



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. 991
TUESDAY, MARCH 24, 2015
7:00 p.m.**

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. AWARDS / RECOGNITION
 - A. Volunteers at Healthy Kids Fair
 - B. Best of Hoffman: Redhawks Jr. Pee Wee Football Team
 - C. Preschool achieves Gold Circle of Quality
5. APPROVAL OF MINUTES
 - Regular Board Minutes 2/24/15
6. COMMENTS FROM THE AUDIENCE
7. CONSENT AGENDA
 - A. Bids: concrete M15-026
 - B. Bids: asphalt M15-027
 - C. Bids: fence M15-028
 - D. Bids: floating dock M15-029
 - E. Bids: install playgrounds M15-030
 - F. BPC Business Plan M15-035
 - G. Video Gaming Evaluation M15-032
 - H. Surplus Ordinance O15-033 / M15-036
 - I. A&F Detail Reports
 - o Manual checks \$378,818.30
 - o Monthly Invoices \$194,197.12
 - J. Financial Statements
 - K. Acceptance of B&G Minutes 2/3/15
 - L. Acceptance of Rec Minutes 2/10/15
 - M. Acceptance of A&F Minutes 2/17/15

REGULAR BOARD MEETING NO. 991

March 24, 2015

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8. ADOPTION OF EXECUTIVE DIRECTOR'S REPORT
9. PRESIDENT'S REPORT
10. OLD BUSINESS
11. NEW BUSINESS
 - Bond Abatement Ordinance O15-004 / M15-037
12. COMMISSIONER COMMENTS
13. EXECUTIVE SESSION
 - A. Minutes, pursuant to Section 2(c)(21) of the Open Meetings Act
 - 2/24/15
 - B. The purchase or lease/sale of real property **for the use of the public body**, pursuant to Section 2(C)(5) of the Open Meetings Act
 - C. 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. 990
February 24, 2015**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Board of Commissioners was held on February 24, 2015 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioners K. Evans, R. Evans, Greenberg, Kilbridge, McGinn, Mohan, President Bickham

Absent: None

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: 50+ Coordinator Cuff, Comm Rep Kinnane and Kaplan, Program Supervisor Miller, BOH Al Zamin and family.

2. Pledge of Allegiance:

Everyone present stood for the Pledge of Allegiance.

3. Agenda:

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

4. Awards & Recognitions:

President Bickham awarded Al Zamin for his assistance driving seniors to and from 50+ center.

5. Minutes:

Commissioner Greenberg made a motion, seconded by Commissioner R. Evans to approve the minutes of the January 13 and 27, 2015 meetings as presented. The motion carried by voice vote.

6. Comments from the Audience:

None

7. Consent Agenda:

Commissioner Greenberg made a motion, seconded by Commissioner McGinn to approve the Consent Agenda as presented.

On a Roll Call: Carried

Ayes: 7 K. Evans, R. Evans, Greenberg, Kilbridge, McGinn, Mohan,
Bickham

Nays: 0

Absent: 0

- A. Purchase of Z-Turn Mowers M15-008
- B. Pick-up Truck Purchase M15-009
- C. Court/Rink Repairs M15-011
- D. Supply of playground equipment bid opening
- E. Special Event Enhancements M15-018
- F. Reimbursement of Fees Agreement and policy change M15-022
- G. Ford Explorer purchase M15-023
- H. Ford F150 Truck purchase M15-015
- I. Rough Mower purchase M15-020
- J. Surplus Ordinance O15-001 M15-019
- K. A&F Detail Reports
 - o Manual checks \$323,928.77
 - o Monthly Invoices \$175,010.86
- L. Financial Statements
- M. Acceptance of B&G Minutes 1/6/15
- N. Acceptance of Rec Minutes 1/13/15
- O. Acceptance of A&F Minutes 1/20/15

8. Adoption of Executive Director's Report:

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

9. President's Report:

- A. President Bickham congratulated Program Supervisor Miller on being the new president for SPRA.
- B. President Bickham noted that Commissioner Greenberg and Deputy Director Talsma had each received \$100 for the Foundation.
- C. President Bickham noted that Director Giacalone had successfully applied for an Eco-Skies Community Grant to plant trees at Fabbri Park.
- D. President Bickham noted that the Fish Fry last Friday was very good, that the Mother/Son Event also that Friday was well attended and that he liked the look of the Spring *IGuide*.

10. Old Business:

None

11. New Business:

- A. Intergovernmental Agreement for the disconnection of property from Palatine Park District/M15-025:

Executive Director Bostrom reviewed the item noting that it had been viewed by the B&G Committee and forwarded to the board for approval. He explained that it would be a phased development, however, the developer was planning to move forward quickly with the 2nd phase. Commissioner K. Evans asked if the Village had approved the water detention area and Executive Director Bostrom said they had not. He asked if the water could be filtered through design rather than just having the run-off into the ponds. Director Buczkowski noted that the ponds were generally the filters although some areas had more natural areas and/or bio swales that did additional filtering prior to having the water enter the pond. He explained that much of the area would be wet land area and the plant material would act as a filter.

Director Buczkowski noted that the volume of water through the pond would increase once the fields were replaced with homes and streets. He also noted that he would pursue the issue with the developer.

Executive Director Bostrom noted that the storm water belonged to the Village and that it was a discussion he could also have with the Village. Director Buczkowski noted that Gary Salavitch from the Village was cognizant of the chemical run off into the ponds.

Commissioner Greenberg asked if it was a dry detention and Director Buczkowski noted that it was a wet area and the run off would not

come from Algonquin Road. Commissioner Greenberg also asked if there would be a walk way around the pond and Director Buczkowski explained that in some areas the pond was not thirty feet from the back of the homes and staff would be looking at the ROI on a path in the area both for installation and maintenance costs.

Commissioner Greenberg made a motion, seconded by Commissioner Kilbridge to approve the Intergovernmental Agreement as outlined in M15-025.

On a Roll Call: Carried
Ayes: 7 K. Evans, R. Evans, Greenberg, Kilbridge, McGinn, Mohan,
Bickham
Nays: 0
Absent: 0

12. Commissioner Comments:

Commissioner McGinn noted that he was looking forward to the Mayor's breakfast.

Commissioner Mohan asked when they would change the sign from Highpoint to Fabbrini Park and Executive Director Bostrom noted it would happen at the park dedication.

Commissioner Kilbridge announced that the Girls Night Out Event for the Foundation had been very successful and she felt in part, due to the new marquee signs.

Commissioner R. Evans said it was great to see the programs doing so well and he also felt that the marquee signs may be helping.

13. Executive Session:

Commissioner Mohan made a motion, seconded by Commissioner McGinn to move to Executive Session at 7:35 p.m. for the purposes of:

- A. Minutes - Section 2 (C)(21)
- B. Appointment, employment, compensation, discipline, performance or dismissal of an employee, pursuant to Section 2(C)(1) of the Open Meetings Act.

On a Roll Call: Carried
Ayes: 7 K. Evans, R. Evans, Greenberg, Kilbridge, McGinn, Mohan,
Bickham
Nays: 0
Absent: 0

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

14. Discussion and Vote from Executive Session:

Commissioner Mohan made a motion, seconded by Commissioner McGinn to approve Ordinance O15-002 Amending the Executive Director's contract agreement with regard to removing the residency requirement.

On a Roll Call: Carried
Ayes: 7 K. Evans, R. Evans, Greenberg, Kilbridge, McGinn, Mohan,
Bickham
Nays: 0
Absent: 0

15. Adjournment:

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

Respectfully submitted,

Dean R. Bostrom
Secretary

Peggy Kusmierski
Recording Secretary

**HOFFMAN ESTATES PARK DISTRICT
REGULAR BOARD MEETING 991**

EXECUTIVE DIRECTOR'S REPORT

March 2015

PARKS DIVISION

1. Halfway house at Bridges was remodeled.
2. Door was rebuilt, bulletin boards were hung and coat racks were installed in Kid's Korner at PSSWC.
3. New park I.D. signs are being made for the renaming of Fabbrini Park.
4. Sled hill signage was repaired and reinstalled at Seascap and Pine.
5. Early in the month snow removal was the main focus. New for this year snow removal was done on the pathways in three parks, Fabbrini, South Ridge and Black Bear.
6. We were awarded a \$5000 Grant for trees from UAL (United Airlines). With this money 26 Oak trees have been ordered for this spring planting for Fabbrini Park.
7. Tree price quotes have been acquired and 71 trees have been ordered for a spring planting this year. Normally we do our tree planting in the fall, however due to the large number of Ash trees needing to be replaced we will be doing both a spring and fall planting this year. There are several varieties of trees that can only be dug in the spring for the best results. A spring planting this year will allow a greater diversity in the tree varieties we plant. Tree price quotes are being acquired for fall trees also, with an estimated 50 more trees planned for fall. Quotes and orders are being done early this year as there is an anticipated shortage of trees available due to all the Ash replacements being done throughout the area. With tree budget increased this year and the UAL Grant, we will be able to plant approx. 150 trees this year. Additionally, we received from Living Lands & Waters, through IAPD and Friends of Illinois Parks, 400 oak tree saplings.
8. Hoover School has volunteered to start some native flower seed in their greenhouses this spring and will be willing to plant the seedlings in one of our natural areas when they are ready. A small amount of 5 different seed was delivered to them at the beginning of this month.
9. Winter tree trimming continues as weather conditions permit, with work currently being done at Fabbrini Park and South Ridge.
10. Vehicle 453 installed new radiator, thermostat and belt.
11. Truck 524 replaced left seal on axle for four wheel drive, A frame for plow, lift cylinder on plow and trailer brake controller.

12. Truck 532 transmission rebuilt, oil cooler lines, u joints on drive shaft for front axle.
13. Vehicle 518 replaced rear differential, pinion seal left axle seal, and brake cylinders.
14. Truck 511 installed new throttle body gasket and o rings on fuel injector cylinder three.
15. Vehicle 495 replaced right rear wheel bearing, rear brake rotors and brake pads.
16. Sand pro 890 replaced left cylinder head and gasket.
17. Sand pro 895 replaced left cylinder head gasket and back cover gasket.
18. Completed maintenance and repair on sand pros, stripers and tractors.
19. We install all new pumps at Bridges of Poplar Creek for all the water runoff from around the building and drains. Also all new controls and disconnect box were installed as well.
20. 8 ballasts and 25 light bulbs were replaced at Prairie Stone with the use of our boom lift and single man lift.
21. TC spa boiler repairs were made.
22. The automatic pool fill valve for the activity pool at Prairie Stone was repaired.
23. Flame plate and igniter replaced on rooftop unit #11 at Triphahn Center.
24. 5 inducer motors were replaced across various rooftop units and heaters.
25. 3 overhead Trane heaters fixed at Triphahn.
26. Multiple units were adjusted for no heat calls due to below average temps.
27. Below is our acceptance letter declaring Vogelei Park as a certified bird and butterfly sanctuary. We will be applying for sanctuary status for all of our parks containing natural areas.

PLANNING & DEVELOPMENT

Chino Park

Staff has begun to prepare existing base map information in an effort to be ready when the public and recreation department's needs for future programming of this space are identified. Planning Department goals are to have concept ideas available for review by the middle of summer 2015.

Bid Packages

Bid packages for playground installation, fence installation, asphalt paving and concrete work at various locations have been available to bidders for bidding. During this time staff has solicited new bidders and worked with interested bidders on questions prior to their bid submittals. Staff has also completed work on the crack fill and sealcoating bid that will be released in March. Those bids will be presented to the B&G Committee at the April meeting.

Playground Renovation permits

The proposed work, along with the drawings, was submitted to the Village for review and possible comments. The permits for all three projects; Maple, Valley, and Evergreen, were approved and are now waiting for the insertion of the contractors name prior to release for commencement of work. Once permits are in hand and the weather is conducive for work, we will begin at Valley and Maple Parks with the goal to complete these two projects prior to the end of the school year. Evergreen will then begin once school is out and be completed prior to the return of students in the fall.

Recreation and Facilities Division



UPCOMING EVENTS

- Fridays in March – Fish Fry at Bridges of Poplar Creek
- 3/14-3/17 – St Patrick's Day Lunch Specials at Bridges of Poplar Creek Main Bar
- 3/17 – Pot of Gold Climb at PSS&WC
- 3/17 – St. Patrick's Day Lunch at Bridges of Poplar Creek
- 3/21 – March Madness Golf Outing (rain date 3/28)
- 3/28 – Doggie Eggstravaganza at Bo's Run and Freedom Run
- 3/29 – Great Egg Slide at Triphahn Ice Arena 3-4:30 PM
- 3/29 – March Madness Golf Outing at Bridges of Poplar Creek
- 4/04 – Egg Hunt Fabbrini Park (formally Highpoint Park) 8:15AM
- 4/04 – Egg Hunt Pine Park 9:30AM
- 4/04 – Egg Hunt Cannon Crossing 10:45AM
- 4/04 – Aqua Egg Hunt at PSS&WC from 1-1:30PM

Snap Shot Summary Recreation & Facilities

- Jenny Clark the Facility Manager at TC obtained a wonderful opportunity at another park district and her last day was February 20th. Staff had a going away get together at BPC during the Fish Fry that same day. Jenny will be missed; during this transition the department has been reorganized. Debbie Albig the Facility Manager of WRC & Vogelei was promoted to Manager of Community Centers. The new person coming in at TC will be a Facility Supervisor position and report to Debbie. Debbie has been with the district for over 30 years and brings a wealth of experience to the new position. We look forward to her mentoring the new person and bringing her successes to the operations of TC.
- The Early Learning Program (Alisa) applied for a grant through the Dept. of Human Services to cover 80% (the max allotted) for the TC NAEYC annual report. The report cost \$775. The grant was awarded for \$620 this month.
- HEPD Willow was awarded the Gold Circle of Quality designation from ExceleRate Illinois, the state's new quality rating and improvement system for early learning and development providers. ExceleRate Illinois is administered

through INCCRRA under the joint direction of the Governor's Office of Early Childhood Development, the Illinois Department of Human Services, and the Illinois State Board of Education. HEPD Triphahn is still waiting for the results. This new recognition puts HEPD Preschool above many other preschools in the county and state since very few are awarded Gold.

- A new enrichment program was added to the ELC this month. Every Monday, the ELC children participate in Spanish lessons taught by the Language Stars company. The parents paid \$36 (for 18 weeks) for these lessons on top of their tuition. These Spanish classes will add to the value of the ELC program since we also offer Yoga and music each week.
- Theresa Kiel (C&M) and Alisa Kapusinski (REC) met with the Career Advisor for High School District 214. They are developing a student internship program for students to earn credit while interning at local businesses. We will partner with D214 to have students work 5-10 hours a week for a semester at HEPD. Depending on the students interest (marketing, early childhood, elementary ed, fitness), the student will assigned a manager to work beside. The student will not be paid and the student will have to complete the HEPD volunteer application and background check like all volunteers. This is a great way to promote the recreation field to students before they enter college.
- Beginning in March, the PSS&WC enrollment special will also be advertised on the Village of Hoffman Estates electronic marquis located at the corner of Shoe Factory Road and Beverly on the southwestern edge of Hoffman Estates. The Parks team has begun the second phase of the north side wall marketing project, which includes interior preparation for exterior lighting that will be installed during the spring months.
- PSS&WC had another strong month for membership sales and the overall net membership number exceeded the budgetary aim of +30 and achieved a +49. This strong start in January and February sets the facility up for a good foundation as they start to move into the second quarter.

Recreation



Recital Dance

- The Dance recitals will be held on Saturday, June 5th times TBD for TC and Sunday, June 6th at 2:00pm for Willow at Schaumburg High School.
- The Hoffman Stars Dance Company competed in their first dance competition on February 7-8, The Des Plaines Idol. They did very well for the first one of the year, bringing home awards in each category. The next competition will be Cathy Roe Dance Competition the weekend of March 6-8 in Oswego.

Gymnastics Programs Summary:

Program/Month/Year/Variance +/-	2/2014	2/2015	Var. +/-
Winter 2 nd session	159	172	+13

- The second session of gymnastics started on February 16th. Numbers are strong and instructors were added to accommodate the waitlist.

Special Events Summary:

- Daddy Daughter Dance was held on Friday, February 13th with 201 registered. The included dinner, dessert, pictures, crafts, raffle and a great hula hoop contest. Changes for next year include: not using stuffed animals for raffles, making sure there are enough prizes so everyone can win and possibly adding a theme to the event.
- Mom Son Date Night took place on Friday, February 20th at Bridges as well. It was the second year for this event and registration was up by 30 from 2014 with a total of 150 registered. This event included dinner, dessert, dancing, pictures, craft and raffle prizes. Event ran very well and the moms like having a nice event for their sons.



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 1-8th. 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 is designed for children from 1st grade to 8th grade. 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 hockey 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 the basic skills before they start playing in the Fall Soccer League.

Youth Basketball Season

- The basketball season is entering its final games of the season. We will host our annual year end tournament with first and second round games on March 8th and quarter finals and finals on March 14th

- Tournament team try outs took place on February 15th at Willow Recreation Center. The tournament team is new to our program and is designed to let our top park district players play at the next level and represent our park district in tournament settings. This year we will have a 5/6th combo team and 7/8th combo team. Teams will play in two tournaments, Prospect Feeder finale on March 15th and at Wheaton Academy for their Shamrock shootout on March 22nd.
- Yearend numbers below

YEAR	1/2	3/4	5/6	7/8	3/4 girls	5/6 girls	7/8 girls	Girls Feeder	TOTALS
2014	80	100	95	84	20	10	20	0	409
2015	79	88	99	67	20	16	10	8	401*

* This number includes the new program Little Dribblers (listed below).

Little Dribblers

- This is a new contractual program set up for youth ages 4-6. This will be a great program to feed into our youth basketball leagues that start at 7 years old. Our first session that ran from January 10th to February 14th had 14 enrolled and our 2nd session that runs from February 21st to March 28th has 6 enrolled.

Youth Baseball and Softball Season

- Registration for baseball and softball is currently going on. Our early bird deadline ended on February 20th. Please see below for league numbers.

Year	Shetland	Pinto	Mustang	Bronco	Pony	Travel	8u softball	10u softball	Total
2014	35	55	45	38	7	0	10	11	201
2015	29	48	24	20	24	+26	5	13	189
Difference	-6	-7	-21	-18	+14	+26	-5	+2	-12

- 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.
- Travel Rental teams- This year we have two travel teams that our renting from the HEPD for all their practices and games. These two teams have high percentage of former HEPD in house players. These numbers our not reflected in our numbers.

Adult Athletics Summary:

<u>Program/Month/Year/Variance +/-</u>	<u>02/2014</u>	<u>02/2015</u>	<u>Var. +/-</u>
Men's Basketball	20	26	+6*

* This number reflects 6 new teams at 8-12 players per team. The season started January 19th.



Early Childhood

Preschool / Early Childhood Summary

Program	2/2014	2/2015	Var. +/-
Threeschool 14-15	14 TC, 12 WRC	15 TC, 11 WRC	0
2's Playschool 14-15	30 TC, 23 WRC	29 TC, 24 WRC	0
Preschool 14-15	120 TC, 52 WRC	117 TC, 69 WRC	+14
Preschool 15-16	91 TC, 60 WRC	105 TC, 44 WRC	-2
Threeschool 15-16	12 TC, 6 WRC	1 TC, 6 WRC	-11
Early Learning Center	30	24	-6
Early Childhood Classes			
Child Only	132	139	+7
Parent-Tot	27	37	+10
TOTAL Preschool	609	621	12

- Preschool
 - 2015-2016 School Year Promotion
 - o TC held a Preschool Preview (open house) on February 3. 23 families attended.
 - o WRC held a Preschool Preview on February 4. 10 families attended.
 - o Taste of Preschool (a free trial class) was held on February 16. 24 families attended at TC and 3 families attended at WRC.
 - o Preschool & Threeschool Registration for the 2015-2016 school year closed on February 25 for lottery. 156 registrations were received for the lottery. Last year, 169 registrations were received.
- Early Learning Center
 - The ELC children made Valentine's Day cards for the Senators in Washington DC to support continuous high-quality child care. We are also looking to make signs/cards to give to the lawmakers of Illinois.
 - Three children left the ELC this month. Two children are starting in March.

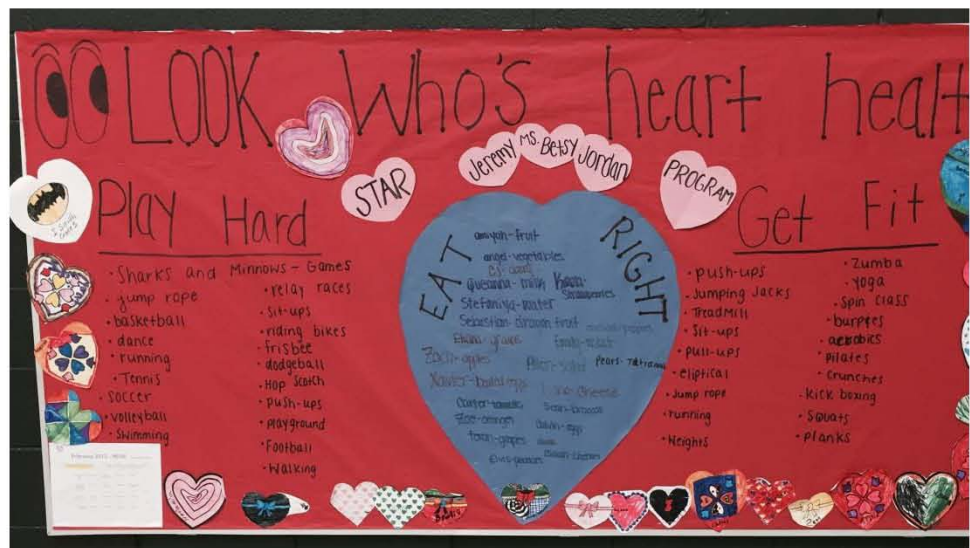
STAR Before and After School Program Summary

Program/Month/Year/Variance +/-	2/2014	2/2015	Var. +/-
TJ:	17	16	-1
Whiteley:	21	23	+2
Armstrong:	39	40	+1
Fairview:	71	72	+1
Lakeview:	44	40	-4
MacArthur:	43	41	-2
Muir:	23	29	+6
Lincoln Prairie:	42	50	+8
Total	300	311	+11

Kinder STAR

WRC:	15	10	-5
TC:	25	26	+1
Total	40	36	-6

- We had 2 snow/cold days where school was cancelled due to inclement weather and snowfall.
- For 1 day, we provided childcare that was open to the public. Children participated in games, active time, and a mini field trip; we had 30 children attend the Cold Day Child Care.
- The other day we had to close due to the snowfall on the roads and the safety of our staff.
- February's monthly theme was American Heart.
- Children participated various crafts, games, and decorated bulletin boards focusing on the human heart, heart awareness, and Jump Rope for Heart as seen here:





50+ Club

50+ Club Summary

Program/Month/Year/Variance +/-	01/2014	01/2015	Var. +/-
Total memberships	1098	669	(429) or +71

* This time last year St. Alexius Medical Center purchased 500 memberships for their Golden Circle (which was closing their doors) membership base. Without those numbers the membership base grew 10.6% and/or 71 memberships over the past year.

Volunteerism

Volunteers - 13 volunteers - 17 hours total

Classes offered in January

Basic Exercise, Gentle Yoga, Tai Chi, Write It Now! Spanish
Self-Hypnosis, Line Dancing & AARP Driver Safety

Upcoming trips

Museum Tour, Eataty Chi, Fashion Outlets, Rosemont
Art Institute, Chi, Diamond Tours NYC & Fancy-Free Tours Door County

Upcoming Evening/Special Programs

Health Screenings – 7 drop-ins
Pub Quiz Night (3rd Thursdays/6:00 pm)
Minute To Win It! (theme for this year's annual winter break event, set for 3/5, at Los Fernandez / prizes furnished by Rosewood Care Center, Inverness, Jojo's Restaurant, Schaumburg)



Ice Operations

I.C.E Academy

- The Greater Chicago land Area Basic Skills Championship will take place at the Triphahn Center / Ice Arena on March 22.
- A spring break camp will be offered March 23 – 27.

Wolf Pack

- Staff conducted "Give Hockey a Try" on Feb. 27 as part of USA Hockey 8th Annual - Hockey Weekend across America.
- All NWHL and NIHL teams started playoff games the end of Feb. The tournament games take place over a few weeks so results of how the teams faired will be provided in the March report.
- Tryouts and evaluations for Wolf Pack spring hockey will begin on March, 11.

- Spring registration opened up the beginning of Feb. As of this report there were 206 players signed up.
- Spring break camp is being considered by staff but at the time of the report it was still under consideration.

Ice Rink Information

Program	2/2014	2/2015	Var. +/-
• Public Skate	1028	612	-416
• Freestyle	172	113	- 59
• Drop In/Homeschool	263	412	+149

**Public skate numbers were down in Feb. compared to the previous year but there was no change in the schedule that would have contributed to the decline. Same amount of public skate times were offered this year as was in the previous.*

February Parties/Outings and Information:

- The Triphahn Center hosted the Blackhawk Cup (girls divisions) Feb. 26 – March 1. This is the 5th year in a row that TC has hosted this event.
- 2 Ice parties took place during Feb.
- The Midwest Sled Hockey Championships will be held at TC March 6-8th.
- TC hosted a movie shoot Feb. 9-10th



Prairie Stone_™ Sports & Wellness Center

February Membership Totals	2014	2015	+/-
	3,591	3,563	(28)

Member Services

- 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. These promotions have proven to be popular and effective among prospective clients and among the most productive of marketing efforts.
- A 30K piece jumbo postcard mailing was once again initiated during the month of February to promote the discounted enrollment fee along with a “coupon” for free February dues for those who presented the postcard at the time of enrollment. The design incorporated a “heart healthy” theme to compliment the various heart-friendly activities denoted on the wellness calendar. Targeted demographics included ages 35-65 single family homes with household income of 75k or higher within a 5-7 mile radius of the club. This demographic continues to track the best return on investment. Distribution of postcards to residents

occurred one week earlier than to non-residents in an effort to create multiple surges of interest throughout the month.

- 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 marquis signs throughout the community.
- The number of credit card denials following February billing was fewer than those logged in the month of January and during FY14 Q4. 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 February. These efforts include phone calls, emails, form letters, and person-to-person contact upon check in at the Service Desk. This issue is expected to continue for the foreseeable future as banks are forced once again to take proactive measures to cancel and reissue cards to their clients as a result of increasing cyber hacking trends.
- Efforts to finalize proofs for all current promotional tri-folds for the club were completed in February, and an order was placed for the purchase of these promotional tri-folds to ensure inventory levels of each are sufficient and information regarding services and prices/rates are current.
- The Member Services Supervisor is currently working with Athletico Physical Therapy on the creation of a new "doctor referral" program that will utilize Athletico's broad network of physicians to promote membership opportunities at PSS&WC.
- The General Manager of Sales & Operations worked with the C&M team on the creation of various video vignettes for use in social media and website promotions. Video recording of all group fitness class options offered at PSS&WC was completed during the month of February.
- The Member Services Supervisor is working with C&M on the development of promotional materials to support corporate wellness events and programs that will be initiated with many corporations and businesses in the area, thereby strengthening existing relationships while promoting the establishment of new ones.
- The February wellness calendar included a canned food drive in support of the Schaumburg Township food pantry; to date, over 150 lbs. of food has been donated by PSS&WC members to support this cause! Final delivery of all donated food items will take place in early March. This follows a very successful coat drive in January that benefitted Wings.

Fitness Department:

- All PSSWC personal trainers have been trained on the new fitness assessment, with many of them now performing the new assessment for members. The new fitness assessment services will be heavily promoted within the month of March.
- PSSWC has hired two new personal trainers to continue to enhance personal training services and revenue generating opportunities. In addition, PSSWC is in the process of interviewing a third candidate. PSSWC has a total of 10 personal training team members.
- Within group fitness, class participation has remained steady. Highlighted classes include:
Zumba 45-50
Yoga and Pilates 20-30
Pump & Abs 25-30
Power Splash 18-25

Operations Department:

- PSS&WC hosted three birthday parties, one overnight lock-in, 2 adult volleyball tournaments, and several HEPD basketball games in addition to our reoccurring monthly volleyball and basketball rentals in the month of February.
- The Parks Maintenance completed finishing touches on the Kids Korner renovation project with the construction of coat hooks for the entryway.

General Highlights:

- The Medic AED/CPR courses have been planned and offered for 2015. Two classes were offered within January, with 9 team members in attendance for each class. Additional classes are being offered in April, May, August, and November.
- The CHEER customer service training will be offered as part of large staff training and orientation processes. The CHEER customer service training will be offered as a part of the Seascape staff orientation process on May 20th. The CHEER program will be provided within the first hour of the meeting, at 6pm. in an effort to maximize the customer service training opportunity, all HEPD staff who has not yet attended the training will be invited to attend the CHEER training.
- A brand new Boy Scout climbing wall merit badge class ran on February 22nd at capacity with 12 participants. This program is available to Boy Scouts who are looking to complete the requirements for the BSA climbing merit badge. Private groups or troops may also schedule this as a private program. Another section will be offered in the spring on April 12th.
- Seascape summer planning is in full swing. This year the facility will be hiring about 30 new lifeguards. The job posting is active and interested applicants are encouraged to apply by March 27th to be considered for the position. New lifeguards are required to either have or obtain a Starguard lifeguard certification. The district offers a Starguard lifeguard course in May. Over 30 lifeguards will be returning to Seascape and will have completed a recertification course in March or May. Typically, there are a total of approximately 60 guards seasonally working at Seascape.

Swim Lessons & Programs (PSSWC)

- The February session of Parent's Night Out (PNO) ran at capacity this month with 37 participants. At this Valentines event, 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 March 14th.
- The second winter session of indoor swim is underway with 209 swimmers compared to 236 swimmers in 2014. This year the Monday and Wednesday offerings for the winter session have been cancelled due to lower enrollment. The aquatic team is hoping to add these days back within the spring session.
- February was a strong month in the area of private swim lessons almost doubling the amount of lessons sold compared to last year. There were 40 lessons sold this year with only 24 in 2014.
- Another new climbing wall special event has been added to the lineup for spring. A St. Patrick's Day themed "Pot of Gold Climb" is being planned for March 17th from 5-8p. Kids will enjoy rock climbing and collecting treasures as they ascend the rock wall.



Triphahn Center

Total Fitness Memberships	2014	2015	Var. +/-
	997	949	(48)



Willow Recreation Center

Total Fitness Memberships	2014	2015	Var. +/-
	324	350	+ 26



Dog Off-Leash Areas

Total Passes			
Bo's Run	366	Bo's Run	329
Freedom Run	336	Freedom	360
Combo	79	Combo	85
	781		774
			Var. (7)



Communications and Marketing

PROGRAM PROMOTIONS

- Worked with program managers to promote: Girls Night Out, Personal Training, Events, Prairie Stone memberships, Youth Baseball, Healthy Kids Fair, Mother Son Date Night, Daddy Daughter Dance.

COMMUNITY EDUCATION

- **HEALTHY Kids eBlast & Blog** –The articles are individually promoted through social media and eventually an RSS feed on our website.
- Alexian Brothers Health System sponsored the corsages at Daddy Daughter Dance and Mother Son Date Night, reducing the cost of the corsages to just \$3 each.

PUBLIC RELATIONS, ADVERTISING & DIGITAL MEDIA

- Chicago Tribune article: Hoffman Estates Park District Commissioners Receive Statewide Recognition for Board Service
- Daily Herald article: Honoring A Park Pioneer (i.e. Fabbrini Park)
- **Video and Social Media** - Facebook has changed its algorithms so that now videos get better reach than photos. We are working to incorporate more video into our social media content. See article following report.

MARKETING DASHBOARD

Mobile App Downloads



The app has been available since April 25, 2014; as of Feb 27, 2015 we have had 1,281 apps downloaded.

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 and tablet. New responsive/mobile-friendly website launched Oct 28, 2014:

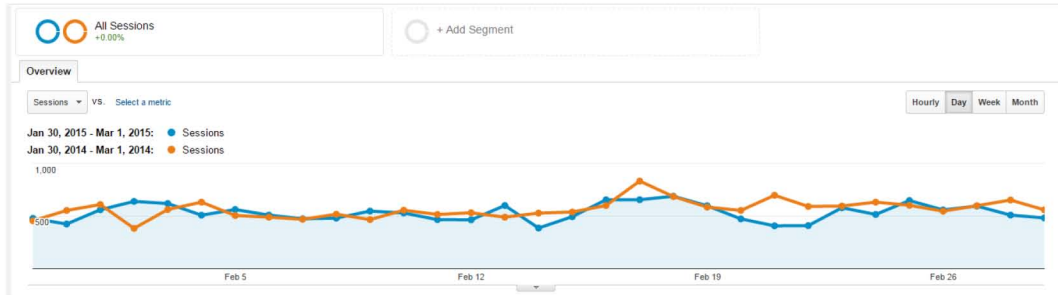
	Benchmark: Feb 2013-Feb 2014	Jan30-March1 2014	Jan30-March1, 2015	Change from last year
Desktop	63%	57%	49%	-8
Mobile	27%	30%	40%	+10
Tablet	10%	12%	11%	-1*

*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.



WEBSITE Heparks.org Google Analytics

Results for the period of Jan. 30- March 1, 2015. Hits to the home page are steady, slight declines are noted.

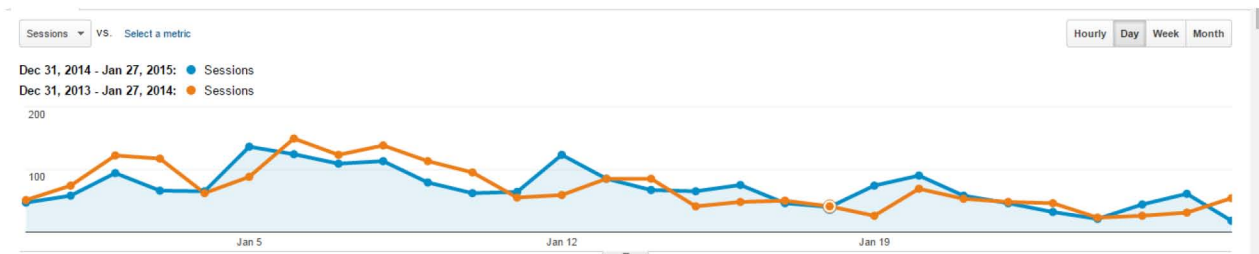


	2015	2014	+/- Variance
Sessions	16,477	17,492	-5.80%
Users	11,091	11,758	-5.67%



Program Guide online

Indicates how many times people are viewing the electronic version of our program brochure on our website.



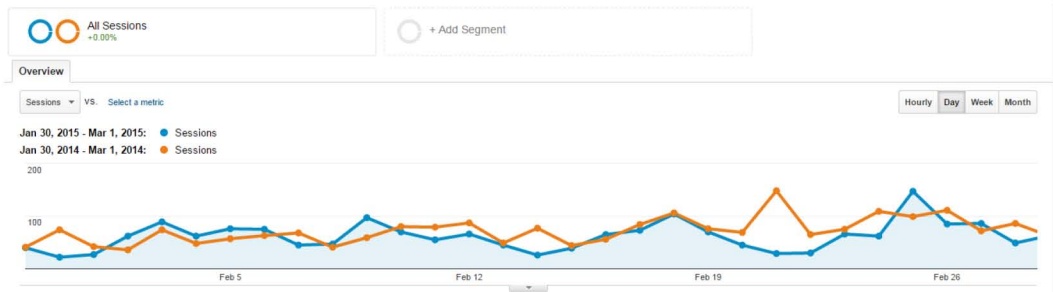
	2014	2015	+/- Variance
Sessions	624	833	+33.49%
Users	522	695	+33.14%



WebTrac/Online Registration Page Hits

Google Analytics – Hits are higher on Mondays; a historical trend, with the most hits on the week right before sessions begin. Overall compared to last year we are seeing much more hits to our online registration. Notable is the number of users and page views is up considerably, indicating more people are using it and spending more

time in online registration. This could be a result of the December increase of 300 Mobile App users.



	2014	2015	+/- Variance
Sessions	2237	1917	-14.30%
Users	1,552	1,420	-8.51%
Page views	5244	8837	+68.52%



Facebook Reach

Total Likes – 1,792. 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 January = 24,122.



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. Progress is being made each year in online registrations.

Preliminary results are suggesting 2015 will be a big growth in online registrations. We are already seeing indications that the mobile app, responsive website design and mobile Webtrac are working. Prior to Oct 28 when our new website launched, we were at 33%. In the period from Oct 29-Dec 31, 2014, we had 38% of registrations occur online. That is 5% higher than our rate of online registrations during the same period last year (Oct 29-Dec 31, 2013 was 33%).

2011:	21%
2012:	26.3%
2013:	30.69%
2014:	33.54%
February 2015:	34%



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, Feb 17	19.8%	1.5%	10%
50+ Club February	37.5%	1.6%	3.2%

Open rate = Emails our contacts received and viewed.

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

Click-thru rate = Contacts who clicked on a link within our email.

Bridges of Poplar Creek Board Report

General Programs

- Preferred Tee Time contracts have almost been all received. We currently have 10 groups for Saturday and 15 groups on Sunday. We do expect 3 to 5 more additional groups for the season. We had a total of 26 groups this time last season and 35 groups by the time April rolled around in 2014.
- All Jr Program and Group lesson dates have been planned for the upcoming season and we have updated our promotional piece for the season and will be arriving in early March. This piece was a big help in increasing Jr Golf Participation last season.
- Fish Fry is in full swing. We had two weeks in the month of February servicing 127 guests. With the weather improving we are looking forward to the increase crowds.

Golf Rounds

ROUND TOTALS.		
2013	2014	2015
0	0	0
YTD ROUND TOTALS		
2013	2014	2015
0	0	0

Range Information

RANGE BASKET SALES TOTALS		
2013	2014	2015
0	0	5
YTD RANGE BASKET SALES TOTALS		
2013	2014	2015
0	0	5

Communications & Marketing

Marketing/Advertising

- 2015 Schedule of Special Events is complete. Golf Entry forms will be available early March on the website.
- We did 2 email blasts for the month advertising; Fish Fry, Preferred Tee Times, Wedding & Banquet Specials, Special HEPD events and St Patrick's Day Lunch Special.

Food & Beverage

For the month of February we had a total of 16 Events.

The breakdown is as follows:

8 breakfast meetings servicing 136 people
4 Rotary luncheons servicing 160 people
1 Meeting with a hors d oeuvre reception following for 120 people
1 all day IPRA meeting servicing 100 people
1 Daddy Daughter Dance servicing 207 people
1 Mother Son Dance servicing 151 people
Fish Fry started on February 20th and will end on April 3rd.

We currently have 21 events booked for the month of March:

9 breakfast meetings servicing 161 people
3 Rotary luncheons servicing 120 people (canceled for March 20th)
1 All day IPRA meeting with lunch servicing 100 people, this is their graduation and also has a hors d oeuvre reception following their meeting
2 ABBHH meetings with continental breakfasts servicing 235 people
1 luncheon meeting servicing 50 people
1 awards dinner servicing 120 people
1 80th birthday party servicing 70 people
1 Dinner meeting servicing 50 people
1 baby shower servicing 50 people
1 50+ club St Patrick's Day lunch servicing 50 people

2016=1 ceremony and reception

2015=22 receptions 18 of which are hosting their ceremonies here plus 2 ceremony only

2014= 29 wedding receptions plus 7 ceremony only booked, Of the 29 receptions; 23 did 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

Well winter came on strong this past month and set records we didn't think could be set, especially after last winter. This past month ended up being the coldest February on record and the 10th coldest month ever on record with an average temp of 12 degrees. Mother nature thought that was not enough and provided us with the 3rd snowiest February on record with 26.8 inches of snowfall. So needless to say work was not completed on the golf course. We were able to complete all equipment upgrades and rebuilds this month with only small equipment such as string trimmers, blowers, chainsaws, push mowers and hedge trimmers left to be serviced. New driving range short game targets were designed and built that will be placed on the driving range and allow golfers to have targets to hit short ranging shots from 20 yards to 100 yards. As a new creative way to keep increasing our guest experiences a set of bean bag boards were constructed for use at the clubhouse this upcoming golf season. A complete agronomic plan for the 2015 season has been created as well as our safety programs, inventory list and a purchase list of products for the upcoming season based of our inventory.

Now the question that everybody wants to know the answer to, "are the greens going to be okay". When we checked the greens at the beginning of the month, all of our sand was still on the greens and very little to no ice layer on greens. That has changed since this month has went on and now we have a ½ inch layer of ice on some greens in drainage areas. The sand that was applied in November is still in place and looks to be protecting the plants as we planned. At this time we are not going to do anything more than check the greens as we learned last year to let greens be and don't put any more added stress on the plants. Let's hope for some warmer weather so the snow and ice melts and guests can start playing golf.

Finance/Administration

- Staff continues to work on year-end account verification and preparation for the 2014 audit process, auditors will be on site beginning March 23rd for 1 week.
- Attended IAPD Legislative breakfast which presented our agencies state legislators in a Q&A format.
- Completed IPRA mentoring which involved Deputy Director Talsma acting as industry mentor for two park district staff from other agencies.
- Attended IAPD Leadership workshop on managerial leadership training and skills.
- Attended HE Chamber of Commerce mayoral update given by Mayor McCloud as an update for economic visions of Hoffman Estates.

- Payroll Cycle Processing
 - 02/27/15 \$264,293.20
 - 03/13/15 \$273,880.58

Administrative Registration/EFT Billing

- EFT Billings for:
 - a. TC/WRC/PSSWC Fitness Centers
 - b. ELC (weekly)
 - c. Sponsorship
 - d. STAR
 - e. Preschool
 - f. Dance

- Administrative Registration for:
 - a. Financial Assistance
 - b. Unemployment Package
 - c. Preschool 2015/16 School Year
 - a. Registration
 - b. Lottery
 - c. Mailing

Human Resources

- Processed 10 new part-time hires, 1 new full-time hire
- Completed orientation for new FT hire – BPCC Building Maintenance Supervisor Larry Mann
- Worked with TEAM committee to plan FT social events and Hoffman U topics. HR topics will include: new hires, independent contractors, and voluntary benefits available to FT employees
- Attended HR Division at Palatine Park District for IMRF presentation: looking at ways to ensure HEPD employees maximize IMRF benefits
- Held annual on-site health screening through PDRMA
- Coordinated with Dean/Jane to offer pedometer incentive to FT employees after earning 150 points on their individual PATH account
- Coordinated a PDRMA training session for transition to online claims reporting for worker’s compensation cases
- Attended PDRMA focus group meeting on potential low-cost health plan options for next year

Technology

- Part time IT support staff
 - The job description has been completed and the position has been posted.
- The business department has ordered the new multi-function copiers which should be available for installation by the end of March.
 - TC-North – new copier to replace the old Kyocera

- BPC – new copier to replace existing Konica
 - PARKS – new copier to replace existing Imagistics
- Comcast Bandwidth Upgrade
 - PSSWC has been completed and the cutover was completed the week of March 9 – 13th.
- Telephone/Network switches
 - ATI was paid 50% (\$67,118.50) + 25% (\$33,559.25) of total project cost. ATI has begun installing the network switches/routers. ATI will begin installing telephone hardware in the next week. The first week in April is targeted as the District's going live date.
 - Voice tree greetings have been recorded and the greeting tree infrastructure completed.

HOFFMAN ESTATES PARK DISTRICT MEMORANDUM # 15-037

To: Board of Commissioners
From: Dean Bostrom, Executive Director
Craig Talsma, Deputy Director/Director of Finance & Administration
Date: March 16, 2015
Re: Bond Abatements

Background

Each year the District abates the additional levies on our bonds as filed with the county. This is done every year to insure that we do not levy taxes for additional revenues to pay off our alternate revenue bonds. The abatement needs to be filed prior to the calculation of the second installment of property taxes by Cook County, which in the past was June 1. The county has improved the property tax payment process and the due date for this filing has been moved to April 1.

Implications

The District needs to approve this abatement to insure that the correct dollar amount is levied for the district's property taxes. This item is being presented as new business for information only to the A&F committee for any discussions, but formal action will not occur since it was not on the published agenda. It will then be presented as new business at the March 24 board meeting for formal approval.

Recommendation

Recommend to the full board approval of Ordinance 015-004 abating taxes levied for the District's bonds for the 2014 Levy.

STATE OF ILLINOIS)
)
 COUNTY OF COOK)

ORDINANCE 015-004 ABATING TAXES LEVIED FOR GENERAL OBLIGATION BONDS FOR THE YEAR 2014 AND THE REFUNDED BONDS

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

<u>Date</u>	<u>Issue</u>
December 30, 2010	Taxable General Obligation Bonds (Alternate Revenue Source), Series 2010A
December 30, 2010	Taxable General Obligation Bonds (Alternate Revenue Source), Series 2010B
December 30, 2010	General Obligation Bonds (Alternate Revenue Source) Series 2010C
December 2, 2013	General Obligation Park Bonds (Alternate Revenue Source) Series 2013A
December 10, 2014	General Obligation Park Bonds (Alternate Revenue Source) Series 2014A

WHEREAS, said ordinances levied the following taxes sufficient to produce funds for the tax year 2014 to pay principal and interest on the Bonds:

<u>Issue</u>	<u>Amount</u>
Taxable General Obligation Bonds (Alternate Revenue Source), Series 2010A	\$466,267.50
Taxable General Obligation Bonds (Alternate Revenue Source), Series 2010B	74,302.50
General Obligation Bonds (Alternate Revenue Source) Series 2010C	\$1,038,880.00
General Obligation Park Bonds (Alternate Revenue Source) Series 2013	\$809,737.50
General Obligation Park Bonds (Alternate Revenue Source) Series 2014A	\$410,531.25

WHEREAS, the Board of Park Commissioners has determined that income from “User Fees”, as defined in the ordinances, proceeds of annual general obligation bond issues, or other sources, will be sufficient to pay the 2014 principal and interest on the bonds;

WHEREAS, since it is no longer necessary that the Board of Park Commissioners receive the amount of the tax levy previously provided, the Board desires that the entire levies for the Bonds for 2014 be abated.

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

Section One: The 2014 levies as provided in the above ordinances for the Bonds shall be abated in their entirety.

Section Two: A certified copy hereof shall be filed with the County Clerk of Cook County who shall abate the 2014 levy for each of the Bonds.

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

YEAS:

NAYS:

ABSENT:

PASSED this 24th day of March, 2015.

APPROVED this 24th day of March, 2015.

President

ATTEST:

Secretary