



The mission of the Hoffman Estates Park District is to offer healthy and enjoyable experiences to our residents and guests by providing first class parks, facilities, programs and services in an environmentally and fiscally responsible manner.

AGENDA
REGULAR BOARD MEETING NO. 995
TUESDAY, JULY 28, 2015
7:00 p.m.

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. AWARDS:
 - Best of Hoffman: Coach Rich Bolinder
5. APPROVAL OF MINUTES
 - Regular Board Minutes June 23, 2015
6. COMMENTS FROM THE AUDIENCE
7. CONSENT AGENDA
 - A. 2015 Playground Installations / M15-084
 - B. Surplus Ordinance O15-013 / M15-087
 - C. A&F Detail Reports
 - Manual checks \$532,803.58
 - Monthly Invoices \$526,134.59
 - D. Financial Statements
 - E. Acceptance of B&G Minutes 6/2/15
 - F. Acceptance of A&F Minutes 6/16/15
8. ADOPTION OF EXECUTIVE DIRECTOR'S REPORT
9. PRESIDENT'S REPORT

REGULAR BOARD MEETING NO. 995

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10. OLD BUSINESS
11. NEW BUSINESS
 - A. Harper College aquatic facility / M15-091
 - B. Annexation of properties into HEPD O15-009 thru 012 / M15-092
12. COMMISSIONER COMMENTS
13. EXECUTIVE SESSION
 - A. Minutes, pursuant to Section 2(c)(21) of the Open Meetings Act
 - 6/23/15
 - B. Appointment, employment, compensation, discipline, performance or dismissal of an employee, pursuant to Section 2(c)(1) of the Open Meetings Act
14. DISCUSSION AND VOTE ON MATTERS DISCUSSED IN EXECUTIVE SESSION
15. ADJOURNMENT

ALL MEETINGS ARE HELD IN THE BOARDROOM OF THE HOFFMAN ESTATES PARK DISTRICT TRIPHAHN CENTER, 1685 W. HIGGINS ROAD, HOFFMAN ESTATES UNLESS OTHERWISE SPECIFIED. WE INVITE THOSE WHO MAY NEED AN ACCOMMODATION DUE TO A DISABILITY TO CONTACT US 48 HOURS IN ADVANCE. PLEASE CONTACT JANE KACZMAREK, EXECUTIVE ASSISTANT, AT 847-885-7500.



The mission of the Hoffman Estates Park District is to offer healthy and enjoyable experiences to our residents and guests by providing first class parks, facilities, programs and services in an environmentally and fiscally responsible manner.

**MINUTES
REGULAR BOARD MEETING NO. 994
June 23, 2015**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Board of Commissioners was held on June 23, 2015 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioners Kaplan, Kilbridge, Kinnane, McGinn, President Bickham

Absent: R. Evans, K. Mohan

Also Present: Executive Director Bostrom, Deputy Director/ A&F Director Talsma, P&D Director Buczkowski, Parks and Risk Director Giacalone, Rec/Facilities Director Kies

Audience: Sr. Program Manager Kapusinski; Kelly Ridley (BOH); John & Beverly Buchinger; IT Manager Agudelo; Keith Evans

2. Pledge of Allegiance:

Everyone present stood for the Pledge of Allegiance.

3. Approval of Agenda:

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

4. Awards:

A. Best of Hoffman Award:

President Bickham awarded Kelly Ridley for her outstanding work with the preschool program.

B. Employees of the 2nd Quarter:

President Bickham presented an award to the district's Part Time and Full Time Employees of the 2nd Quarter:

- PT Bev Buchinger
- FT John Agudelo

5 Minutes:

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

- May 19, 2015 Annual meeting as presented
- May 26, 2015 regular meeting as amended to reflect a unanimous favorable roll call vote regarding M15-064 (encroachment) and a Nay vote by President Bickham regarding M15-065 (video gaming advertising)
- June 2, 2015 Special Board meeting minutes as presented.

The motion carried by voice vote.

6. Comments from the Audience:

None.

7. Consent Agenda:

Commissioner Kilbridge made a motion, seconded by Commissioner Kinnane to approve the Consent Agenda as presented.

On a Roll Call Vote: Carried 5-0-2

Ayes: 5 Kaplan, Kilbridge, Kinnane, McGinn, Bickham

Nays: 0

Absent: 2 Evans, Mohan

- 2014 Audit
- Prevailing Wage Ordinance
- FT holiday pay and benefit hours
- A&F Detail Reports
 - o Manual checks \$267,670.96
 - o Monthly Invoices \$605,600.54
- Financial Statements
- Acceptance of B&G Minutes 5/5/15
- Acceptance of Rec Minutes 5/12/15
- Acceptance of A&F Minutes 5/19/15

8. Adoption of Executive Director's Report:

Executive Director Bostrom provided an overview on the Executive Director's report. Commissioner McGinn made a motion, seconded by Commissioner Kilbridge to adopt the Executive Director's Report as. The motion carried by voice vote.

9. President's Report:

President Bickham read a Proclamation from the Mayor proclaiming July as Parks and Recreation month.

President Bickham stated he attended the Foundation annual meeting as well as stopped in at Foundation golf outing. He appreciated all the work that staff did to help make the Foundation successful.

He talked about the Social with the park board, community reps and Foundation trustees and said it was a very good evening and we should continue hosting this annual event.

President Bickham attended the Intergovernmental Reception hosted by the Village of Schaumburg at the Renaissance Convention Center. He enjoyed the event and the opportunity to present all the park district's accomplishments over the past year.

He reminded everyone that the updated photos of the commissioners were on the website and to update their bios.

He stopped by Seascape and was pleased to see that Wi-Fi was working.

10. Old Business:

None.

11. New Business

Review of Closed Session Minutes, Resolution R15-001/M15-077

Commissioner Kaplan made a motion, seconded by Commissioner McGinn to approve M15-077/Resolution R15-001 releasing portions of the Closed Session Minutes as presented, but to add the word "no" longer require within Resolution R15-001.

12. Commissioner Comments:

Commissioner Kinnane said he golfed with neighbors at BPC and received unsolicited feedback which was very complimentary of the staff.

Commissioner Kinnane said he spoke with a manager (Mike) at Seascape who was very friendly and helpful.

Commissioner McGinn attended Thursday's Summer Sounds on the Village Green, co-sponsored by HEPD, and encouraged other commissioners to attend the remaining concerts over the summer. He is looking forward to July 4th parade.

Commissioner Kilbridge thanked everyone for participating in the Foundation golf event and she thought everything went very smoothly.

Commissioner Kaplan attended the golf outing and said it was very well run and having Weber Grill on the course was a great addition to the event. He also said the course was in great condition especially after the quantity of rain that we had and that he said it would be nice if there was a list of celebrities and possibly an introduction.

13. Executive Session:

Commissioner Kilbridge made a motion, seconded by Commissioner Kinnane to move to Executive Session for the purposes of:

- A. Minutes - Section 2 (C)(21)
- B. Appointment, employment, compensation, discipline, performance or dismissal of an employee – Section 2(c)(1)

On a Roll Call Vote: Carried 5-0-2

Ayes: 5 Kaplan, Kilbridge, Kinnane, McGinn,
Bickham

Nays: 0

Absent: 2 Evans, Mohan

Commissioner Kaplan made a motion, seconded by Commissioner Kilbridge to reconvene to regular session at 7:52 p.m. The motion carried by voice vote.

14. Discussion and Vote from Executive Session:

None

15. Adjournment:

Commissioner Kaplan made a motion, seconded by Commissioner Kinnane to adjourn the meeting at 7:53 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom, Secretary

**HOFFMAN ESTATES PARK DISTRICT
REGULAR BOARD MEETING 995**

EXECUTIVE DIRECTOR'S REPORT

July 2015

PARKS DIVISION

1. Work is proceeding at Fabbrini Park on back filling and grading the sides of the re-structured walking path. Inclement weather has delayed completion. Better weather estimates should allow crews to make better advances in completion.
2. Severe rain and conditions have curtailed mowing operations for several days. Several parks are saturated and impossible to mow. The dog parks are designated retention areas and are doing their jobs, but in the process mulch run-off and muddy areas have resulted.
3. Turf weed control is near completion. The dandelion and clover seasons are coming to an end. Fall weed control will rectify any missed areas due to weather.
4. Warning tracks at Cannon and Fabbrini have been sprayed and are within weed thresholds.
5. 102 Trees were planted.
6. 76 trees were planted to replace Ash trees lost to EAB throughout the district.
7. 26 Oak trees were planted at Fabbrini Park (Highpoint) in conjunction with the renaming ceremony. These trees were made possible through a grant from United Airlines.
8. The fall tree order has been placed for 50 more trees to plant this fall as Ash replacements.
9. Due to the wet conditions we are on our third round of weeding shrub and flower beds throughout the district.
10. Invasive species control has begun and will continue as weather permits. Overall our control program is meeting the tolerable percentage of 20% with the majority of sites at an occurrence level of approximately 5%.
11. Three new tree memorials were installed at Vogeley (2) and Valley (1) Parks.
12. Completed maintenance and repair on all sprinklers.
13. Zamboni replaced rear lift bar and two shut off valves.
14. Bed edger replaced three idler pulleys and belt.
15. Commando fertilizer spreader new front tires.
16. Daily maintenance and repairs to mowers and ball field groomers.
17. Prepped two new vehicles for ready to use.
18. New tires installed on truck 528.
19. Staff removed Senior Center platter box wall and constructed new block wall and top cap at same location at Triphahn Center.

20. Staff installed all benches back on new pads at Fabbrini Park pathway.
21. Staff removed treated lumber planks from Lake Overlook and replaced with new lumber at Fabbrini Park.
22. Staff installed new seats on rockers at Valley Park Playground.
23. Staff removed graffiti, repaired wall on playground at Canterbury Park, and removed graffiti at Highland, Hoffman and Fairview Playgrounds.
24. Staff removed a treehouse at Essex Park.
25. All the water to the splash pads are on and repairs being made to one not functioning properly.
26. All drinking fountains are turned on.
27. Multiple repairs made to the Funbrella's at Seascape.
28. Repairs were made in 4 different spots on the water line feeding the dog park at Bo's Run.
29. All the air filters were changed at PSS&WC and most of Triphahn Center.
30. Repairs were made to the air compressor at Triphahn Center.
31. Pump couplings were repaired at PSS&WC.
32. New spa filter and chemical controller were installed at PSS&WC.
33. Electrical power was upgraded at the café in PSS&WC for the new vendors.
34. Multiple ballasts and light bulbs were repaired at PSS&WC.

Planning & Development

1. Playgrounds:

As previously reported, Valley and Maple playgrounds were completed in early June and opened to the public. The ornamental fence was installed at Maple and is serving as a barrier between the playground and Illinois Boulevard. Yet to be completed in-house, is the installation of the bench and bike rack at Valley and restoration of turf areas damaged due to construction access issues. Evergreen Park has been delayed because access to the district's dump site is not passable due to the amount of rain the site has experienced over the last month and a half. The estimated cost to haul mulch material that is not used for public distribution is between \$7,000 and \$10,000 and staff does not think that it is worth expensing that at this time.

2. Parking Lots:

Asphalt work on our parking lot projects was completed in early June and crack filling and seal coating was completed the last week of June. At this point, staff is evaluating all parking lots and work to be included for consideration as part of the 2016 capital plan.

3. Fabbrini Park:

Along with the parking lot paving, the contractor completed the resurfacing and adjusting of grades on the paths within the park. Because of significant grade adjustment, maintenance staff will adjust adjacent turf areas so that the path edges are flush with the surrounding turf areas. The fence contractor has installed the barrier fences where significant grade differentials occurred as a result of the path adjustments. The tennis court gate relocation will be completed as soon as a new gate arrives. Staff, along with the contractor has determined that along with the existing gate that was to be relocated was in poor location and not worth the relocation expense. The cost of the new gate was \$350.

4. Chino Park redevelopment:

Planning staff met with recreation programmers to determine the best use for Chino Park. Based upon their analysis of current needs, Rec staff is evaluating the concept of Chino being developed as an active use area for youth and teens. Planning staff is currently reviewing equipment concepts along with amenities that would meet or address programming needs. Envisioned as a destination location, the Chino development could be a revenue source that has not previously been tapped into both from an entry fee similar to the dog parks and corporate sponsorships. Challenge "U" Hoffman as it might be called could possibly be the next playground concept for a user group that has typically been lost to sedentary lifestyles. Conceptual budgets have been developed in the range of \$750,000 to \$1,000,000. When more information is available, Planning staff will present the concept to the committee and board. At this time, one of the products and/or equipment has not been formally released to the public, but rather it is expected to be introduced at the National Conference in Las Vegas.

Recreation and Facilities Division



UPCOMING EVENTS

- **August 2: Hook an Adult on Golf** – free clinic for adults who have never golfed
- **August 3: Volunteer Appreciation Night** at Seascape Family Aquatic Center
- **August 5: Live Music**– 6:30-9:30 PM in the Gazebo at Bridges
- **August 6: Summer Sounds on the Green** 7 PM
- **August 7: Seascape Movie Night** 8 PM
- **August 7: Friday Fun in the Park** – 10 AM at Vogelei Park
- **August 8: Party in the Park** - Fabbrini Park 4-10 PM
- **August 9: Grandparents Day** at Seascape, grandparents get in free with child
- **August 13: Summer Sounds on the Green** 7 PM
- **August 14: Fitness Fun Day** at Seascape
- **August 15: Parents Night Out** at Prairie Stone Sports & Wellness Center

- **August 23: Seascope closing weekend**

Snapshot Summary/Highlights:

- To date, over 220 team members have participated within the CHEER customer service training program. A CHEER overview was provided at the FT HEPD meeting, with 2 additional CHEER trainings planned for 2015.
- On June 25th, HEPD received its first unannounced Starfish Aquatic Institute (SAI) review of the summer. The overall score met all expectations. The SAI reviewer had nothing but great things to say about Seascope's staff and management team. She was especially impressed with their enthusiasm and willingness to learn and improve.
- The PSS&WC Member Services team is currently working on cross promotional/marketing opportunities with Bridges of Poplar Creek to help promote membership as well as golf and banquet operations. Efforts are ongoing to introduce digital promotional membership ads on the golf cart GPS screens, and programs such as "bridal boot camp" and personal training for golfers are being considered for development.
- PSS&WC, WRC and TC all had a very strong net sales membership month, each exceeding their goals. Currently PSS&WC is carrying a positive net 64 above projections and TC made a great turnaround going from a negative net membership total of (55) to only being down 11 memberships from this time last year. This is very positive despite the increase in competition over the previous year within its demographic boundaries. WRC is up over 52 memberships from this time last year.
- The Preschool and Early Learning Program continue to show very strong numbers; their total program is up 34 participants from this time last year.
- The 50+ group had a great month in membership sales with 34 memberships sold as compared to 1 this time last year.
- The Wolf Pack hockey program is up 69 participants from this time last year.



Dance

Recital Dance

- The Hoffman Stars Dance Company competed in the Talent on Parade Dance competition in Aurora on May 1-3rd. The results; Company 1 – 2nd overall for Lyrical, 1st overall for Jazz. Company 2 – 5th overall for Jazz. Company 3 – 10th overall for jazz. It was a great ending to the competition season.
- Stefani LiPetri – 6th overall
- Julie Chen – 7th overall
- Malorie Anderson – 2nd overall

Gymnastics Programs Summary:

Program/Month/Year/Variance +/-	6/2014	6/2015	+/-
Spring	180	200	+20



Youth Athletics

The Youth Athletic area is excited to report the development of some new and exciting programs for the spring and fall of 2015. The following is a list of these new active programs:

- This fall the Hoffman Estates Park District will be running flag football for grades 1-8. The season will start at the end of August and conclude in October.
- Starting this spring Hoffman Estates Park District will be starting the first youth rugby program. This program will start with two free camps in April and May and a weeklong camp in July. With this new base of players, the district will try and run a league the following summer between July and August.
- The youth athletic area will be working with the Wolf Pack program to create a “boxed lacrosse league” during the summer; the camp will run during the off season of Wolf Pack hockey.
- This spring the youth soccer program is offering a pre-kinder soccer league for those players entering Kindergarten in the fall. The main goal is to get to these players early and introduce them to the basic skills before they start playing in the Fall Soccer League.

Youth Soccer Summary:

Program/Month/Year/Variance +/-	6/2014	6/2015	Var. +/-
In-house soccer	367	520	+153*

*Please note: last year, participants registered for fall and spring seasons separate so we had a total of 367 registrants in spring only. This year parents had the option to register fall & spring, fall only, or spring only. The 520 total is a combination of players that registered for fall & spring and spring only as that is the total number of players playing in the spring season. This is including the pre-kinder program.

- Soccer registration for the Fall 2015 & Spring 2016 season will be kicked off on Sunday June 7 at Cannon Crossing Soccer Fields. Registration will take place from 11am-4pm.
- Pre-Kinder soccer registration is currently at 43 participants. 6 teams have been formed and teams will play 4 v 4 to give participants as many touches with the ball as possible.

Hoffman United Travel Soccer Summary:

- Go to www.hoffmanunited.org for the full schedule of dates and times.
- Meeting for HUSC was held on Wednesday, June 24, 8:30pm TC Boardroom.

- Season is ongoing.

Youth Baseball and Softball Season

- Registration for baseball and softball is currently going on. Please see below for league numbers.

2014	48	72	48	44	14	0	10	11	247
2015	50	62	29	27	28	+26	14	15	251
Difference	+2	-10	-19	-17	+14	+26	+4	+4	+4

- Travel baseball teams- This year under HEPD we will have two travel baseball teams. They will compete in the MSBL and travel to several tournaments on the weekends. We will have one team at the 11u level and one at the 13u level. Each team has 13 players and is reflected in the number above.
- July 26-27th will be our second annual Alzheimer's tournament.
- We will have a HEPD tournament team at the Bronco (5-6th level) and the Pony (7-8th grade level). These teams will compete in local all-star tournaments in July.
- All-star game was Sunday June 14th at Cannon Crossing.
- Fall baseball league information was given out to all coaches and players the first week of June.

Adult Badminton

Our goal is to build up a clientele to promote leagues in the fall.

Badminton times for the summer (at South Barrington):

Monday nights from **7:30-9** and/or

Thursday nights from **7:30-9**

South Barrington Park District

The first session began on Mon, June 1st and go to July 13

Thurs started on June 4th and goes until July 16



Early Childhood

Preschool / Early Childhood Summary

Preschool:

Threeschool 15-16	15 TC 4 WRC 9 TC	4 TC 10 WRC 22 TC	-5
2's Playschool 15-16	8 WRC 103 TC	16 WRC 124 TC	+21
Preschool 15-16	67 WRC	62 WRC	+16

Early Learning Center	24	22	-2
Total Preschool:	230	260	+30
Summer Camp:			
Preschool Kids Camp – S1 & S2	59 TC 36 WRC	71 TC 34 WRC	+10
Healthy Kids Camp – S1 & S2	36	33	-3
Kinder Camp	30 TC 24 WRC	64 TC 15 WRC	+25
Ready for Kindergarten Camp	25	31	+6
Safety Town – S1 & S2	22	7	-15
New! Nature Investigators Camp	n/a	19	+19
Tot Spot 2's Camp - S1 & S2	22	24	+2
Jr. Leader	2	4	+2
Total Summer Camp:	256	302	+46
Early Childhood Classes:			
Child only	40	9	-31
Parent-Tot	32	21	-11
Total Early Childhood:	72	30	-42
Total	558	592	+34

- **Preschool**
Preschool ended in May. Staff continues to work with C&M to promote summer registration via road signs, Eblasts and posters.
- **Early Learning Center**
ELC summer schedule started on June 8. The children visit Fabbrini Park or Vogelei Park (and splash pad) every Monday. They also have swim lessons at PSS&WC on Wednesdays.
- **Early Childhood Classes**
Summer session began mid-June. Child only class enrollment has decreased because four nature classes were eliminated and a new Nature Investigators Camp was added. Numbers for the new nature camp are listed under Camps.
- **Summer Camps**
Camp began the week of June 8. The full day camps started a week later on June 15, but since the preschool was already complete, we kept our start date at its original date. A new Nature Investigators Camp was added this summer. This camp is taught by one of our early childhood instructors who has a degree in Science Education. She is teaching nature themed topics that all relate to experiences children can get at Vogelei Park (trees, ponds, fish, weather, etc.)

Summer Camp Program Summary

June	06/2014 (3 weeks)	06/2015 (2 weeks)	Variance +/-
Bus Service	8	24	+16
Creative Arts Camp	45	40	-5
Discovery Camp	57	47	-10
Explorers Camp	159	109	-50
3 day Explorers Camp	130	100	-30
Early Arrival	254	185	-69
Late Stay	284	201	-83
Nature Camp (1 week)	12	24	+12
Science Camp (1 week)	19	37	+18
Sports Camp	202	123	-79
Teen Camp	68	63	-5
Totals	1,238	953	-285**

- **School ended on June 12th due to added snow days during the school year. Therefore, we had to cancel the first week of camp** however if you take the average number of campers per week from 2014 (412) compared to 2015 (476) we are up 64.5 campers as a weekly average.
- Additional training was offered to staff this summer, including CHEER training.
- We hired 14 new staff members that have picked up the responsibilities and vision of the summer camp programs. We had aimed to hire specifically trained staff; for instance, a theater major employee works at Art Camp.
- We had our first staff meeting on Tuesday, June 23rd with our full day camp staff.
- We are implementing a new program called "Super Staff." This program was developed to promote staff morale through the whole summer, praise staff for going above and beyond, and having them work together for a common goal.
- We have worked with the Seascape pool to utilize yellow wristbands for children to participate on the tube slides, but still be restricted from the deep end of the pool. This is allowing more children to enjoy more amenities that the pool has to offer.
- All staff did show up to work the day of the Blackhawks parade.



50+ Club

Membership	6/14	6/15	Var +/-
Month	1	35	+34
Year	6/30/14 – 6/30/15: 626		

Volunteerism

Volunteers – 3 volunteers – 5 ½ hours total
(newsletter/planning for summer picnic & games day)

Classes offered in June

Basic Exercise, Gentle Yoga, Tai Chi, Spanish

Upcoming trips

Carole King: Beautiful, Mystic Blue Lunch Cruise, Navy Pier, Pierogi Fest, Whiting, IN, Jazzin' at the Shedd, Bears' Training Camp, Fancy-Free Overnight to Door County (held all day parts/weekdays, week nights, weekends)

Upcoming Evening/Special Programs

Health Screenings – 2 drop-ins
Pub Quiz Night (3rd Thursdays/6:00 pm) – 22 participants - held at Pinstripes

Friday post lunch programs (June)

6/5 Member presentation on the iPhone and like technology
6/12 Great Harvest Bread Co, 16 participants (post-walk rained out)
6/19 Health Living walk scheduled at Fabbrini Park

Organized Activities

Bingo at Culver's
Annual Six-County Senior Games prep/registration

Other

IPRA Senior Committee meeting on this year's senior games – big turnout for Pickleball competitions
Meet with 50+ Ambassadors' committee on the future of the 50+ Active Adult Activities Center for current and prospective members
Attended Notables (Choir group) performance – involving four 50+ members
Helping Hand Committee met
Met with Jennifer Hayward regarding sponsorship opportunities, compiled/emailed Jennifer list of 50+ prospective sponsors and company partners
Received \$500 donation from Comfort Keepers, in-home care providers, in advance of annual (8/19) Open House, co-sponsored by Comfort Keepers and Amita (formerly Alexian Brothers Network)
Participated in Scott Triphahn Celebri-tee Golf Outing



Ice Operations

I.C.E Academy

- The spring skating lesson program started on April 7. 236 skaters are enrolled for the spring session. In 2014 there were 239 skaters.
- Staff is in the planning stage of a June ice show.

Wolf Pack

- Below are the Jr. Wolf Pack participation numbers
 - Beginning Skating – 72
 - Skills Development 2 day program – 74
 - Game Day Training 3 on 3 – 15

Total of 161 skaters are enrolled for the spring. In 2014 there were 180 participants.

- Spring Wolf Pack enrollments for each division.
 - 42 Mites
 - 82 Squirts
 - 79 Pee Wee
 - 80 Bantam
 - 42 Midgets
 - 20 Silver Mite

That is a total of 345 players for spring. The previous enrollments over the past 4 years; 2014 - 276, 2013 – 285, 2012 - 206, 2011 - 179.

Ice Rink Information

Program	4/2014	4/2015	Var. +/-
• Public Skate	237	123	-114*
• Freestyle	262	154	-108**
• Drop In/Homeschool	331	345	+14

**In the spring of 2014 public skate was offered on Friday nights and there was freestyle on Saturday mornings. These options are not available in 2015 thus the drop in daily usage. There was also no public skate on Sunday April, 5th due to the holiday.*



Prairie Stone[™] Sports & Wellness Center

June Membership Totals	2014	2015	+/-
	3478	3511	+ 33

Member Services

- The enrollment promotion for the month of June extended a uniquely deep discounted enrollment fee of just \$1.00 (with prorated dues) from June 1st thru June 15th. The enrollment fee discount increased to \$20.00 (with prorated dues) on June 16th thru the end of the month. The Member Services team was encouraged to use discretion and leverage prorated dues remaining for the month of June during either promotional discount span in order to secure enrollments for the month. The resulting impact was positive given that our new member goal was exceeded by 9 members during the month (as compared to June 2014 when the new member goal fell short by 10 members).
- The ongoing Friends in Fitness member referral program continued to be a primary force in generating new memberships; the club cash incentive corresponding with this referral program rewards current members with a \$25.00 club cash reward for referrals who enrolled as members, however, during the month of June, this club cash reward was increased/doubled to \$50.00. These promotions have proven to be popular and effective among prospective clients and among the most productive of marketing efforts. A total of 14 new enrollments in the month of June resulted from member referrals.
- The ENROLLMENT FEE banner on the north side exterior remained mounted on the building along with the east side banner, both of which continue to attract many prospective clients. This second banner provides visibility/identity of the building for westbound traffic on Route 72 and compliments the signage panels installed in the spring of 2014. Likewise, both internal and e-based targeted marketing were utilized to inspire member referrals as well as to reach all HEPD clients throughout the community. The HEPD bi-monthly eBlast included the enrollment promotion details, and targeted emails through Retention Management continued to be sent throughout the month to promote the club cash incentive for member referrals with additional incentives promoted on Facebook and the HEPD and PSS&WC websites. The PSS&WC enrollment special was also advertised on each of the District's new electronic marquee signs throughout the community. The PSS&WC enrollment special was also advertised on the VHE electronic marquees located at the corner of Shoe Factory Road and Beverly on the southwestern edge of Hoffman Estates.
- The number of credit card denials following June billing continued at a manageable pace as compared to those logged in Q1. Efforts that were implemented within the Member Services and Billing offices to continue to contact members proactively to obtain updated information for billing continued aggressively during the month of June. These efforts include phone calls, emails, form letters, and person-to-person contact upon check in at the

Service Desk. The number of 90-day kick-outs/cancellations logged for the month of June (18) was significantly less than the number logged in 2014 (32).

- The General Manager of Sales & Operations secured the renewal of the corporate membership agreement with GECC. The current agreement, which expired on June 30th, and supports membership for all GECC employees at the Prairie Stone Business Park location, was renewed at current terms through June 30, 2016. To date, there are a total of 347 GECC employees enrolled at PSS&WC through this agreement, which generates a total of \$55K in membership revenue annually.
- Efforts are continuing with regard to the composition of a new member survey that will be administered in Q3. Results from the survey will be used in conjunction with a facility SWOT analysis to guide budgetary efforts in 2016.
- The Member Services Supervisor position was vacated as of June 26th and is currently open and pending recruitment of a replacement. The job posting for this position has been posted internally at HEPD facilities and also on the IPRA website and Club Industry job board. Interviews for this position will begin in early July.
- The Member Services team coordinated a special event at PSS&WC to commemorate National Pet Adoption Day by hosting representatives (and dogs) from the Chicagoland Dog Rescue agency on June 24th.
- The Member Services team received some very positive accolades from members during the month of June for exceptional levels of customer service! (See attached documents.)

Operations Department:

- The new facility hours of operation went into effect on June 1st. The facility closes 1 hour earlier each night of the week while Kids Korner closes 1 hour earlier on Saturday and Sunday. Signage has been posted in the club to inform members accordingly.
- The PSS&WC parking lot was part of the HEPD parking lot crack fill project for the district. Within the month of June, portions of the PSS&WC parking lot were completed for the crack fill process. Other remaining portions will be completed within the 2016 HEPD parking lot repair project.
- The PSS&WC Women's steam room is undergoing temporary repairs within July. The men's and women's steam room are in process of evaluation for refurbishing within 2015.
- PSS&WC is currently working with Planning & Development at HEPD on securing details for tennis court resurfacing of all 3 indoor courts in 2016. The USTA has offered grant money to reimburse the costs relative to adding blended lines on all three courts, which are used for senior and youth (10 and under) tennis programming. A response is pending from USTA as to whether or not the grant money for this project can be held until 2016 when the indoor courts will be resurfaced.
- Efforts are ongoing with regard to the transition of juice bar/café services to the Flores Rosales Family Corporation effective July 1st. Details pertaining to menu items, catering options (for rentals, parties, and tournaments), hours of operation, etc.

Fitness, Personal Training & Group Fitness

- The new PSSWC personal training fees have gone into effect within the month of June. The fees were announced within the HEPD brochure, new tri-folds were developed, and current clients were provided a letter by their personal trainer. The fee increase was appropriate given market value and product quality. In addition, it's been 5 years since the previous fee increase. The transition for the fee increase went well, reflecting within the positive revenue generation for the month of June as well as customer response.
- The new Personal training rewards program will start 7/1/15. This program rewards loyal personal training clients by providing 1 complimentary 1hr private training session, after the client completes 20 training sessions. The program intention is to continue to reward client behavior and encourage use of personal training services.
- The new strength circuits have been developed and posted for members. Members are responding positively to the new educational information provided. Circuit training is a method of resistance training, or weight training that maximizes the volume of work done in a short period of time. Circuit training is a great tool to use for people who are interested in weight loss, muscle gain and overall strength increases. Professional signage is in process of being developed for the circuit training series.
- A new part-time PSSWC group fitness coordinator, Charles Herring, has been hired and will begin working within the month of July. Charles has a wealth of experience within the fitness industry, holding certifications in many different facets of group fitness, including Master Trainer and Physical Fitness Specialist from the Cooper Institute. Glenna Gineris, former Group Fitness Coordinator, will remain active as a part-time group fitness instructor continuing to teach Pilates, Spinning, Forever Fit, as well as additional formats.
- Class participation has remained steady. Highlighted classes include:
Zumba 40 Yoga and Pilates 30 Pump & Abs 25 Aqua Tabata 12
- Within the area of nutrition, there is one upcoming nutrition workshop in July (Belly Busters 7/14). In addition, a new Registered Dietician has been hired, in order to accommodate customer requests for nutritional consultation services.

Programs and PSS&WC Swim Lessons

- The June session of Parent's Night Out ran this month with 11 participants. Kids played active games in the gym, climbed the rock wall, ate a pizza dinner and watched a movie. The next PNO event is scheduled on July 18th. This program tends to be less popular during the summer months.
- The first indoor summer swim lessons of swim lessons is coming to a close with 326 participants compared to 320 participants in the same session in 2014. The second session of indoor swim lessons begins the week of July 13th.
- The ELC program has been coming over to PSS&WC for swim lesson on Wednesday mornings from 10a-11a. There are 20 ELC children who are enrolled in this swim lesson.

- In the area of private swim lessons 335 lessons have been sold in 2015 compared to 340 at this time in 2014. The Program & Aquatic Supervisor is working with the C&M department on a marketing package to help boost participation in this program.
- PSS&WC's youth climbing classes are finishing up in the next couple weeks with 8 participants. A new session will begin on July 15th and already has 7 people enrolled with a couple weeks of registration remaining.

Seascope Season Pass Sales & Marketing (Seascope)

- On June 25th HEPD received its first unannounced Starfish Aquatic Institute (SAI) review of the summer. The overall score met all expectations. The SAI reviewer had nothing but great things to say about Seascope's staff and management team. She was especially impressed with their enthusiasm and willingness to learn and improve.
- So far this season 1,191 Seascope season passes have been sold compared to 1,396 passes at this time in 2014. This is a 15% reduction from last year but in speaking with other districts many are well over the 20% as far as short fall in pass sales. Beginning on July 20th Seascope season passes will be on sale at 50% off.
- Seascope's Facebook page is gaining momentum with 360 likes and about 480 engaged users on a weekly basis. The most popular post this month were two pictures posted after the leak was fixed reaching over 700 people. Fans have been "checking in" and tagging Seascope in photos they post on Facebook which has been a lot of fun.
- In the area of outdoor swim lessons at Seascope there has been 241 participants registered in our June classes. This includes two morning sessions and one Wednesday evening session. There are two more morning sessions remaining with registration still coming in.
- At Seascope there has been 14 private lessons sold compared to 9 private lessons sold in June 2014.
- On June 12th Seascope showed Big Hero 6 for the first movie night of the summer. Weather wasn't ideal but the people who came out seemed to really enjoy themselves. The next movie night will be on Friday, August 7th featuring Planes – Fire & Rescue.
- This weekend Seascope is hosting a Military Appreciation Weekend all weekend long. All men and women who serve or have served will enjoy free admission.



Triphahn Center

Triphahn Center Fitness and Operations:

Membership Totals	06/2014	06/2015	Var. +/-
	945	934	(11)

General Summary:

- Our new Facility Supervisor Gary Fong continues to work off his 90 day on boarding plan. He has made great strides in the area of cleanliness, facility repairs and customer service both internally and externally.
- Dance World was successfully held on June 13th.
- Summer fitness classes began the week of June 1st. There are currently 2 classes running with 12 participants.
- Staff continues to work with the maintenance dept. to rectify HVAC concerns and issues.
- Carpet installation in the admin area began the week of June 30th.



Willow Recreation Center

Membership Fitness/Racquetball Totals	05/2014	05/2015	Var. +/-
	356	408	+ 52

Fitness Classes:

- Summer fitness classes began the week of June 1st. There are currently 9 classes running with 51 participants with an additional 65 drop in participants
- There were 133 racquetball courts sold compared to 134 in 2014



Dog Off-Leash Areas

Bo's Run:

- There are currently 306 members to Bo's Run / Combo passes (239 Bo's Run only plus 67 combo members). There were 435 members to Bo's Run at this time in 2014 (340 & 95)

- Breakdown for Bo's Run / Combo passes HE 139, Palatine 38, Barrington 24, Schaumburg 45, Arlington Heights / Mt. Prospect 2, Inverness 19. Additional towns are Rolling Meadows, Elk grove, Hanover Park,

Freedom Run:

- There are currently 378 members to Freedom Run (311 Freedom Run only plus 67 combo members). There were 441 Freedom Run (346 & 95) in 2014
- Breakdown for Freedom Run/ Combo passes Elgin – 166; HE – 94; Streamwood 63. Additional towns are Schaumburg, Huntley, Hanover Park. S. Barrington, Elk Grove, Palatine, Wheeling (27 total).

Dog Park Passes	06/2014		06/2015
Bo's Run	340	Bo's Run	239
Freedom Run	346	Freedom Run	311
Combo	95	Combo	67
	789		617*

- Staff has received quite a few calls about the dog flu and concerns from previous members waiting to sign up until this has passed. Staff believes that some of the reduction is also due to the opening of the new Schaumburg dog park. But in the recent weeks staff has seen a large influx of Schaumburg residents joining the parks again.



Communications and Marketing

PROGRAM PROMOTIONS

Staff worked with program managers to promote Summer Camp, Hook an Adult on Golf; Parents Night Out, 9& Stein, Gardening classes, Prairie Stone memberships, 50+ programs; youth sports, Friday Fun in the Park, BPC Live Music, Father's Day events, Party in the Park.

Community Calendar Submissions to: Daily Herald, Trib Local, Kidwinks, Oaklees Guide, Parents' Magazine, Hoffman Estates and Schaumburg Chambers and Hoffman Estates Visitor's Bureau.

COMMUNITY EDUCATION

HEALTHY Kids Blog –The articles are individually promoted through social media and a feed on our website.

Independence Day Parade – at the parade this year, Park Commissioners passed out fruit snacks with cards attached. 1,000 had cards with Splish Splash Family Bash on one side and Seascape pass on the other; 1,000 had cards with Splish Splash and an ice skating pass on the other. In addition, Foundation Trustee Rossiaky walked with a poster and informed the parade viewers of the Splish Splash event. Park Board President Bickham was the MC for the event.

VIDEO

Prairie Stone Group Fitness demo videos – were completed for PSSWC website to help members understand what the classes are like.

Friends of HE Parks – updated the video to replace the old logo with new logo.

PUBLIC RELATIONS & ADVERTISING

Summer Camp Promo – We placed an ad in the Daily Herald's Summer Camp Guide (Sun. March 15), plus 3 ads in the Suburban Parent Camp Pages (April 15, May 13, June 10). The ad will offer campers who register as a result of the ad a free insulated lunch bag. We will measure the response after camps are over; we will track:

- 1) Hits to a special splash page with more information and links to registration
- 2) Report showing a Promo Code used at online registration
- 3) Number of lunch bags given away

We will need 43 camp registrations to cover our costs and our goal is 50 new registrations, which would equate to a 3% ROI.

RESULTS TO DATE as of 7/2: 7 hits to the splash page; 3 campers registered

Daily Herald Trade Ads, appearing in Neighbor Section on Sundays 2xs per month:

JUNE: Summer Camp, SRT Celebri-Tee Golf Outing

JULY: Splish Splash, Golf Course, Summer Camp,

Sponsorships

In her first 2 months on the job, Sponsorship Coordinator Jen Hayward has secured three sponsorship agreements totaling \$5,000:

Pinstripes – Fall Youth Baseball sponsor - \$3,000

Kids Plus Pediatric Dentistry – Friday Fun in the Park sponsor - \$500

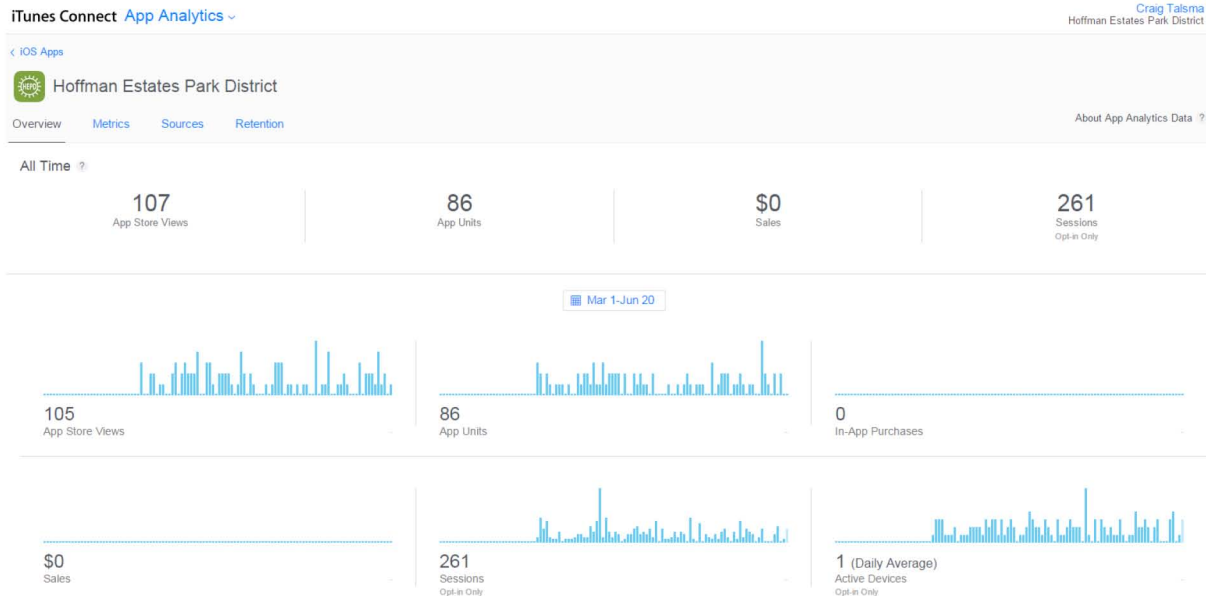
Michael Lovda DDS – Splish Splash Family Bash sponsor - \$1,500

MARKETING DASHBOARD



Mobile App Downloads

The app has been available since April 25, 2014; to date we have had 1,489 apps downloaded. Apple has introduced new analytics that are in beta testing stage, data is available starting March 1 on IOS 8 and after for iPhone users who opt-in and allow Apple access to data:



Mobile Access

Results to date are positive, showing more users accessing heparks.org on mobile devices or tablets. We are looking for a greater percentage of page views by mobile devices and fewer via desktop. Benchmark column indicates how users accessed Heparks prior to the app and mobile-friendly website. (Responsive mobile-friendly website launched Oct 28, 2014; app launched April 25, 2014; mobile WebTrac launched in late November 2014.)

	Benchmark: Feb 2013-Feb 2014	May20-July2, 2014	May20-July2, 2015	Change from last year
Desktop	63%	49%	46%	-3
Mobile	27%	38%	44%	+6
Tablet	10%	12%	8%	-4*

*A decrease in tablet views is speculated to be a result of more mobile phone use as mobile phone screens are increasingly larger. Tablet sales have leveled off. It is more convenient to use a smart phone which is always within reach.

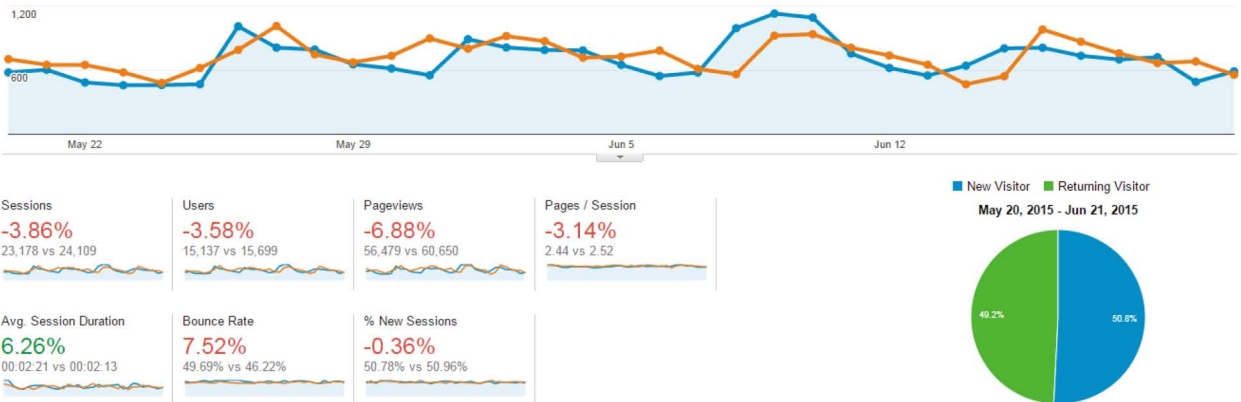
<http://time.com/3532882/people-arent-buying-tablets/>



Website HEParks.org Google Analytics

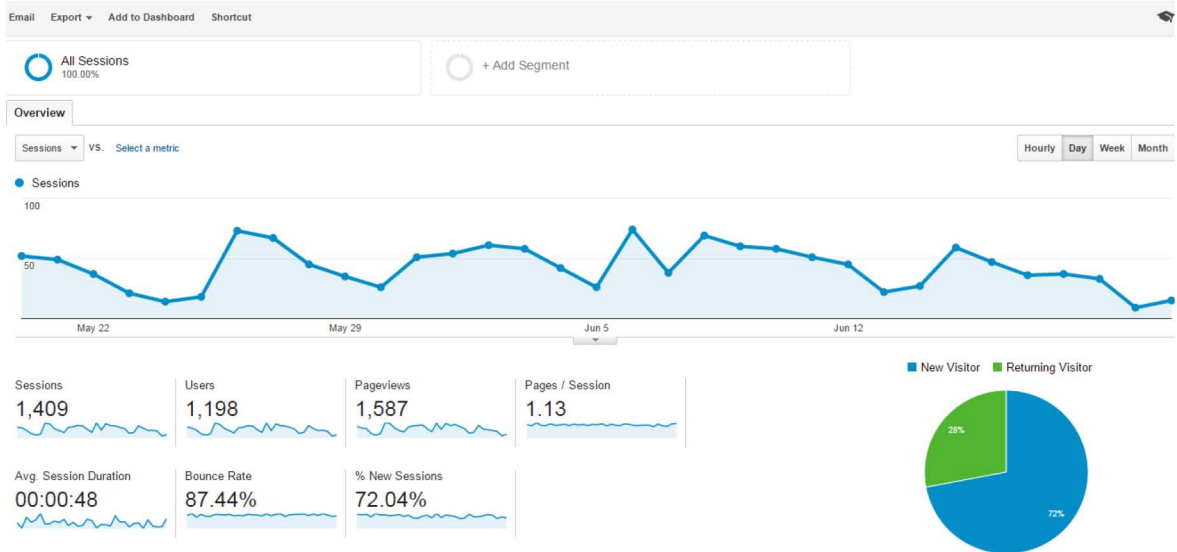
Hits to the home page are steady, slight decreases are noted, but the average

session duration is up. Orange line is 2014, blue is 2015.



Program Guide Online

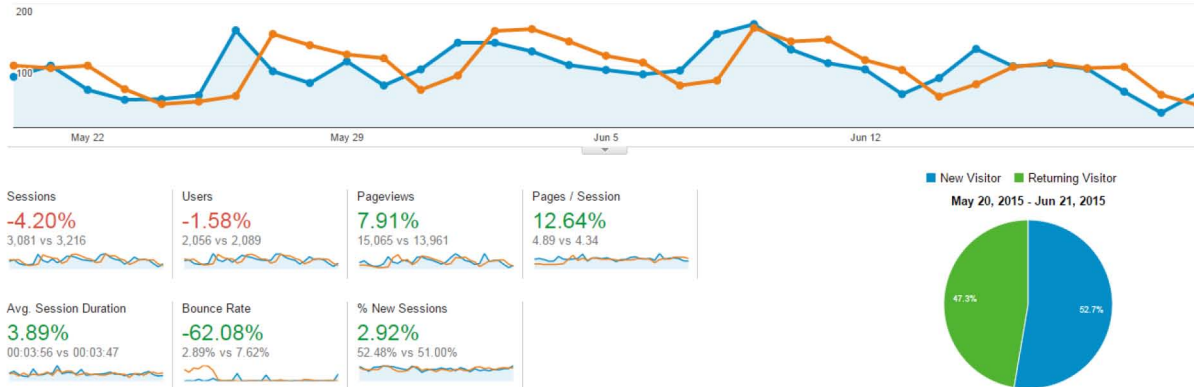
Indicates how many times people are viewing the electronic version of our program brochure on our website. A greater number of people are viewing the Program Guide online. It appears that folks are viewing the Program Guide on the weekends, and registering online during the week.



WebTrac/Online Registration Page Hits

Google Analytics – Hits peak mid-week, which is a change in our historical trend, which used to have hits to all web pages mid-week. We still see an increase in hits the week right before sessions begins. The number of Sessions and Users has gone down, but the number of Pages per Session and Page views is up significantly,

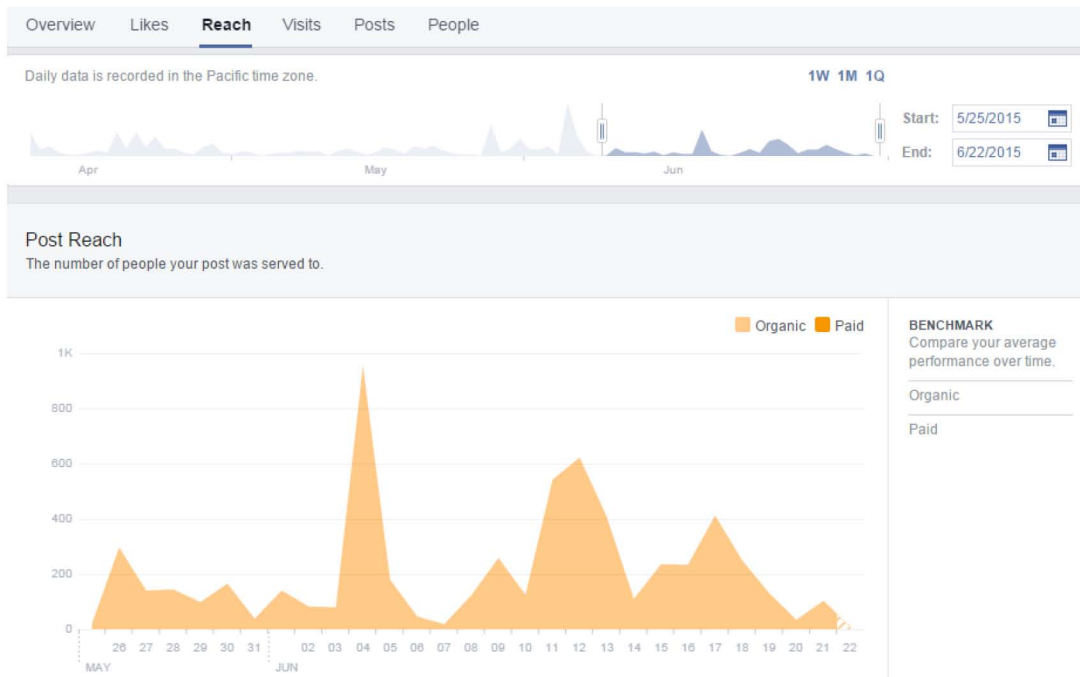
which indicates the experience the user is having is more effective; they are spending more time in online registration. Orange line is 2014, blue is 2015.



Facebook Reach



Total Likes – 1,871. Our goal is engagement: The more people tag, share and comment on posts the greater the reach. 28 Days Page Engaged Users (Col G): The number of people who engaged with our Page. Engagement includes any click or story created in June = 15,126.



Conversion Rate – What percentage are registering online?

Derived from a RecTrac Report that indicates the percent of registrations made online vs in person. New responsive/mobile-friendly website launched Oct 28, 2014. Mobile WebTrac was launched in late November 2014. Progress is being made each year in online registrations.

2011: 21%
 2012: 26.3%
 2013: 30.69%
 2014: 33.54%
 Jan-June 2015: 35.55%



Email Blast Results, Constant Contact

	Open Rate	Bounce Rate	Click-thru rate
2014 Sports and Recreation industry	20.20%	8.82%	7.49%
HEPD General EBlast, June 9	18.4%	1.7%	12.6%
50+ Club June	37.4%	1.3%	5.6%

Bounces = Emails sent, but not received by our contacts, suggests the quality of the data.

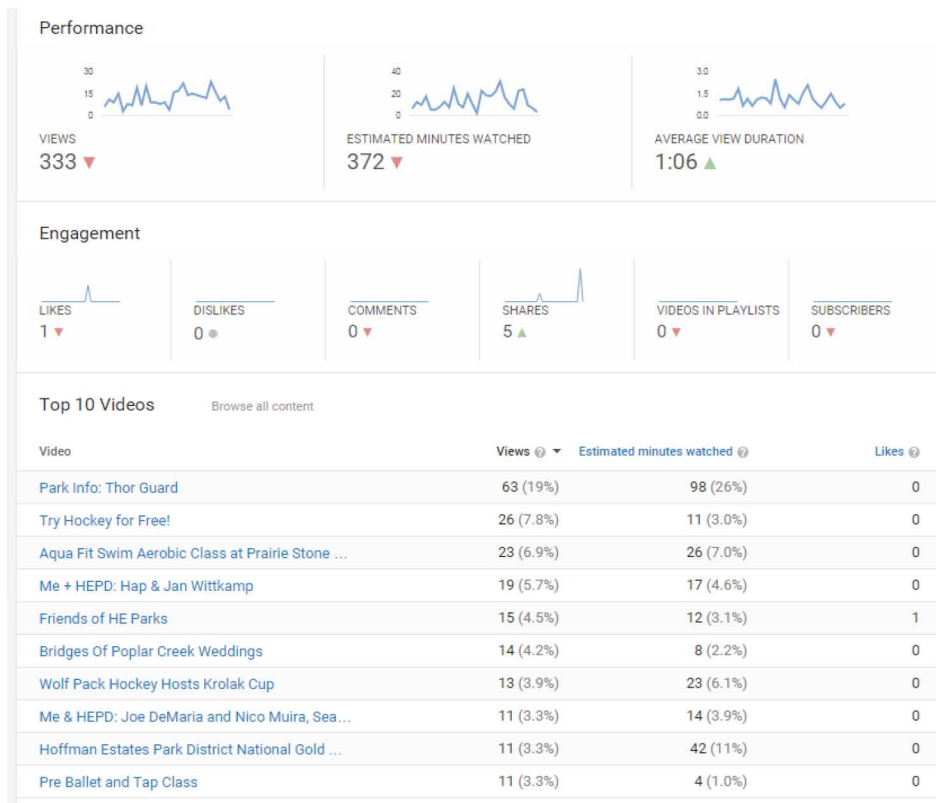
Opens = Emails our contacts received and viewed.

Clicks = Contacts who clicked on a link within our email.



YouTube Metrics

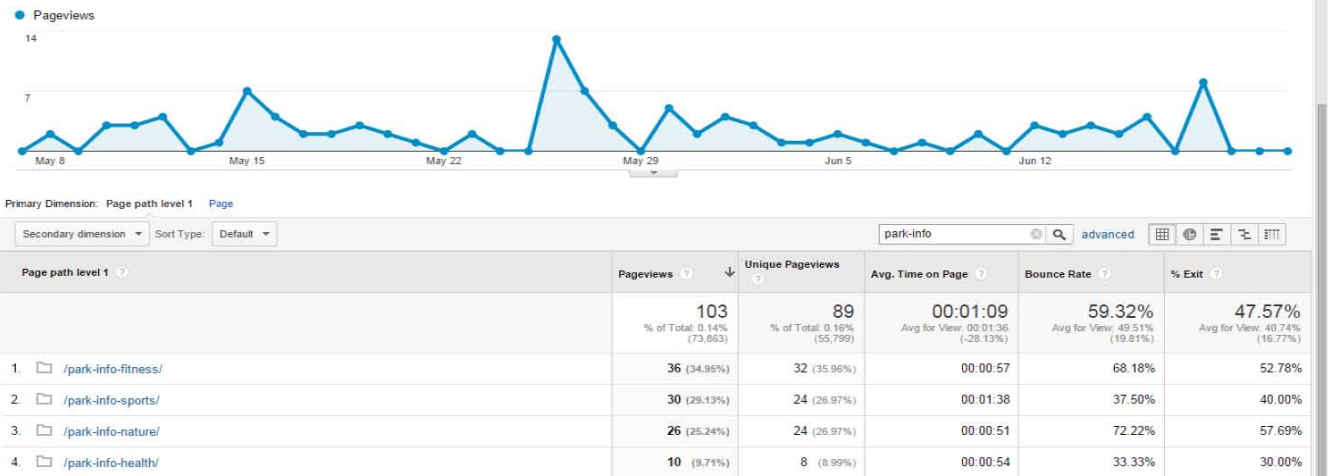
Below is a list of our Top 10 Videos with the most traffic and minutes watched over the past 30 days. "Me & HEPD: Hap & Jan Wittkamp" was the featured video May 20-July 2.



Park Info

Through a cooperative project with the Director of Planning and the Parks Maintenance department, on May 7 we implemented a new community education program called Park Info. Twenty three signs were placed in five parks (Evergreen, Black Bear, Cannon Crossings, South Ridge and Vogelei) containing QR codes that link to videos

on 4 topics: Sports, Fitness, Nature and Health. Each month a new video will be available for date.



Bridges of Poplar Creek

General Programs

- The 2nd Cleveland Wedge clinic was another great success. We had 30 students participate in a 90 min clinic on the short game and received a free Cleveland Wedge. So for both dates we had 59 students take part of this new program.
- Off the success of the Cleveland Wedge clinic we will also be offering a putting clinic with Odyssey Golf. This will be offered on Monday, August 3rd. We will be offering 2 classes (4:30pm to 5:30pm and 6pm to 7pm). Each student will receive an Odyssey White Hot putter and instruction.

Golf Rounds

ROUND TOTALS

2013	2014	2015
5,050	4,889	4,271

YTD ROUND TOTALS

2013	2014	2015
11,564	11,019	11,316

Range Information

RANGE BASKET SALES TOTALS		
2013	2014	2015
3,348	3,412	3,021
YTD RANGE BASKET SALES TOTALS		
2013	2014	2015
8,059	7,550	7,731

Communications & Marketing

Marketing/Advertising

- We did 4 email blasts for the month advertising; Big Bucket Challenge, Cleveland Wedge Clinic, Live Music Nights, Shop Specials, Wedding & Banquet Specials, Jr golf instruction, group instruction, and Special HEPD events.

Food & Beverage

For the month of June we had a total of 30 events: 45 Events in 2014

The breakdown is as follows:

7 breakfast meetings servicing 142

3 Rotary luncheons servicing 133

2 showers servicing 49 people

1 Quinceanera servicing 85 people

1 memorial luncheon servicing 25

1 meeting with hors d oeuvres servicing 220 people

1 1st birthday party servicing 33 people
9 golf outings servicing 962 people
4 weddings with both ceremony and reception here servicing 553 people
1 weddings with the reception only here servicing 76

We currently have 25 events booked for July. We had 36 events in 2014.

10 breakfast meetings servicing 177 people
1 Rotary dinner meeting servicing 25 people
1 anniversary party servicing 90 people
2 birthday parties servicing 75 people
1 Shower servicing 25 people
1 wine and dine event servicing 50 people
1 dance recital dinner (in house) servicing 75 people
3 weddings with both ceremony and reception here servicing 512 people
4 golf outings servicing 310 people.
1 Music night servicing 50 people

2016=4 ceremony and reception, 1 reception only

2015=23 receptions, 18 of which are hosting their ceremonies here plus 3 ceremony only

2014= 29 wedding receptions plus 7 ceremony only booked. Of the 29 receptions, 23 held their ceremony and receptions here.

We are receiving a lot of calls for 2016 weddings. We are currently offering 10% off any Saturdays that we still have open for 2015. Right now, we still have September 5th open and the Saturdays in October.

Golf Maintenance Summary

"Cart path only", this was a popular phrase in the month of June. We had 16 total rain days this past month with a total of 11.3 inches of precipitation at Bridges of Poplar Creek Country Club. The maintenance team spent many hours removing water from fairways with squeegees, pushing the water towards drains and into the rough to avoid standing water which can result in turf loss. The bunkers on the course required lots of attention with all the rain. It felt like the maintenance team was constantly pumping water from bunkers and pushing sand back up to the edges that had washed down to get them playable for golfers on a daily basis. We were able to identify some areas of the course that were in need of some drainage work as well. On hole eight the crew spent time digging and probing for drain tile in which we found some collapsed lines that needed immediate repairs. The repairs have been completed and sod will be applied to areas that were disturbed.

The maintenance team was able to complete two vertical mowings, spiking and topdressing application to the greens this past month, which has resulted in the greens being healthy and rolling true. The rest of the month was spent concentrating on routine maintenance, prepping for all the outings and repairs (divots and ball marks) after the outings.

Finance/Administration

- Staff had the opportunity to visit with U.S. Representative Peter Roskam at a small question and answer gathering. Staff brought up a current potential problem with the ability to invest the District's excess funds in institutional investment firms. The problem is created by new Federal rules from the Dodd-Frank Act which is sweeping Federal legislation in regards to financial reform stemming from the 2008 financial crisis. Part of this requires greater oversight for municipal bond issues. One of the glitches is that to now invest any funds either derived from a municipal bond issue or ear marks to repay debt service, the funds must be overseen by a municipal advisor and not a normal investment advisor. The bottom line potential impact is the refusal from major investment firms like Merrill Lynch or Smith Barney to accept the investment of funds that could be categorized in this manner. Staff continues to research the District's options to ensure compliance.
- Staff met with a contractor from Verizon to investigate the possibility of installing a cell tower at Seascape/BPC. Staff has negotiated that a flagpole tower like the one at WRC would be needed and that the optimal location would be at the open area at the south end of the parking lot at the extreme far end of the sled hill (not part of the sled hill area). We are only in the discovery stages of this but it would be an exciting possibility to have a flag pole on the south side of Hoffman Estates.
- Staff is reviewing all contracts and payments from Windsor sign and evaluating District options. Windsor has not been effective in supplying either as is required by their contract. Staff will evaluate options for remedies or change.

- The District's 2014 CAFR (Comprehensive Annual Financial Report) in final form was submitted to the GFOA (Government Finance Officers Association) for review in application for the Certificate of Excellence in Financial Reporting, staff expects to receive notification by September.
- Staff has begun investigating accounting software applications in preparation of the 2016 budget process.
- Payroll Cycle Processing
 - 06/19/15 \$327,219.35
 - 07/03/15 \$346,421.45
 - 07/17/15 \$336,745.61

Administrative Registration/EFT Billing

- EFT Billings for:
 - a. TC/WRC/PSSWC Fitness Centers
 - b. ELC (weekly)
 - c. Sponsorship
- Administrative Registration for:
 - a. Financial Assistance
 - b. Park Permits
 - c. Schaumburg Township Scholarships registration
 - d. Schaumburg PTO Scholarship registration
 - e. Foundation Event registration

Human Resources

- Processed 15 new part-time hires and 2 new volunteers.
- Advertised for PSSWC FT Membership Services Supervisor (Vacated by Eddy Hernandez)
- HECB (Hoffman Estates Community Bank) is replacing the Chase Debit Card payroll option. Additionally, all HEPD employees, who are currently not an HECB customer, are eligible to receive \$100 for opening an account at HECB and setting-up direct deposit from payroll.
- Coordinated a HECB presentation of this option at a full staff meeting and HECB provided lunch for all staff.

Technology

- Bo's Run Card Reader
 - Purchased outdoor Cat6 network cabling and ran a new cable to the card reader. Re-programmed card reader and confirmed network connectivity.
 - Lock mechanism appears to be damaged. Maintenance will fix and Bo's Run should be fully operational after that.
- EZlinks at BPC.
 - Assisted EZlinks staff to install two (2) computers. The Comcast BCI connection is being used to segregate EZlinks from our production network.
 - BPC staff is continuing to evaluate the EZlinks application
- TC server room UPS battery backup

- A claim was filed to PDRMA and an insurance adjustor came out to survey the device.
- Barracuda Spam Filter and Email Archiver
 - Purchased our own in-house spam filtering device from Barracuda. Device is installed but has yet to be implemented.
 - Barracuda Email Archiver will relieve disk space from our email server as well as help with any FOIA requests. Device was purchased and installed but has yet to be implemented.
- Shoretel Telephone system
 - A question and answer session on the Shoretel VOIP system was conducted at the last full staff meeting. The overall response on the new system has been very favorable.is being planned.
- Cisco Firewall
 - Cisco AnyConnect VPN has been configured and is complete. In the process of creating documentation.
 - Web Site access control has been implemented. Front Desk staff access is restricted as well as Facebook, streaming audio, & streaming video. General website categories were implemented for all staff. Will continue to monitor and adjust access control as needed.
- WIFI (Public & Private) upgrade throughout the District
 - TC's public WIFI was upgraded with Comcast extenders. Installed new Unifi Long Range WAPs at WRC, PSSWC, & BPC to bring and expand HEPD-Private WIFI.
 - Unifi Long Range WAPs were setup at Seascape (SEAFARE) to provide private & public WIFI for the concession stand as well as customers. Confirmed with our vendor and credit card processing has been working well.
 - Additional WIFI for ICEBOX at TC and SUMMIT at PSSWC were setup to accommodate our vendor's credit card processing.
- Admin Office Renovation
 - Coordinating with Maintenance on the timing of disconnecting and reconnecting computers as offices and cubes are being renovated with new carpeting and paint.

**HOFFMAN ESTATES PARK DISTRICT
PARKS DIVISION**

Key: C = Complete / SC = Substantially Complete / IP = In Progress / NB= Not Begun / NA = Not Accomplished

DISTRICT GOAL 1: PROVIDE HEALTHY AND ENJOYABLE EXPERIENCES FOR ALL PEOPLE

District Initiative 2: Achieve customer satisfaction and loyalty

Division Objectives:	Measures:	Status	Achievement Level/Comments
BPC – replace RTU-5 Trane 15-ton compressor	Complete by end of 4 th quarter	NB	
Seascape rebuild pumps #1 & #3	Complete by end of 4 th quarter	C	Pumps are installed and running
TC repair roof at connection point to old section	Complete by end of 4 th quarter	NB	
Repair TC HVAC system by adding Trane Tracer DDC to integrate HVAC systems and replace IGV with VFD on TC AHUs.	Complete by end of 4 th quarter	IP	Contractor has started the project

District Initiative 3: Connect and engage our community

Division Objectives:	Measures:	Status	Achievement Level/Comments
Environmental public awareness	Provide useful public landscaping information through the park perspective and web site	IP	Information is on the website and reoccurring on Facebook
Community volunteer opportunities	Conduct a volunteer garlic mustard removal event, a teasel removal event & a wild flower seed collection event w/community participation	IP	Two volunteer events have taken place and two more are planned for later this summer

DISTRICT GOAL 2: DELIVER FINANCIAL STEWARDSHIP

District Initiative 1: Achieve annual and long range financial plans

Division Objectives:	Measures:	Status	Achievement Level/Comments
Administrate the Parks Division budget	Meet 100% of the timelines established by the finance division	IP	Collecting data
Monitor budget to ensure expenses do not exceed budget and are in line with revenue projections and revenues are meeting financial goals and objectives.	Meet or exceed budget bottom line.	IP	Line items are being monitored

Parks division budget	Produce and stay within a balanced budget	IP	Line items are being monitored
Develop the Parks and Risk Mgt sections of the 2015 CMP	Complete by the district's adopted schedule	IP	Collecting data
(3) 2009 Toro Z-turn mowers	Complete by end of 2nd quarter	C	Mowers have arrived
Vehicle 507 – 1989 Chevy Crew Cab	Complete by end of 2nd quarter	C	Vehicle has arrived

District Initiative 3: Utilize our resources effectively and efficiently

Division Objectives:	Measures:	Status	Achievement Level/Comments
All district storage- install heat detectors	Complete by end of 4 th quarter	NB	
BPC golf maintenance – install heat detectors	Complete by end of 4 th quarter	NB	
Parks maintenance vehicle storage – install heat detectors	Complete by end of 4 th quarter	NB	

DISTRICT GOAL 3: ACHIEVE OPERATIONAL EXCELLENCE AND ENVIRONMENTAL AWARENESS

District Initiative 1: Create and sustain quality parks, facilities, programs and services

Division Objectives:	Measures:	Status	Achievement Level/Comments
Enhance high visibility natural areas by adding additional wild flower seeds	Complete by end of 4 th quarter	C	Seeding is completed
Enhance natural areas by controlling invasive plants/weeds	Complete by end of 4 th quarter	IP	Currently less than 5% invasive plants around the lakeshores
Purchase and plant trees, shrubs, and flowers throughout district	Complete by end of 4 th quarter	IP	The spring tree planting is complete

District Initiative 3: Advance environmental and safety awareness

Division Objectives:	Measures:	Status	Achievement Level/Comments
Retro fit existing facilities with Green/Energy efficient solutions with primary focus on lighting	Complete by end of 4 th quarter	IP	Retrofit lighting is currently being engineered
Maintain Park Division's compliance with IPRA's Environmental Report Card	Complete by end of 4 th quarter	IP	On target

DISTRICT GOAL 4: PROMOTE QUALITY LEADERSHIP AND SERVICES

District Initiative 1: Develop leadership that ensures work force readiness

Division Objectives:	Measures:	Status	Achievement Level/Comments
Train and document 100% of all staff on job specific and mandatory training within the Park's division	Within one month of their employment start	C	All staff has been trained

District Initiative 2: Build organization culture based on I-2 CARE Values

Division Objectives:	Measures:	Status	Achievement Level/Comments
Regularly enforce the I-2 CARE values	Complete by the end of the 2 nd quarter	IP	Reinforced through staff meetings

District Initiative 3: Promote continuous learning and encourage innovative thinking

Division Objectives:	Measures:	Status	Achievement Level/Comments
Instruct & train members of the training committee on district wide trainings	Complete by end of March	C	Completed in January

**HOFFMAN ESTATES PASRK DISTRICT
PLANNING & DEVELOPMENT**

Report Date: July 7, 2015

Key: C = Complete / SC = Substantially Complete / IP = In Progress / NB = Not Begun / NA = Not Accomplished

DISTRICT GOAL 1: PROVIDE HEALTHY AND ENJOYABLE EXPERIENCES FOR ALL PEOPLE

District Initiative 1: Offer healthy and enjoyable experiences that promote equal access

Division Objectives:	Measures:	Status	Achievement Level/Comments
Patch and repair districts parking lots and walkways in accordance to minimum safety and ADA standards.	By December 1, 2015	C	Projects have been designed /bid / awarded and are under contract for construction. Completed in early June
Design and implement corrective solutions for ADA issues listed in the District's ADA Assessment Plan	By December 31, 2015	IP	Design work completed and is currently under contract for work necessary to address ADA issues at Triphahn north and south entrances and also walkway crossings at Willow Rec aprons. Staff is currently correcting issues with Fabbrini restrooms; both men and women. Paths and floating dock completed at Fabbrini. Pricing is now underway for concrete slab raising and crack filling.
Develop conceptual plans for the renovation and improvement of Chino Park	By November 2015	IP	Planning staff has not received any direction from programming staff as to programing needs. Based on a district needs analysis, Recreation department is evaluating the concept of Chino being developed to facilitate and encourage youth to participate in physical fun activities.
Develop conceptual plans for construction of a North Side Splash Pad Park	By November 2015	IP	Conceptual costing has been completed however the project has been put on hold until more is known at the potential cost commitment for upgrades to Chino Park and Triphahn Active Adults Center. Also impacting progress on the project is

			the uncertainty with the State's financial situation and the potential of a tax freeze on districts such as HEPD. If that were to happen the district might need to reevaluate the need for new projects vs. the need to maintain what we already have.
Analyze existing space utilization via in house staff study at the Triphahn Center and identify possible means to expand space to accommodate future active adult program needs.	By December 31, 2015	IP	Planning staff has received a list of programming needs from Recreation that would utilize existing building square footage on the north side of the building. Additional information regarding programming limits and overlapping uses is being formulated. Once that information is in hand, Planning staff will secure an architect proposal for conceptual design work and costing. That proposal will be presented to the committees and board.
Repair/repave and upgrade High Point pathway system	By September 2015	C	Projects have been designed /bid / awarded and are under contract for construction. Paths were completed in early June. Final grading and seeding of edges is being accomplished by the maintenance department.
Develop ideas to better communicate park rules and Communication of park programs and healthy life styles	By October 2015	IP	Two proto type concepts have been developed and are being tested outdoors.
Develop and initiate a pilot test project to communicated through QR codes district programs and offerings including healthy lifestyles information. Test to run 4 months	Completed by September 2015	IP	Signs and programs developed and are now in the field for public use.

District Initiative 3: Connect and engage our community

Division Objectives:	Measures:	Status	Achievement Level/Comments
Proragis – Coordinate and maintain all district current statistical data as required by Proragis.	By December 31, 2015	C	85% of 2014 HEPD data has been submitted to Proragis.

DISTRICT GOAL 2: DELIVER FINANCIAL STEWARDSHIP

District Initiative 1: Achieve annual and long range financial plans

Division Objectives:	Measures:	Status	Achievement Level/Comments
Develop and administer the Planning and Development division budget and meet all time lines established by the Finance Division	By end of 4 th quarter	IP	Paving, concrete, courts repair, playground renovations Fabbrini pathway projects are currently under contract according to the yearly capital improvement schedule.
Complete all capital projects within budget	By end of 4 th quarter	IP	
Monitor budget to ensure expenses do not exceed budget and are in line with revenue projections and revenues are meeting financial goals and objectives.	Meet or exceed budget bottom line.	IP	All 2015 Capital projects are under contract and under budget by \$50K with another \$25K held for contingency.

District Initiative 3: Utilize our resources effectively and efficiently

Division Objectives:	Measures:	Status	Achievement Level/Comments
Coordinate construction of hotel at BPC	Contingent on partnership & agreement	NB	Possible developers have not come forward at this point.
Maintain IPRA's Environmental Report Card	By end of 4 th quarter	IP	All of the construction contracts involve contractors who have documented environmental initiatives within their company operations.
Research and evaluate the benefits of GIS technology as it applies to HEPD. Develop potential capital investment and continued operational costs so as to determine return on investment	By end of 3 rd quarter	IP	Staff has met with software vendor. Report was prepared and is now being reviewed by the Administrative Staff/Directors.

DISTRICT GOAL 3: ACHIEVE OPERATIONAL EXCELLENCE AND ENVIRONMENTAL AWARENESS

District Initiative 1: Create and sustain quality parks, facilities, programs and services

Division Objectives:	Measures:	Status	Achievement Level/Comments
Implement CMP capital improvements listed for the calendar year 2015	By end of 4 th quarter	IP	All 2015 capital projects are now under contract.
Replace Valley, Evergreen and Maple Park Playground	By June 2015	IP	Under contract; awaiting favorable weather conditions to begin construction. Valley and Maple completed except for seeding and installation of bench and bike rack at Valley which is to be done

			by maintenance staff.
Upgrade and make ADA improvements to High Point Restroom	By September 2015	C	Under contract; awaiting favorable weather conditions to begin construction.
Repair and/or re-coat tennis courts	By August 2015	IP	Under contract; awaiting favorable weather conditions to begin construction.
Patch and/or sealcoat parking lots at WRC, TC, Parks Maintenance, Vogelei, Cottonwood Park	By August 2015	C	Under contract; awaiting favorable weather conditions to begin construction.
Shoe Factory to Prairie Stone Bike Trail coordinate with Village /Cook Country Forest Preserve/IDOT/ IL Tollway	Ongoing, anticipated completion fall of 2016	IP	The Federal Government and IDOT are currently reviewing the proposed plans developed by the consultants. CNN Railroad is the hold-up on approval of the plans for the use of their R.O.W.

DISTRICT GOAL 4: PROMOTE QUALITY LEADERSHIP AND SERVICES

District Initiative 3: Promote continuous learning and encourage innovative thinking

Division Objectives:	Measures:	Status	Achievement Level/Comments
Attend National Conference	October 2015	IP	
Attend Webinar Training P&D	December 2015	C	<ul style="list-style-type: none"> • 2015 ILCC Conference Schaumburg 3 days 2/25-27). • Water Odyssey March 31/
Attend CPSI CEU Playground Training	June 2015	C	Scheduled for April 20, 21 & 22 Completed and passed certification test

**Hoffman Estates Park District – 2015 Goals
Rec, Ice, Facilities, C&M**

Report Date: April 2015

Key: C = Complete / SC = Substantially Complete / IP = In Progress / NB = Not Begun / NA = Not Accomplished

DISTRICT GOAL 1

PROVIDE HEALTHY AND ENJOYABLE EXPERIENCES FOR ALL PEOPLE

District Initiative 1: Offer healthy and enjoyable experiences that promote equal access

Division Objectives:	Measures:	Status	Achievement Level/Comments
(REC) Build soccer participation by 5%.	Staff will offer pre-kinder soccer in Q2.	C	2015 is currently at a 22% increase from Spring 2014 numbers. (+106) In 2014 participants had to register for both spring and fall, whereas, in 2015 we went back to one registration for both seasons. This allows teams to stay together for two seasons at a time (three if they choose to stay together for indoor soccer).
(REC) Re-establish indoor soccer within park district facilities.	Staff will offer indoor soccer at the Triphahn Center in the Q2 in 2014.	C	Indoor soccer ran January 17-March 15. In some divisions we ran a skills clinic due to lack of enrollment, but offered a program for every age level.
(REC) Host an All Star Game for all levels within baseball.	Have at least 4 in-house teams per level. Each team nominates 5 players to the all-star game. Complete by Q4	IP	Baseball all-star games will happen in June, so far we are on pace to do this vs RM teams.
(REC) Increase fall baseball by 5%.	Have a total of 42 players participate in our fall baseball league next season, complete by Q4.	IP	Registration starts in July
(REC) Create a stronger curriculum and training tools for all volunteer coaches.	Hosting 1 coaching training before each season starts. For baseball Todd Meador will come out before the season begins to teach drills. For basketball the Chicago Bulls/Sox Academy will come out and host a coaches training, complete by Q4.	C	All coaches for baseball attend a coach's clinic on March 14 th at HEHS. Coaches from area 211 schools came out and showed the coaches drills for their appropriate age levels
(REC) Develop programming, services and events that promote the	Meet quarterly with NIRC to provide programs and schedule attendance at	IP	Continuing to work with NIRC staff in planning events and programs for 2015.

Northern Illinois Raptor Center (NIRC).	various special events, develop 2 new programs with NIRC by Q4.		
(REC) Provide 50+ leagues and sport programs during the day.	Provide at least 2 softball leagues and 4 adult pickle ball leagues, have at least 1 of these new programs run by Q4.	SB	2 softball leagues were offered this spring on Wednesdays and Tuesdays. 16 inch competitive and non-competitive leagues were offered. They did not run due to the lack of team registrations. Pickle ball will be offered this fall season.
(REC) Provide programming opportunities in non-traditional sports.	Provide rugby, Pickleball, badminton, ultimate Frisbee, flag football and research mini soccer and adult kickball in 2015. Run 2 new programs or leagues by the end of Q4.	IP	Free Rugby clinics will take place on April 18 th and 25 th . Flag Football registration begins in July. Ultimate Frisbee and Badminton leagues are being offered this Summer. Archery is being offered starting in the Fall. Horsemanship classes for youth and adults offered in Fall.
(REC) Utilize a real time survey program for all athletic leagues.	Research new mobile app to see if real time communication is available for this purpose.	IP	Researching options for software and tablets for off-site locations.
(ICE) Provide a 50+ ice program during the day time hours.	Program for Q1 – work with 50+ staff	IP	Staff had found an ice program but due to the cost of equipment it has been decided to move in a different direction with the 50+ program and offer more of a traditional skating class program and gauge interest. Once the summer program is complete a fall day time program will offered.
(ICE) Institute beginning skater clinics/seminars for parents.	Events will be planned and implemented in Q2	C	April classes will be having Tot meetings after classes start to discuss class as well as development of a skater. Meetings were held for the summer classes and will continue with the fall as well.
(ICE) Develop an interpretive skating program.	Implement in Q4	IP	Staff has worked out a class description and program time to be implemented in the fall.
(ICE) Research and develop a hockey player evaluation process to improve the evaluation of players.	Have in place by the start of the hockey season – end of Q3	IP	Staff is currently working on the template that will be used for August
(ICE) Develop a “skating is for everyone” program.	Work with C& M to create a logo and event program. Start in Q1 and initiate in Q2	SC	Staff is currently researching possible other programs that use such an initiative. Staff implemented 2 summer skates. One was held in June and another will take place in August
(FAC) Develop and implement special events, such as Adventure Day, at Seascape Aquatic Center to	Events will be planned within Q1 to be implemented within Q2 and Q3.	IP	Special Events have been set for the summer 2015 at Seascape. Events include two Seascape movie nights, Scuba & Snorkel demos and classes, and a

promote physical fitness, health and community involvement in positive recreational experiences.			Fitness Fun in the Sun event.
(C&M) Expand the outreach and communication through various marketing media channels.	By Year End Measure Facebook Fans and Engagement Reach – grow by 5%, General Email List addresses and click thru rate grow 3%, Website hits and Mobile App users – grow 10%, Online Registration percentage – grow by 5%	IP	1/1/2015 vs 6/22/2015 = % change General Email – 13,666 vs 18,474 = +35% Facebook Fans - 1,743 vs 1,871 = +7% Facebook Engagement – 17,410 vs 15,126 = -13% Web Hits - 14,848 vs 15,065 = +1.5% Mobile App Users- 1,137 vs 1,489 = +30% Online Registration – 33% vs 35% = 6%
(C&M) Beta test the park information webpage, a community educational program.	Measure number of “Park Info” articles/videos published – 12 by year end	IP	Launched May 7, 2015. Being tracked for popularity, web hits. Videos change monthly. 8 published as of June 22, 2015.
(C&M) Increase the use of video as a way to communicate and educate residents and guests.	Measure View Rates on videos published to establish a base line average View Rate by year end	IP	All of 2014 vs 1/1-6/20/2015 Views – 5,311 vs 2,559 Minutes – 8,247 vs 2,773
(C&M) Expand mobile application functionalities.	Add or expand function 2 new mobile app buttons/functions	NB	Added Park Info
(C&M) Enhance the marketing of dog parks.	Measure number of dog park members. Add 1 new marketing method for dog parks.	NB	
(FAC) Offer SFAC pass holder discount program on pool rentals, birthday parties and cabana rentals.	Discounts will be offered and promoted throughout Q1, with continued effort to market and promote within Q2/3.	IP	All Seascape season pass holders who purchased a season pass before December 31 st received an HEPD coupon book valued at over \$60. Coupons included discounts on birthday parties and cabana rentals. These coupon books are also being used as incentives and giveaways for season pass holders and birthday party attendees throughout the summer.
(REC) Increase participation by offering additional programs.	Youth Flag Football League, badminton, ultimate Frisbee, rugby additional drawing classes, piano classes and added enrichment programs will be offered in 2015.	C	New contractual art classes to start in the Fall. Badminton is a drop in program in coop with South Barrington Park District. It is being held on Mondays & Thursday evenings from 7pm-9pm at the South Barrington Club. Young Rembrandts offered at WRC, NEW and TC, Picasso Workshop offered at TC-NEW. Horsemanship classes offered in Fall for youth and adults.

			Youth and Adult Archery offered at Vogelei starting in fall. New Scout Badge program offered in Q4 at Vogelei.
(REC) Expand on Special Events to accommodate the growing number of participants.	Increased budget to expand offerings for Party in the Park, Winterfest and HEALTH program.	IP	First meeting for PIP to add new inflatables and change the games. Archery will be demonstrated and people will have the opportunity to try at PIP. NEW Pumpkin Fest offered for October
(REC) Partner with the Village of Hoffman Est to offer programs, services and events that help provide additional services to residents and guests of the park district.	Participate in 2 Village of Hoffman Estates Events. Implement at least 1 system to help promote programs, services and events to add additional exposure to increase participation for both the HEPD and Village	IP	50+ focus group meeting held in Q3. The Park District will be participating in the Village Heritage Fest in the fall to continue to grow the ethnic and cultural awareness to connect and expand potential programming opportunities.

District Initiative 2: Achieve customer satisfaction and loyalty

Division Objectives:	Measures:	Status	Achievement Level/Comments
(FAC) Increase the opportunity to enhance the Wi-Fi services at all indoor facilities	Assessment of enhanced Wi-Fi services will be conducted within Q1/2, with potential of implementation of increased services within Q3	IP	Currently the IT department is accessing the needs and opportunities. Some spaces already have been added and/or updated. Within Q2, enhancement of Wi-Fi services continued at TC and PSS&WC. In addition, SFAC now has Wi-Fi connection.
(ICE) Improve the Wolf Pack hockey registration process.	Meet with NIHL (Wolf Pack) and Coyote club to discuss the future and streamlining the process. Q2 with implementing in Q3	C	Staff met with the NIHL Wolf Pack Board. For the fall they may be moving to do their own on line registration which would make registering for the NWHL a seamless plan as it would be like any other reg. in the district. Another meeting is scheduled to take place in May to discuss further. The NIHL club is moving there registration to their own website for the fall and the Coyote program will be as well. Only the NWHL players will register with the park district will make the process far less complicated for staff.
(FAC) Continue to develop and increase the number of special events at the dog parks.	Continue to offer 2 special events to promote and increase participation within the dogs parks, while exploring and implementing additional opportunities within Q2/3	IP	Dog Obedience classes were offered with in Q2.

(FAC) Implement the district CHEER customer service training program for district team members.	Implement CHEER trainings throughout 4 quarters, offered to all district team members. Provide CHEER program within specific department trainings planned for the season to enhance education of part-time staff	IP	CHEER customer service training is being implemented. District training planned for Q2, combining Seascope Aquatics staff orientation and training with CHEER customer service training, planned for May 20 th . Additional trainings will be planned and offered throughout Q3/4. To date, over 220 team member have participated within the CHEER training. A CHEER overview was provided at the FT HEPD meeting, with 2 additional CHEER trainings planned for 2015.
(FAC) Develop internal secret shopper program for WRC and TC.	Secret shopper program to be implemented within Q2/3. Results evaluated and potential changes to be implemented within Q3/4.	IP	The secret shopper committee met in January to determine the schedule for implementation. Currently the team is working on the new evaluation forms.
(REC) Conduct participation group feedback sessions to assess customer satisfaction with youth sports program(s).	Will be done at the conclusion of each youth sport. Q4	IP	Conducted a coach's end of season meeting to discuss the pros and cons of 2015's league.
(C&M) Measure the public's satisfaction with the district. Using the CMP Needs Assessment survey as a baseline, develop a follow up annual survey with the same questions and answers to gauge progress and initiate feedback on district-wide initiatives.	Establish baseline at year end 2014, report 4 times in 2015 starting with year-end 2014 baseline report. <u>2014 Baseline Satisfaction Ratings</u> Ease of Registration 94% Facility and Program Fees 88% Quality of Programs 94% Customer Service 94% Communications 93%	IP	Survey posted on web and in eBlast. Results to come Q3 <u>2015 Satisfaction Ratings</u> Ease of Registration Q1% Facility & Program Fees Q1% Quality of Programs Q1% Customer Service Q1% Communications Q1%
(ICE) Replace cooling brine pump with new VSD and add new DDC to integrate HVAC systems.	Complete by end of Q3.	IP	Meeting with TRANE corp. is set for April. After meeting with TRANE a proposal is being put together that may alter the plans of replacing the brine pump. A number of different ice components are being considered.

District Initiative 3: Connect and engage our community

Division Objectives:	Measures:	Status	Achievement Level/Comments
(REC) Conduct outreach to	Promote our HEALTH program at	IP	Promoted HEALTHeKids at the fair and will hold a

neighborhoods and community associations on health related issues, childhood obesity, healthy habits, etc.	various park parties in 2015.		table at Party in the Park. Staff attended the St. Alexius Block Party on 6/6 to promote HEPD and their health & wellness programs.
(REC) Increase the number of health seminars and workshops for the 50+ group.	Working with Alexian Brothers to provide 4 seminars in 2015.	IP	Working with DEA to provide programs as well.

DISTRICT GOAL 2

DELIVER FINANCIAL STEWARDSHIP

District Initiative 1: Achieve annual and long range financial plans

Division Objectives:	Measures:	Status	Achievement Level/Comments
(FAC) Perform a capacity usage analysis of facilities	Completed by Q4	IP	Staff has met in January and February; the 50+ Supervisor attended the Senior Programming Conference to obtain additional information as it relates to potential new space(s).
(FAC) Evaluate the program/class and rental utilization to obtain optimum facility usage.	Evaluation within Q1/2 within potential modifications within Q3/4	IP	Staff has met as a group to identify various programming needs as it relates to space and is currently scheduled to meet with an outside contractor to discuss space utilization and maximizing those opportunities moving forward at TC.
Monitor budget to ensure expenses do not exceed budget and are in line with revenue projections and revenues are meeting financial goals and objectives.	Meet or exceed budget bottom line.	IP	Coming out of Q1 the operations of the 02 are strong and meeting and exceeding the budget expectations.

District Initiative 2: Generate alternative revenue

Division Objectives:	Measures:	Status	Achievement Level/Comments
(FAC, REC, ICE & C&M) Develop new business plan structure, include cost recovery goals, program trends, markets served, potential level of duplication in the demographic region, etc.	Complete business/marketing plan development by end of Q1.	C	Business plans have been completed.
(ICE) Develop a rental skate	Implement in Q1	SC	Each pair of current skates is currently being

replacement plan over the next five years within each year to year budget.			analyzed for wear and tear. Skates that are considered unrepairable and not of good quality are being taken out of use. A new inventory is being taken. Skates are going to be ordered prior to the start of the fall session
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District Initiative 3: Utilize our resources effectively and efficiently

Division Objectives:	Measures:	Status	Achievement Level/Comments
(FAC) Partner with local businesses to offer unique programming opportunities at SFAC.	Connecting with businesses within Q1, with program opportunities to be offered within Q2/3	SC	SFAC is working with Above & Underwater Scuba, Hoffman Estates High School, and PSS&WC to enhance programs and events throughout the summer. Activities include scuba and snorkel demos and classes, swim team clinics, and aqua fit demos and classes.
(C&M) Evaluate and monitor ROI on marketing expenditures.	Develop and utilize a template formula to measure ROI on major advertising expenditures	IP	<p>Summer Camp Promo –We placed an ad in the Daily Herald’s Summer Camp Guide (Sun. March 15), plus there will be 3 ads in the Suburban Parent Camp Pages (April 15, May 13, June 10). The ad will offer campers who register as a result of the ad a free insulated lunch bag. To measure the response, we will track:</p> <ol style="list-style-type: none"> 1) Hits to a special splash page with more information and links to registration 2) Report showing a Promo Code used at online registration 3) Number of lunch bags given away <p>We will need 43 camp registrations to cover our costs and our goal is 50 new registrations, which would equate to a 3% ROI.</p> <p>RESULTS TO DATE: 7 hits to the splash page; 3 camper’s registered – full results will be available after camp is over.</p>
(REC, ICE & C&M) Manage payroll to meet or exceed personnel budget to ensure	Meet or exceed Payroll Budget	IP	Staff continues to meet on a bi-monthly basis to monitor expenses and revenue ratios.

maximize operational efficiency.			
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DISTRICT GOAL 3: ACHIEVE OPERATIONAL EXCELLENCE AND ENVIRONMENTAL AWARENESS

District Initiative 1: Create and sustain quality parks, facilities, programs and services

Division Objectives:	Measures:	Status	Achievement Level/Comments
(REC) Provide educational opportunities to residents on environmental best practices.	Partner with Hoffman Estates Garden Club and Environmental Club to provide programming at Vogelei Center utilizing the garden beds and park. Q3	IP	Have offered two programs in the Spring and currently have 4 additional gardening and lawn care programs scheduled for the summer.
(REC) Promote outdoor recreation as a healthy lifestyle to combat obesity, i.e. canoeing, hiking and camping.	Partner with LL Bean and Cabela’s to provide outdoor opportunities for residents. Q3	IP	LL bean and Cabela’s have been invited to Plant your Parks day in May.
(REC) Create communication channels promoting significant events, like “National Trails Day, National Get Outdoors Day, Parks Day, etc.”	Research dates and requirements for said events. Q4	IP	July is Parks Month for NRPA. Various programs doing the NRPA 80’s theme.
(FAC) Work with local farmers to increase opportunities for farmer markets and other events.	Work with local farmers to offer events within Q2/3	NB	Staff is working to connect with a new organization as the previous farmer has discontinued off site markets and events.
(FAC, REC, ICE & C&M) Promote educational outreach programs to a diverse community to engage environmental stewardship.	Continue ICompete Mentoring program. Q1 & Q2	IP	ICompete is going well, staff attended the village’s cultural awareness committee meeting to connect and foster the opportunity to provide joint programming and special events in both the social equity and environmental stewardship area(s). The park district will be participating in the Village’s Heritage Fest this fall.
(FAC) Evaluate fitness equipment needs, selecting energy efficient equipment (when applicable), and purchasing new equipment to continue to upgrade aging equipment and stay current on industry trends.	Evaluating fitness equipment needs within Q1, to purchase or lease new equipment within Q2/3	IP	Staff is currently working to establish the best possible opportunity to as it relates to purchasing and/or leasing. The equipment needs have been identified.

(FAC) Paint ceiling in TC fitness center.	In operating budget with the aim to improve the appeal of fitness facility for existing and potential customers. To be completed by Q4	NB	This project was not included in the 2015 capital budget.
(FAC) Installation of carpet in back office administration area TC.	To be completed by Q4	IP	Currently this project is scheduled to be completed by end of July. Carpet has been ordered. Carpet installation began the week of June 30th.
(FAC) Enhance current camera system within facilities, TC and WRC, and install camera system for Vogelei	In operating budget, to enhance current systems and install new system at Vogelei by Q3	NB	
(FAC) For Seascape Aquatic Center, add toilet to family locker room to enhance accessibility, to be placed in ADA funds.	Enhance ADA practices, in operating budget to be completed within Q2	NB	This item was not included in 2015 budget. Staff will re-evaluate for the 2016 budget.
(REC) Develop and offer a bicycle corral to encourage special event participants to ride to large special events.	Partner with 1 local bike shop to sponsor the bike corral offering safety checks and bicycle education. Offer a bicycle corral at 3 major special events.	IP	Bike corral was set up at Plant your Parks day with The Bike Connection was on sight for bike checks.
(REC) Work with an outside organization to develop a sales process that engages potential customers at the point of sale.	Establish a point of contact. Meet, tour and visit the various facilities (2). Implement the 1 st phase of the sales process for the TC, WRC, and PSSWC service desks.	IP	Met with outside vendor Verde Martin via a phone conference and CEO also did a site visit with a follow up phone conference call with the Director of Recreation & Facilities and the Director of Golf Operations. Proposal to follow for services in 2015.

District Initiative 2: Utilize best practices

Division Objectives:	Measures:	Status	Achievement Level/Comments
(REC) Revamp Willow preschool 4-year-old by adding a 4-day preschool class in place of a 2-day class.	4 year old preschool class switched from a 2-day AM class to a 4-day PM class for 2015-2016 school year. Registration opens in Q1.	C	2015-2016 Willow preschool will have an M-Th afternoon preschool to replace the T, Th class that was offered in 2014-2015.
(REC) Develop weekly/monthly age-appropriate curriculum units in the KinderSTAR program.	Implemented in Q3, start of the 2015/2016 school year.	NB	TC KinderSTAR will not be offered in 15-16. Staff will meet with WRC KinderSTAR teachers in late summer to revamp curriculum for Fall.
(REC) Schedule and complete annual climbing wall inspection for the PSS&WC inside and portable walls.	Done annually. Q4	C	Communication with our inspection agency has been made. Inspection is to be scheduled in April.

(FAC) Reach out to new rental possibilities for TC, WRC, and Vogelei.	Develop a rental coupon to draw new rental guests and bring back returning ones	IP	A 10% discount will be offered at TC & WRC during the 3rd quarter to new rentals.
(FAC) Increase TC custodial/program setup staff to enhance the cleanliness of the facility and increase staff availability for the increase in program setup demands.	To be implemented within Q1	IP	Staff has enhanced the current checklists to increase the level of cleanliness and the facilities team has worked with the recreation and ice departments to meet/exceed the program set up demands.
(FAC) Strengthen the seasonal transition of the aquatic group lesson staff from indoor to outdoor.	Preparation and planning within Q1/2, to take place within Q3	IP	The aquatics department is looking to run an August lifeguard class to train and hire about 8-10 new lifeguards and swim instructors. The new staff would be specifically hired to begin working in the fall. There will also be a recruitment of Seascape staff beginning in mid July to transition to work through the fall and winter.

District Initiative 3: Advance environmental and safety awareness

Division Objectives:	Measures:	Status	Achievement Level/Comments
(REC) Increase conservation projects and learning opportunities at multiple parks and facilities.	Offer 4 programming through the garden club and local environmental groups. Q4	IP	Currently offering a total of 6 programs from March – August.
(FAC & REC) Strengthen emergency response training within the district facilities by implementing drill trainings to ensure team readiness.	Provide quarterly emergency response trainings for facilities.	IP	Emergency drills and training planned for Q2 for facilities. Emergency drills were completed at all camp sites the week of June 22.
(FAC) Offer Medic AED/CPR training for district team members to ensure team is CPR/AED certified.	Offer quarterly Medic AED/CPR training for all district team members.	IP	Medic AED/CPR courses have been scheduled and announced for 2015. Two classes were offered within Q1, with 3 classes being offered within Q2. Additional classes have been planned and will be offered within Q3/4. 66 staff members attend medic classes that were held April 18 & 22 & May 30.

DISTRICT GOAL 4

PROMOTE QUALITY LEADERSHIP AND SERVICES

District Initiative 1: Develop leadership that ensures work force readiness

Division Objectives:	Measures:	Status	Achievement Level/Comments
(FAC, REC, ICE & C&M) Increase the opportunities to engage and train team members utilizing webinars and newer technology based resources.	C&M to attend 3 webinars. Recreation department to utilize two newer technology based trainings by Q4.	IP	C&M attended NRPA's Parks & Rec Month webinar.
(FAC, REC, ICE & C&M) Continue emphasis on cross-training and to ensure workforce readiness.	C&M ensure each function has 2 staff.	IP	Scheduling summer camp staff training for all departments.
(C&M) Increase training in the area of market trends and rate of investment.	Staff to attend one marketing training session on marketing trends and one session on return-on-investment measurement.	IP	C&M – Supt attended Chicago AMA conference 3/26
(ICE) Conduct STAR training for ice maintenance staff.	Have 2 FT staff attend 1 training session – dependent upon offerings in the Chicagoland area.	IP	No trainings were offered in the 1 st Q. 2 staff members will be attending STAR training in September.
(FAC) Continue to offer TC and WRC front desk staff educational and training opportunities through quarterly staff meetings.	Conduct quarterly meetings to include training opportunities	IP	Staff currently meets on a monthly basis and new training opportunities are being established. Staff met in April and will be meeting in August for fall updates.

District Initiative 2: Build organization culture based on I-2 CARE Values

Division Objectives:	Measures:	Status	Achievement Level/Comments
(FAC, REC, ICE & C&M) Continue to evaluate and create procedures and training to promote high level internal customer service.	C&M create a written customer service statement. Recreation department to attend at least one customer service training in 2015.	IP	Continued efforts within Hoffman U.
(FAC, REC, ICE & C&M) Enhance the CHEER customized customer service training for all district staff.	Offer quarterly CHEER training opportunities to all district team members, with training opportunities to be included at department specific staff trainings	IP	CHEER customer service training is being implemented. District training planned for Q2, combining Seascope Aquatics staff orientation and training with CHEER customer service training, planned for May 20 th . An all-district staff training/refreshers has been planned for the June HEPD staff meeting. Additional trainings will be planned and offered throughout Q3/4. To date, over 220 team member have participated within the CHEER training. A CHEER overview was provided at the FT HEPD meeting, with 2

			additional CHEER trainings planned for 2015.
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District Initiative 3: Promote continuous learning and encourage innovative thinking

Division Objectives:	Measures:		
Promote continuing education for job specific training and create opportunities for team members to gain knowledge in the areas of interest for future professional growth opportunities.	Complete by Q4.	IP	Staff attended the IAPD/IPRA state conference, Hoffman U and various other IPRA/IAPD workshops to continue to enhance their professional growth.

Hoffman Estates Park District – 2015 Goals
PSS&WC

Report Date: June 2015

Key: C = Complete / SC = Substantially Complete / IP = In Progress / NB = Not Begun / NA = Not Accomplished

DISTRICT GOAL 1

PROVIDE HEALTHY AND ENJOYABLE EXPERIENCES FOR ALL PEOPLE

District Initiative 1: Offer healthy and enjoyable experiences that promote equal access

Division Objectives:	Measures:	Status	Achievement Level/Comments
Develop drop-in and league programs (i.e. basketball, volleyball) in the gymnasium space, particularly during the weekday evenings.	Plan and develop in Q1 & Q2 Implement one league by Q3.	NB	Fitness Supervisor has begun researching similar programs within HEPD and at other park districts. Currently on target, researching in Q1 to potentially implement in Q3. Due to the time required to coordinate in-house leagues and the ROI, in-house leagues will be revisited in 2016.
Develop youth fitness education programming to support the districts anti-obesity initiative.	Plan and develop in Q1 & Q2 Implement 2 programs by Q3.	IP	The fitness department planned and implemented New Program: Youth Fitness Training 101 to start in April of Q2. In addition, a family fitness program and youth running program, FIT Together and Prairie Pups, have also been offered. Additional opportunities are being explored with independent contractor for youth sports and fitness programs at PSSWC.
Develop wellness opportunities, services, and events.	Develop and implement at least 2 new services/programs throughout the year.	IP	The fitness department planned and implemented new service Q1: Health Coaching to start in April of Q2. Health Coaching began and has been successfully received by patrons. Marketing and promotion will continue throughout the quarters.

District Initiative 2: Achieve customer satisfaction and loyalty

Division Objectives:	Measures:	Status	Achievement Level/Comments
Develop new rewards program to enhance PSSWC member retention by launching a program that increases member touch points by the fitness	Plan and develop in Q1 & Q2 Implement by Q3.	IP	The fitness department planned and implemented a new member retention program that started in March of Q1. The program will be on-going throughout the quarters. The retention program is still

department.			successfully being administered within Q2 and will continue throughout all quarters.
Develop new employee rewards program to enhance PSSWC member retention by building rapport and forming a community.	Plan and develop in Q1 & Q2 Implement by Q3.	NB	Will evaluate potential to incorporate within Q2 /Q3.
Develop 2 new fitness programs and special events to enhance member involvement and increase revenue generation opportunity within the fitness department.	Assess fitness programming needs and implement 2 new programs/special events by Q3. Evaluate participation and satisfaction to assess effectiveness of program.	IP	The fitness department planned and held special events in Q1, for example the “Safe Running” program. The fitness department planned and implemented new program: Youth Fitness Training 101 to start in April of Q2. Research has begun on progressive training style programs, progressive Spin Class. This program will be potentially launched in Q3.
Develop and incorporate a new member survey to assess member needs. Build fitness programs and services to target and meet customer needs.	1 survey to be implemented within Q2, incorporating programs and services within Q3/4.	IP	The member survey is in process of development with questions and format determined. The plan to implement the survey will be developed within Q3 , with survey to be launched either in Q3/4 .
Create and coordinate a rewards system that provides incentives for charter members (5+ continuous years of membership) and members who purchase ancillary services.	Research and plan in Q1 & Q2; implement 1 rewards program by Q3.	IP C	Proposal in process to introduce a rewards program for Personal Training clients, which will offer a discount on fees based on a minimum number of sessions completed annually. To be considered for launch in Q2 with Personal Training rate increase. Personal training rewards program will be implemented 7/1/15 and will be continued throughout all remaining quarters.
Examine options to enhance juice bar/café services.	Expand AM hours and introduce marketing strategies for corporate and programming clients (Q2 & Q3).	C	Meeting with current provider in early Q2 to notify of agreement termination as of 6/30/15. Discussions with potential new vendor to begin in early Q2. Secured new agreement with Flores/Rosales Family Corp for juice bar/café services at PSS&WC effective July 1, 2015. Expanded menu and hours will be offered thru new provider.
Develop 2 Group Fitness Incentive	Plan in Q1, implement 2 incentive	IP	In Q2, a “Fitness Challenge” incentive program is

programs to strengthen member retention.	programs in Q2 and Q4.		planned to enhance member involvement within the fitness services: 4/13/15-5/1/15. A second fitness incentive program will be planned for Q3/4.
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District Initiative 3: Connect and engage our community

Division Objectives:	Measures:	Status	Achievement Level/Comments
Develop new high school volunteer program.	Plan and develop in Q1 & Q2 Implement program in Q3.	IP	High school volunteer program will be revised within Q2, to be implemented within Q3.
Incorporate a monthly activity or theme that promotes children's health and wellness within the Kids Korner Department.	Plan quarterly with input from Kids Korner Staff. Implement a monthly activity calendar in Q1.	IP	Special Kids Korner activities planned in tandem with monthly wellness calendar.
Explore the possibility of implementing a youth triathlon at PSSWC.	Investigate opportunity by researching like-type facilities/park districts to serve as a template within Q1/2. To be potentially implemented within Q3 or Q4.	C	Program & Aquatic Supervisor has begun researching program templates and similar programs at other park districts. Triathlon to potentially be offered within Q3/4. Program & Aquatic Supervisor has begun researching program templates and similar programs at other park districts. This is being considered for a possible 2016 event. Possible partners include Hoffman Estates High School and Dick Ponds Sporting Goods.
Develop new climbing wall special events, promotions, and family events.	Offer one new special event and/or promotion per quarter in 2015.	IP	The climbing department planned and implemented two new programs/events in Q1. The Climbing Wall Merit Badge Day ran on 2/22 and the Pot of Gold Climb ran on 3/17. Both activities both ran with strong participation and were well received by the community. Staff is in the process of planning a "Climb the Skyline" program for the rock wall. This will include participants logging their climbs to reach goals in the form of Chicago buildings.
Develop, implement and promote goal oriented training sessions/programs for larger Chicago-land fitness events to build member rapport, sense of community, and member retention.	Plan training sessions/programs for 2 large events.	NB	Currently being evaluated to be included into Q2 or Q3.

DISTRICT GOAL 2: DELIVER FINANCIAL STEWARDSHIP

District Initiative 1: Achieve annual and long range financial plans

Division Objectives:	Measures:	Status	Achievement Level/Comments
Monitor budget to ensure expenses do not exceed budget and are in line with revenue projections and revenues are meeting financial goals and objectives.	Meet or exceed budget bottom line.	IP	Monitoring budget on a bi-monthly basis. Currently meeting budgetary aims within Q1 and Q2.

District Initiative 2: Generate alternative revenue

Division Objectives:	Measures:	Status	Achievement Level/Comments
Enhance revenue generating opportunities for the PSS&WC climbing wall by increasing the participation levels in the climbing classes and by exploring sponsorship opportunities for the climbing wall.	Increase class participation by 3%. Research sponsorship Q1-Q2 to secure for Q3-Q4.	IP	Two new climbing programs have been implemented so far in Q1 that have ran close to maximum participation. Program & Aquatic Supervisor begun research and obtained sponsorship templates from other C&M departments from other park districts. The HEPD Sponsorship Coordinator on staff they have been brought in to assist with this project.
Research capabilities of RecTrac to accommodate a “house charge” payment option for members.	Research with Business office in Q1 & Q2 with launch in Q3.	NB	Inquiry through Business office to be initiated in Q2 following audit. Research delayed while position of Member Services Supervisor is being filled.
Increase annual aquatic pass fees by 5%.	Implement in Q1.	NB	Anticipated increase in Q3.
Review fee structure for parties and rentals and construct new “party pack”.	Research in Q1 & Q2 with launch in Q3/Q4.	C	New rental fee structure introduced in Q1; promotional materials to launch in Q2. Promotional trifold reflecting new rates printed and placed into circulation.
Enhance Pilates/Mind Body training services.	Ongoing development, launching new services within Q2, assess quarterly.	NB	Will assess to potentially implement enhancement within Q2/3.
Review and modify fee structure for massage services.	Research in Q1 & Q2 with launch in Q3/Q4.	C	New massage rates take effect 5/1/15; promotional material created. Promotional discount for first 60 days of massage increase expired 6/30/15.

District Initiative 3: Utilize our resources effectively and efficiently

Division Objectives:	Measures:	Status	Achievement Level/Comments
Develop improved strategies to recognize and retain personal training	Research and develop strategies within Q1/2. Develop and implement a	IP	Development of rewards program in progress. The personal training loyalty/rewards program was

members.	member rewards program within Q3. Assess/evaluate effectiveness in Q4.		implemented 7/1/15.
Explore options to reduce inventory costs.	Research alternative purchasing options/vendors (on-going).	IP	On-going basis within Q1, researching options and containing costs. Progress has been made within Q2, enhancing systems to monitor inventory costs. Methods will continue throughout Q3/4 to ensure inventory costs are controlled.
Manage payroll to meet or exceed personnel budget to ensure maximize operational efficiency.	Meet or exceed Payroll Budget.	IP	Successfully managing payroll to meet budget within Q1 and Q2.

DISTRICT GOAL 3

ACHIEVE OPERATIONAL EXCELLENCE AND ENVIRONMENTAL AWARENESS

District Initiative 1: Create and sustain quality parks, facilities, programs and services

Division Objectives:	Measures:	Status	Achievement Level/Comments
Engage the Kids Korner staff by forming monthly committees where staff will be responsible for being creative with different areas within the Kids Korner space. (monthly theme, bulletin board, decoration, crafts).	Implement in Q1, continue to carry out in Q2-Q4.	IP	Efforts to be initiated in Q2 to assign monthly expectations among Kids Korner team for special activities and complimentary themes for decorating within Kids Korner. Special “lead” associated designated in Q2 within Kids Korner to act as catalyst for special activities for guests and morale boosting efforts among team.
Increase participant satisfaction within PSS&WC & SFAC group swim lesson program through more consistent lesson plans and participant evaluation tool given at the end of each session.	Develop and refine lessons plans and evaluation tool in Q1, implement in Q2-4.	IP	Brand new swim lesson participant report cards have been introduced to the swim program in Q1. Parents & swimmers have provided positive feedback to the newly designed format. An evaluation tool for parents has also been developed and implemented in Q1. Program & Aquatic Supervisor will monitor survey results closely and make necessary changes to the program. A swim lesson in-service was implemented for the spring with a focus on lesson planning and teaching techniques for the swim instructors.
Strengthen the seasonal transition of the aquatic group lesson staff by using a streamlined hiring timeline and group training system. Evaluate	Evaluate training format in Q1-Q2. Implement two main staff recruitment and training efforts in Q1 and Q3.	IP	The aquatics department is looking to run an August lifeguard class to train and hire about 8-10 new lifeguards and swim instructors. The new staff would be specifically hired to begin working in the

and explore training format.			fall. There will also be a recruitment of Seascope staff beginning in mid July to transition to work through the fall and winter.
Evaluate fitness equipment needs, selecting energy efficient equipment (when applicable), and purchasing new equipment to continue to upgrade aging equipment and stay current on industry trends. Planned within capital budget, 2015.	Evaluate within Q1/2 to purchase or lease within Q3.	IP	Beginning to assess purchase and/or lease of new fitness equipment, as planned within 11 fund for 2015. Met with one large fitness equipment vendor to evaluate current equipment and provide quote for potential plan for improvement. Will continue to meet with additional vendors and explore additional equipment options.
Refurbish and repaint activity pool ceiling, as planned within the capital budget 2016.	Complete project by Q4.	NB	Not planned within projects for year 2015.
Enhance camera security system for facility by adding cameras within designated locations.	Complete project by Q3.	NB	Project not approved within budget process for 2015 budget.
Complete the tennis court restoration and painting project within 2015, as planned within the CIRP.	Complete project by Q4.	NB	Project not approved within budget process for 2015 budget. Planned within the 2016 budget.
Install blinds on windows within the free weight room.	Complete project by Q4.	NB	Project not approved within budget process for 2015 budget.
Enhance the juice bar/café space.	Remodel area to add comfortable seating and media options (Q2 & Q3).	IP	Viability dependent on Executive Director approval and Parks team workload. Electrical outlet conversion to 220 volt in process in response to additional equipment needs of new vendor.
Re-grout member locker rooms, as planned within the CIRP.	Complete project by Q4.	NB	Project will be planned within Q2/3, to be completed by Q4.

District Initiative 2: Utilize best practices

Division Objectives:	Measures:	Status	Achievement Level/Comments
Schedule and complete annual climbing wall inspection provided by Experiential Climbing Systems or other PDRMA recommended climbing wall organization.	Schedule Q1, complete & implement in Q2.	C	Annual inspection with Experiential Climbing Systems was completed on April 3, 2015. At that time the auto belay cable was also replaced. Indoor wall successfully passed annual inspection.
Facilitate Starguard lifeguard recertification, new lifeguard training, and in-services to ensure all aquatic team members meet or exceed	Plan aquatic training schedule within Q1 and administer training within Q2-4. Successfully complete 1 operational review in Q1 and Q4 and 3 reviews in	IP	All HEPD Lifeguards have completed a new lifeguard course or a recertification lifeguard course in the spring. In addition all aquatic staff participate in monthly in-service training

program requirements. Complete Starguard operational reviews of PSS&WC & SFAC.	summer of 2015.		(spring and fall) and bi-monthly in-service training throughout the summer. PSS&WC received an unannounced lifeguard review in the spring and HEPD received a combined visit (SEA & PSSWC) in June. All reviews have gone smoothly and staff meets all program expectations. The next SAI review is expected in both July & August.
Improve response time and tracking of internal work orders.	Transition all internal work order entry to Maintrac in Q2.	NB	Within Q1, pursuing the tracking and enhanced response time for HEPD maintenance work orders for PSS&WC. Within Q2/3, will begin to assess feasibility of tracking internal work orders through Main Trac.
Create comprehensive marketing plan that includes traditional and contemporary means to support new member recruitment and enhanced member retention efforts.	Develop and complete by end of Q1.	SC	To be introduced with PSS&WC business plan at start of Q2. Marketing plan continues to be updated on quarterly basis for ROI and strategic purposes.

District Initiative 3: Advance environmental and safety awareness

Division Objectives:	Measures:	Status	Achievement Level/Comments
Research the possibility of PSSWC being a host site for a Community Supported Agriculture (CSA) drop off location. This would provide a convenient location for members to get quality produce and product while supporting local agriculture and the farm- to-table movement.	Research in Q1 for possible launch in Q2- Q3 when harvesting occurs.	NB	Consideration of options to be discussed in Q3 for potential viability in FY16.
Provide Medic AED/CPR training educational opportunities to team members and conduct emergency training sessions to ensure safety preparedness.	Provide quarterly trainings throughout the year.	IP	Medic AED/CPR courses have been scheduled and announced for 2015. Two classes were offered within Q1, with 3 classes being offered within Q2. Additional classes have been planned and will be offered within Q3/4.

DISTRICT GOAL 4

PROMOTE QUALITY LEADERSHIP AND SERVICES

District Initiative 1: Develop leadership that ensures work force readiness

Division Objectives:	Measures:	Status	Achievement Level/Comments
Enhance the customer experience and participation within fitness services.	Update and enhance the fitness assessment as well as fitness assessment and orientation process.	IP	Fitness assessment and orientation services have been enhanced within Q1. New services, along with new marketing materials, have been offered to members. On-going efforts will continue within upcoming quarters to promote and enhance participation in fitness services. New strength training circuits have been developed and posted for members.
Set expectation for all PT/FT staff at PSSWC to complete the CHEER training within 2015.	Assess and begin to implement in Q1, continue to carry out in Q2,Q3,Q4.	IP	CHEER customer service training is being implemented. District training planned for Q2, combining Seascope Aquatics staff orientation and training with CHEER customer service training, planned for May 20 th . Additional trainings will be planned and offered throughout Q3/4. To date, over 220 team member have participated within the CHEER training. A CHEER overview was provided at the FT HEPD meeting, with 2 additional CHEER trainings planned for 2015.
Enhance efficiency of Maintenance team w/additional support as lead administrative team member coordinating maintenance services.	Modify duties and responsibilities of existing PT1 team member to include facilitation of maintenance department staff and activities.	IP	Part-time Office Associate was hired to provide support with the basic aspects of the maintenance department. Office associate continues to provide general office support as well as support with PSSWC facility maintenance and repair.
Enhance efficiency of Member Services office/team.	Evaluate potential of Supervisor position as well as transition of PT1 associate to FT to support changes within 2016.	IP	Consideration of transitioning PT1 associate to FT as a priority during upcoming budget season in Q3 in order to sustain continued growth and retention experienced in Q1. Recruitment and hiring of new Member Services Supervisor will be initiated for completion in Q3.

District Initiative 2: Build organization culture based on I-2 CARE Values

Division Objectives:	Measures:	Status	Achievement Level/Comments
Reinforce the customer service	Introduce to Key Team in Q1, move	IP	Progress being made to further incorporate CHEER

initiatives highlighted in the CHEER training through using the Key Team CHEER monthly action plan.	forward with monthly action plans throughout Q2, Q3, Q4.		philosophy into daily operations at PSSWC. A CHEER board has been posted within the administrative staff area and staff are being acknowledged through their “cheer peers” for exceptional customer service moments.
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District Initiative 3: Promote continuous learning and encourage innovative thinking

Division Objectives:	Measures:	Status	Achievement Level/Comments
Expand PSSWC Personal Training Team Educational Opportunities.	Support team members in attending relevant local conferences and workshops as well as offer quarterly staff meetings/trainings in-house.	IP	Personal Training Coordinator held Q1 educational training “sport specific nutrition” on 3/10/15. Additional trainings will be provided throughout the quarters. Personal training educational library is being developed. The library will be available to all trainers and will provide in-house educational opportunities, in addition to the quarterly educational meetings.
Offer consistent climbing wall staff trainings and education.	Offer 3 staff trainings in 2015.	IP	Climbing staff participated in a climbing wall in-service on January 15 th and May 18th . In addition, Climbing Wall Coordinator has been consistently educating current staff using interesting articles and other education information regarding climbing wall safety and trends.
Promote staff education and professional development among team.	Attend IPRA, Club Industry, and fitness industry conferences and educational sessions throughout year.	IP	IPRA was attended within Q1 of 2015, with additional educational development opportunities to be explored and secured within 2015. Registration completed for 4 FT team members to attend Club Industry in Q4.

**Hoffman Estates Park District – 2015 Goals
Golf Division**

Report Date: June 2015

Key: C = Complete / SC = Substantially Complete / IP = In Progress / NB = Not Begun / NA = Not Accomplished

DISTRICT GOAL 1

PROVIDE HEALTHY AND ENJOYABLE EXPERIENCES FOR ALL PEOPLE

District Initiative 1: Offer healthy and enjoyable experiences that promote equal access

Division Objectives:	Measures:	Status	Achievement Level/Comments
Provide 30,750 rounds in the 2015 Season.	30,750k rounds in the 2015 Season (28,669 thru 10/28 in 2014).	IP	593 rounds in 1 st quarter. 11,351 Rounds thru 2 qtrs
Provide 3,750 Outing rounds in the 2015 Season.	3,750 Outing Rounds (3,661 Outing rounds in 2014).	IP	Outing rounds will begin in 2 nd quarter. 914 Outing Rounds Thru 2 qtrs
Provide 36 Preferred Tee Times for the 2015 Season.	36 Preferred Tee Time Groups (39 Groups in 2014).	SC	We have 31 groups registered for the season. 31 Preferred Tee Times
Provide 3,400 League rounds in the 2015 Season.	Goal is 3,400 League Rounds for the 2014 Season (3,361 rounds in 2014).	IP	Leagues will begin in 2 nd quarter 1,386 League Rounds Thru 2nd Quarter
Expand & Provide Jr. Program Classes in Spring, Summer & Fall to 175 participants.	Goal is 175 participants. (176 participants in 2014).	IP	Classes will begin in May 50 participants thru 2nd quarter
Expand & Provide Group Lessons to include 36 students for all ages in Spring, Summer & Fall.	Goal is 36 students. (34 Students in 2014).	IP	Classes will begin in May 69 participants. Introduced 2 new short game classes with 60 participants in this 90 min class.
Host 8 outside wedding ceremony only events.	Goal is 8 ceremony only events. (8 in 2014).	IP	We have 2 ceremony only events booked this season. 3 Ceremony Only Events booked Thru 2nd Qtr.
Host 5 Wedding Receptions.	Goal is 5 Wedding Receptions (6 in 2014).	IP	We have 5 reception only events booked this season. 5 Reception Only Events booked thru 2nd Qtr.
Host 25 Ceremony & Reception Weddings.	Goal is 25 Ceremony & Reception Weddings (23 in 2014).	IP	We have 18 ceremony & receptions booked this season. 18 Reception & Ceremony booked thru 2nd Qtr.
Host 8 Special Bar Event Nights.	Goal is 8 Events (3 events in 2014).	NB	Special events will start in 2 nd quarter 3 Events thru 2nd Qtr

District Initiative 2: Achieve customer satisfaction and loyalty

Division Objectives:	Measures:	Status	Achievement Level/Comments
Collect comment cards and evaluate responses and maintain an 85% satisfactory score on 95% of the completed comment cards. (Bar & Grill, Pace of Play, Course Conditions, Customer Service, Amenities, etc.).	Collect over 4k cards back and maintain 85% satisfactory score on 95% of the comment cards.	IP	Comment Cards have just started to be received late March. We have received 88% satisfactory score thru 2nd qtr.

District Initiative 3: Connect and engage our community

Division Objectives:	Measures:	Status	Achievement Level/Comments
Provide 6 Special Golf Events with 360 participants.	Goal is 6 Events with 360 participants. (5 events with 196 participants with 1 remaining event 2014. March Madness was cancelled due to weather.)	IP	We hosted 1 event in March with 54 participants We hosted 1 event in May with 56 participants for a total of 2 events and 110 participants in thru the 2nd qtr.
Provide 2 Holiday Event Brunches with 675 guests.	Goal is 2 Events with 675 Guests. (261+ Breakfast with Santa in 2014).	IP	First event will be Easter in April. We had 263 guests for Easter Brunch
Expand volunteers in facility events by securing scores for the Pro Am Scramble.	Secure a minimum of 25 volunteers to help score Pro Am scramble. (30 volunteers in 2014).	NB	This event will be in October.

DISTRICT GOAL 2

DELIVER FINANCIAL STEWARDSHIP

District Initiative 1: Achieve annual and long range financial plans

Division Objectives:	Measures:	Status	Achievement Level/Comments
Monitor Golf budget to ensure expenses do not exceed budget and are in line with revenue projections and revenues are meeting financial goals and objectives.	Meet or exceed Golf Department Budget bottom line.	IP	Expenses are being closely monitored in early Spring. Golf Expenses are down 10% to budget thru 2qtrs.
Monitor F&B budget to ensure expenses do not exceed budget and are in line with revenue projections and revenues are meeting financial	Meet or exceed F&B Department Budget bottom line.	IP	Expenses are being closely monitored in early Spring. F&B Expenses are down 23% to budget thru 2qtrs

goals and objectives.			
Monitor Golf Maintenance budget to ensure expenses do not exceed budget and are in line with revenue projections and revenues are meeting financial goals and objectives.	Meet or exceed Golf Maintenance Department Budget bottom line.	IP	Expenses are being closely monitored in early Spring. Golf Maintenance Expenses are down 22% to budget thru 2qtrs

District Initiative 2: Generate alternative revenue

Division Objectives:	Measures:	Status	Achievement Level/Comments
Increase the marketing and updating golfnow.com to increase golf now rounds to produce additional revenue during slow periods.	Increase golfnow.com rounds by 3%. (4,428 Rounds Thru Oct 28 th in 2014).	IP	We had 38 rounds booked in the 1 st quarter. We booked 2,078 rounds thru 2nd qtr.
Increase F&B business in bar & grill by 3% over prior year by capturing golfer's on site with daily specials, promotions and Special Events.	Increase bar and grill sales by 3%. (\$127K Thru Sept in 2014).	IP	We had \$9k worth of sales in 1 st quarter We are at 86% to budget thru 2nd qtr.
Increase corporate meetings and golf outing food & beverage functions.	Increase corporate group meetings by 9 events for a total of 275 events in 2015. (266 events in 2014).	IP	We have had 7 meetings in the 1 st quarter. We currently have 104 meetings thru 2nd quarter

District Initiative 3: Utilize our resources effectively and efficiently

Division Objectives:	Measures:	Status	Achievement Level/Comments
Manage payroll to meet or exceed personnel budget to ensure maximize operational efficiency.	Meet or exceed Payroll Budget.	IP	Payroll is being closely monitored based on facility usage. Payroll is currently down 15% to budget thru 2nd qtr.
Monthly budget monitoring to maintain at or below projected budget expenses.	Not to exceed budget expenses.	IP	Expenses are being closely monitored based on facility usage. Expenses are being closely monitored and are below budget thru 2nd qtr for all departments.
Monthly budget monitoring and proper costing out on menus to maintain a 32% food cost and 28% beverage cost.	32% food cost and 28% beverage cost.	IP	Food & Beverage Cost are being closely monitored to start the year. Food Cost is currently at 36% and beverage cost is at 24% thru 2nd qtr.

DISTRICT GOAL 3

ACHIEVE OPERATIONAL EXCELLENCE AND ENVIRONMENTAL AWARENESS

District Initiative 1: Create and sustain quality parks, facilities, programs and services

Division Objectives:	Measures:	Status	Achievement Level/Comments
Provide a clean and well maintained clubhouse facility and equipment consistent with district standards.	Complete daily checklist and rectify and identify deficiencies and remedy as necessary. 90% Completion Rate.	IP	With the addition a FT Building maintenance position it has enhanced our building appearance. Checklists are being completed close to 100% daily. The facility is in high use at this time and increase rain has made additional challenges with mud in the building.
Provide a well-manicured golf course consistent with adopted 2015 maintenance goals.	Weekly inspection with golf course superintendent, identify deficiencies and remedy as necessary. 90% Completion Rate.	IP	Will begin in 2 nd quarter Weekly tours are being conducting with the superintendent. All area of need are discussed and a plan is put in place per item and within our current budget. All items outside our budget are being noted and planned for future years.
Purchase Rough Mower to decrease amount of time of mowing the rough.	Complete by end of 1st Qtr.	C	Rough mower has been purchased.
Repair landscape retaining wall on Hole #10 & 11.	Complete by 2nd Qtr.	C	The project is 85% complete. Will be completed early in 2 nd quarter. This project is 100% complete and is receiving rave reviews.

District Initiative 3: Advance environmental and safety awareness

Division Objectives:	Measures:	Status	Achievement Level/Comments
Maintain IPRA's Environmental Report Card.	By end of 4 th quarter.	NB	

DISTRICT GOAL 4

PROMOTE QUALITY LEADERSHIP AND SERVICES

District Initiative 1: Develop leadership that ensures work force readiness

Division Objectives:	Measures:	Status	Achievement Level/Comments
Train all F&B employees on service plan.	Train 100% F&B Employees by March. Train All new employees	IP	All current staff has been trained and new staff will continue to train once they begin

	with 15 days of hire.		All staff has gone thru employee training and all new hires continue to be trained within first 15 days of employment.
Train all Starters and Rangers on proper methods to communicate with golfers using training manuals.	Train 100% Golf Employees by May. Train All new employees with 15 days of hire.	IP	Training has begun for all golf staff. Will be completed in April and May All staff has gone thru employee training and all new hires continue to be trained within first 15 days of employment.
Have key staff attend HEPD AED & CPR training.	Have at least 24 key staff members maintain certification by end of 2 nd Qtr.	IP	Staff will continue to update their certifications. All key staff is currently certified.

District Initiative 2: Build organization culture based on I-2 CARE Values

Division Objectives:	Measures:	Status	
Conduct weekly F&B meetings to discuss operations and special events.	40 weekly meetings on F&B operations.	IP	Weekly meetings were held during the 1 st quarter. Weekly meetings are being held outlining all functions.

District Initiative 3: Promote continuous learning and encourage innovative thinking

Division Objectives:	Measures:	Status	Achievement Level/Comments
All F&B Employees become BASSET Certified & Food Serve Safe.	100% of all F&B Employees.	IP	All staff is currently updating their basset certifications. All F&B staff is currently certified.

Hoffman Estates Park District – 2015 Goals
A&F Division

Report Date: July 2015

Key: C = Complete / SC = Substantially Complete / IP = In Progress / NB = Not Begun / NA = Not Accomplished

DISTRICT GOAL 1: PROVIDE HEALTHY AND ENJOYABLE EXPERIENCES FOR ALL PEOPLE

District Initiative 1: Offer healthy and enjoyable experiences that promote equal access

Division Objectives:	Measures:	Status	Achievement Level/Comments
Evaluate, modify and develop District procedures to ensure operating at a high level of customer service.	Review all business, human resource, and IT procedures and revise as deemed appropriate by September 2015.	IP	Ongoing review based on processes and software enhancements. Procedures don't to date include; PT Employee Scheduling and Working, Purchasing, Non-Compliance, Com Ed Power Outage, and Participation/Attendance.
Evaluate and update District wide smoking policy.	Achieve by 2 nd qtr.	SC	Currently adheres to all Village and state laws. Will continue to evaluate the possibility of smoke free areas within the District.

District Initiative 2: Achieve customer satisfaction and loyalty

Division Objectives:	Measures:	Status	Achievement Level/Comments
Investigate and implement expanded Wi-Fi services within the District.	Achieve by 2 nd qtr.	SC	Comcast BCI w/ WIFI extenders are completed at all facilities. These provide HEPD-Public WIFI for patrons. Additional WAPs to expand HEPD-Public and provide HEPD-Private WIFI for employees are completed at TC, WRC, & PSSWC. Awaiting cabling to complete BPC.

District Initiative 3: Connect and engage our community

Division Objectives:	Measures:	Status	Achievement Level/Comments
Promote volunteer opportunities through the WEB.	Achieve continually.	IP	Coordinated volunteers for plant your park day in May.
Provide financial/budget overview for Park Perspectives.	March 2015 for Spring issue.	C	Report included as part of year-end financial report for park perspectives Spring issue.
Maintain FOIA compliance and transparency aspects of the District to ensure Illinois Policy Institute Sunshine Award status.	Achieve continually as information is approved.	IP	Information and finalized reports/documents are uploading continually to heparks.org. CAFR has been uploaded. Annual wage and benefit report updated. All FOIA requests have been processed timely.

2Q2015 Goals & Objective Status
A&F Division

DISTRICT GOAL 2: DELIVER FINANCIAL STEWARDSHIP

District Initiative 1: Achieve annual and long range financial plans

Division Objectives:	Measures:	Status	Achievement Level/Comments
Achieve District annual budget to ensure maintaining fiscal year projected fund balance reserves.	Achieve by December 2015.	IP	
Create annual balanced budget.	Achieve by November 2015.	NB	
Conduct budget preparation review session for all staff.	Achieve by July 2015.	NB	Hoffman U scheduled for August 19 th .
Review/update Policy Manual.	Achieve by August 2015.	IP	Employee relative policy update completed. Continuing Education and Social Media policies have been drafted.

District Initiative 2: Generate alternative revenue

Division Objectives:	Measures:	Status	Achievement Level/Comments
Evaluate utilization of cell tower agent to represent District interest in current and potential cell tower opportunities.	Achieve by 3 rd qtr.	IP	Speaking with Verizon contractor for potential south side flag pole tower.
Renew beverage sponsor agreement.	Achieve by 1 st qtr.	IP	Delayed in order to utilize Sponsorship Coordinator to coordinate the RFP process. This is now under way.

District Initiative 3: Utilize our resources effectively and efficiently

Division Objectives:	Measures:	Status	Achievement Level/Comments
Support C&M with Mobile application.	Achieve continually.	IP	Working with C&M as enhancements are available.
Hire PT IT support for desktop support.	Achieve by 2 nd qtr.	C	Position has been filled.

DISTRICT GOAL 3: ACHIEVE OPERATIONAL EXCELLENCE AND ENVIRONMENTAL AWARENESS

District Initiative 1: Create and sustain quality parks, facilities, programs and services

Division Objectives:	Measures:	Status	Achievement Level/Comments
Review District program/facility fees to ensure minimum 30% margin and determine subsidized programs.	Achieve by September 2015.	IP	Ongoing with new program masters submitted as well as monitoring District minimum participation requirements. Monthly reports are being submitted to

			different divisions for explanations.
To further District disaster recovery plan, redeploy and configure spare HP server to act as additional VMHost.	Achieve by September 2015.	IP	Server has been relocated to BPC. RAM memory and configuration in process.
Purchase, image and deploy replacement desktops.	Achieve by 3 rd qtr.	C	All replacement desktops have been deployed.
Purchase and replace Watch Guard firewall with CISCO or equivalent to enhance network infrastructure.	Achieve by 2 nd qtr.	C	Firewall replaced with Cisco and currently operational.
Purchase and replace copiers (BPC/TC-No/Maint).	Achieve by 3 rd qtr.	C	TC-N and Maint. copiers were purchased and installed in March. BPC copier purchased and installed in April.
Purchase and replace District server room UPS Battery Array.	Achieve by 1 st qtr.	IP	Insurance claim in process with PDRMA. Obtaining quotes on replacement or alternatives (i.e. generator).
Purchase and replace (15) monitors District wide.	Achieve by 2 nd qtr.	IP	5 out of 15 purchased and installed
Investigate conversion to MS Office 365 and/or comparable software to enhance communications.	Achieve by September 2015.	IP	Investigating license cost as Microsoft changed their agreement. Office 365 appears to be a better value with Office 2016 coming out later this year.

District Initiative 2: Utilize best practices

Division Objectives:	Measures:	Status	Achievement Level/Comments
Continue to research processes and opportunities with other Districts to ensure operating at a high level and utilizing industry best practices.	Achieve continually.	IP	Staff has reached out to other Districts as information is needed; recently staff has been in contact with other District's regarding accounting software.
Conduct random monthly cash audits at all facilities.	Conduct monthly audits on various dates /times on all District service desks.	IP	Random cash audits being conducted monthly with no discrepancies worth noting.
Conduct surprise audits of program personnel and independent contractors to ensure classes are held with properly registered participants meeting minimum numbers. Utilize video as needed.	Conduct monthly program audits seasonally by program.	IP	Random program audits being conducted monthly with no discrepancies worth noting.
Conduct ledger audits to ensure financial integrity.	Conduct quarterly.	IP	Ledger audits occur once quarter ends, however many ledger audits have been performed to ensure proper flow of unearned income. Minor adjustments have been made to account for programs directing revenue to an incorrect account.
Conduct trial balance audits to reduce District receivable exposure.	Conduct monthly.	IP	Receivable updates occur weekly and monthly with no concerns worth noting.
Conduct program revenue audits including waitlists and	Conduct twice monthly.	IP	Random cost recovery audits are being done in conjunction with program audits and

minimum/maximum requirements to ensure cost recovery.			minimum/maximum participation analysis with reports submitted to responsible divisions.
Prepare CAFR for previous fiscal year.	Achieve by 2 nd qtr.	C	CAFR has been finalized and application with GFOA for Certificate in Excellence has been filed.
Perform software updates.	Achieve monthly as available.	IP	Updates are performed as available.
Upgrade and implement VSI RecTrac V3.	Achieve by 4 th qtr.	NB	
Purchase and install required PCI compliant (2015) credit card encrypted mag stripe and bar code readers District wide to minimize vulnerability to customer and District.	Achieve by 4 th qtr.	NB	
Achieve PCI certification by completing PCI self-assessment. Electronic systems operating scans to ensure minimal security risk.	Achieve annually.	NB	
Complete electronic systems operating scans with Trust Keeper to be alerted to potential vulnerabilities.	Achieve a “pass” rating quarterly.	IP	The 1 st qtr scan was completed on March 19 th and the 2 nd qtr scan completed on June 19 th with the District receiving a “pass” rating on both.
Purchase a cash counting machine to increase efficiencies.	Achieve by 1 st qtr.	C	Purchased in May.
Investigate accounting software applications for implementation in 2016.	Achieve recommendation by September 2015.	IP	Staff has been gathering information and speaking with other Districts about software options. Software demo scheduled for July 22 nd .
Investigate, purchase and implement benefit scheduling and tracking software.	Achieve by 4 th qtr.	IP	Researching available software options. Recommendation postponed until accounting software options are evaluated.
Investigate, purchase and implement an email archiving software to assist staff in email storage and recall while also reducing server storage requirements.	Achieve by 2 nd qtr.	SC	Purchased and installed Barracuda Email Archiver. Implementation and staff training will be scheduled at a future Hoffman U.
Monitor IMRF eligible staff and educate managers/supervisors regarding the 30 hour threshold.	Achieve monthly.	IP	Monitor monthly with off-line controls.
Monitor PT employees hours worked regarding the PPACA compliance.	Achieve monthly.	IP	Monitor monthly with off-line controls.
Utilize and update the IPRA salary system for online use for all full and part time staff.	Achieve quarterly.	C	Completed for 2015, but continually monitor and update as necessary.

District Initiative 3: Advance environmental and safety awareness

Division Objectives:	Measures:	Status	Achievement Level/Comments
Investigate opportunities to minimize storage and further District green initiatives.	Achieve by 3 rd qtr.	IP	Staff reviewing processes to determine potential green options.
Investigate printers with duplexing options to further District green initiative.	Achieve as purchases for printers are considered.	NB	
Investigate and make recommendation on a print management system for 2016.	Achieve by September 2015.	NB	

DISTRICT GOAL 4: PROMOTE QUALITY LEADERSHIP AND SERVICES

District Initiative 1: Develop leadership that ensures work force readiness

Division Objectives:	Measures:	Status	Achievement Level/Comments
Continue to review and enhance division succession plans.	Achieve by 3 rd Q	IP	Finalizing succession plan opportunities for employees by position.
Conduct and continually expand Hoffman U training curriculum with offerings with training in purchasing, IMRF, PDRMA, unemployment cost savings measures.	Achieve annually with calendar offerings.	IP	Thru 1 st Q a session on New Hire paperwork has been offered and training on the new phone system. Another session was held on purchasing.
Coordinate Spanish speaking IMRF workshop for Parks seasonal staff.	Achieve by 3 rd qtr.	IP	Waiting until all seasonal staff have been hired.
Continue emphasis on cross training within division to ensure work force readiness.	Achieve continually by performing tasks and having a bi-annually touch base to ensure any changes in processing are learned.	IP	Cross training as well as back-up staff performing key tasks occurs continually to ensure work force readiness.
Investigate and recommend a procedure for new FT hires to sit with business department staff to review applicable software programs and financial procedures.	Achieve by 3 rd qtr.	NB	
Continually enhance orientation process.	Achieve continually.	SC	Conducted Hoffman U on new hire paperwork requirements.
Create an action plan to reduce unemployment costs by researching opportunities to develop alternate or	Achieve by 3 rd qtr.	IP	Unemployment Consultants scheduled to meet with Parks Dept. in August regarding end of season layoffs.

modified light duty work plans. Develop advance planning for seasonal layoffs working within budget constraints.			
Investigate options to incorporate incentive programs for healthy habits for employees.	Achieve by September 2015.	C	Pedometers were offered as incentives to staff who earned first 100 points of their PATH program points.
Promote PDRMA PATH Program.	Achieve by September 2015.	SC	Program promoted at FT staff meeting in April as well as promoted thru pedometer incentive. Multiple staff have already reached maximum incentive goal.
Promote health & wellness to sedentary staff by purchasing core strengthening fitness chairs to be shared within business/administrative departments.	Achieve by 3rd qtr.	IP	Three fitness chairs have been ordered for staff to test.

District Initiative 2: Build organization culture based on I-2 CARE Values

Division Objectives:	Measures:	Status	Achievement Level/Comments
Divisionally, at minimum, one staff will sit on District Team Committee.	Achieve annually.	C	Division currently has 2 staff members sitting on the Team Committee.
Investigate options for competitions by facility to build team work.	Achieve by 3 rd qtr.	IP	Collaborating with Team Committee.

District Initiative 3: Promote continuous learning and encourage innovative thinking

Division Objectives:	Measures:	Status	Achievement Level/Comments
Attend legislative conference.	Achieve by May 2015.	C	Staff Attended.
Attend legal symposium.	Achieve by November 2015.	NB	
Attend Year 1 Director's school.	Achieve by November 2015.	IP	Deputy Director has been registered to attend.
Participate in IMRF/PDRMA seminars.	Achieve as offered.	IP	Deputy Director is on PDRMA Board and attends PDRMA meetings and seminars.
Attend IPRA/IAPD and NRPA conferences.	Achieve by 1 st and 3 rd qtr.	IP	Staff (4) have attended IPRA/IAPD State conference. Staff (2) are scheduled to attend NRPA conference.
Attend PDRMA risk management institute.	Achieve by November 2015.	NB	

MEMORANDUM NO. M15-091

TO: Board of Commissioners
FROM: Dean R. Bostrom, Executive Director
Craig Talsma, Deputy Director/Director Admin & Finance
RE: Harper College Aquatic Facility
DATE: July 23, 2015

Background

Memo M15-088 regarding the Harper College aquatic facility partnership agreement was presented to the A&F committee on July 21st.

Implications

Staff affirmed that HEPD does not have the financial ability to incur additional debt to fund an aquatic facility and that our interest in Harper College's capital project plan should be limited to potentially partnering on a program level.

Recommendations

To recommend HEPD submit a letter to Harper College stating that HEPD has interest in further evaluating the potential of partnering on a program level, however, is not interested in pursuing an Intergovernmental Agreement which includes a \$20 million capital contribution.

MEMORANDUM NO. M15-088

TO: A&F Committee
FROM: Dean R. Bostrom, Executive Director
Craig Talsma, Deputy Director/Director of Finance & Admin
RE: Harper College aquatics center
DATE: July 17, 2015

Background

Harper College is requesting statements of interest from park districts located within Harper College's boundaries to partner with them to operate a 50 meter aquatic center located on their campus. The partnership would require a minimum \$20 million capital contribution and annual expenses to operate the aquatic center. Sealed statements of interest are requested by July 31, 2015.

The district's current 2015-2019 CMP includes future capital, facility and programming priorities based on community residents' needs and wants as well as financial projections and priorities to ensure the district remains financially stable.

Implications

The minimum \$20 million capital contribution is not feasible based on the district's current CMP and financial position. In addition, the operation of an indoor aquatic facility typically requires subsidized tax dollars to operate and therefore, would most likely have a further negative impact on the district's financial position.

Recommendation

Staff recommends submitting to Harper College a letter stating HEPD will not be submitting a letter of interest based on the financial implications required of the partnership.

JUL 16 REC'D 2015

1200 West Algonquin Road
Palatine, Illinois 60067
847.925.6000

To: Dean Bostrom, Executive Director, Hoffman Estates Park District
From: Ronald N. Ally, Executive Vice President of Finance and Administrative Services
Date: July 10, 2015 *Ron*
Re: Request for Statements of Interest - Capital Contribution and Operations of Aquatics Center

Harper College is requesting statements of interest from park districts within the Harper district to operate a renovated Aquatics Center on our campus, 1200 West Algonquin Road, Palatine, IL 60067. This will require a capital contribution and intergovernmental agreement. Sealed statements of interest are requested by July 31, 2015.

Below is a summary of basic terms that are expected to be a part of the intergovernmental agreement. Except for statutory requirements, these terms are subject to negotiation and board approval by both parties.

- Harper College is seeking to enter into an intergovernmental agreement with a park district, under which the selected park district will provide a capital contribution for an Aquatics Center in Building M, and then operate it. It is anticipated this agreement will be for a twenty (20) year period, with a twenty (20) year extension to be negotiated upon successful completion of the initial twenty (20) year period.
- The Aquatics Center will include a 25-yard by 50-meter pool and deck space. A minimum \$20 million capital contribution will be required. It is currently anticipated that without the minimum capital contribution, the College would not include the Aquatics Center when Building M is renovated.
- All aspects of design and construction of the Aquatics Center will be controlled by Harper College as owner, and subject to approval by the operator. All architectural, engineering, and related consulting services will be procured in accordance with the Local Government Professional Services Selection Act. All construction work will be competitively bid and awarded to the lowest responsible bidder in accordance with the Public Community College Act, Harper's Board Policies, and all other applicable laws. All contractors will be required to provide payment and performance bonds, and to pay prevailing wages.
- Other renovations within Building M will occur concurrently with renovation of the Aquatics Center, and will include a health care clinic, a wellness center, and comprehensive infrastructure improvements. Harper College expects to contribute \$28-\$30 million towards Building M renovations.

- The Aquatics Center will be an integral element of Harper College's educational and academic mission, and will be designed and constructed to closely align with the operator's core mission and programs. The Aquatics Center will provide aquatic opportunities within the College's academic curriculum, wellness for students, faculty, alumni, and members of the community, and will support Harper College's athletic programs. A plan for scheduling, coordination, staffing, risk management, maintenance, and use of the Aquatics Center will be integrated into the intergovernmental agreement based upon the parties' respective requirements. However, it is anticipated the operator will have use of the Center a minimum of seventy-five percent (75%) of the time, with the remaining usage by the College. Cost-sharing for operational expenses will be included in the negotiated agreement. Harper College will pursue all avenues to bring the most comprehensive program for recreation, health, and wellness to the campus, which may include having the facility managed by a third party.

Sealed statements of interest should be delivered to the Purchasing Department to the Attention of:

Harper College Purchasing Department
"A" Building, Room A217
1200 W. Algonquin Road
Palatine, IL 60067-7398

Thank you for your interest in this important endeavor. Questions regarding this request for statement of interest should be directed to Ms. Jewell Jackson, Purchasing Manager at purchasing@harpercollege.edu. We look forward to your response, and welcome your questions and comments.

498605v1

MEMORANDUM NO. M15-092

TO: Board of Commissioners
FROM: Dean R. Bostrom, Executive Director
Craig Talsma, Deputy Director/Director Admin & Finance
Gary Buczkowski, Director of Planning and Development
RE: Annexation of properties into HEPD O15-009 thru 012
DATE: July 23, 2015

Background

Memo M15-083 regarding the annexation of University Place, Laufenburger property, Autumn Woods and Rembowski property into the Hoffman Estates Park District was presented to the A&F committee on July 21st.

Implications

Staff recommended Board approval of Ordinances O15-009 thru 012 annexing the properties into the Hoffman Estates Park District.

Recommendations

To approve the annexation of University Place, Laufenburger property, Autumn Woods and Rembowski property into the Hoffman Estates Park District.

MEMORANDUM NO. M15-083

TO: Admin & Finance Committee
FROM: Dean Bostrom, Executive Director
Gary Buczkowski, Director of Planning and Development
RE: Annexation of Properties into the HEPD
DATE: July 9, 2015

BACKGROUND:

During the 1980's and early to mid-1990's, the district annexed the majority of its land area to the north and west. Acquisition of this area was primarily from farmers who were solicited by developers with the intent to develop those lands into the residential areas that are now within the boundaries of the Hoffman Estates Park District. Below is a listing of the ordinances that occurred from 1980 to 1995 primarily involving the west-side properties.

- No. 299 1995 Terrestris Properties
- No. 270 1993 Terrestris Property North of Higgins
- No. 234 1991 Kelley Property
- No. 218 1990 Pasquinelli including Hunters Ridge East and West but not including Rembowski Property

- No. 203 1989 Forest Preserve Site
- No. 170 1986 Poplar Creek Crossing (Shopping Mall Site)
- No. 155 1984 Princeton Property
- No. 142 1983 Barrington/Higgins area and part of Forest Preserve
- No. 141 1983 Sears Center area
- No. 140 1983 Life Changers Church Area
- No. 116 1981 Beverly, Cipri and part of Sears Center area
- No. 109 1980 Sears Center area

All of the above ordinances were submitted and approved prior to the existing administration as well as present legal counsel. During the mid to late 1990's current park district staff along with Village staff began negotiations for the actual residential developments and park properties that were assumed to already be part of the Hoffman Estates Park District through those previous ordinances.

As part of the 2015 to 2019 Comprehensive Master Plan process, staff discovered households in Hoffman Estates that were not actually incorporated as part of the park district. Extensive research found certain sections of developments were not included within the district boundaries. In some cases, on the assumption that these residential properties and homeowners were within the district boundaries, they were provided the same benefits as the residents of the incorporated areas. Once this issue was discovered that these residents were not part of the district, those privileges were rescinded. This situation has caused friction between the district and those homeowners who perceive themselves as Hoffman Estates residents.

IMPLICATIONS:

Staff along with legal counsel has identified all known areas that are in the limits of Hoffman Estates but not within the limits of the Hoffman Estates Park District. We have put together ordinances for each of the sections according to park district code which allows for park districts to annex properties that are coterminous with their Village or Municipality and are of size that is less than 125 acres.

Attached are ordinances for each of the four known areas not presently included within the Hoffman Estates Park District boundaries. Once the ordinances for annexation are approved, they will be forwarded to the County Clerk's Office for official recording. At that point, those residents would be officially made part of the Hoffman Estates Park District, and the District will receive the appropriate tax dollars associated with those homes. They will also be included on the Districts Affidavit of tax exempt properties and the homeowners entitled to resident District services.

RECOMMENDATION:

Staff recommends that the A&F Committee recommend the full board approve the following Ordinances for annexation:

- Ordinance O15-009 - Annexation University Place
- Ordinance O15-010 - Annexation Laufenburger Property
- Ordinance O15-011 - Annexation Autumn Woods
- Ordinance O15-012 - Annexation Rembowski Property

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*Prepared By and
After recording, return to:*

Adam B. Simon, Esq.
Ancel, Glink, Diamond, Bush,
DiCianni & Krafthefer, P.C.
175 E. Hawthorn Parkway, Suite 145
Vernon Hills, Illinois 60061

ORDINANCE NO. O15-009

**AN ORDINANCE ANNEXING CERTAIN TERRITORY
TO THE HOFFMAN ESTATES PARK DISTRICT,
COOK COUNTY, ILLINOIS
(University Place)**

*Hoffman Estates Park District
1685 W. Higgins Road
Hoffman Estates, Illinois 60169*

ORDINANCE NO. O15-009

**AN ORDINANCE ANNEXING
CERTAIN TERRITORY TO THE
HOFFMAN ESTATES PARK DISTRICT
(University Place)**

WHEREAS, the President and Board of Trustees of the Village of Hoffman Estates in Ordinance No. 3048-1999, passed January 4, 1999, and attached hereto as Exhibit A, annexed certain territory legally described herein (the "Territory");

WHEREAS, said Territory is not within the corporate limits of any park district, but is contiguous to the Hoffman Estates Park District;

WHEREAS, the Park District is authorized to annex additional property within an otherwise coterminous municipality according to Section 3-10 of the Illinois Park District Code, 70 ILCS 1205/3-10;

WHEREAS, the Territory comprises less than one hundred twenty (120) acres; and

WHEREAS, it is in the best interest of the Hoffman Estates Park District that said Territory be annexed.

NOW THEREFORE, BE IT ORDAINED by the President and Board of Commissioners of the Hoffman Estates Park District, Cook County, Illinois, as follows:

SECTION 1: That the Territory, legally described in Exhibit B, is hereby annexed to the Hoffman Estates Park District.

SECTION 2: That the Secretary of the Hoffman Estates Park District is hereby directed to record in the Office of the Recorder of Deeds of Cook County, Illinois, and to file in the office of the County Clerk of Cook County, Illinois, being the County in which the Territory is

situated, a certified copy of this Ordinance, together with an accurate map of the Territory hereby annexed, said map being attached hereto and made a part hereof, and labeled Exhibit C.

SECTION 3: This Ordinance shall be in full force and effect from and after its passage and approval and when a certified copy hereof, together with an accurate map is recorded in the Office of the Recorder of Deeds of Cook County, and filed in the office of the County Clerk of Cook County; and thereupon, said territory shall be subject to the jurisdiction of the Hoffman Estates Park District.

PASSED this _____ Day of _____, 2015.

AYES:

NAYS:

ABSENT:

ABSTAIN:

PRESIDENT

ATTEST:

SECRETARY

EXHIBIT A

VILLAGE OF HOFFMAN ESTATES
COOK COUNTY, ILLINOIS

ORDINANCE NO. 3048-1999

January 4, 1999

“AN ORDINANCE ANNEXING CERTAIN PROPERTY
TO THE VILLAGE OF HOFFMAN ESTATES
(UNIVERSITY PLACE)”

AN ORDINANCE ANNEXING CERTAIN PROPERTY
TO THE VILLAGE OF HOFFMAN ESTATES
(UNIVERSITY PLACE)

WHEREAS, written request for annexation has been made by Shoe Factory Road LLC being the sole record owners of the hereinafter described land and territory for annexation to the Village of Hoffman Estates; and

WHEREAS, said land and territory is not within the corporate limits of any municipality but is contiguous to the Village of Hoffman Estates; and

WHEREAS, all applicable provisions of 65 ILCS 5/7.1-1 et. seq. concerning the annexation of contiguous property by municipalities have been complied with and adhered to; and

WHEREAS, the President and Board of Trustees of the Village of Hoffman Estates, Cook and Kane Counties, Illinois, believe the annexation to be in the best interest of the Village.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Hoffman Estates, Cook and Kane Counties, Illinois, as follows:

Section 1: That the land and territory of approximately 86 acres shown and legally described in the Plat of Annexation attached hereto as Exhibit "A" and incorporated and made a part of this Ordinance, which territory is contiguous to the Village of Hoffman Estates, and is not within the limits of any municipality, be and the same is hereby annexed to the Village of Hoffman Estates so that hereafter said territory shall be included within the boundary lines and limits of said Village, as is by law in such cases made and provided.

Section 2: That the Village Clerk of the Village of Hoffman Estates is hereby directed to record a certified copy of this Ordinance together with an accurate plat of said territory with the Recorder of Deeds of Cook County, Illinois.

Section 3: That the Village Clerk is hereby authorized to publish this ordinance in pamphlet form.

Section 4: That this ordinance shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS 4th day of JANUARY, 1999

APPROVED THIS 4th day of JANUARY, 1999

VOTE	AYE	NAY
Trustee McLeod	<u>X</u>	_____
Trustee Kenley	<u>X</u>	_____
Trustee Giacalone	<u>X</u>	_____
Trustee Frank	<u>X</u>	_____
Trustee Mills	<u>X</u>	_____
Trustee Boester	<u>X</u>	_____

APPROVED:


Village President

ATTEST:


Village Clerk

Published in pamphlet form this 5th day of JANUARY, 1999.

EXHIBIT B of the Ordinance

LEGAL DESCRIPTION

PARCEL 1:

THAT PART OF THE FOLLOWING DESCRIBED TRACT:

THAT PART OF THE EAST HALF OF FRACTIONAL SECTION 6; THE WEST HALF OF FRACTIONAL SECTION 5; THE NORTHEAST QUARTER OF FRACTIONAL SECTION 7; AND THE NORTHWEST QUARTER OF SECTION 8, TOWNSHIP 41 NORTH RANGE 9 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: COMMENCING AT THE POINT OF INTERSECTION OF THE EAST LINE OF SAID FRACTIONAL SECTION AND THE CENTER LINE OF HIGHWAY (SHOE FACTORY ROAD), SAID POINT BEING SOUTH 00 DEGREES 46 MINUTES WEST, 1137.84 FEET (17.24 CHAINS) FROM THE NORTHEAST CORNER OF SAID FRACTIONAL SECTION 7; THENCE NORTH 89 DEGREES 38 MINUTES WEST ALONG SAID CENTER LINE 209.2 FEET; THENCE NORTH 00 DEGREES 13 MINUTES EAST, 3826.9 FEET, MORE OR LESS, TO A POINT ON THE NORTH LINE OF SAID FRACTIONAL SECTION 6 WHICH IS 238.50 FEET WEST OF THE NORTHWEST CORNER OF SAID FRACTIONAL SECTION 5; THENCE SOUTH 89 DEGREES 30 MINUTES EAST ALONG SAID NORTH LINE 205.5 FEET TO A POINT NORTH 89 DEGREES 30 MINUTES WEST, 33 FEET FROM THE NORTHWEST CORNER OF SAID FRACTIONAL SECTION 5; THENCE SOUTH 00 DEGREES 58 MINUTES EAST, 3827.4 FEET, MORE OR LESS, TO A POINT ON CENTER LINE OF SAID HIGHWAY (SHOE FACTORY ROAD) WHICH IS 75.40 FEET EASTERLY OF THE POINT OF BEGINNING; THENCE NORTH 89 DEGREES 38 MINUTES WEST ALONG SAID CENTER LINE OF SHOE FACTORY ROAD, 75.40 FEET TO THE PLACE OF BEGINNING, IN COOK COUNTY, ILLINOIS,

WHICH LIES SOUTHERLY OF THE FOLLOWING LAND (BEING THAT WHICH WAS CONVEYED TO COMMONWEALTH EDISON COMPANY BY DEEDS RECORDED DECEMBER 11, 1995 AS DOCUMENT NUMBERS 95-857358 THROUGH 95-857361);

THE NORTHERLY 50.000 ACRES OF THAT PART OF FRACTIONAL SECTIONS 5 AND 6, TOWNSHIP 41 NORTH, RANGE 9 EAST OF THE THIRD PRINCIPAL MERIDIAN, LYING SOUTHERLY OF THE SOUTHERLY LINES OF THE LAND CONVEYED TO NORTHERN ILLINOIS GAS COMPANY BY DOCUMENT NUMBERS 17299327 AND 17299326 RECORDED AUGUST 25, 1958 AND OF A STRAIGHT LINE RUNNING BETWEEN ADJACENT SOUTHERLY CORNERS OF THE LAND SO CONVEYED, DESCRIBED AS FOLLOWS: BEGINNING AT THE POINT OF INTERSECTION OF THE EAST LINE OF FRACTIONAL SECTION 7 AND THE CENTER LINE OF SHOE FACTORY ROAD; THENCE WESTERLY ALONG SAID CENTER LINE OF SHOE FACTORY ROAD 209.2 FEET; THENCE NORTHERLY ALONG A STRAIGHT LINE TO A POINT ON THE NORTH LINE OF SAID SECTION 6, 238.50 FEET WEST OF THE NORTHEAST CORNER OF SAID SECTION 6; THENCE EAST ALONG SAID NORTH LINE OF SECTION 6 AND ALONG THE NORTH LINE OF SAID SECTION 5 TO THE WESTERLY RIGHT-OF-WAY LINE OF THE LAND CONVEYED TO PUBLIC SERVICE COMPANY (NOW COMMONWEALTH EDISON COMPANY) BY DOCUMENT NUMBER 9693090 RECORDED JUNE 21, 1927; THENCE SOUTHERLY ALONG SAID WESTERLY RIGHT-OF-WAY LINE OF PUBLIC SERVICE COMPANY TO SAID CENTER LINE OF SHOE FACTORY ROAD; AND THENCE WESTERLY ALONG SAID CENTER LINE OF SHOE FACTORY ROAD TO THE POINT OF BEGINNING, THE SOUTHERLY LINE OF SAID 50.00 ACRES BEING PARALLEL WITH THE SOUTHERLY LINES OF THE LAND CONVEYED BY THE AFORESAID DOCUMENT NUMBERS 17299327 AND 17299326 AND OF SAID STRAIGHT LINE EXTENDING BETWEEN SAME.

PARCEL 2:

THAT PART OF THE FOLLOWING DESCRIBED TRACT:

THAT PART OF SECTIONS 5 AND 8, TOWNSHIP 41 NORTH, RANGE 9 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHWEST CORNER OF SAID SECTION 5; THENCE EAST ALONG THE NORTH LINE OF SAID SECTION 5 TO THE WESTERLY RIGHT-OF-WAY LINE OF THE LAND CONVEYED TO PUBLIC SERVICE COMPANY (NOW COMMONWEALTH EDISON COMPANY) BY DOCUMENT NUMBER 9693090 RECORDED JUNE 21, 1927; THENCE SOUTHERLY ALONG SAID WESTERLY RIGHT-OF-WAY LINE OF PUBLIC SERVICE COMPANY 3707.5 FEET, MORE OR LESS, TO THE CENTER OF PUBLIC HIGHWAY (SHOE FACTORY ROAD); THENCE WESTERLY ALONG SAID CENTER LINE OF SHOE FACTORY ROAD 1024.50 FEET, MORE OR LESS, TO A POINT ON SAID CENTER LINE OF SHOE FACTORY ROAD WHICH IS 75.40 FEET EASTERLY OF THE POINT OF INTERSECTION OF THE EAST LINE OF SECTION 7 IN THE AFORESAID TOWNSHIP AND RANGE AND SAID CENTER LINE OF SHOE FACTORY ROAD AS MEASURED ALONG SAID CENTER LINE OF SHOE FACTORY ROAD; THENCE NORTH 1 DEGREE 30 MINUTES WEST 3828 FEET, MORE OR LESS, TO THE NORTHWEST CORNER OF SAID SECTION 5, BEING THE PLACE OF BEGINNING, IN COOK COUNTY, ILLINOIS,

WHICH LIES SOUTHERLY OF THE FOLLOWING LAND (BEING THAT WHICH WAS CONVEYED TO COMMONWEALTH EDISON COMPANY BY DEEDS RECORDED DECEMBER 11, 1995 AS DOCUMENT NUMBERS 95-857358 THROUGH 95-857361):

THE NORTHERLY 50.00 ACRES OF THAT PART OF FRACTIONAL SECTION 5 AND 6, TOWNSHIP 41 NORTH, RANGE 9 EAST OF THE THIRD PRINCIPAL MERIDIAN, LYING SOUTHERLY OF THE SOUTHERLY LINES OF THE LAND CONVEYED TO NORTHERN ILLINOIS GAS COMPANY BY DOCUMENT NUMBERS 17299327 AND 17299326 RECORDED AUGUST 25, 1958 AND OF A STRAIGHT LINE RUNNING BETWEEN ADJACENT SOUTHERLY CORNERS OF THE LAND SO CONVEYED, DESCRIBED AS FOLLOWS: BEGINNING AT THE POINT OF INTERSECTION OF THE EAST LINE OF FRACTIONAL SECTION 7 AND THE CENTER LINE OF SHOE FACTORY ROAD; THENCE WESTERLY ALONG SAID CENTER LINE OF SHOE FACTORY ROAD 209.20 FEET; THENCE NORTHERLY ALONG A STRAIGHT LINE TO A POINT ON THE NORTH LINE OF SAID SECTION 6, 238.50 FEET WEST OF THE NORTHEAST CORNER OF SAID SECTION 6; THENCE EAST ALONG SAID NORTH LINE OF SECTION 6 AND ALONG THE NORTH LINE OF SAID SECTION 5 TO THE WESTERLY RIGHT-OF-WAY LINE OF THE LAND CONVEYED TO PUBLIC SERVICE COMPANY (NOW COMMONWEALTH EDISON COMPANY) BY DOCUMENT NUMBER 9693090 RECORDED JUNE 21, 1927; THENCE SOUTHERLY ALONG SAID WESTERLY RIGHT-OF-WAY LINE OF PUBLIC SERVICE COMPANY TO SAID CENTER LINE OF SHOE FACTORY ROAD; AND THENCE WESTERLY ALONG SAID CENTER LINE OF SHOE FACTORY ROAD TO THE POINT OF BEGINNING, THE SOUTHERLY LINE OF SAID 50.000 ACRES BEING PARALLEL WITH THE SOUTHERLY LINES OF THE LAND CONVEYED BY THE AFORESAID DOCUMENT NUMBERS 17299327 AND 17299326 AND OF SAID STRAIGHT LINE EXTENDING BETWEEN SAME.

PARCEL 7:

THAT PART OF THE NORTH HALF OF SECTION 8, TOWNSHIP 41 NORTH, RANGE 9 EAST OF THE THIRD PRINCIPAL MERIDIAN DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHEAST CORNER OF LOT 22 IN BERNER ESTATES, ACCORDING TO THE PLAT THEREOF RECORDED FEBRUARY 7, 1958 AS DOCUMENT NO. 17129065, BEING A POINT OF THE WESTMOST LINE OF THE LAND SET FORTH ON PLAT OF SURVEY RECORDED JUNE 26, 1981 AS EXHIBIT A TO DOCUMENT NO. 25918743; THENCE NORTH 00 DEGREES 10 MINUTES 00 SECONDS WEST, ALONG SAID WESTMOST LINE, 1783.06 FEET, MORE OR LESS, TO THE CENTERLINE OF SHOE FACTORY ROAD, AS OCCUPIED, FOR THE POINT OF BEGINNING; THENCE SOUTH 00 DEGREES 10 MINUTES 00 SECONDS EAST, ALONG SAID WESTMOST LINE, 292.44 FEET; THENCE NORTH 83 DEGREES 24 MINUTES 54 SECONDS WEST, PARALLEL WITH THE CENTERLINE OF SHOE FACTORY ROAD, 300.00 FEET; THENCE NORTH 00 DEGREES 10 MINUTES 00 SECONDS WEST, PARALLEL WITH SAID WESTMOST LINE, 292.44 FEET TO THE CENTERLINE OF SHOE FACTORY ROAD; THENCE SOUTH 83 DEGREES 24 MINUTES 54 SECONDS EAST, ALONG SAID CENTERLINE AS OCCUPIED, 300.00 FEET TO THE POINT OF BEGINNING, ALL IN COOK COUNTY, ILLINOIS.

PARCEL 8:

THAT PART OF THE NORTHWEST QUARTER OF SECTION 8, TOWNSHIP 41 NORTH, RANGE 9 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: BEGINNING AT THE INTERSECTION OF THE CENTER LINE OF THE HIGHWAY KNOWN AS SHOE FACTORY ROAD WITH THE WEST LINE OF THE NORTHWEST QUARTER OF SAID SECTION 8; THENCE EASTERLY ALONG THE CENTER LINE OF SAID SHOE FACTORY ROAD TO A POINT THAT IS 232.5 FEET WESTERLY (MEASURED ALONG THE CENTER LINE OF SAID SHOE FACTORY ROAD) FROM THE INTERSECTION OF THE WEST LINE OF THE PUBLIC SERVICE COMPANY RIGHT-OF-WAY WITH THE CENTER LINE OF SAID SHOE FACTORY ROAD; THENCE SOUTH 12 DEGREES 55 MINUTES EAST 993 FEET TO A POINT IN THE WEST LINE OF PUBLIC SERVICE COMPANY RIGHT-OF-WAY THAT IS SOUTH 2 DEGREES 06 MINUTES EAST 1,005.6 FEET (MEASURED ON THE SAID WEST LINE) FROM THE INTERSECTION OF THE SAID WEST LINE WITH THE CENTER LINE OF SAID SHOE FACTORY ROAD; THENCE SOUTHERLY ALONG THE SAID WEST LINE OF SAID RIGHT-OF-WAY, 406.9 FEET TO THE SOUTH LINE OF THE NORTHWEST QUARTER OF SAID SECTION 8; THENCE WEST ON THE SOUTH LINE OF SAID NORTHWEST QUARTER TO THE SOUTHWEST CORNER OF THE SAID NORTHWEST QUARTER; THENCE NORTH ON THE WEST LINE OF SAID NORTHWEST QUARTER TO THE CENTER LINE OF SAID SHOE FACTORY ROAD AND THE POINT OF BEGINNING (EXCEPT FROM SAID PREMISES THAT PART OF THE SAID NORTHWEST QUARTER DESCRIBED AS BEGINNING AT THE INTERSECTION OF THE CENTER LINE OF THE HIGHWAY KNOWN AS SHOE FACTORY ROAD WITH THE WEST LINE OF THE NORTHWEST QUARTER OF SAID SECTION 8; THENCE EASTERLY ALONG THE CENTER LINE OF SAID SHOE FACTORY ROAD; 103.6 FEET; THENCE SOUTH 0 DEGREE 17 MINUTES EAST TO THE SOUTH LINE OF SAID NORTHWEST QUARTER; THENCE WEST ALONG SAID SOUTH LINE TO THE SOUTHWEST CORNER OF SAID NORTHWEST QUARTER; AND THENCE NORTH ALONG THE WEST LINE OF SAID NORTHWEST QUARTER TO THE POINT OF BEGINNING) (EXCEPTING THEREFROM PART OF THE NORTHWEST QUARTER OF SECTION 8, TOWNSHIP 41 NORTH, RANGE 9 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: COMMENCING AT THE INTERSECTION OF THE CENTER LINE OF THE HIGHWAY KNOWN AS SHOE FACTORY ROAD WITH THE WEST LINE OF THE NORTHWEST QUARTER OF SAID SECTION 8; THENCE EASTERLY ALONG THE CENTER LINE OF SAID SHOE FACTORY ROAD TO A POINT THAT IS 232.5 FEET WESTERLY (AS MEASURED ALONG THE CENTER LINE OF SAID SHOE FACTORY ROAD) FROM THE INTERSECTION OF THE WEST LINE OF PUBLIC SERVICE COMPANY OF NORTHERN ILLINOIS RIGHT-OF-WAY WITH THE CENTER LINE OF SAID SHOE FACTORY ROAD, FOR THE POINT OF BEGINNING; THENCE SOUTH 12 DEGREES 55 MINUTES EAST, A DISTANCE OF 582 FEET ALONG A LINE FROM THE POINT OF BEGINNING THAT INTERSECTS THE WEST LINE OF PUBLIC SERVICE COMPANY OF NORTHERN ILLINOIS RIGHT-OF-WAY SOUTH 2 DEGREES 6 MINUTES EAST 1,005.6 FEET (MEASURED ON THE SAID WEST LINE) FROM THE INTERSECTION OF SAID WEST LINE WITH THE CENTER LINE OF SAID SHOE FACTORY ROAD; THENCE SOUTH 81 DEGREES 1 MINUTE WEST, 140.8 FEET; THENCE NORTH 8 DEGREES 59 MINUTES WEST, 580 FEET TO A POINT IN THE CENTER LINE OF SAID SHOE FACTORY ROAD THAT IS 100 FEET WESTERLY FROM THE POINT OF BEGINNING; THENCE EASTERLY ALONG THE CENTER LINE OF SAID SHOE FACTORY ROAD 100 FEET TO THE POINT OF BEGINNING), IN COOK COUNTY, ILLINOIS.

EXHIBIT C of the Ordinance

MAP OF ANNEXATION

4823-5142-0707, v. 1

University Place Annexation Map



1:8000

*Prepared By and
After recording, return to:*

Adam B. Simon, Esq.
Ancel, Glink, Diamond, Bush,
DiCianni & Krafthefer, P.C.
175 E. Hawthorn Parkway, Suite 145
Vernon Hills, Illinois 60061

ORDINANCE NO. O15-010

**AN ORDINANCE ANNEXING CERTAIN TERRITORY
TO THE HOFFMAN ESTATES PARK DISTRICT,
COOK COUNTY, ILLINOIS
(Laufenburger Property)**

*Hoffman Estates Park District
1685 W. Higgins Road
Hoffman Estates, Illinois 60169*

ORDINANCE NO. 015-010

**AN ORDINANCE ANNEXING
CERTAIN TERRITORY TO THE
HOFFMAN ESTATES PARK DISTRICT
(*Laufenburger Property*)**

WHEREAS, the President and Board of Trustees of the Village of Hoffman Estates in Ordinance No. 3721-2005, passed April 25, 2005, and attached hereto as Exhibit A, annexed certain territory legally described herein (the "Territory");

WHEREAS, said Territory is not within the corporate limits of any park district, but is contiguous to the Hoffman Estates Park District;

WHEREAS, the Park District is authorized to annex additional property within an otherwise coterminous municipality according to Section 3-10 of the Illinois Park District Code, 70 ILCS 1205/3-10;

WHEREAS, the Territory comprises less than one hundred twenty (120) acres; and

WHEREAS, it is in the best interest of the Hoffman Estates Park District that said Territory be annexed.

NOW THEREFORE, BE IT ORDAINED by the President and Board of Commissioners of the Hoffman Estates Park District, Cook County, Illinois, as follows:

SECTION 1: That the Territory, legally described in Exhibit B, is hereby annexed to the Hoffman Estates Park District.

SECTION 2: That the Secretary of the Hoffman Estates Park District is hereby directed to record in the Office of the Recorder of Deeds of Cook County, Illinois, and to file in the office of the County Clerk of Cook County, Illinois, being the County in which the Territory is

situated, a certified copy of this Ordinance, together with an accurate map of the Territory hereby annexed, said map being attached hereto and made a part hereof, and labeled Exhibit C.

SECTION 3: This Ordinance shall be in full force and effect from and after its passage and approval and when a certified copy hereof, together with an accurate map is recorded in the Office of the Recorder of Deeds of Cook County, and filed in the office of the County Clerk of Cook County; and thereupon, said territory shall be subject to the jurisdiction of the Hoffman Estates Park District.

PASSED this _____ Day of _____, 2015.

AYES:

NAYS:

ABSENT:

ABSTAIN:

PRESIDENT

ATTEST:

SECRETARY

EXHIBIT A

**VILLAGE OF HOFFMAN ESTATES
COOK COUNTY, ILLINOIS**

ORDINANCE NO. 3721-2005

April 25, 2005

**“AN ORDINANCE ANNEXING CERTAIN PROPERTY
AT THE NORTHWEST CORNER OF
BEVERLY ROAD AND SHOE FACTORY ROAD
TO THE VILLAGE OF HOFFMAN ESTATES”**



HOFFMAN ESTATES

Virginia Mary Hayter, Village Clerk

STATE OF ILLINOIS)
)
COUNTY OF COOK AND KANE) SS


CERTIFICATE

I, Virginia Mary Hayter, Village Clerk of the Village of Hoffman Estates, in the Counties of Cook and Kane and the State of Illinois, DO HEREBY CERTIFY that the annexed and foregoing is a true and correct copy of the following document now on file:

Ordinance No. 3721-2005 an ordinance annexing certain property at the Northwest corner of Beverly Road and Shoe Factory Road to the Village of Hoffman Estates was passed by the Village Board of Trustees at a special meeting on April 25, 2005

I, FURTHER CERTIFY that the original document, of which the foregoing is a true copy, is entrusted to my care for safe keeping, and that I am the lawful keeper of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Village of Hoffman Estates aforesaid, at the said Village, in the Counties of Cook and Kane and the State of Illinois, aforesaid, this 4th day of May, 2005.


Virginia Mary Hayter
Village Clerk

1900 Hassell Road
Hoffman Estates, Illinois 60195
www.hoffmanestates.org

Phone: 847.882-9100
Fax: 847.882.2621
E-Mail: virginia.hayter@hoffmanestates.org

ORDINANCE NO. 3721 - 2005

**AN ORDINANCE ANNEXING CERTAIN PROPERTY
AT THE NORTHWEST CORNER OF
BEVERLY ROAD AND SHOE FACTORY ROAD
TO THE VILLAGE OF HOFFMAN ESTATES**

WHEREAS, written request for annexation has been made by the record owners of the hereinafter described land and territory for annexation to the Village of Hoffman Estates; and

WHEREAS, said land and territory is not within the corporate limits of any municipality, but is contiguous to the Village of Hoffman Estates; and

WHEREAS, all applicable provisions of 65 ILCS 5/7.1-1 concerning any annexation of contiguous property by municipalities have been complied with and adhered to; and

WHEREAS, the Trustees of the Bartlett Fire Protection District, Hanover Township and the Hanover Township Road Commission have been duly notified of this Annexation according to law; and

WHEREAS, the President and Board of Trustees of the Village of Hoffman Estates, Cook and Kane Counties, Illinois, believe the annexation to be in the best interest of the Village.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Hoffman Estates, Cook and Kane Counties, Illinois, as follows:

Section 1: That the land and territory of 112.2 acres shown and legally described in the Map of Annexation attached hereto as Exhibit "A" and incorporated and made a part of this Ordinance, which territory is contiguous to the Village of Hoffman Estates, and is not within the limits of any municipality, be and the same is hereby annexed to the Village of Hoffman Estates, so that hereafter said territory shall be included within the boundary lines and limits of any municipality, be and the same is hereby to the Village of Hoffman Estates, so that hereafter said territory shall be included within the boundary lines and limits of said Village, as is by law in such cases made and provided.

Section 2: That the Village Clerk of the Village of Hoffman Estates is hereby directed to record a certified copy of this Ordinance together with an accurate plat of said territory with the Recorder of Deeds of Cook County, Illinois.

Section 3: That the Village Clerk is hereby authorized to publish this ordinance in pamphlet form.

Section 4: That this Ordinance shall be in full force and effect upon the purchase of the property subject to the Annexation petition by Shoe Factory Road LLC.

PASSED THIS 25th day of April, 2005

APPROVED THIS 2nd day of May, 2005

VOTE	AYE	NAY
Trustee Kenley-Rupnow	<u> x </u>	<u> </u>
Trustee Frank	<u> x </u>	<u> </u>
Trustee Mills	<u> x </u>	<u> </u>
Trustee Boester	<u> x </u>	<u> </u>
Trustee Rusakiewicz	<u> x </u>	<u> </u>
Trustee Collins	<u> </u>	<u> x </u>

APPROVED:

Village President

VETOED:

William D. McLeod
Village President

VOTE TO OVERRIDE VETO THIS 2nd DAY OF MAY, 2005.

VOTE	AYE	NAY
Trustee Mills	<u> x </u>	<u> </u>
Trustee Boester	<u> x </u>	<u> </u>
Trustee Rusakiewicz	<u> x </u>	<u> </u>
Trustee Collins	<u> </u>	<u> x </u>
Trustee Kincaid	<u> x </u>	<u> </u>
Trustee Crespo	<u> </u>	<u> x </u>

ATTEST:

Virginia Mary Skyles
Village Clerk

Published in pamphlet form this 6th day of May, 2005.

1
2
3
4

EXHIBIT B-3

ANNEXATION PLAT

(See insert on the following page)

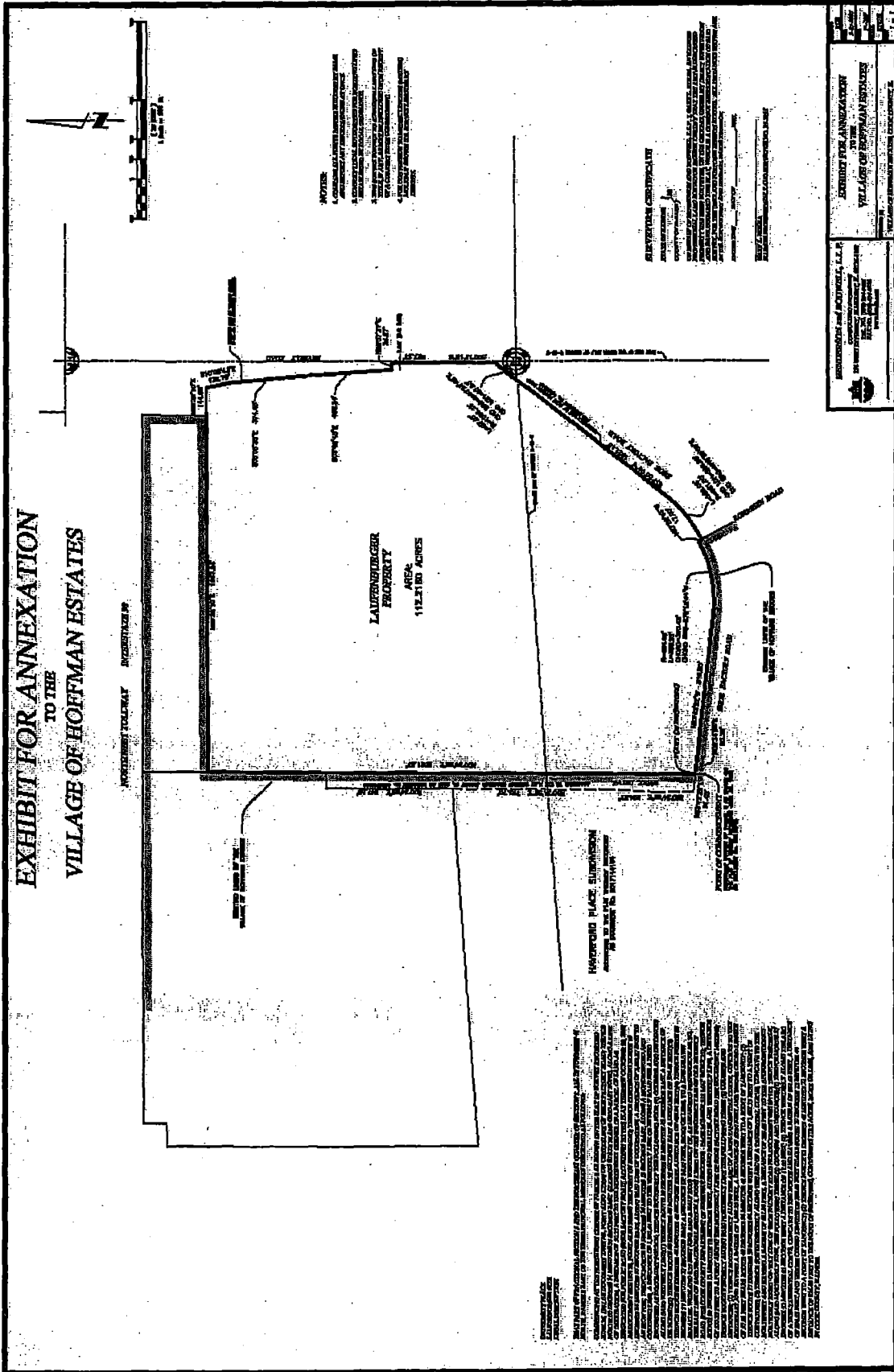


EXHIBIT B of the Ordinance

LEGAL DESCRIPTION

1
2
3 **LEGAL DESCRIPTION OF LAUFENBURGER PARCEL**

4 THAT PART OF FRACTIONAL SECTION 5 AND THE NORTHEAST QUARTER OF
5 SECTION 8, ALL IN TOWNSHIP 41 NORTH, RANGE 9 EAST OF THE THIRD
6 PRINCIPAL MERIDIAN DESCRIBED AS FOLLOWS:

7 COMMENCING AT THE NORTHWEST CORNER OF PARCEL 8 AS SHOWN ON THE
8 PLAT OF SURVEY RECORDED JUNE 26, 1981 AS DOCUMENT 25918743,
9 POINT ALSO LYING ON CENTERLINE OF SHOE FACTORY ROAD; THENCE
10 NORTH 00 DEGREES 34 MINUTES 55 SECONDS EAST (ILLINOIS STATE
11 PLANE GRID-EAST ZONE), ALONG A LINE OF OCCUPATION, A DISTANCE OF
12 50.25 FEET TO THE NORTHWEST CORNER OF A PARCEL OF LAND AS
13 DEDICATED FOR PUBLIC ROAD (SHOE FACTORY ROAD) ACCORDING TO THE
14 PLAT THEREOF OCTOBER 30, 2002 AS DOCUMENT 0021197175, POINT ALSO
15 BEING THE POINT OF BEGINNING; THENCE CONTINUING NORTH 00 DEGREES
16 34 MINUTES 55 SECONDS EAST, ALONG SAID LINE OF OCCUPATION, A
17 DISTANCE OF 2,521.87 FEET TO AN IRON PIPE; THENCE NORTH 89
18 DEGREES 36 MINUTES 10 SECONDS EAST, ALONG A MONUMENTED AND
19 OCCUPIED LINE, A DISTANCE OF 1,967.64 FEET TO THE WESTERLY LINE
20 OF BEVERLY ROAD PER A DEED RECORDED AS DOCUMENT 94832424; THENCE
21 SOUTHERLY THE FOLLOWING FOUR (4) COURSES AND DISTANCES ALONG
22 SAID WESTERLY LINE; (1) THENCE SOUTH 10 DEGREES 08 MINUTES 43
23 SECONDS EAST A DISTANCE OF 135.76 FEET; (2) THENCE SOUTH 05
24 DEGREES 05 MINUTES 35 SECONDS EAST A DISTANCE OF 374.45 FEET; (3)
25 THENCE SOUTH 03 DEGREES 42 MINUTES 48 SECONDS EAST A DISTANCE OF
26 468.34 FEET; (4) THENCE NORTH 88 DEGREES 57 MINUTES 37 SECONDS
27 EAST A DISTANCE OF 34.87 FEET TO A LINE DRAWN PARALLEL WITH AND
28 8.25 FEET (ONE AND A HALF ROD) WESTERLY OF, AS MEASURED
29 PERPENDICULAR TO, THE EAST LINE OF SAID FRACTIONAL SECTION 5,
30 POINT LYING ON THE WESTERLY LINE OF OLD BEVERLY ROAD (PER COOK
31 COUNTY DEPARTMENT OF HIGHWAY RECORDS - PAGE NUMBER 312 MAP INDEX
32 23); THENCE SOUTH 00 DEGREES 13 MINUTES 18 SECONDS WEST, ALONG
33 SAID PARALLEL AND WESTERLY LINE, A DISTANCE OF 527.23 FEET TO A
34 POINT ALONG THE NORTHERLY LINE OF SHOE FACTORY ROAD PER DOCUMENT
35 16052045; THENCE SOUTHWESTERLY ALONG SAID NORTHERLY LINE THE
36 FOLLOWING THREE (3) COURSES AND DISTANCES; (1) THENCE
37 SOUTHWESTERLY ALONG THE ARC OF A NON-TANGENTIAL CURVE, CONCAVE
38 TO THE SOUTHEAST AND HAVING A RADIUS OF 1,088.23 FEET, A
39 DISTANCE OF 97.97 FEET AND WHOSE CHORD LENGTH OF 97.93 FEET
40 BEARS SOUTH 40 DEGREES 24 MINUTES 48 SECONDS WEST TO A POINT OF
41 TANGENCY; (2) THENCE SOUTH 37 DEGREES 50 MINUTES 04 SECONDS WEST
42 A DISTANCE OF 1,022.15 FEET TO A POINT OF CURVATURE; (3) THENCE
43 SOUTHWESTERLY ALONG THE ARC OF A TANGENTIAL CURVE, CONCAVE TO
44 THE NORTHWEST AND HAVING A RADIUS OF 681.60 FEET, A DISTANCE OF
45 289.04 FEET TO THE AFOREMENTIONED NORTHERLY RIGHT-OF-WAY LINE OF
46 SHOE FACTORY ROAD PER DOCUMENT 0021197175; THENCE WESTERLY,
47 ALONG SAID NORTHERLY LINE, THE FOLLOWING THREE (3) COURSES AND

1 DISTANCES; (1) THENCE NORTH 27 DEGREES 52 MINUTES 03 SECONDS WEST
2 A DISTANCE OF 17.00 FEET; (2) THENCE WESTERLY ALONG THE ARC OF A
3 NON-TANGENTIAL CURVE, CONCAVE TO THE NORTH AND HAVING A RADIUS
4 OF 664.60 FEET, A DISTANCE OF 396.25 FEET AND WHOSE CHORD LENGTH
5 OF 390.43 FEET BEARS SOUTH 79 DEGREES 12 MINUTES 44 SECONDS WEST
6 TO A POINT OF TANGENCY; (3) THENCE NORTH 83 DEGREES 42 MINUTES
7 22 SECONDS WEST A DISTANCE OF 816.80 FEET TO THE POINT OF
8 BEGINNING, CONTAINING 112.2 ACRES, MORE OR LESS, AND LYING IN
9 COOK COUNTY, ILLINOIS.

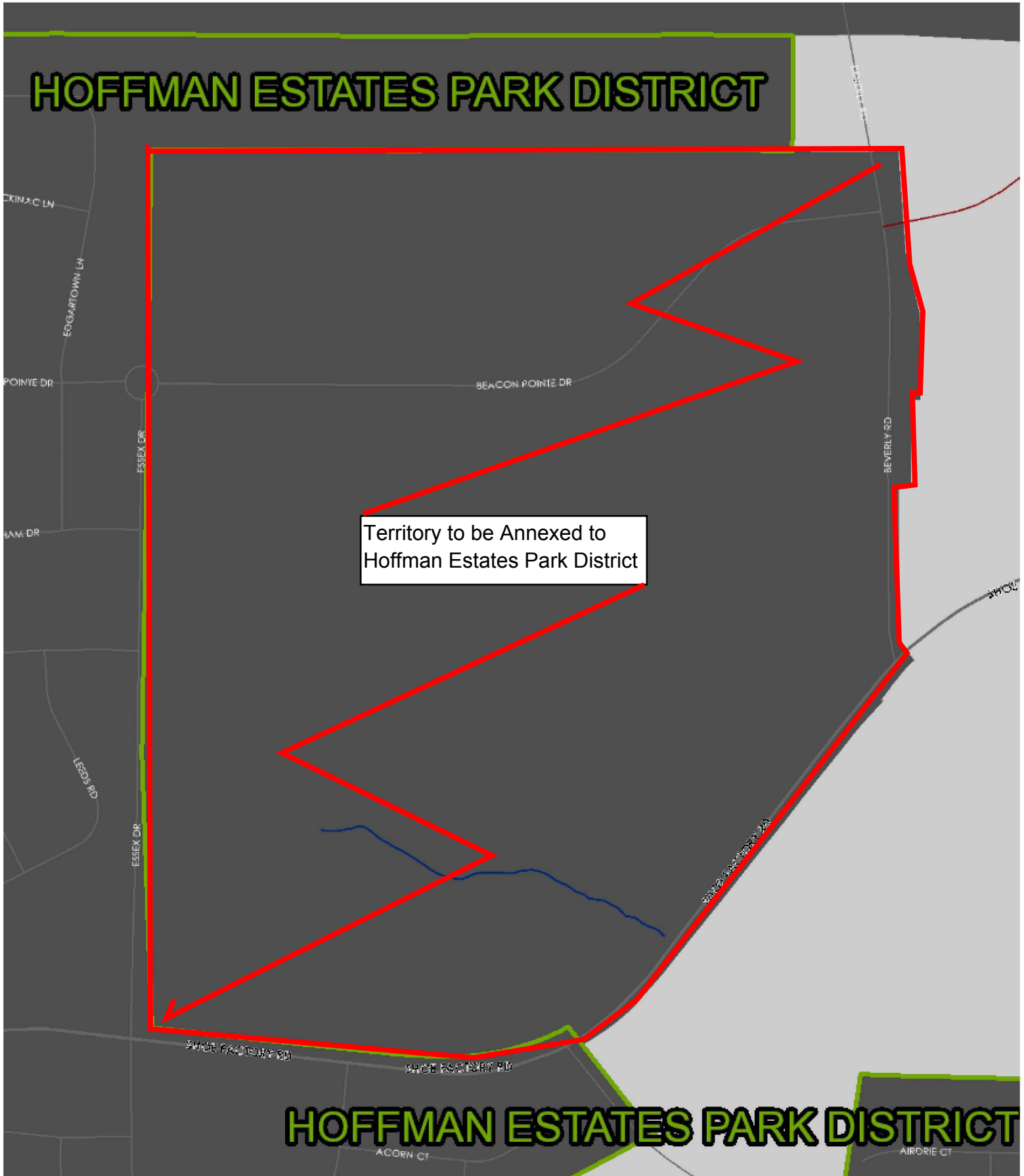
10

EXHIBIT C of the Ordinance

MAP OF ANNEXATION

4839-3450-8323, v. 1

Laufenburger Property Annexation Map



Territory to be Annexed to Hoffman Estates Park District

1:8000

Prepared By and
After recording, return to:

Adam B. Simon, Esq.
Ancel, Glink, Diamond, Bush,
DiCianni & Krafthefer, P.C.
175 E. Hawthorn Parkway, Suite 145
Vernon Hills, Illinois 60061

ORDINANCE NO. 015-011

**AN ORDINANCE ANNEXING CERTAIN TERRITORY
TO THE HOFFMAN ESTATES PARK DISTRICT,
COOK COUNTY, ILLINOIS
(Autumn Woods)**

*Hoffman Estates Park District
1685 W. Higgins Road
Hoffman Estates, Illinois 60169*

ORDINANCE NO. 015-011

**AN ORDINANCE ANNEXING
CERTAIN TERRITORY TO THE
HOFFMAN ESTATES PARK DISTRICT
(Autumn Woods)**

WHEREAS, the President and Board of Trustees of the Village of Hoffman Estates in Ordinance No. 3989-2007, passed December 13, 2007, and attached hereto as Exhibit A, annexed certain territory legally described herein (the "Territory");

WHEREAS, said Territory is not within the corporate limits of any park district, but is contiguous to the Hoffman Estates Park District;

WHEREAS, the Park District is authorized to annex additional property within an otherwise coterminous municipality according to Section 3-10 of the Illinois Park District Code, 70 ILCS 1205/3-10;

WHEREAS, the Territory comprises less than one hundred twenty (120) acres; and

WHEREAS, it is in the best interest of the Hoffman Estates Park District that said Territory be annexed.

NOW THEREFORE, BE IT ORDAINED by the President and Board of Commissioners of the Hoffman Estates Park District, Cook County, Illinois, as follows:

SECTION 1: That the Territory, legally described in Exhibit B, is hereby annexed to the Hoffman Estates Park District.

SECTION 2: That the Secretary of the Hoffman Estates Park District is hereby directed to record in the Office of the Recorder of Deeds of Cook County, Illinois, and to file in the office of the County Clerk of Cook County, Illinois, being the County in which the Territory is

situated, a certified copy of this Ordinance, together with an accurate map of the Territory hereby annexed, said map being attached hereto and made a part hereof, and labeled Exhibit C.

SECTION 3: This Ordinance shall be in full force and effect from and after its passage and approval and when a certified copy hereof, together with an accurate map is recorded in the Office of the Recorder of Deeds of Cook County, and filed in the office of the County Clerk of Cook County; and thereupon, said territory shall be subject to the jurisdiction of the Hoffman Estates Park District.

PASSED this _____ Day of _____, 2015.

AYES:

NAYS:

ABSENT:

ABSTAIN:

PRESIDENT

ATTEST:

SECRETARY

EXHIBIT A

VILLAGE OF HOFFMAN ESTATES
COOK COUNTY, ILLINOIS

ORDINANCE NO. 3989-2007

December 13, 2007

“AN ORDINANCE ANNEXING CERTAIN PROPERTY
NORTH OF GOLF ROAD AND EAST OF BERNER ROAD
TO THE VILLAGE OF HOFFMAN ESTATES (AUTUMN WOODS)”

**AN ORDINANCE ANNEXING CERTAIN PROPERTY
NORTH OF GOLF ROAD AND EAST OF BERNER ROAD
TO THE VILLAGE OF HOFFMAN ESTATES (AUTUMN WOODS)**

WHEREAS, written request for annexation has been made by the record owners of the hereinafter described land and territory for annexation to the Village of Hoffman Estates; and

WHEREAS, said land and territory is not within the corporate limits of any municipality, but is contiguous to the Village of Hoffman Estates; and

WHEREAS, all applicable provisions of 65 ILCS 5/7.1-1 concerning any annexation of contiguous property by municipalities have been complied with and adhered to; and

WHEREAS, the Trustees of the Bartlett Fire Protection District, Hanover Township Board of Trustees, and the Hanover Township Road Commissioner have been duly notified of this Annexation according to law; and

WHEREAS, the President and Board of Trustees of the Village of Hoffman Estates, Cook and Kane Counties, Illinois, believe the annexation to be in the best interest of the Village.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Hoffman Estates, Cook and Kane Counties, Illinois, as follows:

Section 1: That the land and territory of 39.639 acres shown and legally described in the Map of Annexation attached hereto as Exhibit "B" and incorporated and made a part of this Ordinance, which territory is contiguous to the Village of Hoffman Estates, and is not within the limits of any municipality, be and the same is hereby annexed to the Village of Hoffman Estates, so that hereafter said territory shall be included within the boundary lines and limits of any municipality, be and the same is hereby to the Village of Hoffman Estates, so that hereafter said territory shall be included within the boundary lines and limits of said Village, as is by law in such cases made and provided.

Section 2: That the Village Clerk of the Village of Hoffman Estates is hereby directed to record a certified copy of this Ordinance together with an accurate plat of said territory with the Recorder of Deeds of Cook County, Illinois.

Section 3: That the Village Clerk is hereby authorized to publish this ordinance in pamphlet form.

Section 4: That this Ordinance shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS 10th day of December, 2007

APPROVED THIS 10th day of December, 2007

VOTE	AYE	NAY
Trustee Mills	<u>X</u>	_____
Trustee Collins	<u>X</u>	_____
Trustee Kincaid	<u>X</u>	_____
Trustee Green	<u>X</u>	_____
Trustee Newell	<u>X</u>	_____
Trustee Pilafas	<u>X</u>	_____

APPROVED:

William D. McLeod
Village President

ATTEST:

Dee Romano
Village Clerk

EXHIBIT B of the Ordinance

LEGAL DESCRIPTION

PROPERTY DESCRIPTION

AUTUMN WOODS COMPOSITE DESCRIPTION

THAT PART OF SECTION 8, TOWNSHIP 41 NORTH, RANGE 9 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: BEGINNING AT AN IRON PIPE FOUND IN THE NORTH LINE OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 8, SAID POINT BEING 363.10 FEET (364 FEET RECORD) WEST OF THE EAST LINE OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SAID SECTION 8; THENCE SOUTH 00 DEGREES 49 MINUTES 03 SECONDS EAST ALONG AN ASSUMED BEARING, (SOUTH 00 DEGREES 56 MINUTES EAST RECORD) 981.15 FEET (982.2 FEET RECORD) TO A 5/8 9/32 IRON ROD IN THE NORTHERLY LINE OF ELGIN, EVANSTON HIGHWAY (STATE ROUTE NO. 58); THENCE WESTERLY 692.26 FEET ALONG THE NORTHERLY LINE OF SAID HIGHWAY, BEING A CURVE TO THE LEFT, HAVING A RADIUS OF 3933.91 FEET AND WHOSE CHORD BEARS NORTH 86 DEGREES 00 MINUTES 03 SECONDS WEST 691.37 FEET TO AN IRON ROD FOUND AT THE POINT OF TANGENCY; THENCE SOUTH 88 DEGREES 57 MINUTES 28 SECONDS WEST CONTINUING ALONG SAID NORTHERLY LINE 296.07 FEET TO THE WEST LINE OF THE SOUTHWEST QUARTER OF SAID SECTION 8, ALSO BEING THE SOUTHWEST CORNER OF LOT 15 IN BERNER ESTATES, BEING A SUBDIVISION OF PART OF THE WEST HALF OF SAID SECTION 8, ACCORDING TO THE PLAT THEREOF RECORDED FEBRUARY 7, 1958 AS DOCUMENT 17129065; THENCE SOUTH 89 DEGREES 03 MINUTES 01 SECONDS WEST CONTINUING ALONG SAID NORTHERLY LINE AND THE SOUTHERLY LINE OF SAID LOT 15 A DISTANCE OF 340.39 FEET (340.00 FEET RECORD) TO THE SOUTHWEST CORNER OF SAID LOT 15, AN IRON ROD BEING FOUND 0.08 FEET SOUTH AND ON LINE OF SAID CORNER; THENCE NORTH 00 DEGREES 07 MINUTES 36 SECONDS EAST ALONG THE WEST LINE OF SAID LOT 15 AND THE EAST LINE OF LOT 14 IN SAID BERNER ESTATES 678.43 FEET (678.50 FEET RECORD) TO AN IRON ROD FOUND AT THE NORTHEAST CORNER OF SAID LOT 14; THENCE SOUTH 77 DEGREES 32 MINUTES 44 SECONDS WEST ALONG THE NORTHERLY LINE OF SAID LOT 14 AND THE SOUTHERLY LINE OF LOT 16 IN SAID BERNER ESTATES 311.46 FEET (310.65 FEET RECORD) AN IRON ROD BEING FOUND ON LINE AND 0.72 FEET WEST OF THE SOUTHWEST CORNER OF SAID LOT 16; THENCE NORTH 00 DEGREES 23 MINUTES 32 SECONDS EAST ALONG THE WESTERLY LINE OF SAID LOT 16 A DISTANCE OF 296.11 FEET (293.25 FEET RECORD) TO AN IRON ROD IN CONCRETE FOUND AT THE NORTHWEST CORNER OF SAID LOT 16; THENCE NORTH 81 DEGREES 52 MINUTES 22 SECONDS EAST ALONG THE NORTHERLY LINE OF SAID LOT 16 AND THE

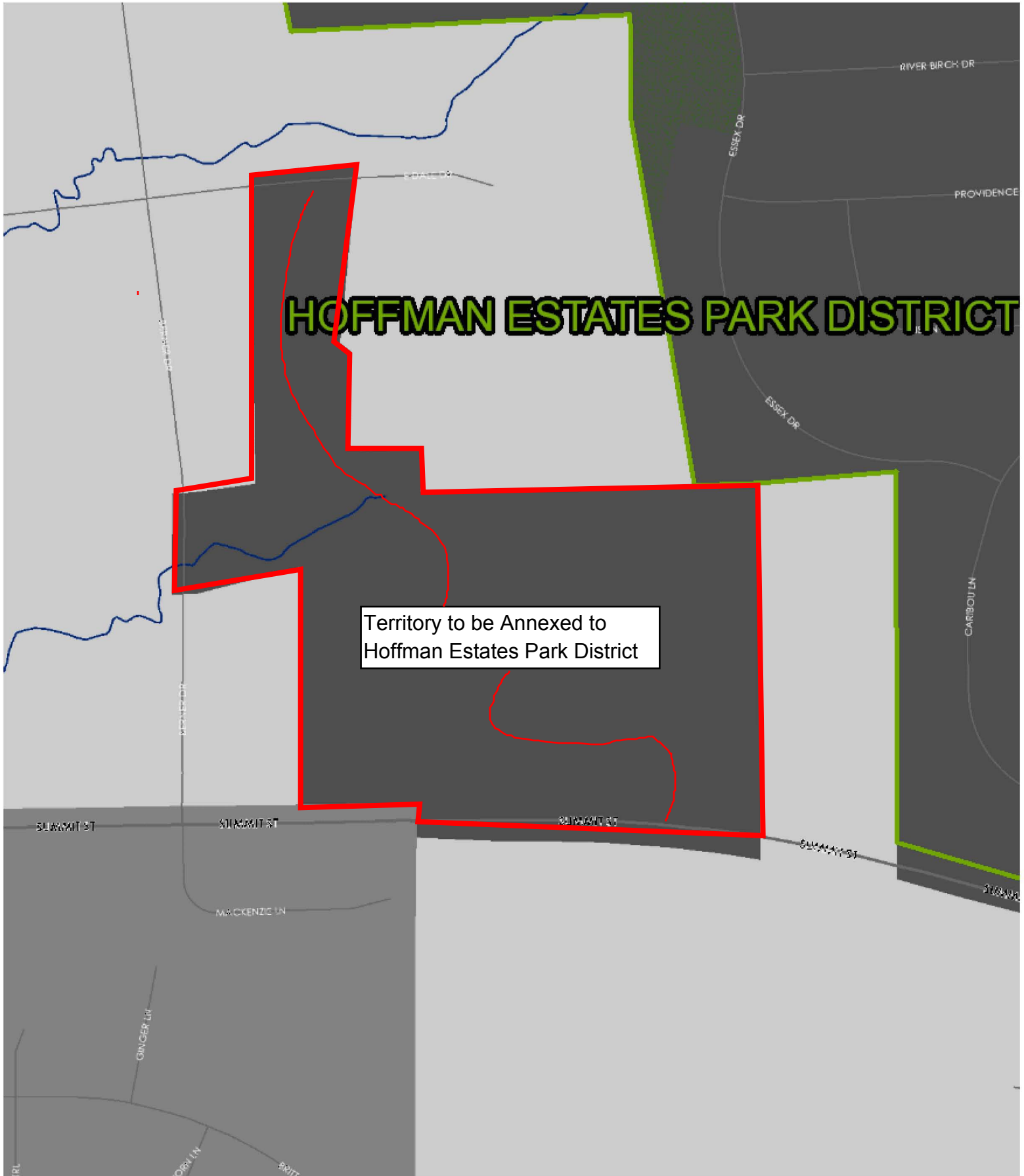
SOUTHERLY LINE OF LOT 17 IN SAID BERNER ESTATES 171.68 FEET (171.50 FEET RECORD) TO AN IRON ROD FOUND AT THE SOUTHEAST CORNER OF SAID LOT 17 ALSO BEING THE SOUTHWEST CORNER OF LOT 18 IN SAID BERNER ESTATES; THENCE NORTH 00 DEGREES 33 MINUTES 30 SECONDS WEST ALONG THE WESTERLY LINE OF SAID LOT 18 A DISTANCE OF 823.57 FEET (823.83 FEET RECORD) TO A 5/8 9/32 IRON ROD AT THE NORTHWEST CORNER OF SAID LOT 18; THENCE NORTH 83 DEGREES 35 MINUTES 21 SECONDS EAST ALONG THE NORTHERLY LINE OF SAID LOT 18 A DISTANCE OF 213.17 FEET (212.50 FEET RECORD) TO AN IRON ROD FOUND AT A BEND POINT IN THE NORTHERLY LINE OF SAID LOT 18; THENCE NORTH 88 DEGREES 12 MINUTES 07 SECONDS EAST ALONG SAID NORTHERLY LINE 89.85 FEET (89.94 FEET RECORD) TO THE NORTHEAST CORNER OF SAID LOT 18, AN IRON ROD BEING FOUND 0.09 FEET SOUTH AND ON LINE OF SAID CORNER; THENCE SOUTH 06 DEGREES 06 MINUTES 16 SECONDS WEST ALONG THE EASTERLY LINE OF SAID LOT 18 AND THE WESTERLY LINE OF LOT 19 IN SAID BERNER ESTATES 457.79 FEET TO AN IRON ROD FOUND, SAID POINT BEING 305.70 FEET NORTH OF THE SOUTHWEST CORNER OF SAID LOT 19, AS MEASURED ALONG SAID WESTERLY LINE; THENCE SOUTH 56 DEGREES 54 MINUTES 36 SECONDS EAST 34.51 FEET (34.50 FEET RECORD) TO AN IRON ROD FOUND; THENCE SOUTH 02 DEGREES 19 MINUTES 21 SECONDS WEST 283.75 FEET TO A 5/8 9/32 IRON ROD ON THE SOUTH LINE OF SAID LOT 19; THENCE NORTH 88 DEGREES 08 MINUTES 48 SECONDS EAST ALONG SAID SOUTH LINE AND THE NORTHERLY LINE OF SAID LOT 16 A DISTANCE OF 210.19 FEET TO THE NORTHEAST CORNER OF SAID LOT 16, AN IRON ROD BEING FOUND 0.02 FEET WEST AND ON LINE OF SAID CORNER; THENCE SOUTH 00 DEGREES 04 MINUTES 49 SECONDS WEST ALONG THE EASTERLY LINE OF SAID LOT 16 ALSO BEING THE WEST LINE OF THE SOUTHEAST QUARTER OF SAID SECTION 8 A DISTANCE OF 123.65 FEET TO AN IRON PIPE FOUND AT THE NORTHWEST CORNER OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 8; THENCE NORTH 87 DEGREES 50 MINUTES 50 SECONDS EAST ALONG THE NORTH LINE OF SAID SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 8 A DISTANCE OF 971.14 FEET TO THE POINT OF BEGINNING. ALL IN COOK COUNTY, ILLINOIS.

EXHIBIT C of the Ordinance

MAP OF ANNEXATION

4820-8816-2595, v. 1

Autumn Woods Annexation Map



1:8000

Prepared By and
After recording, return to:

Adam B. Simon, Esq.
Ancel, Glink, Diamond, Bush,
DiCianni & Krafthefer, P.C.
175 E. Hawthorn Parkway, Suite 145
Vernon Hills, Illinois 60061

ORDINANCE NO. O15-012

**AN ORDINANCE ANNEXING CERTAIN TERRITORY
TO THE HOFFMAN ESTATES PARK DISTRICT,
COOK COUNTY, ILLINOIS
(Rembowski Property)**

*Hoffman Estates Park District
1685 W. Higgins Road
Hoffman Estates, Illinois 60169*

ORDINANCE NO. 015-012

**AN ORDINANCE ANNEXING
CERTAIN TERRITORY TO THE
HOFFMAN ESTATES PARK DISTRICT
(Rembowski Property)**

WHEREAS, the President and Board of Trustees of the Village of Hoffman Estates in Ordinance No. 3410-2002, passed May 16, 2002, and attached hereto as Exhibit A, annexed certain territory legally described herein (the "Territory");

WHEREAS, said Territory is not within the corporate limits of any park district, but is contiguous to the Hoffman Estates Park District;

WHEREAS, the Park District is authorized to annex additional property within an otherwise coterminous municipality according to Section 3-10 of the Illinois Park District Code, 70 ILCS 1205/3-10;

WHEREAS, the Territory comprises less than one hundred twenty (120) acres; and

WHEREAS, it is in the best interest of the Hoffman Estates Park District that said Territory be annexed.

NOW THEREFORE, BE IT ORDAINED by the President and Board of Commissioners of the Hoffman Estates Park District, Cook County, Illinois, as follows:

SECTION 1: That the Territory, legally described in Exhibit B, is hereby annexed to the Hoffman Estates Park District.

SECTION 2: That the Secretary of the Hoffman Estates Park District is hereby directed to record in the Office of the Recorder of Deeds of Cook County, Illinois, and to file in the office of the County Clerk of Cook County, Illinois, being the County in which the Territory is

situated, a certified copy of this Ordinance, together with an accurate map of the Territory hereby annexed, said map being attached hereto and made a part hereof, and labeled Exhibit C.

SECTION 3: This Ordinance shall be in full force and effect from and after its passage and approval and when a certified copy hereof, together with an accurate map is recorded in the Office of the Recorder of Deeds of Cook County, and filed in the office of the County Clerk of Cook County; and thereupon, said territory shall be subject to the jurisdiction of the Hoffman Estates Park District.

PASSED this _____ Day of _____, 2015.

AYES:

NAYS:

ABSENT:

ABSTAIN:

PRESIDENT

ATTEST:

SECRETARY

EXHIBIT A

VILLAGE OF HOFFMAN ESTATES
COOK COUNTY, ILLINOIS

ORDINANCE NO. 3410-2002

May 16, 2002

“AN ORDINANCE ANNEXING CERTAIN PROPERTY
NORTH OF GOLF ROAD AND WEST OF THE E.J.&E. RAILROAD
TO THE VILLAGE OF HOFFMAN ESTATES”

**AN ORDINANCE ANNEXING
CERTAIN PROPERTY NORTH OF GOLF ROAD
WEST OF THE E.J.&E. RAILROAD
TO THE VILLAGE OF HOFFMAN ESTATES**

WHEREAS, written request for annexation has been made by Edward Rembowski, Leo Rembowski and Arlene Rembowski, being the sole record owners of the hereinafter described land and territory for annexation to the Village of Hoffman Estates; and

WHEREAS, said land and territory is not within the corporate limits of any municipality, but is contiguous to the Village of Hoffman Estates; and

WHEREAS, all applicable provisions of 65 ILCS 5/7.1-1 concerning the annexation of contiguous property by municipalities have been complied with and adhered to; and

WHEREAS, the Trustees of the Bartlett Fire Protection District have been duly notified of this Annexation according to law; and

WHEREAS, the President and Board of Trustees of the Village of Hoffman Estates, Cook and Kane Counties, Illinois, believe the annexation to be in the best interest of the Village.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Hoffman Estates, Cook and Kane Counties, Illinois, as follows:

Section 1: That the land and territory of 32.88 acres shown and legally described in the Map of Annexation attached hereto as Exhibit "A" and incorporated and made a part of this Ordinance, which territory is contiguous to the Village of Hoffman Estates, and is not within the limits of any municipality, be and the same is hereby annexed to the Village of Hoffman Estates, so that hereafter said territory shall be included within the boundary lines and limits of said Village, as is by law in such cases made and provided.

Section 2: That the Village Clerk of the Village of Hoffman Estates is hereby directed to record a certified copy of this Ordinance together with an accurate plat of said territory with the Recorder of Deeds of Cook County, Illinois.

Section 3: That the Village Clerk is hereby authorized to publish this ordinance in pamphlet form.

Section 4: That this ordinance shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS 16th day of MAY, 2002

APPROVED THIS 16th day of MAY, 2002

VOTE	AYE	NAY
Trustee Kenley-Rupnow	<u> x </u>	<u> </u>
Trustee Frank	<u> </u> absent	<u> </u>
Trustee Mills	<u> x </u>	<u> </u>
Trustee Boester	<u> x </u>	<u> </u>
Trustee Brigano	<u> x </u>	<u> </u>
Trustee Rusakiewicz	<u> x </u>	<u> </u>

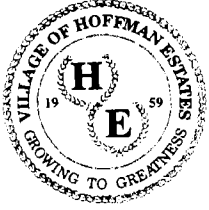
APPROVED:

William D. McLeod
Village President

ATTEST:

Virginia Mary Hayter
Village Clerk

Published in pamphlet form this 28th day of MAY, 2002.



HOFFMAN ESTATES

Virginia Mary Hayter, Village Clerk

STATE OF ILLINOIS)
)
COUNTY OF COOK) SS

CERTIFICATE

I, Virginia Mary Hayter, certify that I am duly elected and acting municipal clerk of the Village of Hoffman Estates, Cook and Kane Counties, Illinois.


I further certify that on May 16, 2002 the Corporate Authorities of such municipality passed and approved Ordinance No. 3410-2002 entitled

an ordinance annexing certain property north of Golf Road, west of the EJ&E Railroad to the Village of Hoffman Estates (Cambridge Homes)

which provided by its terms that it should be published in pamphlet form.

The pamphlet form of Ordinance No. 3410-2002 including the Ordinance and a cover sheet thereof, was prepared, and a copy of such Ordinance was posted in the municipal building, commencing on May 20, 2002 and continuing for at least ten days thereafter. Copies of such ordinance were also available for public inspection upon request in the office of the Municipal Clerk.

DATED at Hoffman Estates, Illinois this 16th day of May, 2002.


Virginia Mary Hayter
Village Clerk

1900 Hassell Road
Hoffman Estates, Illinois 60195
www.hoffmanestates.org

Phone: 847.882-9100
Fax: 847.882.2621
E-Mail: virginia.hayter@hoffmanestates.org

Printed on recycled paper 



HOFFMAN ESTATES

Virginia Mary Hayter, Village Clerk

STATE OF ILLINOIS)
)
COUNTY OF COOK AND KANE) SS

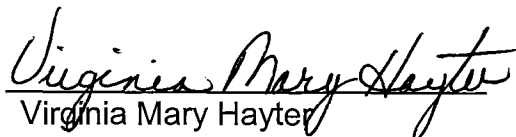
CERTIFICATE

I, Virginia Mary Hayter, Village Clerk of the Village of Hoffman Estates, in the Counties of Cook and Kane and the State of Illinois, DO HEREBY CERTIFY that the annexed and foregoing is a true and correct copy of the following document now on file:

Ordinance No. 3410-2002 an ordinance annexing certain property north of Golf Road, west of the EJ & E Railroad, to the Village of Hoffman Estates (Cambridge Homes) was passed by Village Board of Trustees at a regular meeting on May 16, 2002.

I, FURTHER CERTIFY that the original document, of which the foregoing is a true copy, is entrusted to my care for safe keeping, and that I am the lawful keeper of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Village of Hoffman Estates aforesaid, at the said Village, in the Counties of Cook and Kane and the State of Illinois, aforesaid, this 17th day of May, 2002.


Virginia Mary Hayter
Village Clerk

1900 Hassell Road
Hoffman Estates, Illinois 60195
www.hoffmanestates.org

Phone: 847.882-9100
Fax: 847.882.2621
E-Mail: virginia.hayter@hoffmanestates.org

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EXHIBIT B of the Ordinance

LEGAL DESCRIPTION

PARCEL A: THAT PART OF THE SOUTHWEST 1/4 OF SECTION 9, TOWNSHIP 41 NORTH, RANGE 9 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS, BOUNDED AS FOLLOWS: BEGINNING AT THE SOUTHEAST CORNER OF THE SOUTHWEST 1/4 OF SAID SECTION 9 AND RUNNING THENCE NORTH 89 DEGREES AND 10 MINUTES WEST ALONG THE SOUTH LINE OF SAID SOUTHWEST 1/4 16 CHAINS AND 52 LINKS; THENCE NORTH 16 1/4 DEGREES EAST 26.23 CHAINS; THENCE SOUTH 82 DEGREES EAST 9.31 CHAINS TO A STAKE ON THE EAST LINE OF SAID 1/4 SECTION; THENCE SOUTH 1/2 DEGREE WEST 23.60 CHAINS TO THE PLACE OF BEGINNING

PARCEL B: THAT PART OF THE SOUTH EAST 1/4 OF SAID SECTION 9, TOWNSHIP 41 NORTH, RANGE 9 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS:: COMMENCING AT A POINT ON THE WEST LINE OF THE SOUTH EAST 1/4 OF SAID SECTION 9, BEING NORTH 1/2 DEGREE EAST 44 LINKS FROM THE SOUTHWEST CORNER OF SAID SOUTH EAST 1/4 SECTION AND RUNNING THENCE NORTH 1/2 DEGREE EAST 23.60 CHAINS ALONG THE WEST LINE OF SAID SOUTH EAST 1/4; THENCE SOUTH 82 DEGREES EAST 30.23 CHAINS; THENCE SOUTH 13.49 CHAINS; THENCE SOUTH 79 1/4 DEGREES WEST 29.72 CHAINS TO THE PLACE OF BEGINNING (EXCEPTING THEREFROM A PART OF LOT 7 AS SHOWN ON PLAT OF TIMBERED LAND IN SECTIONS 8 AND 9 TOWNSHIP AND RANGE AFORESAID RECORDED JULY 1, 1848 AS DOCUMENT 20213 IN BOOK 29 OF MAPS PAGE 9 DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTH EAST CORNER OF SAID LOT; THENCE SOUTH 79 1/4 DEGREES WEST 8.24 CHAINS; THENCE 16.14 CHAINS TO THE NORTH LINE OF SAID LOT; THENCE ON SAID LINE SOUTH 82 DEGREES EAST 8.22 CHAINS TO THE NORTHEAST CORNER OF SAID LOT; THENCE SOUTH 13.49 CHAINS TO THE POINT OF BEGINNING)

PARCEL C:

LOT 3 AS SHOWN ON THE MAP OF SECTION 16, TOWNSHIP 41 NORTH, RANGE 9 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS, RECORDED OCTOBER 24, 1859 AS DOCUMENT NO. 24733 IN BOOK H OF MAPS PAGE 176, (EXCEPTING THEREFROM THAT PART THEREOF DESCRIBED AS FOLLOWS:: COMMENCING AT THE SOUTHWEST CORNER OF SAID LOT 3, THENCE NORTH ON THE WEST LINE OF SAID LOT 2.68 CHAINS; THENCE NORTH 87 DEGREES EAST 25.30 CHAINS; THENCE SOUTH 54 DEGREES EAST 4.34 CHAINS TO THE NORTHEAST CORNER OF LOT 5 OF SAID SECTION 16; THENCE SOUTH 87 DEGREES WEST ON THE NORTH LINE OF SAID LOT 5 TO THE PLACE OF BEGINNING); ALSO (EXCEPTING THE FOLLOWING TWO PIECES OF LAND DESCRIBED AS FOLLOWS: (A) BEGINNING AT THE SOUTHEAST CORNER OF LOT 3 IN SECTION 16 AFORESAID; THENCE 54 DEGREES WEST 5.47 CHAINS; THENCE NORTH 2 3/4 DEGREES EAST 11.05 CHAINS; THENCE SOUTH 43 1/4 DEGREES EAST 11.76 CHAINS; THENCE SOUTH 36 DEGREES WEST 7 CHAINS TO THE POINT OF BEGINNING, ALSO (B) A STRIP OF LAND 1/2 CHAIN WIDE EXTENDING FROM THE SOUTHWEST CORNER OF THE ABOVE DESCRIBED LAND ALONG THE SOUTH LINE AND IN SAID LOT 3, 13.55 CHAINS ACROSS POPLAR CREEK); ALSO (EXCEPTING A RIGHT OF WAY 3 RODS WIDE, COMMENCING AT OR ABOUT THE SOUTHEAST CORNER OF LOT 4 OF SAID SECTION 16, AND RUNNING THENCE ON A LINE OF THE ROAD RUNNING EASTWARD THROUGH SAID PREMISES AND THE FARM OF A. B. HINSDALL AND PREMISES FORMERLY OWNED BY AARON BAILEY); AND ALSO (EXCEPTING THOSE PORTIONS OF SAID LOT 3 LYING WESTERLY OF THE CENTER LINE OF THE PUBLIC ROAD RUNNING NORTHEASTERLY THROUGH THE WESTERLY PART OF SAID LOT 3 CONVEYED TO WILLIAM GRUEL, ROLAND A. MCLAUGHLIN AND ANTOINETTE H. MCLAUGHLIN, HIS WIFE, BY DEEDS RECORDED AS DOCUMENTS 910046, 1710603, AND 10627871)

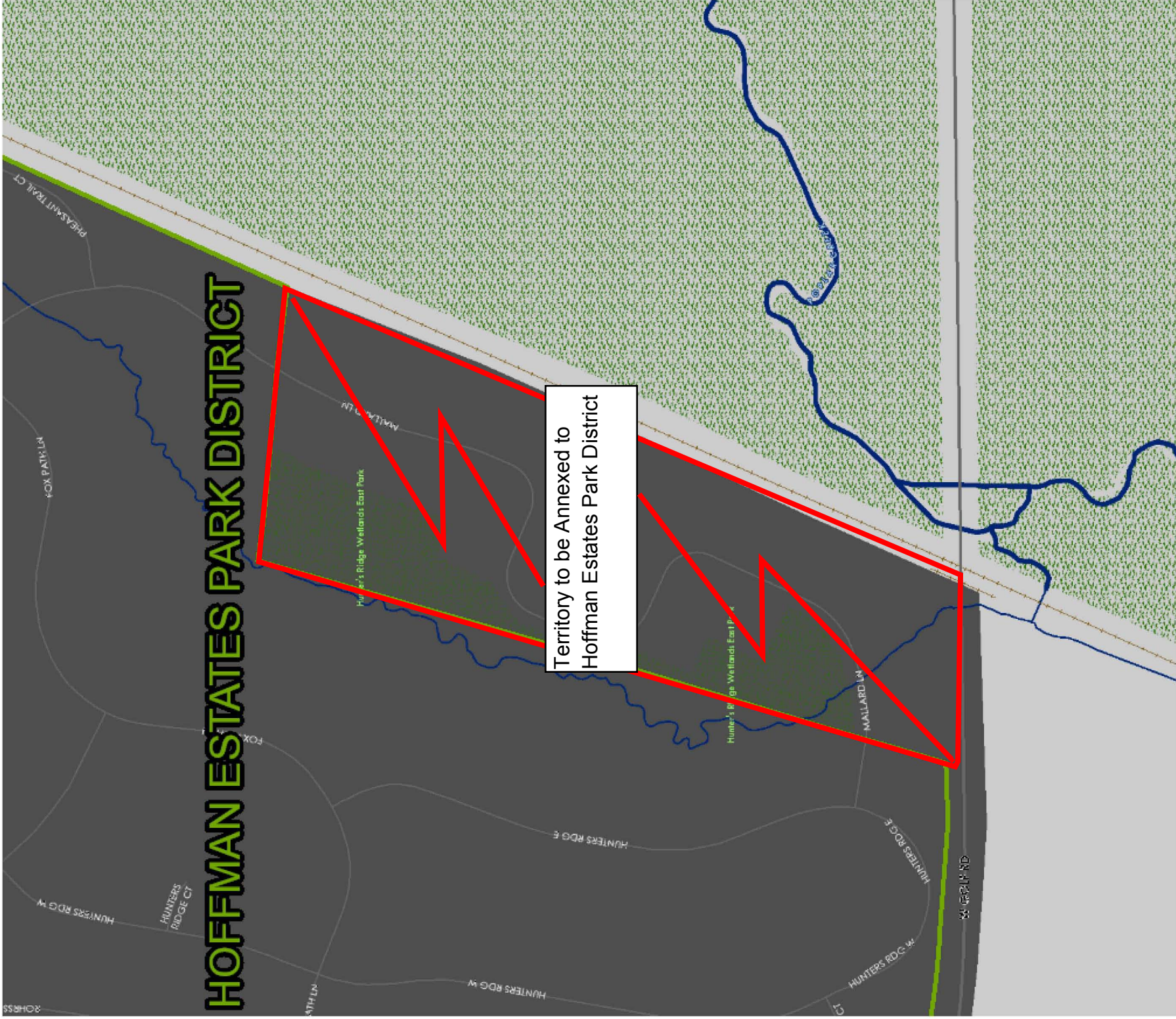
EXCEPTING FROM SAID PARCELS A, B, AND C THAT PART THEREOF LYING EASTERLY OF THE WESTERLY LINE OF THE ELGIN, JOLIET AND EASTERN RAILWAY COMPANY RIGHT OF WAY, IN COOK COUNTY, ILLINOIS

ALSO EXCEPTING FROM SAID PARCEL C THAT PART FALLING WITHIN THE RIGHT OF WAY AS MONUMENTED OF STATE ROUTE 58.

EXHIBIT C of the Ordinance

MAP OF ANNEXATION

4849-4245-2003, v. 1



1:8000