondale Park District
Dr. Donna E. King, Foss Park District
Hayden Gardiner, Marion Park District
Mark Sladek, North Berwyn Park District
Lorelei Cox, Washington Park District
Brian Coleman, Woodridge Park District

30-Year Service Anniversary

Vicki Paddock, Gurnee Park District
William "Dr. Bill" Awe, Huntley Park District

Wallace Frasier, Mundelein Park & Recreation District
William T. Center, Murphysboro Park District
Susan Gould, Palatine Park District
Gary Gillis, Pekin Park District
Roberta Troeger, Sandwich Park District
Cheri Klumpp, Wheeling Park District

40-Year Service Anniversary

Jerry Hix, Bolingbrook Park District
James F. Cooke, St. Charles Park District
Steven M. Busa, Westchester Park District

50-Year Service Anniversary

David Johnson, Schaumburg Park District

52-Year Service Anniversary

Donald Brewer, Murphysboro Park District

AGENCY ANNIVERSARY AWARDS

50 Years

South Suburban Special Recreation Association
Vernon Hills Park District

75 Years

Hampshire Township Park District

100 Years

Sterling Park District
Sycamore Park District

101 Years

Calumet Memorial Park District

COMMUNITY SERVICE AWARDS – Presented locally

ILLINOIS PARK & RECREATION MAGAZINE PHOTO CONTEST AWARDS

Presented locally. These will be on display at the Agency Showcase area at the annual conference and in the 2024 March/April edition of *Illinois Parks & Recreation* magazine.

IAPD ANNUAL BUSINESS MEETING PRESENTATIONS

Saturday, January 27, 2024

Chairman's Citation

To be announced during the Annual Business Meeting.

Outgoing Board Member Awards

C.J. Metcalf

Lori Palmer

Board Member Development Program

Participants who have advanced to a new level this year will be recognized.

Honorary Life Membership

Jeff Rigoni

Illinois Association of Park Districts
2024 NOMINATING COMMITTEE SLATE



TRUSTEE

Martesha Brown
Rockford Park District

Martesha Brown is a Rockford native and MBA Graduate of Rockford University with a passion for economic development, strategic planning, marketing, and community engagement. She is currently the director of marketing & communications for the Rockford Area Convention and Visitor's Bureau, with previous leadership roles in economic development, public relations, marketing, and operations for Alpine Bank/Midland States Bank and the Rockford Park District. In addition, she has held various volunteer committees and board roles such as the Goodwill of Northern Illinois, Think Big Expo & Festival Board, Transform Rockford, Habitat for Humanity, Community Foundation of Northern IL, Chairman's bridge committee, State of IL Governor Pritzker's Capital Development Board, Rebounding Rockford Covid Recovery for Events and Entertainment, RAVE, Leadership Rockford, Coalition of Latino Leaders, and the NAACP. She has been recognized and awarded as one of Rockford's "Forty Under 40", as a Rockford Register Star "people you should know," a recipient of the "25 Black Leaders to Watch" by Soul News Network, the YWCA Northwestern Illinois Women of Achievement, and was recently selected as the 2021 Pow(H)er Community "Hero" by the Chamber of Commerce. She currently owns her own business MB Strategic Solutions, focused on strategic planning and culture building. In April of 2021, she was officially elected as the first black woman to serve on the Rockford Park District Board of Commissioners in its 112-year history. She is "Rockford grown, Rockford committed, and proud of it." Martesha serves on the IAPD Honors and Resolutions Committee, the Research Advisory Council, and the Joint Legislative Committee. Martesha was elected to the IAPD Board of Trustees for her 1st two-year term in 2022. Martesha is eligible to be re-elected to the board of trustees for a 2nd two-year term.



TRUSTEE

Mary Ann Chambers
Northbrook Park District

Mary Ann grew up in Northbrook where "Neighbors become friends in the Parks!" She made her first and now oldest and dearest friend in Village Green Park when she was 8 years old. The Northbrook Park District was the center of community life with ballgames, concerts, swimming pools, skating rinks and spontaneous picnics in the parks with friends and family. Mary Ann's parents were great advocates for the Northbrook Park District and for community service. After graduating from the University of Illinois at Champaign/Urbana in 1978, her career in agricultural marketing took her around the Midwest and eventually back to the Chicago area. Mary Ann and her husband chose to raise their family in Northbrook. Activities revolved around their children, parents, church, and community. Mary Ann volunteered for the PTA boards, St. Norbert Women's Club Board, Church Women United, and the Northbrook Historical Society. In April 1999, she was elected to the Northbrook Park District's Board of Commissioners and has served two terms as president of the board, 5 terms as vice president, and currently serves as president. During her time on the board, the Northbrook Park District acquired and developed the 60-acre Techny Prairie Park & Fields community park. In addition, the district acquired and developed neighborhood parks in underserved areas of the community, Greenview Park, and Floral Park, both of which were awarded OSLAD grants. The Sportsman's Golf Course has been renovated in August/September 2021 and the board has updated the Northbrook Park District Comprehensive Master Plan

ensuring future parks for Northbrook neighbors for years to come. Mary Ann received the prestigious IAPD 2008 Commissioner of the Year Award for her hard work and dedication. She previously served on the IAPD Board of Trustees for 2 two-year terms in 2008 and 2010 and chaired the Joint Conference Committee and the Program Committee. In 2021, Mary Ann was appointed sergeant-at-arms for her 1st one-year term and was elected to the IAPD Board of Trustees for her 1st two-year term in 2022. Currently, Mary Ann serves on the Program Committee, Joint Conference Committee, and the Joint Legislative Committee and is eligible to be re-elected to the board of trustees for a 2nd two-year term.



TRUSTEE

Bill Cohen
Woodridge Park District

Bill was elected to the Woodridge Park District board in 2017. As the IAPD Sergeant-At-Arms, Bill has assisted the IAPD with its mission of advancing Illinois park districts, forest preserves, conservation, recreation, and special recreation agencies in their ability to preserve natural resources and improve the quality of life for all people in Illinois. He has worked with the 19-member board in advising the association in its service, research, advocacy, public awareness, and educational programs. Bill is co-chair of the Joint Distinguished Park and Recreation Accreditation Committee and serves on the Joint Legislative Committee. Bill is eligible to be elected to the board of trustees for his 1st two-year term.



TRUSTEE

Robert Johnson, Sr.
Peoria Park District

Robert L. Johnson, Sr., and his wife, Gail, have been married for 45 years, and they have four children, seventeen grandchildren, and four great-grandchildren. Robert was appointed to the Peoria Park Board in 1995 and elected to his first term in 1997. In 2019, Robert was elected from the community-at-large as board president and is currently serving his fifth term on the board. He was recently presented a Distinguished Service Resolution by the Peoria Park District recognizing Robert's leadership of the organization and his many years of outstanding service on the board. Robert has also served for many years on the boards of community neighborhood associations and school advisory groups. He is an inductee of the African American Hall of Fame Museum, Inc. and has been recognized for his efforts in conjunction with the development of the John Gwynn Family Aquatic Center and Park, Logan, and Trewyn Park renovations, and most recently, the Proctor Recreation Center Water Playground and Park. Robert is the recipient of the "1999 Citizen of the Year Award" from Men of Theta Xi, Graduate Chapter Omega Psi Phi Fraternity, recognizing outstanding community leadership. In 2001 and in 2012, Robert received the prestigious Dr. Martin Luther King Jr. Drum Major Award for his community service. In 2001, Robert was presented the "Hometown Hero" award by the Peoria Area Convention and Visitors Bureau. Robert currently serves on the Peoria RiverFront Program and Policy Advisory Committee and serves as chairman of both the Peoria Park District Planning Committee and Finance Committee. Robert served as a member of the Illinois Association of Park District's Joint Publication (now Editorial) Committee, as well as a member of the Joint Distinguished Park and Recreation Accreditation Committee. Currently, Robert serves on the IAPD Program Committee, Joint Conference Committee as the Program co-chair, and the Joint Legislative Committee. Robert was elected to the IAPD Board of Trustees for his 1st two-year term in 2022 and is eligible to be re-elected to the board of trustees for his 2nd two-year term.



TRUSTEE

Robert Kaplan **Hoffman Estates Park District**

Robert Kaplan has served on the Hoffman Estates Park Board since 2015. He has previously served as president and treasurer. He currently serves as vice president of the board and chairman of the Administration & Finance Committee for the park district. Robert and his wife, Shannon, have resided in Hoffman Estates since 1991 and have two grown children, Jacob, and Claire. They have participated in and enjoyed the Hoffman Estates Park District's many programs including preschool, art classes, boys and girls team sports, adult fitness, and the golf course. He coached football, baseball, softball, basketball, and soccer while his children were participants in those programs. Robert is a local attorney, having an office at the Heritage Bank Building in Schaumburg. He has an MBA from Roosevelt University, is active in the local bar association, and is a current board member and past president of the Beth Tikvah Congregation in Hoffman Estates. Robert also serves as a trustee for the Friends of HE Parks Foundation. Robert serves on the IAPD Honors and Resolutions Committee and the Program Committee. In 2021, Robert was appointed to fill a vacancy on the IAPD Board of Trustees and was elected to the board for his 1st two-year term in 2022. Robert is eligible for re-election to the board of trustees for a 2nd two-year term.



TRUSTEE

Bernie O'Boyle **Tinley Park-Park District**

Bernie O'Boyle was elected to the Tinley Park-Park District board in 2015 and was elected vice president in 2017. During his tenure, the board has overseen the development of three major park renovations including two OSLAD projects. The park district board and staff are working to manage another large renovation in 2022. Bernie assisted with the hiring of the new executive director four years ago and continues his work to help successfully navigate the COVID-19 restrictions. With good stewardship and dedicated oversight, the board has worked to recoup revenue losses during the pandemic and set the park district on a strong path. Bernie has lived in Tinley Park with his wife Cindy since 1990, and together, they have raised five children. Since his children were young, they have taken advantage of the activities offered by the Tinley Park-Park District. Bernie has coached soccer, baseball, flag football, and football for his children and affiliated organizations. He is a skilled trade electrician for the Ford Motor Company and currently serves on the Illinois Association of Park District's Program Committee. Bernie was elected to the IAPD Board of Trustees for his 1st two-year term in 2022. Bernie is eligible to be re-elected to the board of trustees for his 2nd two-year term.



TRUSTEE

Jesse Ortega Mundelein Park & Recreation District

Jesse Ortega was elected to the Mundelein Park & Recreation District Board of Commissioners in 2013. He has served as their president and currently serves as a commissioner. He retired from Abbott Laboratories where he worked in Quality Assurance. Jesse is very involved in his community and volunteers to help fundraise as a member of the American Legion, Knights of Columbus, Catholic Men's Club, and Catholic Charities. He has four children and 11 grandchildren.

Jesse serves on the IAPD Honors and Resolutions Committee and the Joint Distinguished Park and Recreation Accreditation Committee. He was appointed as the IAPD Board of Trustees Sergeant-At-Arms for his 1st one-year term in 2019 and was elected to the Board of Trustees for his 1st two-year term in 2020. Jesse was re-elected to serve his 2nd two-year term in 2022. He was elected to his 1st one-year term serving as a vice-chairman of the board. Jesse is eligible for re-election to the board of trustees for a 3rd two-year term.



TRUSTEE

Ted Schulz New Lenox Community Park District

Ted has been a commissioner of the New Lenox Community Park District since 2013 and is currently serving as their president. During his tenure on their board, several OSLAD grant programs have been completed such as the Lincoln-Way Special Recreation Building and the Walker Country Estates Splash Pad. Ted is currently the assistant director of buildings and grounds for Orland School District

135. Many of the issues and challenges faced by school districts are applicable to those encountered by park districts. He is also a local business owner and has worked with budgets and personnel. He also serves on the New Lenox Friends of the Parks and New Lenox Lions Club. Ted's passion is that recreation programs and park facilities serve all ages and people of all needs in the community. Ted serves on the IAPD Membership Committee, Program Committee as chair as well as on the Joint Conference Committee in 2022 as co-chair. Ted also currently serves on the Joint Coordinating Council. Ted was elected to the IAPD Board of Trustees in 2018 for his 1st two-year term and was re-elected for his 2nd two-year term in 2020. Ted has served one-year terms as vice-chairman in 2021 and 2022 and is currently serving his 3rd one-year term as vice-chairman. Ted is eligible for re-election to the board of trustees for a 4th two-year term.

Park District Updates 1.5.2024

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

Upcoming Events

Jan 7 - Public Skate January 7

Jan 8 - Elvis Presley Birthday Party w/impersonator & lunch

Jan 9 - Learn how to get Your Record Expunged/Sealed! – Free Event 1/9

Jan 21 - Public Skate January 21

Jan 27 - Family Night Out Dance: Candy Land Carnival

Feb 4 - Public Skate February 4

Feb 11 - Ice Fishing Derby (18 and under)

Feb 17 - Family Night Out Dance: Sports Spectacular

Feb 25 - Public Skate February 25

Mar 16 - Pot of Gold Climb

Dr. Martin Luther King, Jr. Community Breakfast – Monday, January 15 – 8:00 a.m. – Village Hall

The Village of Hoffman Estates and the Cultural Awareness Commission will host their annual Dr. Martin Luther King, Jr. Community Breakfast on Monday, January 15 at the Village Hall, beginning at 8:00 a.m. Onechoir Global will provide entertainment, and a special keynote address will be given by Chris “Cheb” Blackshear. If any Commissioners would like to attend, please let Cindy know ASAP, as reservations are on a first come first served basis.

IAPD/IPRA Soaring to New Heights Annual Conference – Hotel Rooms

Attention Commissioners: If for any reason you have had a change in plans in terms of staying overnight for the conference in Chicago at the end of the month, please let Cindy know by Tuesday, January 9. All rooms are booked and we would need to cancel by Wednesday, or be charged one night stay for any cancellations. Thank you!

2024 IAPD Legislative Breakfast – Saturday, February 24 – Schaumburg Golf Club

The Schaumburg Park District will be hosting this year’s IAPD Legislative Breakfast on Saturday, February 24, beginning at 8:00 a.m. at the Schaumburg Golf Club. If any Commissioners would like to attend, please let Cindy know. Several of our local legislators will be in attendance to review the latest legislation.

Have a great weekend!

Craig

Park District Updates 1.12.2024

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

Upcoming Events

Jan 21 - Public Skate January 21

Jan 27 - Family Night Out Dance: Candy Land Carnival

Feb 4 - Public Skate February 4

Feb 11 - Ice Fishing Derby (18 and under)

Feb 17 - Family Night Out Dance: Sports Spectacular

Feb 25 - Public Skate February 25

Mar 16 - Pot of Gold Climb

HEParks Weather Alert – Closures and Cancellations

Due to the extreme weather conditions, all HEParks facilities are closed today, Friday, January 12. All programs, classes and childcare have been canceled for Friday. On Saturday, Triphahn Center and The Club will open on a delayed schedule at 10:00 a.m. Willow Recreation Center will remain closed on Saturday. Rat Hockey, Stick-n-Puck, Wolverines practice, Freestyle Ice, Gymnastics, Swim Lessons and all Saturday basketball is canceled. Please visit our [website](#) for any updates.

Reminder: MLK, Jr. Breakfast at Village Hall- Monday 1/15 - 8:00 a.m.

Just a quick reminder that Raj Chhatwani and Marc Friedman are scheduled to attend the MLK, Jr. Breakfast at the Village Hall at 8:00 a.m. on Monday, January 15. Four staff members will be in attendance as well.

Community Update Breakfast with Mayor McLeod – Wednesday, February 21 – 7:30-9:00 a.m.

The Hoffman Estates Chamber of Commerce will host a Community Update with Mayor McLeod at the NOW Arena on Wednesday, February 21. The event will begin at 7:30 a.m. and will include a buffet breakfast. The Mayor will provide a recap of 2023 and discuss exciting initiatives planned for the community in 2024. Registration is required and available at this [link](#). Commissioners, please let Cindy know if you would like to attend.

2024 IAPD Legislative Breakfast – Saturday, February 24 – Schaumburg Golf Club

The Schaumburg Park District will be hosting this year's IAPD Legislative Breakfast on Saturday, February 24, beginning at 8:00 a.m. at the Schaumburg Golf Club. If any Commissioners would like to attend, please let Cindy know. Several of our local legislators will be in attendance to review the latest legislation.

Stay safe and warm this weekend!

Craig

MEMORANDUM NO. M24-009

TO: Administrative & Finance Committee
FROM: Craig Talsma, Executive Director
Nicole Hopkins, Director of Finance & Administration
RE: 2024 Budget and Appropriation Ordinance O23-003
DATE: January 23, 2024

Motion:

Approve the final Budget and Appropriation Ordinance O-23-003.

Background:

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

The tentative ordinance was approved December 12, 2023 and will have been on display the required 30 days before filing. Additionally, the District will hold a public review meeting on January 23, 2024, which was properly advertised. The final ordinance is attached for approval.

Rationale:

Due to additional information from December activity, we adjusted projections and budget line items to offset these additional costs in operating funds. For the 2024 budget, the following changes were made, with a positive net impact of \$57,500:

Fund	Account Description	Net Change to Budget
01	GRANTS	200,000.00
	Grant to reimburse the cost of the Moon Lake Park project. The remaining project expenses will be covered by builder cash donations if we proceed.	
01	FULL TIME SALARIES	(14,000.00)
	Marketing staff was hired at more than initially budgeted.	
01	CONTRACTED SERVICES	(2,000.00)
	The District will be outsourcing Affordable Care Act reporting.	
01	SUPPLIES & EQUIPMENT	(2,500.00)
	Office equipment for new staff.	
01	COMPUTER SUPPLIES	(1,000.00)
	Pen enabled tablets for marketing staff to enable more precise editing.	
01	PROFESSIONAL EDUCATION	(2,000.00)
	ADA compliance and landscape design course.	

01	SOFTWARE LICENSING	(3,000.00)
	Switch e-mail archiving and security application based on consultant and peer recommendation.	
01	DUES & SUBSCRIPTIONS	(1,500.00)
	Hockey website renewal fees.	
01	SOFTWARE LICENSING	(4,000.00)
	Marketing planning software and productivity applications.	
01	MOON LAKE PARK	(400,000.00)
	New park construction utilizing potential grant and builder cash donations.	
02	FULL TIME SALARIES	40,000.00
	Staff realignment replacing two full time positions with one higher level employee.	
02	HEALTH INSURANCE	17,000.00
	Staff realignment replacing two full time positions with one higher level employee.	
02	TC HOT WATER HEATER	82,685.00
	This item was re-budged due to uncertainty in the completion date. The project was completed in 2023.	
02	GYMNASTICS EQUIPMENT	(7,685.00)
	Replace and enhance gymnastics equipment at Vogelei.	
11	ADVERTISING	(1,500.00)
	License Constant Contact for use at The Club.	
12	HVAC RTU-3	77,400.00
	This item was re-budged as well as added as a new item for 2024.	
12	WILLOW REC RENOVATION	71,100.00
	The repurposing of space within the facility is being delayed pending further investigation.	
12	AUTONOMOUS MOWER	25,000.00
	The district purchased the mower separately, reducing cost.	
12	PARKING LOT CRACKFILL	1,500.00
	Adjusted to actual cost after bid opening.	
12	INDOOR COURTS SAND & SEAL	(10,000.00)
	Adjusted to actual cost after bid opening.	
14	POS INSTALLATION AND FIRST YEAR LEASE	(8,000.00)
	Upgraded food and beverage software for Top Tracer and Beer Garden.	

ORDINANCE NO. 023-003
BUDGET AND APPROPRIATION ORDINANCE
An Ordinance adopting the combined
Annual Budget and Appropriation of Funds for the
Hoffman Estates Park District,
Cook, (County), Illinois,
for the Fiscal Year beginning on
the first (1st) day of January, 2024 and
ending on the thirty-first (31st) day
of December, 2024

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

SECTION I. It is hereby found and determined:

- (a) This Board has heretofore caused to be prepared a combined annual Budget and Appropriation in tentative form, which Ordinance has been conveniently available for public inspection for at least 30 days prior to final action thereon;
- (b) A public hearing was held at the Triphahn Center, 1685 W. Higgins, Hoffman Estates, Illinois on the 23rd day of January 2023 on said Ordinance, notice of said hearing having been given by publication in The Daily Herald, being a newspaper published within the District, at least one week prior to such hearing; and,
- (c) That all other legal requirements for the adoption of the annual Budget and Appropriation Ordinance of this District for the fiscal year beginning January first (1st), 2024 and ending on the thirty-first (31st) day of December, 2024, have heretofore been performed.

SECTION II. The following sums of money, or so much thereof as may be authorized by law for the following objects and purposes, be and the same are hereby budgeted and appropriated for the fiscal year beginning the first day of January, 2024 and ending the last day of December 2024.

I. Corporate Fund

Beginning Cash	5,374,679
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Income

Administration

Interfund Charges	671,188
Property Taxes	5,803,691
Investment Income	220,097
Grant Reimbursement	500,000
Rentals	76,622
Miscellaneous	24,000
Corporate Relations	151,000

Total Corporate Fund Income	7,446,598
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Total Corporate Fund Appropriation	12,821,277
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Budgeted and Appropriated Expenditures

Administration

Property & Liability Insurance	156,750
Employment Insurance	131,940
Unemployment Insurance	50,000
Loss Prevention	6,000
Audit Service	17,700
Payroll	1,817,507
Employee Benefits	187,958
Education & Training	23,885
Contracted Services	100,713
Service & Rental Agreements	56,000
Supplies & Equipment	24,500
Dues & Subscriptions	21,000
Administrative Expenses	54,700
Utilities	13,545
Equipment	7,500
Technology Equipment	18,000
Miscellaneous	9,000
Corporate Relations	3,000

	Contracted Services	21,580
	Supplies	4,500
	Professional Dues/Subscriptions	2,800
	Payroll	2,066,995
	Employee Benefits	309,000
	Education & Training	15,100
	Contracted Services	166,750
	Supplies & Equipment	113,250
	Dues & Subscriptions	2,250
	Administrative Expenses	3,500
	Utilities	232,125
	Equipment	19,400
	Maintenance & Repair	477,600
	Property Maintenance	154,650
	Fuel and Lubricants	88,000
Capital		
	Plum Farms Annexation	25,000
	Pine Playground	170,000
	Software Licensing	101,400
	Parks - Vogelei Park	480,000
	Moon Lake Park	400,000
	Total Corporate Fund Expenditures	7,553,598
Estimated Ending Cash		5,267,679
II. Recreation Fund		
Beginning Cash		3,627,804
Income		
Administration		
	Interfund Charges	334,833
	Property Taxes	892,000
	Investment Income	10,229
	Rentals	62,000
	Concessions	14,400
Triphahn Center		
	Rentals	65,000
	Memberships	126,500
	Guest Services	6,250
	Fitness Programs	7,500
Willow Recreation Center		
	Sponsorship/Advertising	4,900

	Rentals	108,000
	Memberships	60,300
	Guest Services	3,650
	Courts	5,000
	Racquetball	6,700
	Leagues/Tournaments	12,750
	Fitness Programs	1,500
General Leisure Services		
	General Programs	42,994
	Gymnastics	90,130
	Martial Arts	120,960
	Esports	5,000
	Special Events	24,802
	Dance	182,500
Senior		
	Senior Programs	33,272
	Sponsorship/Advertising	3,000
Early Childhood		
	General Programs	42,030
	Day Camps	38,789
	Preschool	299,640
	Parent/Tot	9,650
	Full Day Day Care	493,459
Youth Programs		
	Youth Camps	118,287
	Youth Programs	443,510
	Star	859,860
Adult Athletics		
	Softball Leagues	10,850
	Flag Football Leagues	13,860
	Pickleball League	7,040
Youth Athletics		
	General Programs	16,092
	Basketball	81,400
	Baseball	72,850
	Soccer	130,000
	Cricket	22,500
Seascape		
	Grant Revenue	3,000
	Rentals	26,260
	Memberships	100,000

	Daily Fees	220,000
	Merchandise Resale	200
	Lessons	28,500
	Special Events	2,000
Ice		
	Rentals	659,400
	Daily Fees	39,500
	Merchandise Resale	1,000
	Concession Sales/Rental	42,000
	Figure Skating Lessons	387,250
	Hockey Camps	31,500
	Hockey Lessons	85,000
	Hockey Youth Leagues	350,000
	Special Events	3,500
	Total Recreation Fund Income	6,863,097
Total Recreation Fund Appropriation		10,490,901
Budgeted and Appropriated Expenditures		
Administration		
	Interfund Charges	750,000
	Payroll	1,332,934
	Employee Benefits	278,500
	Education & Training	20,500
	Contracted Services	23,754
	Service & Rental Agreements	22,653
	Dues & Subscriptions	3,744
	Administrative	650
	Utilities	608,150
	Equipment	5,486
	Credit Card Processing Fees	143,967
Communications & Marketing		
	Advertising	43,000
Maintenance		
	Payroll	261,247
	Employee Benefits	44,130
Triphahn Center		
	Guest Services	2,826
	Fitness Program Expense	3,230
	Payroll	117,180
	Supplies & Equipment	4,750
	Maintenance & Repairs	5,000
Willow Recreation Center		
	Rentals	-

	Memberships	3,500
	Guest Services	1,077
	Racquetball	4,450
	Leagues/Tournaments	1,000
	Fitness Programs	807
	Payroll	82,437
	Supplies & Equipment	5,000
	Maintenance & Repairs	2,500
General Leisure Services		
	General Programs	19,283
	Gymnastics	63,091
	Martial Arts	88,072
	Vogelei Program Expense	1,734
	Special Events & Trips	42,348
	Dance	103,397
Senior		
	Memberships	9,287
	Senior Programs	27,063
Early Childhood		
	General Programs	26,695
	Day Camps	19,327
	Preschool	181,001
	Parent/Tot	8,528
	Full Day Day Care	265,426
Youth Programs		
	Youth Camps	70,903
	Youth Programs	270,377
	Star	467,118
Adult Athletics		
	Softball Leagues	7,366
	Flag Football Leagues	8,339
	Pickleball League	3,300
Youth Athletics		
	General Programs	11,355
	Basketball	44,176
	Baseball	33,115
	Soccer	91,000

Seascape		
	Lessons	16,122
	Special Events	1,400
	Payroll	276,175
	Employee Benefits	6,575
	Education/Training	8,260
	Contracted Services	4,253
	Supplies & Equipment	34,134
	Utilities	69,986
Ice		
	Daily Fees	9,689
	Merchandise Resale	660
	Concession Sales/Rental	42,001
	Figure Skating Lessons	107,635
	Hockey Camps	14,895
	Hockey Lessons	19,948
	Hockey Youth Leagues	216,906
	Equipment	10,000
Capital		
	Seascape Play Structure	35,000
	Gymnastics Equipment	7,685
	Total Recreation Fund Expenditures	6,516,097
Estimated Ending Cash		3,974,804
III. I.M.R.F. Fund		
Beginning Cash		276,893
Income		
	Property Taxes	140,000
	Investment Income	12,986
	Total I.M.R.F. Fund Income	152,986

Total I.M.R.F. Fund Appropriation	429,879
Budgeted and Appropriated Expenditures	
IMRF Interfund Charges	292,986
Total I.M.R.F. Fund Expenditures	292,986
Estimated Ending Cash	136,893
IV. Debt Service	
Beginning Cash	2,081,652
Income	
BABs Rebates	-
Bond Proceeds	1,875,000
Interfund Transfers	1,475,000
Property Taxes	3,740,880
Investment Income	43,897
Total Debt Service Fund Income	7,134,777
Total Debt Service Fund Appropriation	9,216,429
Budgeted and Appropriated Expenditures	
Bond Issue Costs	30,000
Bond Principal & Interest Payments	6,929,777
Total Debt Service Fund Expenditures	6,959,777
Estimated Ending Cash	2,256,652
V. Special Recreation	
Beginning Cash	959,571
Income	
Property Taxes	840,000
Investment Income	11,456
Total Special Recreation Fund Income	851,456

Total Special Recreation Fund Appropriation	1,811,027
Budgeted and Appropriated Expenditures	
Special Assessment	338,596
Special Rec Rental Allocation	85,860
Parks - Pine Park Playgrnd	30,000
Parks - Vogelei Park	120,000
 Total Special Recreation Fund Expenditures	574,456
Estimated Ending Cash	1,236,571
 VI. Social Security Fund	
Beginning Cash	292,164
Income	
Property Taxes	550,000
Investment Income	9,742
 Total Social Security Fund Income	559,742
Total Social Security Fund Appropriation	851,906
Budgeted and Appropriated Expenditures	
FICA Interfund Transfers	682,742
 Total Social Security Fund Expenditures	682,742
Estimated Ending Cash	169,164
 VII. The Club Fund	
Beginning Cash	900,424
Income	
Administration	
Interfund Charges	97,387
Investment Income	4,310
Rentals	208,000
Merchandise Resale	1,800

Fitness		
	Rentals	3,260
	Memberships	1,784,250
	Guest Services	282,000
	Pro Shop	750
General Programming		
	General Programs	5,000
	Sports Programs	28,000
	Early Childhood	2,000
Aquatics		
	Memberships	10,000
	Lessons	132,000
Total The Club Income		2,558,757
Total The Club Appropriation		3,459,181
Budgeted and Appropriated Expenditures		
Administration		
	Interfund Charges	600,000
	Rental Expense	14,072
	Payroll	705,818
	Employee Benefits	128,000
	Professional Education	1,700
	Contracted Services	10,210
	Supplies & Equipment	7,500
	Dues & Subscriptions	29,289
	Utilities	323,975
	Credit Card Processing Fees	55,000
Communication & Marketing		
	Advertising	48,500
Maintenance		
	Payroll	93,720
	Employee Benefits	-
Fitness		
	Guest Services	117,280
	Pro Shop	750
	Group Exercise Wages	64,590
	Supplies & Equipment	16,000
	Equipment	-
	Maintenance & Repairs	30,000
General Programming		
	General Programs	6,459
	Sports Specific Programs	18,036
	Early Childhood Programs	1,577

Aquatics	
Swim Lessons	48,281
Supplies & Equipment	6,500
Capital	
Club Gym Bball Mech	45,000
Fitness Equipment	60,000
Total The Club Expenses	2,432,257
Estimated Ending Cash	1,026,924

VIII. Capital Improvement Fund

Beginning Cash	3,660,903
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Income

General

Investment Income	9,340
Grant Reimbursement	200,000
Bond Proceeds	900,000
Golf Cart Trade-In	165,000

Total Capital Improvement Fund Income	1,274,340
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Total Capital Improvement Fund Appropriation	4,935,243
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Budgeted and Appropriated Expenditures

Parks-Van	57,940
Willow Recreation Center Renovation	283,900
Parks - Robotic Field Marker	40,000
Parks - Autonomous Mower	75,000
Bpc - Golf Carts	788,500
Club - Rtu 3	77,000
Parks - Crew Cab	45,000
Parks - Crew Cab	65,000
Parks - Vogelei Park	133,500
Indoor Courts Sand & Seal	150,000
Parks - Repair Courts	16,500
Marquees	800,000
Parks - Sycamore Playgrnd & Fields	50,000
Capital Contingencies	100,000

Total Capital Fund Expenditures	2,682,340
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Estimated Ending Cash	2,252,903
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IX. Bridges of Poplar Creek Fund

Beginning Cash	1,240,567
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Income

Administration

Interfund Charges	130,320
Investment Income	11,467
Sponsorship/Advertising	3,000
Rental Income	20,180
Miscellaneous	3,500

Golf Operations

Rentals	492,000
Memberships	4,500
Guest Services	11,650
Green Fees	781,990
Merchandise Resale	112,500
Lessons	13,500
Tournaments & Outings	163,320
Driving Range Fees	208,300
Top Tracer	175,000
Ball Retrieval Fee	1,000

Food & Beverage

Rentals	20,000
Merchandise Resale - Tobacco	5,000
Merchandise Resale - Food	429,000
Merchandise Resale - Beverages	374,000
Gratuities / Service Charges	106,000

Total Golf Course Fund Income	3,066,227
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Total Golf Course Fund Appropriation	4,306,794
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Budgeted and Appropriated Expenditures

Administration

Interfund Charges	383,000
Payroll	418,013
Uniforms	92,535
Education & Training	5,250
Contracted Services	18,775
Supplies & Equipment	7,500
Dues & Subscriptions	14,050
Utilities	129,350
Credit Card Processing Fees	70,000

Maintenance

	Payroll	465,789
	Employee Benefits	66,250
	Contracted Services	2,500
	Supplies & Equipment	7,500
	Utilities	40,050
	Equipment	8,500
	Maintenance & Repairs	40,000
	Course Maintenance	118,550
	Fuel & Lubricants	25,000
Golf Operations		
	Rentals	5,000
	Lightning Pass	6,500
	Greens Fees	3,825
	Merchandise Resale COGS	76,084
	Programs	4,041
	Tournaments & Outings	18,528
	Top Tracer	55,440
	Payroll	186,874
	Employee Benefits	3,000
	Supplies & Equipment	4,000
	Administrative Expenses	4,000
	Advertising	8,500
	Equipment	32,500
Food & Beverage		
	Rentals	4,500
	COGS Tobacco	2,750
	COGS Food	137,280
	COGS Beverage	108,315
	Payroll	273,441
	Uniforms	3,500
	Contracted Services	17,961
	Service & Rental Agreements	17,000
	Supplies & Equipment	21,500
	Advertising	20,000
	Equipment	7,500
	Maintenance & Repairs	-
Capital		
	Golf Cart GPS & TopTracer	66,576
	Tap Inn Bar Top Replacement	20,000
	Hole Renovation	45,000
	Utility Vehicle	38,000

Two Greensmaster Mowers	170,000
Total Golf Course Fund Expenditures	3,274,227
Estimated Ending Cash	1,032,567
Recapitulation	
I. Total Corporate Fund Appropriation	12,821,277
II. Total Recreation Fund Appropriation	10,490,901
III. Total IMRF Fund Appropriation	429,879
IV. Total Debt Service Fund Appropriation	9,216,429
V. Total Special Recreation Fund Appropriation	1,811,027
VI. Total FICA Fund Appropriation	851,906
VII. Total Prairie Stone Fund Appropriation	3,459,181
VIII. Total Capital Fund Appropriation	4,935,243
IX. Total Golf Course Fund Appropriation	4,306,794
TOTAL ALL FUNDS	48,322,637

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

- (a) An estimate of the cash on hand at the beginning of the fiscal year is expected to be \$18,414,657 .
- (b) An estimate of the cash expected to be received during the fiscal year from all sources is \$29,907,980 .
- (c) An estimate of the expenditures contemplated for the fiscal year is \$30,968,480 .
- (d) An estimate of the cash expected to be on hand at the end of the fiscal year is \$17,354,157 .
- (e) An estimate of the amount of taxes to be received during the fiscal year is \$11,966,571 .

Each of said sums of money and the aggregate thereof are deemed necessary by this Board to defray the necessary expenses and liabilities of this District during the fiscal year beginning January 1, 2024 and ending December 31, 2024 for the respective purposes set forth.

SECTION IV. All unexpended balances of the appropriations for the fiscal year ended December 31, 2024 and prior years are hereby specifically reappropriated for the same general purposes for which they were originally made and may be expended in making up any insufficiency of any other items provided in this appropriation ordinance, in making this appropriation in accordance with applicable law.

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

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

Passed by the Board of Park Commissioners of the Hoffman Estates Park District this 23rd day of December, 2023.

AYES:

NAYS:

ABSENT:

President
Board of Park Commissioners Hoffman Estates Park District

ATTEST:

Secretary

CERTIFICATION OF ESTIMATE OF
REVENUE FOR FISCAL YEAR 2024

I, Patrick McGinn, do hereby certify that I am the duly qualified Treasurer of the Hoffman Estates Park District and the Chief Fiscal Officer of said Board of Park Commissioner; as such Officer I do further certify that the revenues, by source, anticipated to be received by said District in the fiscal year beginning January 1, 2024 and ending on December 31, 2024 are estimated to be as follows:

SOURCE	AMOUNT
Taxes	\$ 11,966,571
Interest Earned	333,524
Debt Issuance	2,775,000
Grants, Donations, Sponsorship, Advertising	861,900
Memberships	2,081,050
Program and User Fees	4,836,075
Rentals	1,260,422
Merchandise Resale, Vending & Misc.	1,120,950
Interfund Charges	2,708,728
Golf Course Operations	1,963,760
TOTAL	\$ 29,907,980

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the said Hoffman Estates Park District this 23rd day of December, 2023.

Treasurer and Chief Fiscal Officer
Hoffman Estates Park District

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CERTIFICATION

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

I do further certify that the attached and foregoing is a true and complete copy of the Combined Annual Budget and Appropriation Ordinance of the Hoffman Estates Park District, Cook County, Illinois for the Fiscal Year beginning January 1 st, 2024 and ending December 31st, 2024, as adopted by the Board of Park Commissioners at its properly convened meeting held on the 23rd day of December, 2023.

Secretary
Hoffman Estates Park District