



*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. 989  
TUESDAY, JANUARY 27, 2015  
7:00 p.m.**

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. AWARDS & RECOGNITION
  - A. Best of Hoffman: Firefighter Patrick Clarke
  - B. Volunteer of the Year: Lillian Clinton
5. APPROVAL OF MINUTES
  - A. Regular Board Minutes 12/16/14
  - B. Forward Planning Committee Minutes 12/9/14
  - C. Public Meeting Minutes 12/2/14
6. COMMENTS FROM THE AUDIENCE
7. CONSENT AGENDA
  - A. Pregnancy Discrimination Policy M15-004
  - B. Initial Review of newly hired employees M15-005
  - C. A&F Detail Reports
    - o Manual checks \$389,865.18
    - o Monthly Invoices \$537,420.82
  - D. Financial Statements
  - E. Acceptance of B&G Minutes 12/2/14
  - F. Acceptance of A&F Minutes 12/16/14
8. ADOPTION OF EXECUTIVE DIRECTOR'S REPORT
9. PRESIDENT'S REPORT

**REGULAR BOARD MEETING NO. 989**

**January 27, 2015**

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10. OLD BUSINESS
11. NEW BUSINESS
  - A. PDRMA presentation by Jesse Kinsland
  - B. Renaming of Highpoint Park / M15-010
  - C. Marquee signs warranty 6-10 years / M15-003
12. COMMISSIONER COMMENTS
13. EXECUTIVE SESSION
  - A. Minutes, pursuant to Section 2(c)(21) of the Open Meetings Act.
    - 12/16/14
  - B. Appointment, employment, compensation, discipline, performance or dismissal of an employee, pursuant to Section 2(c)(1) of the Open Meetings Act.
  - C. 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.
  - D. The purchase or lease/sale of property owned by the public body pursuant to Section 2(C)(6) of the Open Meetings Act.
  - E. Pending or probable litigation, pursuant to Section 2(c)11 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.



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**MINUTES  
BOARD MEETING NO. 988  
December 16, 2014**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Board of Commissioners was held on December 16, 2014 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioners K. Evans, R. Evans, Greenberg (7:10), Kilbridge, McGinn, Mohan, President Bickham

Absent: None

Also Present: Executive Director Bostrom, Deputy Director / A&F Director Talsma, P&D Director Buczkowski, Rec/Facilities Director Kies, GM Bechtold

Audience: Sales and Catering Supervisor Fuller, Kitchen Production Supervisor Betancourt, 50+ Coordinator Cuff, Raj Chhatwani of 665 Hundley, Chris Wu – BOH, Ebony Hall – BOH, Comm Reps Katis, Winner, Kinnane and Utas

**2. Pledge of Allegiance:**

Everyone present stood for the Pledge of Allegiance.

**3. Agenda:**

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

**4. Awards and Recognitions:**

A. Best of Hoffman:

Mr. Wu and Ms. Hall along with Heather Wu who was unable to attend were awarded the BOH for their generosity in donating their bakery goods to the 50+ Center.

B. Great Citizen Award:

50+ Coordinator Cuff was recognized for having received the Great Citizen Award from the Village of Hoffman Estates for her work with the 50+ Group.

50+ Coordinator Cuff thanked the board noting that it was a pleasure to work at the park district and thanked them for the opportunity to do so full-time.

C. 4<sup>th</sup> Quarter Employees:

Sales and Catering Supervisor Fuller and Kitchen Production Supervisor Betancourt were awarded as Full-Time Employees for the 4<sup>th</sup> Quarter for their outstanding service at BPC.

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

Commissioner Mohan made a motion, seconded by Commissioner R. Evans to recess the Board meeting at 7:11 p.m. for the A&F Committee meeting. The motion carried by voice vote.

**6. Reconvene:**

Commissioner Greenberg made a motion, seconded by Commissioner R. Evans to reconvene the Regular Board #988 at 8:20 p.m. The motion carried by voice vote. Commissioner Kilbridge was not in attendance.

**7. Minutes:**

Commissioner Mohan made a motion, seconded by Commissioner McGinn to approve the minutes of the November 11, 2014 and November 25, 2014 meetings as presented. The motion carried by voice vote.

**8. Comments from the Audience:**

None

**9. Consent Agenda:**

Commissioner Mohan made a motion, seconded by Commissioner K. Evans to approve the Consent Agenda as presented.

On a Roll Call Vote: Carried 6-0-1

Ayes: 6 K. Evans, R. Evans, Greenberg, McGinn, Mohan, Bickham

Nays: 0

Absent: 1 Kilbridge

- A. Playground renovation 2015 M14-133
- B. Succession Planning / M14-150
- C. Tax Levy Ordinance in final form O14-008/M14-130A
- D. Budget & Appropriation Ordinance in final form O14-010/M14-153
- E. A&F Detail Reports
  - o Manual checks \$271,031.43
  - o Monthly Invoices \$814,569.03
- F. Financial Statements
- G. Acceptance of B&G Minutes 11/4/14
- H. Acceptance of Rec Minutes 11/11/14
- I. Acceptance of A&F Minutes 11/11/14

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

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

**11. Presidents Report:**

Commissioner Kilbridge returned at 8:21 p.m.

President Bickham introduced Raj Chhatwani as the new A&F Community Rep.

President Bickham announced that Deputy Director Talsma had been elected to the PDRMA Board of Directors.

President Bickham also announced that the Hoffman Hawks Peewee Team had won the National Championship And he noted that the holiday events attended over the weekend had been well presented and well attended.

**12. Old Business:**

None

**13. New Business:**

A. 2014-2019 CMP R14-006/M14-151:

Commissioner K. Evans made a motion, seconded by Commissioner McGinn to approve R14-006 Adoption of the 2014-2019 CMP.

On a Roll Call Vote: Carried 7-0-0

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

Nays: 0

Absent: 0

B. School Dist. 54 Agreement/M14-148:

Commissioner K. Evans made a motion, seconded by Commissioner Greenberg to approve the Intergovernmental Agreement with SD54 as presented. The motion carried by voice vote.

C. Release/Review of Executive Session Minutes R14-005/M14-149:

Executive Director Bostrom explained that this was a legal requirement to be done every six months.

Commissioner Greenberg made a motion, seconded by Commissioner K. Evans to approve R14-005 Review of Closed Session Minutes.

On a Roll Call Vote: Carried 7-0-0

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

Nays: 0

Absent: 0

**14. Commissioner Comments:**

Commissioner K. Evans encouraged everyone to visit the Harvest Bakery and wished everyone a happy holiday.

Commissioner McGinn said he had a great time at the weekend holiday events and wished everyone a wonderful holiday.

Commissioner Mohan wished everyone a good holiday.

Commissioner Kilbridge also wished everyone a good holiday.

Commissioner R. Evans wished everyone a good holiday and noted that all the weekend events had been very well run and well attended.

Commissioner Greenberg wished everyone a happy holiday.

**15. Executive Session:**

Commissioner Mohan made a motion, seconded by Commissioner Greenberg move to Executive Session at 8:30 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.
- C. Pending or probable litigation, pursuant to Section 2(c)11 of the Open Meetings Act.

On a Roll Call Vote: Carried 7-0-0

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 9:41 p.m. The motion carried by voice vote.

**16. Discussion and Vote on Matters Discussed in Executive Session:**

Commissioner Greenberg made a motion, seconded by Commissioner Kilbridge to extend Executive Director Bostrom's contract for another year and to award him a 3% salary increase and a \$5,000 bonus.

On a Roll Call Vote: Carried 7-0-0

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

Nays: 0

Absent: 0

**17. Adjournment:**

Commissioner Mohan made a motion, seconded by Commissioner Greenberg to adjourn the meeting at 9:41 p.m. The motion carried by voice vote.

Respectfully submitted,  
Dean R. Bostrom  
Secretary

Peggy Kusmierski  
Recording Secretary



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**MINUTES  
FORWARD PLANNING COMMITTEE  
December 9, 2014**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Forward Planning Committee was held on December 9, 2014 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner R. Evans, Comm Rep Kaplan, Kinnane, Musial, S. Triphahn (7:06), Wittkamp, Chairman Kilbridge

Absent: Comm Rep Dressler, Neel, Winner

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

Audience: Commissioner K. Evans, McGinn, Greenberg, President Bickham

**2. Agenda:**

Comm Rep Kinnane made a motion, seconded by Comm Rep Kaplan to approve the agenda as presented. The motion carried by voice vote.

**3. Minutes:**

Commissioner R. Evans made a motion, seconded by Comm Rep Kaplan to approve the minutes of the meeting as corrected. The motion carried by voice vote.

Chairman Kilbridge noted that President Bickham had been listed as Chairman in the Audience section of the minutes.

**4. Comments from the Audience:**

None



5. **Old Business:**

None

6. **New Business:**

A. Board/Committee Evaluation survey results/M14-146:

Executive Director Bostrom reviewed the item and turned the floor over to President Bickham. President Bickham thanked everyone that participated in the survey saying that he felt it was a good starting point. He explained the purpose of the survey was to find out where the district is at and where there is room for improvement.

Comm Rep Musial asked why attendance had been marked for improvement noting that the committees she was on were generally well attended. Executive Director Bostrom explained that there were occasions when Comm Reps or Commissioners were unable to attend. Commissioner K. Evans noted that during his presidency there had been two times that he had to help a committee make quorum. Executive Director Bostrom explained that the district had a policy that if a Commissioner or Comm Rep missed three consecutive meetings or 50% of all meetings that they could be replaced.

No vote, informational only.

B. Comprehensive Master Plan 2014-2019 / M14-147:

Executive Director Bostrom reviewed the item noting that the process had begun last May. He said he believed it had been a better process this year and had created a more understandable document. He explained that one of the biggest issues the district faced was the three separate areas in Hoffman Estates and the need to address residents needs in all three areas.

Comm Rep S. Triphahn said she thought the document outstanding, very easy to read and well summarized.

Comm Rep Kinnane agreed that it was very easy to read and very well laid out.

Comm Rep Kaplan also agreed and noted that the pictures were a great addition.

Chairman Kilbridge said she liked having the mission statement included. She did note that Tropicana Park grant was referenced on page 5 did not say OSLAD.

Comm Rep S. Triphahn made a motion, seconded by Commissioner R. Evans to recommend the board approve the 2014-2019 CMP with the minor correction. The motion carried by voice vote.

**7. Committee Member Comments:**

Commissioner R. Evans noted that the CMP project had been a lot of work for a long time.

Comm Rep S. Triphahn noted that this CMP had a very different look from the last one and Executive Director Bostrom explained that they had used Graphic Designer Kiel to assist with the project.

Comm Rep Kinnane noted that it was a great example of how many entities from the park district could come together to create the document.

Comm Rep Kaplan said he remembered at the beginning of the project wondering how they were going to get from where they were to the finished document.

Comm Rep Wittkamp agreed noting the project was well done.

Comm Rep Musial said it was nice to see all the pieces come together.

Chairman Kilbridge noted that this would be the last meeting of the FPC and that the committee and staff had done a great job and it had been great to be a part of the process.

**8. Adjournment:**

Comm Rep S. Triphahn made a motion, seconded by Comm Rep Kaplan to adjourn the meeting at 7:40 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom  
Secretary

Peggy Kusmierski  
Recording Secretary



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**MINUTES  
PUBLIC MEETING  
December 2, 2014**

**1. Roll Call:**

A public meeting of the Hoffman Estates Park District Board of Commissioners was held on December 2, 2014 at 6:45 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: Commissioner Mohan

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

Audience: Comm Rep Kinnane

**2. Pledge of Allegiance:**

Everyone present stood for the Pledge of Allegiance.

**3. Agenda:**

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

**4. Public Input:**

No comments were made regarding the Budget and Appropriations Ordinance.

**5. Commissioner Comments:**

None

**6. Adjournment:**

Commissioner R. Evans made a motion, seconded by Commissioner Greenberg to adjourn the meeting at 6:50 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 989**

**EXECUTIVE DIRECTOR'S REPORT**

**January 2015**

**PARKS DIVISION**

1. Controlled burns were completed at Prairie Stone, Seascape (sled hill), North Twin, South Twin, Highland and Park Services.
2. Native seed was put down at Highland and Park Services, the seed used was from our volunteer seed collecting event this past fall, (approx. 30 lbs.).
3. Winter tree work was started in various parks, (Highpoint, Eisenhower and Highland).
4. Brush mowing was completed at Cottonwood Park in the natural area along the creek which is not scheduled for a burn this season.
5. Trash collection continues heavy in the parks despite the inclement weather we have experienced.
6. Staff has been instructed to look for addressed envelopes in the trash to perhaps identify some fly dumping.
7. Truck 511 cleaned idle air control valve
8. Truck 523 replaced oil pan gasket
9. Truck 917 replaced valve cover gasket and door bushings on both doors
10. Vehicle 453 replaced both front wheel bearings front brake pads and rotors
11. Vehicle 454 replaced coolant thermostat and temperature sensor
12. Truck 524 replaced coil on cylinder one
13. Bus 534 installed new back up beeper
14. Vehicle 502 emissions test
15. Staff removed and contracted new front desk area and installed new 2x2 carpet squares in Kids Korner at PSSWC.
16. Staff constructed out of wood six surfboards props for dance room staff at TC.
17. Staff Repaired Tile in front entry at TC.
18. Staff replaced blinds in rooms 105 &106 at TC.
19. Staff replaced spring on Rocker at TC playground.
20. Staff constructed agility Equipment for Freedom Run Park.
21. The maintenance crew rebuilt multiple heating pumps across all buildings
22. Staff repaired the hot water heat along the base boards at Triphahn Center
23. All pneumatic valves and thermostats at Triphahn Center were fine-tuned and repaired
24. Staff covered a lot of new heat issues when the below zero temps hit the area, many units needed new inducer motors and filters.

25. The basketball hoop at Triphahn Center was repaired with new pulleys
26. Complete over-haul on the Parks Services garage heaters due to them not functioning properly
27. There were quite a few water line breaks due to cold weather that got repaired as well.

## **PLANNING & DEVELOPMENT**

### 1. Marquee Signs:

Punch list was completed the first week of December. To address the light issue with the tag letters “Hoffman Estates Park District” additional LED strip lighting was designed and fabricated for each sign face. These strips were installed at the base of the letters in question and with the result being an improvement to the light levels that were previously deficient. With these extra improvements staff has determined that Walton Sign’s work is officially complete. Staff is currently in the process of ordering the perennial plants that are scheduled to be installed in the spring of 2015. These plants were not installed in December for fear that they would not establish themselves prior to the onslaught of winter.

### 2. Playground Improvements:

Playground bid concepts are currently being reviewed by staff for the 2015 playground projects. Once staff had identified the qualified vendors, bids will be submitted and presented to the B&G committee in February.

### 3. Parking lot and path improvements:

Staff completed the proposed parking lot and path plans back in late December and submitted copies to the Village for review and permitting. Once the permits are issued and staff is reasonably confident that the plans will not change, the work will be released for bid with results to be presented at the March meeting.

## **Facilities and Recreation Department**

### **Upcoming Events:**

- 1/10 – Night to Remember Ice Skating Exhibition – 11 AM and 6:30 PM – A night of figure skating, live classical music. \$8 per ticket, available at the front desk.
- 2/3 & 2/4 - Preschool Open House - Parents interested in registering their child for the 2015-2016 Hoffman Estates Park District Preschool – Half Day Program, are invited to attend.

### **Snapshot Summary/Highlights:**

- Hoffman Estates Park District has earned the IPRA “Exceptional Workplace” award for 2014. (see attached)

- The Governor's Office of Early Childhood Development in partnership with DCFS, DHS & the IL State Board of Education has developed a new quality rating and improvement system called ExceleRate Illinois. This program unifies all our state's early learning programs under a common set of standards and publicly recognizes the achievement in a Circle of Quality. All licensed programs are entered into this program and given the level of "Licensed Circle of Quality". Beyond this minimum level is a Bronze, Silver & Gold Circle of Quality. Since the HEPD preschool program is already nationally accredited, our program is eligible to skip immediately to the Gold Circle of Quality level. Staff submitted the application for the Gold level this month. If approved, HEPD would be the only park district with this distinction.
- Hoffman Stars Dance Company performed their holiday dances at the St. Alexis Children's Hospital on December 7th. They collected and donated over 1,000 books to the children's floor.
- The Winter Dance Showcase was on Saturday, December 20<sup>th</sup>. There was a 10:00, 12:00 and 2:00 show. Over 200 dancers were there to show off their winter themed dances. The show was held at Conant High School and went off without any problems.
- 50+ Active Adult Program Manager Rica Cuff was recognized at the December meeting of the Village of Hoffman Estates Board of Trustees. Rica was named "Great Citizen" for her efforts in volunteerism with the Village as well as her hard work and dedication to HEPD's 50+Active Adults program.
- The Director of Recreation & Facilities Mike Kies was named incoming vice chairman for the Hoffman Estates Chamber of Commerce Board of Directors in 2015. He was also appointed to the IPRA Foundation Board for 2015.
- 50+ members read to ELC classes as part of 50+/ELC partnership. Polar Express ran on Saturday, December 6<sup>th</sup>. There were 2 groups that road the train to Elgin with a total of 227 people enrolled.
- Zoo lights trip ran on Sunday, December 7<sup>th</sup>. It was a cold night but no snow or ice to make things slippery. There were around 20 no shows at the start of the trip and unfortunately no time to take the waitlist.
- The winter holiday skating exhibition will take place on Saturday January, 10. 65 skaters are registered to skate in the event. 58 took part in 2013.
- The Skate with Santa event took place at on Sunday, Dec. 14. Approximately 400 people attended.
- The year-end participation for all of the ICE Academy classes was outstanding. After completion of the winter camps the total participation for 2014 was an outstanding 1464 skaters. In 2013 the total participation 1054. As a program we increased by 410 participants.
- The year-end participation for all of the hockey/development classes was outstanding. After completion of the winter camp the total participation for 2014 was an outstanding 1471 hockey players. In 2013 the total participation 1246. As a program we increased by 225 players.
- The Parks team completed the remodeling and carpeting efforts within the Kids Korner. Included in the remodeling effort was a relocation and rebuild of the reception desk, which will allow for a larger and more comfortable reception/check in area for members. The project has been well received by members and employees and has greatly enhanced

the appeal of the Kids Korner to prospective clients who tour the club with an interest in membership.

- Indoor private swim lessons ended the year very strong with 708 private lessons sold in 2014 compared to 538 lessons sold in 2013. Participants seem to enjoy the one-on-one instruction and flexibility of the private sessions.
- The Seascope winter sale was a success in 2014 and moving into 2015. The sale of 20% off the season pass and free HEPD coupon book valued at over \$60 ends 1/5. Currently 257 Seascope passes have been sold compared to 155 passes at this time in 2014. Beginning 1/6 Seascope will be promoting the “early bird discount” of 15% through the end of April.
- PSSWC personal training department, revenue was up 13% from 2013 to 2014.

### **New Programs & Services**

- Winterfest was held on December 13<sup>th</sup> and was a very successful event. We are estimating approximately 900-1000 people were in attendance based on the amount of s'mores and crafts the district gave out. Thank you to all the staff, volunteers, board representatives and commissioners for your help and support.
- Staff is currently working with the NFL on a youth flag football league. Details will be in the spring guide.
- Staff is currently looking for space to offer badminton leagues and pickle ball classes.
- Gardening will be offered in the Spring Guide (the classes hosted by the Hoffman Estates Garden Club).
- Little Dribbler is a new contractual program set up for youth ages 4-6. This will be a great program to feed into the youth basketball leagues that start at 7 years old. This program has 7 players registered already for the first session that starts Jan 10<sup>th</sup>.
- Hoffman Estates high school varsity coach Todd Meador is offering a winter break camp fundamentals camp for the youth baseball players in Hoffman Estates. The camp will take place on Jan 2<sup>nd</sup> indoors at HEHS.
- Alden Poplar Creek is now volunteering to stuff our 50+ monthly newsletters sent to members without email addresses
- ICE Academy winter camp days were offered this season. These were daily registration rather than the typical camp week offering. 153 skaters took part in these one day's offerings over 6 days. That is an average of 25 skater's day for this camp.
- Wolf Pack Hockey camps were offered over the Holidays. The 2 camps were based on divisions with Mites/Squirts being the first week with 39 players taking part. Staff knew week 2 would be more difficult as a number of teams were in tournaments. So with enrollment being low it was decided to not offer camp after the New Year.
- There is a Boy Scout climbing wall merit badge class set to run on February 22<sup>nd</sup> from 8:30a-1:30pm. This program is for Boy Scouts who are looking to complete the requirements for the BSA climbing merit badge.
- The new TRX Circuit Classes have had 50, 5 packs sold to date.
- TC Facility Manager is working with Rainbow Vending to renew the vending contract with them. The goal is to increase healthy options to 75% of selections in vending machine.



**Dance Programs Summary:**

- Fall dance classes started the week of September 9<sup>th</sup>. More classes have been offered in the senior center to help with over booking the dance room.

<u>Program</u>	<u>2013</u>	<u>2014</u>	<u>Var. +/-</u>
Dance at TC	155	155	0
Dance at WRC	65	74	+ 9
HE Stars Company	25	24	- 1
Total			+ 8

- They also performed their dances at the Winter Fest on Saturday, December 13<sup>th</sup> at Bridges.

**Hoffman United Travel Soccer Summary:**

- Working on summer camp details.
- Practices are being scheduled at various facilities and schools.
- Season is ongoing.
- Indoor soccer is still taking registration and is set to start the season January 18<sup>th</sup>.

**Youth Volleyball**

<b>YOUTH VOLLEYBALL DIVISIONS</b>	<b>2013</b>	<b>2014</b>
5th Grade Girls	18	20
6th Grade Girls	20	17
7th Grade Girls	29	34
8th Grade Girls	31	37
5th Grade Boys	0	0
6th Grade Boys	1	1
7th Grade Boys	2	2
8th Grade Boys	1	5
<b>TOTAL # OF Volleyball Players</b>	<b>102</b>	<b>116</b>

- The HEPD received \$1,000 sponsorship for the youth volleyball league from Mathnasium in South Barrington.

### Youth Basketball Season

- Practices have started on December 1<sup>st</sup>
- The goal is for each team to have at least 4 practices under their belt before their first game on January 10<sup>th</sup>.
- Over winter break 31 of the teams took advantage of practice time at the Triphahn Center and also at Willow Rec.
- Picture day is scheduled for January 3<sup>rd</sup>. This is the first year we will do pictures before the season starts. We hope this limits chaos on game days when pictures usually are and it allows us to get the pictures back in the parent's hands quicker.
- All staff and referee trainings took place in December. Each referee for grades 5-8<sup>th</sup> is required to be IHSA certified and turn in a copy of their certification

<b>YEAR</b>	<b>½</b>	<b>¾</b>	<b>5/6</b>	<b>7/8</b>	<b>¾ girls</b>	<b>5/6 girls</b>	<b>7/8 girls</b>	<b>Girls Feeder</b>	<b>TOTALS</b>
2013	80	100	95	84	20	10	20	0	409
2014	80	86	97	67	20	16	9	8	383

### Adult Athletics Summary:

<b><u>Program/Month/Year/Variance +/-</u></b>	<b><u>1/2014</u></b>	<b><u>1/2015</u></b>	<b><u>Var. +/-</u></b>
Men's Basketball Teams	20	24	+4

### Preschool / Early Childhood Summary

<b><u>Program</u></b>	<b><u>12/2013</u></b>	<b><u>12/2014</u></b>	<b><u>Var. +/-</u></b>
Threeschool 14-15	15 TC, 10 WRC	15 TC, 12 WRC	+2
2's Playschool 14-15	30 TC, 23 WRC	30 TC, 25 WRC	+2
Preschool 14-15	117 TC, 52 WRC	115 TC, 69 WRC	+15
Early Learning Center	27	28	+1
<b>TOTAL Preschool</b>	<b>274</b>	<b>294</b>	<b>+20</b>

## STAR Before and After School Program Summary

Program/Month/Year/Variance +/-	12/2013	12/2014	Var. +/-
MacArthur:	45	41	-4
Lakeview:	43	38	-5
Fairview:	68	73	+5
Armstrong:	40	39	-1
TJ:	12	16	+4
Whiteley:	20	22	+2
Muir:	26	31	+5
Lincoln Prairie:	42	48	+6
<b>Total</b>	<b>296</b>	<b>308</b>	<b>+12</b>

- December's monthly theme was Winter Celebration and Family.
- Children participated various crafts and games surrounding winter and families, and decorated bulletin boards, as seen below:



## 50+ Club Summary

- Membership/Volunteerism
  - New - 32
  - Renewed - 16
  - Volunteers – 9 volunteer, 11 hours total
- Classes
  - Basic Exercise, M/W 17/16
  - Gentle Yoga, M/W (evening)/Sat 14/15/15
  - Line Dancing (AM only) 11
  - Self-Hypnosis 8
- Trips
  - Tea/Drake Hotel, Chi 24
  - Diamond Tour NYC trip Sold out (50 w/waitlist)
  - Eataly Chicago 25
  - Museum Tour 11
  - Fashion Outlets of Chicago 15
  - Art Institute of Chicago 19
- Evening/Special Programs
  - Holiday Dinner Party/BPC Sold Out 77
  - Pub Quiz Night (3<sup>rd</sup> Thursdays/6:00 pm) - 25 participants/BPC (prize donated by First Light Home Care)

Presentation by Fancy-Free Holidays on Door County tour set for fall '15 (afternoon and evening meetings held)

## Ice Operations

### Figure Skating

- Winter class sessions will begin on Monday, Jan. 12.

### Hockey

- Development classes will start on Monday, Jan. 12.

**Ice Rink Information**

<u>Program</u>	<u>12/2013</u>	<u>12/2014</u>	<u>Var. +/-</u>
• Public Skate	1123	1090	-33
• Freestyle	219	151	-68
• Drop In/Homeschool	216	425	+209

**December Parties/Outings and Information:**

- There were 7 public skate parties held in December.

**PSS&WC Member Services & Operations**

	<u>01/2013</u>	<u>01/2014</u>	<u>Var. +/-</u>
Membership Total	3489	3389	(100)

- New members who enrolled in December received December dues free upon mention of the direct mail postcard or the HEPD and/or PSS&WC website ads. 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 30,000 piece postcard mailing was initiated during the month of December to promote the discounted enrollment fee along with “coupons” for a complimentary guest pass and a free month of dues to those who presented the postcard at the time of enrollment. Targeted demographics included ages 35-65 single family homes with household income of \$75,000 or higher within a 5-7 mile radius of the club.
- The ENROLLMENT FEE banner on the north side exterior remained mounted on the building along with the new east side banner that was ordered and hung during the month of July. This second banner provides visibility/identity of the building for westbound traffic on Route 72 and compliments the new signage panels installed in the spring.
- 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 number of credit card denials following December billing was fewer than those logged in the month of November. Efforts that were implemented within the Member Services and Billing offices to contact members proactively to obtain updated information for billing continued aggressively during the month of December. 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 are currently being taken to review and revise as needed all current promotional trifold for the club in advance of the New Year. An order will be placed after the New Year for the purchase of new promotional tri-folds to ensure inventory levels of each are sufficient.

### **Fitness Department**

- Within the area of group fitness, 2 new group fitness instructors have been hired. The new instructors teach a variety of class formats including Raise the Barre Spin, Piloxing and Strength Training.
- Group Fitness class schedule changes are being developed for roll out within January. Piloxing and Aquatic Tabata class will be added amongst other schedule adjustments.
- PSSWC has three upcoming Nutrition Workshops in early 2015 including: Weight Loss Boot Camp, Low-Carb or Low-Fat, and Carb Control.

### **Triphahn Center Fitness and Operations**

<b>TC Memberships</b>	<b><u>01/2013</u></b>	<b><u>01/2014</u></b>	<b><u>Var. +/-</u></b>
	924	917	(7)

### **General Summary:**

- TC Facility Manager obtained quotes and proofs for new signage on the north side. The signs will better direct patrons and guests through the facility.
- Dance world was held on December 13, 2014.
- There were (29) open gym participants compared to (47) for December 2013.
- There were (37) guest fees collected compared to (35) for December 2013.

### **WRC & Vogelei Operations and Fitness**

#### **Vogelei Programming**

- The STAR program held the holiday days off from school at the barn.

<b>WRC Memberships</b>	<b><u>01/2013</u></b>	<b><u>01/2014</u></b>	<b><u>Var. +/-</u></b>
	378	371	(7)

### **Bo's Run Off Leash Area:**

- There are currently 409 (329 memberships and 80 combo members). There were 454 members to Bo's Run at this time in 2013 (371 memberships and 83 combo members).
- Breakdown for Bo's Run / Combo passes HE 171, Palatine 40, Barrington 27, Schaumburg 59, and Arlington Heights 12. Inverness 23. Additional towns are Rolling Meadows, Elk Grove, Hanover Park.

### **Freedom Run off Leash Area:**

- There are currently 431 members to Freedom Run (351 Freedom Run memberships 80 combo members) There were 421 Freedom Run (338 memberships and 83 combo members) in 2013
- Breakdown for Freedom Run/ Combo passes Elgin – 151 HE – 85, Streamwood – 56. Additional towns are Schaumburg - 34, Huntley, Hanover Park & S. Barrington, Elk Grove, Palatine, Wheeling & others.
- Total for 2014 is 760 as compared to 792 in 2013; staff believes the slight drop off is due to the two new parks opening in the area including Schaumburg and Arlington Heights.

## **Communication & Marketing**

### **PROGRAM PROMOTIONS**

**Worked with program managers to promote:** Mobile app, Holiday Events, Prairie Stone memberships.

### **COMMUNITY EDUCATION**

**HEALTHY Kids eBlast & Blog** –The articles are individually promoted through social media and eventually an RSS feed on our website.

### **PUBLIC RELATIONS & ADVERTISING**

**Community Calendar Submissions to:** Winter events submitted to Daily Herald, Trib Local, Hoffman Estates and Schaumburg Chambers and Hoffman Estates Visitor's Bureau.

**PSSWC Digital Campaign with PSSWC** – The 60 day campaign has completed as of 12/31, but results are not yet complete. The campaign was run on the Daily Herald website where a 15 second commercial played as “pre-roll” before videos on dailyherald.com and other affiliate websites through a digital network. This form of web marketing, called “re-targeting” allows our ad to follow a prospective member across websites, allowing our commercial to appear on other sites.

# MARKETING DASHBOARD

## Mobile App Downloads



The app has been available since April 25, 2014; as of Jan. 5, 2015 we have had 1,137 apps downloaded – we saw a big increase of nearly 300 downloads in December. It’s not clear what caused the big increase; the only difference has been the digital marquees. We’ve been promoting the specific benefits to each group, i.e. Preschool, STAR. The mobile app is being marketed to the community via web, eBlast, posters, social media and with mobile app promotional cards distributed to program participants.

## Mobile Access

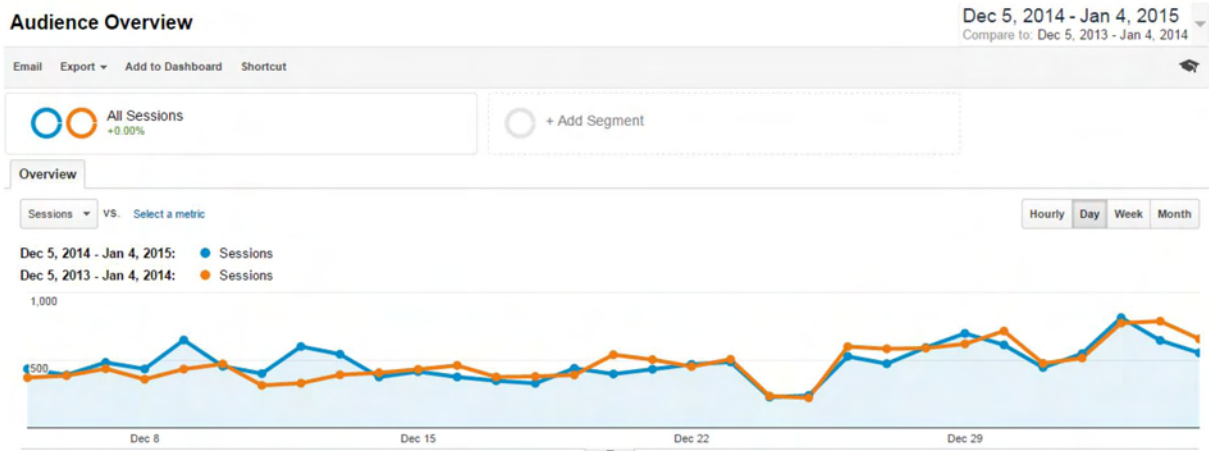
Results to date are positive, showing more users accessing heparks.org on mobile devices or tablets. We are looking for a greater percentage of page views by mobile and tablet. New responsive/mobile-friendly website launched Oct 28, 2014:

	Benchmark: Feb 2013-Feb 2014	Dec 4, 2013 - Jan 5, 2014	Dec 4, 2014 - Jan 5, 2015	Change from last year
Desktop	63%	51%	44%	-7
Mobile	27%	35%	44%	+9
Tablet	10%	13%	11%	-2



## WEBSITE Heparks.org Google Analytics

Results for the period of Dec 4, 2014-Jan 5, 2015



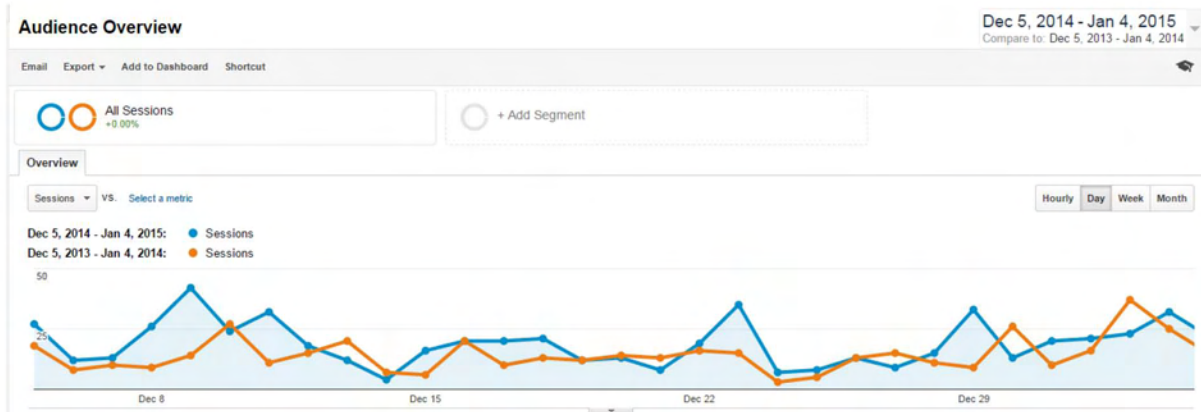


	2014	2015	+/- Variance
Sessions	14,721	14,848	+0.86%
Users	10,207	10,518	+3.05%



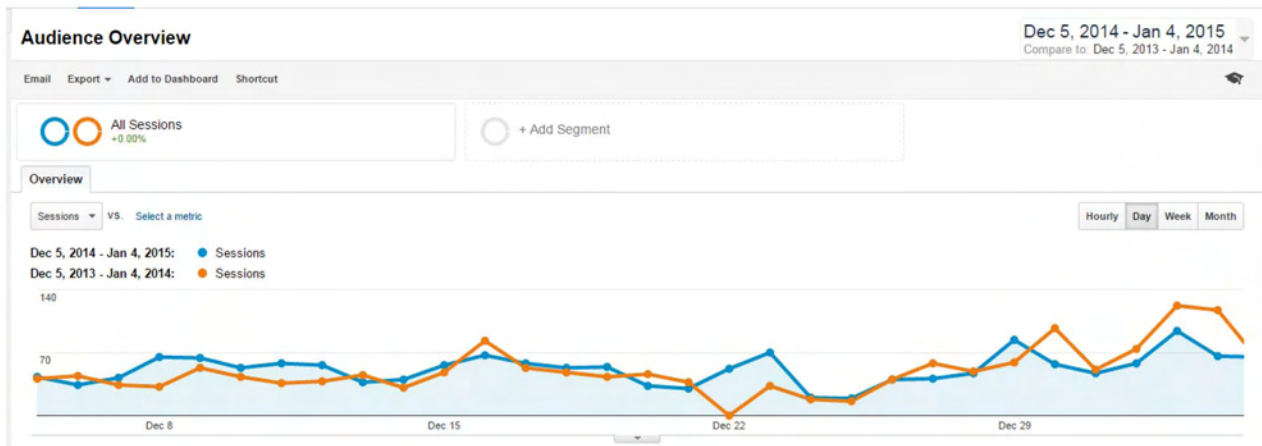
### Program Guide online

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



### 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. It should increase again after mobile WebTrac rolls out within the coming months.



## Facebook Reach

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 December = 14,901.



### 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%



### Email Blast Results, Constant Contact

	Open Rate	Bounce Rate	Click-thru rate
<b>2014 Sports and Recreation industry</b>	<b>20.20%</b>	<b>8.82%</b>	<b>7.49%</b>
Last 3 months, all HEPD emails	18.9%	1.9%	9.1%
HEPD General Eblast, Dec. 23	16.2%	1.2%	8%
Healthy Kids eNewsletter, December	20.8%	0.5%	7.10%
50+ Club December	37.6%	1.4%	4.50%

**Bounces** = Emails sent, but not received by our contacts.

**Opens** = **Emails** our contacts received and viewed.

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

**Bridges of Poplar Creek Board Report**

**General Programs**

- 9th Annual Make A Holiday Wish Come True was a success once again. We raised just over \$1,891 to purchase gifts for 5 local needy families. All gifts were delivered before the holiday and they were graciously received. Thanks for all those who helped with this great event.
- League Contracts are being prepared and will be sent out in early January. We have contacted all groups and we are expecting all leagues to return.
- Preferred Tee Time Contracts will be mailed out in January along with a year-end survey. We will be offering an early incentive program for those groups that renew by mid Feb.
- Breakfast with Santa was a huge hit. We had 241 adults and 147 children attend the event. We received a lot of great comments. And a special thanks to Santa for being a great hit with all the children. This event was combined with our first inaugural Winter Fest event. The event featured ice sculpting, snowball throwing contest, s'more station, arts and crafts, carriage rides, snow wall painting, bake sale and dance club performance. It was a huge success and had over 500 participants attend.

**Golf Rounds**

<b>ROUND TOTALS</b>		
<b>2012</b>	<b>2013</b>	<b>2014</b>
<b>540</b>	<b>0</b>	<b>0</b>
<b>YTD ROUND TOTALS</b>		
<b>2012</b>	<b>2013</b>	<b>2014</b>
<b>34,627</b>	<b>31,028</b>	<b>29,122</b>

**Range Information**

<b>RANGE BASKET SALES TOTALS</b>		
<b>2012</b>	<b>2013</b>	<b>2014</b>
<b>140</b>	<b>0</b>	<b>0</b>

<b>YTD RANGE BASKET SALES TOTALS</b>		
<b>2012</b>	<b>2013</b>	<b>2014</b>
<b>20,086</b>	<b>17,925</b>	<b>18,436</b>

## **Communications & Marketing**

### **Marketing/Advertising**

- We did 4 email blasts for the month advertising, Make A Wish, Breakfast with Santa, Winter Fest, ProShop Sales, Holiday Parties, and Weddings & Banquet Specials.

### **Food & Beverage**

For the month of December we had a total of 22 events (16 events in 2013)

The breakdown is as follows:

6 breakfast meetings servicing 102 people

3 Rotary luncheons servicing 123 people

1 memorial servicing 24 people

1 all day IPRA meeting servicing 93 people

1 holiday lunch servicing 33 people

1 all-day meeting with lunch and hors d oeuvre reception following servicing 65 people

1 birthday party servicing 190 people

1 baby shower servicing 48 people

1 dinner (not holiday) servicing 40 people

4 holiday parties servicing 121 people

1 50+ Club dinner servicing 80 people

Breakfast with Santa servicing 388 people

We currently have 15 events booked for the month of January (18 events in 2014)

8 breakfast meetings servicing 163 people

4 Rotary luncheons servicing 160 people

1 all-day meeting with lunch servicing 132 people

1 birthday party servicing 75 people

1 ABBHH meeting with a continental breakfast servicing 100 people

2016=1 ceremony and reception

2015=18 receptions, 12 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.

### **Golf Maintenance**

With the weather pattern that started in November this year we had anticipated a rough winter to come. The weather actually improved a little during the month of December. This turned out to be a great blessing as we were able to get started on the pond wall renovations on holes 10 and 11 while the golf course was closed. The golf course maintenance department kept four seasonal employees on to help get the project started and Wadsworth Golf Construction brought their crew in for the month as well. Before Wadsworth began removal of the old wall, we removed 600 feet of cart path, removed irrigation and drainage lines and had Park District staff rototill the construction area along with tree stump removal. Wadsworth began removing the old sheet metal wall with great success. Once the wall was removed they were able to start shaping what will be the new pond edge. All of the soil from the removal was left on site to build berms between holes 11 & 12 as well as build our new tee boxes on hole #11. The golf course maintenance team began cutting out the new cart path that will travel through the fairway and down the south side of the hole and around the east side of the new tee boxes on hole 11. We also were able to prep three of the four new tee boxes for sod so that when the course opens in the spring the golf course will not need to close either 10 or 11 to play. Wadsworth was able to complete all of their responsibilities with only needing to come back in the spring and complete a final grade to the shoreline so that it will be ready for seed and sod. The following items still need to be completed this winter into spring, weather permitting:

- Cart path construction
- Shoreline grassing
- New fairway grassing
- Tee box shaping and grassing
- Rough grassing on #10 and #11

While all the work was being completed outside on the pond wall renovation, we were also busy building all the props for Winter Fest. Staff had decided that we wanted the outdoor event area to look like the North Pole. North Pole signs were created using PVC to look like candy canes, directional cutouts and event signs were then attached to the candy canes. To go along with the theme, three snowmen and a Santa Claus were created out of plywood. The final touches and lots of detail painting were applied to everything just in time for Winter Fest.

### **Finance/Administration**

- Issued the 2004 Debt Certificate Refunding Bond. This bond refunded the ice arena debt certificates and equalized payments as a 30 year bond. The District was able to get an all in interest cost less than 4.25%. All major components of the long term debt service plan except for the refunding of the 2006 Bonds (to be done in 2016) are now complete. Series 2006 refunding is the last component of the overall district debt plan.
- Finalized the annual rollover bond providing additional funding for future capital improvements. The District All December bond principal and interest payments were made timely. The total yield on the annual issue was .40%.
- Deputy Director Talsma was elected to the Park District Risk Management (PDRMA) Board of Directors. He will be serving a two-year term.
- Sikich auditors will be on site January 16, 2015 to begin the review of the meeting minutes and conduct interviews of District staff.
- Staff has been working on year-end account verification and preparation for the 2014 audit process.
- Closed the 2014 Payroll files for staff wages earned in 2014 in preparation of issuing W2 forms.
- Closed 2014 Accounts Payable files for vendor history in preparation of issuing 1099's as required.
- Payroll Cycle Processing
  - 01/02/15      \$243,633.57
  - 01/16/15      \$232,120.29

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

- EFT Billings for:
  - a. TC/WRC/PSSWC Fitness Centers
  - b. ELC (weekly)

- c. Sponsorship
  - d. STAR
  - e. Preschool
  - f. Dance
  - g. NIHL Hockey
  - h. NWHL Hockey
- Administrative Registration for:
    - a. Financial Assistance
    - b. Unemployment Package
    - c. Indoor Soccer
  - Coordinated refunds for all life guards that completed re-certification and were employed at seascape for the 2014 season.

### **Human Resources**

- Processed 2 new full-time hires, 4 new part-time hires and 1 volunteer.
- Completed year-end calculations and ensured all PT employees < 1,500 hours; all non-IMRF employees <1,000 hours. All employees fit their required categories.
- Held open enrollment meeting for AFLAC policies / FSA accounts – completed enrollments for 2015 year.
- Completed year-end calculations for employee benefit time and rollover.

### **Technology**

- Comcast Bandwidth Upgrade
  - Approval is pending, awaiting PSSWC completion. Estimated completion is anticipated by end of January. All other locations are completed.
- Telephone/Network switches
  - ATI was paid 25% (\$33,559.25) of total project cost. ATI has all the network switches/routers as well as telephone hardware ready for install and cutover once PSSWC is completed with the Comcast installation.
- Triphahn Re-Cabling
  - 74 new Cat6 cable runs and re-terminations of 44 existing Cat5e cables along with a new Data rack with wire managers for a clean patch panel has been completed. We are awaiting the install of the new switches/routers by ATI in order to move all computer/network equipment to the new Cat6 cabling. Once we've done this, the new wall jacks will be finalized and the existing Cat5e cabling will be utilized for phones.
- PSSWC Kids Korner Renovation
  - Pinnacle completed the installation of three (3) new Cat6 cabling and the install of new electrical outlet for the new desk at Kids Korner.
- PTP Wireless SEA to BPC
  - Evaluating possibilities and proposals for this location.
- Email Exchange Upgrade Project

- Migration of all email mailboxes started on 12/7 4pm. And continued throughout the day on 12/8. Excess time was required due to large size mailboxes. New procedures setting limits on cumulated storage will be implemented in 2015. By 12/9 all mailboxes migrated and by 8:30am email was flowing normally on the new server.
- Signature Manager 2.0 was installed on Exchange 2013. HEPD signatures were setup with basic settings. C&M will develop additional signature options utilizing Template Editor on secondary computer setup at Theresa's desk.
- Disposal of all old & non-functional IT hardware
  - Elarasys was able to sell most of the equipment for \$636. As per the agreement we will receive 50% of this amount (\$318). Additionally there was no charge for the recycling of all the other electronics.
- WIFI upgrade throughout the District
  - WRC - Comcast Business Class Internet (BCI) was upgraded from 16mb to 50mb. WIFI extenders were installed and coverage was expanded. Planning on upgrading TC and PSSWC next.
- Disaster Recovery plan with Redundancy to minimize downtime for the District.
  - VMWare license was upgraded from Essentials to Essentials Plus. This upgrade will provide a significant feature in that we can move our virtual servers in live time as well as automatic launching of the virtual server on another host. This feature is called High Availability.
  - Planning to install our spare existing server at Bridges Golf Course. This will provide another layer of redundancy in the event Triphahn experiences an outage.



**Hoffman Estates Park District – 2014 Goals  
Facilities, Rec, Ice, C&M Division**

**Report Date: January 2015**

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

**DISTRICT GOAL 1**

**Enable access to Healthy and Enjoyable Experiences for all people**

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

No.	Division Objective	Measures	Status	Achievement Level / Comments
1	<b>(FAC)</b> Coinciding with the district anti-obesity initiative, host a Kids Triathlon event at Seascope for potential implementation 2014.	Offer 1 special event by end of Q3.	<b>C</b>	Staff has decided to use 2014 as a research year for the Kids Triathlon. Program & Aquatic Supervisor will attend and evaluate events at surrounding park districts and gain information on implementation to run a Kids Triathlon at HEPD in 2015. Instead in 2014, Seascope will be offering an Adventure Day sponsored by the Hoffman Estates Cabelas. Adventure Day ran on July 11th and was a success. The event included kayaking, tents & camping gear, snorkel demos and rock climbing. Feedback from participants was very positive. Research has begun for a potential kid's triathlon for 2015.
2	<b>(FAC)</b> Implement 1 youth fitness classes for home school kids at TC or WRC.	Run 1 class at TC or WRC by Q4.	<b>C</b>	TC and WRC Facility Managers currently exploring class options, room availability and working to hire an instructor. TC manager has been in contact with a member of the home school community. Staff is exploring the option of offering open gym at both TC and WRC and open walleyball at WRC. <b>The home school group was not interested in this time at fitness options at either facility. TC and WRC manager will continue to explore the home school avenue, as well as other youth fitness programming.</b>

3	<b>(FAC)</b> Increase total district wide fitness membership.	Increase number of district memberships by 1% from 2013 actual.	<b>NA</b>	TC Facility Manager worked with C&M to create a constant contact marketing tool to send out to all guest pass visitors (that leave their email address) with information on how to join the fitness center. <b>Currently the district is tracking below the 1% increase from 2013. The impact of the extreme weather in the first quarter reduced the number of opportunities for new members.</b>
4	<b>(ICE)</b> Develop 1 On-Ice fitness class for off peak hours	Complete class development by 4Q and conduct class.	<b>C</b>	A Fall Class for preschool parents is being considered. BOOT CAMP on ICE! Staff is currently trying to obtain an instructor for this class. <b>Unfortunately the enrollment for this class was too low to operate. Staff will continue to look at on ice fitness options that the public may find interest in.</b>
5	<b>(ICE)</b> Develop a 50+ club ice program outside of skating( Eisstock) that can be played on off peak day time hours.	Obtain enough participation to offer 1 class in 2014, complete by Q4.	<b>C</b>	Purchasing of Eisstocks is proving to be a challenge as well as possible storage. Other options may be considered. Eisstock seems like the game to offer on the ice. Staff is working to obtain these items however production all seems to take place in Europe. A number of avenues are being explored to be able to offer this program. <b>There is a heavy start up cost for this program. It will be carried into the 2015 budget and goals if feasible.</b>

### District Initiative 2: Achieve customer satisfaction and loyalty

No.	Division Objective	Measures	Status	Achievement Level / Comments
1	<b>(FAC)</b> Create and offer a SFAC pass holder express check-in program to allow season pass holders the opportunity to enter the outdoor aquatic facility prior to general daily fee users.	Complete prior to end of Q2.	<b>C</b>	Seascope staff is developing a system to make sure that SFAC pass holders are admitted into the facility prior to the general public. A system is in place and is currently being utilized for season pass holders.
2	<b>(FAC)</b> Offer SFAC pass holder discount program on pool rentals, birthday parties and cabana rentals.	Complete prior to end of Q2.	<b>NB</b>	Staff is evaluating what discount would be appropriate to offer to SFAC pass holders. A discount was not offered during the Q2, staff will assess a discount for implementation in 2015.

3	<b>(REC)</b> Increase participation by offering additional programs.	Increase number of program participation by 2% from 2013, complete by Q4.	<b>C</b>	Offering more sport classes for 3-9 year olds. RecTrac Trend Analysis Report has participation in 2013 at 7902 and currently in Q1 and Q2 we are reporting 7952. Percentage is increasing (currently at .06%). <b>Q3- Adding speed training courses for youth. Adding gardening club programs through the HE Garden Club.</b>
4	<b>(REC)</b> Implement an expanded parent orientation / communication to all programs leading into preschool (2's playschool and Threeschool).	Develop a Pre Preschool parent handbook and orientation process by Q3.	<b>C</b>	Pre Preschool parent orientation & parent handbook will be developed for the start of the school year in August 2014. <b>A parent orientation and a parent handbook were developed before the start of the school year.</b>
5	<b>(ICE)</b> Offer a summer public skating membership pass	Achieve a 50 membership sale, achieve by end of Q3.	<b>C</b>	Using it in conjunction with camp and freestyle skaters. <b>Staff ended up not using a membership drive but a freestyle/public skate pass for the summer if you enrolled in skate or hockey camp.</b>
6	<b>(FAC)</b> Enhance fitness membership customer satisfaction at WRC and TC.	Q1 and Q3 develop and administer membership survey. Q2 & Q4 will review and implement changes.	<b>C</b>	Survey under development will be administered in Q3. Survey continues to be modified and administered in Q4.
7	<b>(REC)</b> Conduct participation group feedback sessions to assess customer satisfaction with youth sports program(s).	Conduct 2 meetings with participation groups to receive feedback on youth baseball and soccer, complete by Q4.	<b>C</b>	March 2014, met with Fall Outdoor coaches to discuss spring outdoor soccer league. <b>Met with youth basketball coaches in Q2. Met with baseball, softball and t-ball at the completion of the season.</b>
8	<b>(REC)</b> Develop a Climbing Wall Customer Loyalty Program.	Launch Q2.	<b>C</b>	Retaining previous rental information and will send out our brochure and a loyalty discount for returned rental groups. <b>Letters to previous renters were sent with a \$25 discount coupon.</b>

9	<b>(C&amp;M)</b> Enhance user online experience with the District. Improve user friendliness of WebTrac and website and increase functionality with improved mobile access.	Baseline 30%/ Increase percentage of online registrations by 5% by year end 2014. Add a district mobile app in 2014.	<b>C</b>	<b>Mobile app, responsive website design and mobile Webtrac were implemented in late October. At that time, we were at 33%. In the period Nov-Dec period we had 38% of all registrations occur online. That is 5% higher than our rate of online registrations during the same period last year (Nov-Dec 2013 was 33%).</b>
10	<b>(C&amp;M)</b> Provide support to promote and grow participation in the HE Parks Foundation.	Baseline: 393 Goal: Increase by 10% by year end 2014 to 432	<b>C</b>	<b>Working with Foundation Manager to develop marketing collateral and promote events. Staff saw an increase in participation at the Golf Outing and Wine Event; currently staff is finalizing the totals from this event. The Golf Outing also added a new Silver Friend this year.</b>
11	<b>(REC)</b> Expand Dance Programs at the Triphahn Center to accommodate waitlist.	Offer new classes to reduce waitlist by 10%. Complete by Q3.	<b>C</b>	Winter/Spring brochure offered 4 additional classes in the senior center. Mirrors were purchased to accommodate the additional classes. All new classes are running. <b>The new added classes have reduced the waitlist; staff was able to accommodate all participants expect one child who enrolled in the next class in Q2.</b>
12	<b>(ICE)</b> Evaluate current Wolf Pack hockey website and its user friendliness and its capabilities.	Utilize a Survey of current customers to gain feedback on the site along with staff's observations of the program. Increase customer satisfaction of Wolf Pack website rating by 5% complete by Q4.	<b>C</b>	Having a consistent Web master for the site that represents the 501(c) 3 board is proving challenging. Discussion seems to favor going in a different direction but it is a challenge with a number of different members. The Wolf Pack Board is currently exploring other web site options. <b>The Wolf Pack has started a new marketing web site along with the current club site. This is all to promote the entire Wolf Pack hockey club as a whole.</b>

### District Initiative 3: Connect and engage our community

No.	Division Objective	Measures	Status	Achievement Level / Comments
1	<b>(FAC)</b> Create 2 new special value added events for SFAC pass holders.	Complete prior to end of Q3.	<b>C</b>	Seascape hosted an Adventure Day sponsored by Cabelas on July 11 <sup>th</sup> and Pass Holder Appreciation Day on July 25 <sup>th</sup> .

				In addition, SFAC pass holders were able to attend both movie nights at no additional charge. In 2014, Seascape showed Despicable Me 2 and The Lego Movie.
2	<b>(REC)</b> Partner with an event to support our HEALTH initiative (Helping Everyone Achieve a Lifestyle that is Healthy).	Launch by Q3.	<b>C</b>	<b>HEALTH had a table at PIP to get the word out. Fliers and decals were available at the community tent at PIP. Will also be the theme of our HEALTHeKids Fair in February.</b>
3	<b>(REC)</b> Expand on Special Events to accommodate the growing number of participants.	Add 2 vendors and entertainment to each event.	<b>C</b>	PIP will have a band instead of ending in a movie night; HEALTH will have a booth along with Mathnasium of Barrington. <b>Rec staff successfully completed a new special event with Bridges to offer an expansion to the Breakfast with Santa by adding Winter Fest with outside activities including craft, snow activities, etc. Amenities added to Party in the Park to attract more participants (band, trackless train, Pickleball tournament, car show and speed training station). HEPD became partners for the Northwest Fourth Fest (second year).</b>
4	<b>(REC)</b> Conduct planning group with two different ethic based groups in the community to develop one new program and/or special event.	Offer 1 new program or event by Q4.	<b>C</b>	50+ planning committee has been developed; in the fall staff will be meeting with two of the rental groups that currently utilize our facilities for ethic based events. Staff is also working with Community Resource Center on integrating their soccer program into our in-house league. <b>50+ surveys have been completed; in review stage. Added new overnight travel opportunity with new vendor; Intermediate Spanish Class added to schedule for completed Level 1 &amp; Level 2 Spanish class registrants.</b>
5	<b>(REC)</b> Develop an ELC orientation – pre-enrollment tool to better inform parents of the program.	Implement new format by Q3.	<b>C</b>	A parent checklist / orientation tool has been developed. Program Manager meets with all new parents to review the ELC program before their child begins. <b>All parents attend an orientation with program manager before starting</b>

				<b>preschool.</b>
6	<b>(FAC)</b> Continue to support district volunteer program, with enhancing opportunity for university internship programs within district.	Add 1 volunteer program opportunity and 1 internship program complete by end of Q3.	<b>C</b>	The internship procedure and manual have been revised, with the new program being marketed and promoted through the IPRA, as well as additional resources. Interns have been secured for Q1 and Q2.
7	<b>(REC)</b> Offer volunteer web page to maximize the exposure of HEPD opportunities throughout the year.	Launch in Q2.	<b>C</b>	Collecting all special events and activities that will require volunteers for interested parties to access and sign up for specific jobs. <a href="http://www.heparks.org/general-info/volunteering">http://www.heparks.org/general-info/volunteering</a>
8	<b>(REC)</b> Host mandatory parent, coach and staff trainings on youth concussions, anti-bully policy and sideline etiquette.	Offer 1 training in each area listed, complete by Q3.	<b>C</b>	Athletic Code of Conduct is being created and implemented during training in the Fall of 2014.
9	<b>(C&amp;M)</b> Educate the community on special initiatives (Green, HEALTH, and Social Equity). Develop at least one article per quarter on each topic to broadcast on our communication channels: Play Portal, iPlay Hoffman, Guide, website, Park Perspectives and HEALTHeKids news.	Baseline is 12 articles annually. Goal is 20 total articles.	<b>C</b>	<b>At year end: 25 HEALTH articles 11 Green articles 10 Social Equity articles</b>
10	<b>(C&amp;M)</b> Create a Feedback Dashboard on the HEPD website to report to consumers on the level of satisfaction via survey results.	New initiative. Goal is to establish 6 Feedback Dashboard postings by end of Q4.	<b>SC</b>	Survey began at end of Q2; survey results were insufficient at end of Q4. <b>A scaled down results chart is in development.</b>
11	<b>(C&amp;M)</b> Expand Social Media engagement efforts to support data gathered from CMP that indicated a need to expand community education and reach through social media outlets.	Baseline: 1378 Facebook Fans Oct 31, 2013 (20% increase in 2013). Weekly Facebook Reach 241 - GOAL: Increase Facebook Fans by 20% by end of Q4 to 1653 Fans. Maintain Weekly Facebook Post Reach above 250 by end of Q4. Add Social Media channels as needed based on CMP Attitude & Interest Survey results.	<b>C</b>	<b>As of 12/31, Average Weekly Reach - 2336. 1,728 page likes or "fans". Added Instagram. Held Social Media photo contest, staff "Day in the Life" campaign, event photos before during and after events. Me &amp; HEPD videos.</b>

## DISTRICT GOAL 2

### Deliver Financial Stewardship

#### District Initiative 1: Achieve annual and long range financial plans

No.	Division Objective	Measures	Status	Achievement Level / Comments
1	<b>(FAC)</b> Develop budgetary revenues/expenses and ensure that the annual budget is either meeting or exceeding budgetary aims.	Complete by Q4.	<b>C</b>	Ongoing
2	<b>(REC)</b> Achieve budgetary aims that meet or exceed the financial objectives in 2014.	Complete by Q4.	<b>C</b>	Ongoing evaluation and monitoring.
3	<b>(ICE)</b> Meet and exceed annual budget projections during the 2014 season.	Complete by Q4.	<b>C</b>	Ongoing evaluation and monitoring.
4	<b>(C&amp;M)</b> Ensure that the budget revenue and expenses are being met and/or exceeded in accordance to goals and objectives.	Conduct quarterly analysis to maintain within 5% of budget projections.	<b>C</b>	<b>Tracking weekly, bi-monthly and quarterly. Stayed under budget by more than 5%.</b>
5	<b>(FAC)</b> Increase the group reservations and rentals at Seascapes through targeted marketing directed at other park districts and local childcare centers.	Increase group reservations at Seascapes by 3% within 2014.	<b>C</b>	Program & Aquatic Supervisor is planning on putting an advertisement in the SPRA (Suburban Park & Recreation Association) newsletter to increase group visits to Seascapes to surrounding park districts. A mailing list is also being created to local childcare centers surrounding Hoffman Estates. <b>Despite the colder weather and pool closures, Seascapes' group reservations and rentals remained strong in 2014. An advertisement was included in the spring SPRA (Suburban Park &amp; Recreation Association) newsletter that reaches hundreds of parks and recreation professionals.</b>
6	<b>(C&amp;M)</b> Maintain HEPD sponsorship commitments and seek out new opportunities.	Baseline: 9 sponsors/partners. Obtain 5 new sponsorship relationships by end of Q4.	<b>IP</b>	Meet monthly with Alexian Brothers. Working with Dick's Sporting Goods. <b>New sponsors in 2014: Robert Driver, Realtor. (We did not hire a Corporate Relations Specialist, as originally planned.)</b>
7	<b>(C&amp;M)</b> Evaluate and monitor ROI on marketing expenditures.	Baseline: Email Open Rate/Click Thru Rate: 21.9%/10.8% - GOAL 22%/12% Facebook Fans: 1,363 GOAL:	<b>C</b>	<b>ROI tracking in place for Summer Camp ad in DH runs 3/16-end of June final results 57 new campers. Email open Rate 21.7%/10.8%. Facebook fans=1,728. Ave</b>

		1500. Website Ave Hits per month 2013 16,110 GOAL: 17,721		<b>web sessions per month: 17,000</b>
8	<b>(REC)</b> Implement a new budget worksheet that will allow all actual revenues and expenses to be entered to assure the departments ROI is consistent with district policy.	Launch in Q4; ensure 100% off all programs are meeting the district standards.	<b>C</b>	Staff is working with the business department to make sure programs are meeting the district standards to assure department ROI is consistent with the district policy. <b>New program budget sheet has been created to include IMRF and FICA payments made on program wages. These are currently being used to create the 2015 budget.</b>
9	<b>(FAC, REC &amp; ICE)</b> Develop and implement business plans to provide clear direction, supporting overall district goals.	Create annual business plans by Q1, implement plans within Q1 and utilize throughout Q1-4.	<b>C</b>	A new format was developed in Q1 for 2014 and the business plans was implemented in Q2. Completed in Q2.
10	<b>(ICE)</b> Evaluate an Independent Contractor facilitating Public Skate.	Complete 1 <sup>st</sup> quarter – implement in Q4.	<b>C</b>	Discussions with other rinks in IL and around the country have yielded not much in the way of info. Staff is continuing to research this concept into the 2 <sup>nd</sup> Q. <b>Around the country it is very rare for an outside company to operate public skate. The few places that do have such an agreement have it with entertainment companies. Staff contacted a few companies in the area that they have worked with in the past but there was no interest in discussing this business proposition.</b>

### District Initiative 2: Generate alternative revenue

No.	Division Objective	Measures	Status	Achievement Level / Comments
1	<b>(C&amp;M)</b> Develop and implement a process for facilitating cross-marketing among programs.	New initiative. Work with program managers to implement one cross-marketing strategy per program by end of Q4: Rec, Ice, Facilities, and BPC.	<b>C</b>	Staff continues to cross market various programs, special events and promotions. <b>Cross-marketing PSSWC &amp; BPC, HEALTH &amp; STAR/Camp; special events are promoted in camp and at Seascape. C&amp;M Staff onsite at PSSWC.</b>



**DISTRICT GOAL 3**  
**Achieve Operational Excellence and Environmental Awareness**

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

No.	Division Objective	Measures	Status	Achievement Level / Comments
1	<b>(FAC)</b> Resurface hardwood floors at Vogelei.	Project to be completed Q3.	<b>C</b>	Staff is in the process of obtaining quotes. <b>The floor is scheduled to be resurfaced on Sept. 25<sup>th</sup>.</b>
2	<b>(FAC)</b> Paint TC Fitness Center Ceiling	Complete by end of Q3.	<b>NA</b>	<b>Project did not go forward ceiling painting will be evaluated at a later date.</b>
3	<b>(FAC)</b> Replace TC main entrance grating	Complete by end of Q2.	<b>C</b>	Within Q1, quotes have been received and vendor has been selected. Once final approval has been received via PO, staff will proceed with project. <b>Main grating has been installed. Holding off on the north entrance grating due to flooding in vestibule when it rains. Working with parks maintenance</b>
4	<b>(FAC)</b> Replace WRC one man lift	Complete by end of Q2.	<b>C</b>	Staff is in the process of obtaining quotes. Quotes have been received and PO will be requested by end of June. <b>Lift was purchased and delivered in August.</b>
5	<b>(FAC)</b> Refinish TC Gym Floor	Complete by end of Q3.	<b>C</b>	Gym refinish is scheduled for the week of May12th and the Dance Studio will be refinished the week of May 19. <b>Project completed in May 2014</b>
6	<b>(FAC)</b> Purchase and install new fitness equipment for TC and WRC Fitness Centers.	Purchase by Q3.	<b>SC</b>	Equipment to be purchased will be assessed within Q2/3. Quotes are being obtained for a treadmill and ab/adductor for WRC and Step mill and elliptical for TC. To be purchased in Q4. <b>An elliptical was purchased and delivered in Q4 at TC. A LifeFitness treadmill and ab/adductor was ordered Q4, delivery expected Q1</b>
7	<b>(ICE)</b> Purchase new skate sharpener	Purchase by end of Q2.	<b>C</b>	Staff and Jerry's pro shop were able to reach an agreement on a per pair fee that staff feels is a better option for sharpening rental skates than implementing HEPD staff. Pricing was added into the pro shop

				rental agreement that is being presented at the April board mtg. <b>Board accepted proposal and skates have all been sharpened.</b>
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### District Initiative 2: Utilize best practices

No.	Division Objective	Measures	Status	Achievement Level / Comments
1	<b>(REC)</b> Research Kindergarten Common Core Standards to compare Kindergarten curriculum goals to HEPD preschool goals.	Administer changes to curriculum for Fall 2014 based on research results by Q4.	<b>C</b>	Program Manager is enrolled in an online training on Common Core. <b>Course was completed in Q2 and the information learned will be implemented into staff trainings each fall (prior to school starting).</b>
2	<b>(FAC)</b> Update and streamline the Seascope and PSS&WC swim lesson participant report cards to reflect current skills and requirements for each swim level.	Evaluate all current swim level content in Q1. Provide new materials within Q3 and Q4.	<b>C</b>	Program & Aquatic Supervisor is currently evaluating swim lesson participant report cards. A new report card template has been created by Graphic Designer. Program & Aquatic Supervisor is currently proofing the new design and layout. <b>The report cards have been completed and are in use.</b>
3	<b>(FAC)</b> Develop internal secret shopper program for WRC and TC	Complete format by Q2, increase satisfaction rating by 1% of established baseline by Q4.	<b>IP</b>	Staff is currently in the process of developing a new secret shopper checklist to track the satisfaction rating and establish a baseline for customer service/experiences at WRC & TC. <b>Committee is being formed, meetings and procedure to be developed Q1 2015.</b>
4	<b>(REC)</b> Research various websites to offer a stronger streamline for program evaluations. Real time feedback and easier access for all parents, participants, referees, coaches and volunteers.	Launch by Q3.	<b>C</b>	Mobile App will allow us to provide real time feedback and access to our participants and staff.
5	<b>(ICE)</b> Complete a program fee cost analysis across the Chicago land area the is figure skating specific	Be in-line with cost, time of day, and instructor fees from determined baseline, complete by Q4.	<b>C</b>	Ice Costs for 2013 -2014 is almost complete for area rinks. Program costs for the fall will be surveyed starting in May. <b>Ice, Hockey and Skating analysis has all been completed.</b>
6	<b>(C&amp;M)</b> Measure the public's satisfaction with the district. Using the CMP Needs Assessment survey as a baseline, develop a follow up annual survey with similar questions to gauge progress and initiate feedback on district-wide initiatives.	Develop survey and introduce first one by end of Q1. Measure and track satisfaction and provide a report at the end of each quarter.	<b>C</b>	<b>Survey incorporated into the mobile app, new responsive website and eBlast. Begin reporting end of Q4. Updating in-facility paper surveys.</b>

7	<b>(ICE)</b> Develop an effective overnight cleaning program at TC.	Implement by Q2.	<b>C</b>	A Full time overnight staff member was hired in February; position is being monitored.
8	Research, develop and recommend Facilities & Recreation section of the 2014 CMP including recommended CIRP projects, goals and objectives.	By May 2014	<b>C</b>	<b>Completed during the CMP.</b>
9	<b>(REC)</b> Research In-House program vs. Travel Programs within youth athletics using the SWOT analysis and conduct 1 focus group meeting.	Completed by Q4.	<b>C</b>	Currently working on a program matrix and evaluation process to monitor the life cycle of programs offered. In evaluating the advantages of offering in house leagues vs contractual, HEPD has determined it is more controlled and profitable to remain in-house. HEPD staff will work to offer more contractual programs for skills, camps and trainings to provide a variety of options for our participants.

### District Initiative 3: Advance environmental and safety awareness

No.	Division Objective	Measures	Status	Achievement Level / Comments
1	<b>(ALL)</b> Maintain IPRA's Environmental Report Card	By end of 4 <sup>th</sup> quarter	<b>SC</b>	Staff continues to review and evaluate this objective. Currently reviewing HVAC and recycling services for the facilities.
2	<b>(FAC)</b> Purchase energy efficient fitness equipment for facilities.	Purchase within Q3.	<b>C</b>	Equipment to be purchased will be assessed within Q2/3. <b>Energy efficient equipment has been purchased within 2014.</b>
3	<b>(FAC)</b> Strengthen emergency response training within the district facilities by implementing drill trainings to ensure team readiness.	Implement quarterly drill trainings, 1 per quarter, Q1-4.	<b>C</b>	Quarterly drills are being run.
4	<b>(FAC)</b> Offer Medic AED/CPR training for district team members to ensure team is CPR/AED certified.	Offer quarterly trainings, Q1-Q4.	<b>C</b>	Q1 Medic training was held on Feb. 8, 2014. Next class will be held May 3 <sup>rd</sup> . Schedule for remaining year TBD. Additional classes have been offered within Q2. The remaining 2014 class dates have been announced, and classes will continue to take place within Q3/4. Q2 training was held on June 5 <sup>th</sup> , Q3 was held on Aug. 9 and Q4 is scheduled to be held on Nov. 8 <sup>th</sup> . <b>Q4 training was successfully administered; 2015 plan for Medic training is in place and has been</b>

				<b>announced.</b>
5	<b>(REC)</b> Obtain one instructor certified staff member in Medic AED/CPR training.	Complete by Q3.	<b>C</b>	Two full-time team members have been certified as Medic AED/CPR instructors. Q2-Q4 training schedule will include new instructor participation. <b>New instructors have been incorporated into the Q3/4 schedules as well as 2015 course schedule.</b>

## DISTRICT GOAL 4

### Promote Quality Leadership and Service

#### **District Initiative 1: Develop leadership that ensures work force readiness**

<b>No.</b>	<b>Division Objective</b>	<b>Measures</b>	<b>Status</b>	<b>Achievement Level / Comments</b>
1	<b>(FAC)</b> Implement the district CHEER customer service training program for district team members.	Plan and implement a baseline of 4 trainings within 2014, with 1 training per quarter, Q1-Q4.	<b>C</b>	The initial training for the CHEER customer service program was held on Feb. 19 2014. There are 3 additional dates organized for Q2. Additional trainings will be developed and promoted for Q3-4. To date, a total of 100 HEPD team members have participated within the CHEER training. Trainings have been scheduled, announced and will be offered within Q3/4. A total of 7 training dates have been planned and will be completed within 2014. <b>The 2014 CHEER training plan has been successfully completed and the 2015 training plan is in place.</b>
2	<b>(FAC)</b> Facilitate lifeguard recertification, new lifeguard training, and in-services to ensure all aquatic team members meet or exceed program requirements.	Plan team training schedule within Q1 and administer training within Q2-3. Obtain at least a 90% audit rating completed in Q4.	<b>C</b>	All of the lifeguard instructors have been certified through the new Starguard program. The first recertification is scheduled March 22-March 23 <sup>rd</sup> for returning Seascape lifeguards. There is a new guard class scheduled in May. The final recertification for returning guards is schedule for May 17-18. All required Starguard trainings and certifications have been completed for 2014. Aquatic centers exceeded expectations at SFAC & PSS&C on all

				aquatic operational reviews over the summer. A fall review at PSS&WC is expected still in 2014. <b>The final fall review for PSSWC was successfully completed in Q4.</b>
3	<b>(FAC)</b> Encourage district involvement and participation within the IPRA, NRPA, PDRMA, and additional educational conferences and workshops to contribute to district operations.	Increase participation by 3% in external conferences, workshops, and educational session.	<b>C</b>	Attend IPRA monthly meetings. TC Facility Manager, Superintendent of Facilities and the Senior Program Manager have completed level 2 of the IPRA Leadership Academy. IPRA and PDRMA involvement continued throughout Q2. Additional workshops and participation will be continued throughout Q3/4.
4	<b>(FAC)</b> Consistent service desk team meetings will be conducted at TC and WRC for training and education purposes.	Baseline is conducting 1 staff meeting per quarter.	<b>C</b>	Meeting to be held in April 2014 Meeting held April 23 <sup>rd</sup> TC & WRC. Meeting to be held in Oct. for WRC & TC desk staff. <b>TC and WRC meeting was held in November for Q4.</b>
5	<b>(REC)</b> Incorporate a yearly training schedule for all full time staff to include, but not limited to, job specific trainings, certifications, educational opportunities and risk management requirements. (Hoffman Estates University Program)	Launch by Q4. Increase participation in training by 3%.	<b>C</b>	CHEER program launched with mandatory attendance in a yearly training. Summer orientation being worked on for June 2014. Hoffman U has held 5 successful trainings in 2014.
6	<b>(C&amp;M)</b> Provide training and support to C&M staff.	Baseline: 5 educational opportunities Goal: 5 educational opportunities	<b>C</b>	<b>Completed IPRA Convention (2), Brand Smart Chicago AMA Conference (1); NRPA Congress (1); IPRA ProConnect (1)</b>

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

No.	Division Objective	Measures	Status	Achievement Level / Comments
1	<b>(C&amp;M)</b> Research and develop an internal communication channel that will be effective in improving communication within departments.	Complete research with Employee Survey to establish baseline for employee satisfaction with internal communications by end of Q1. Roll out 1 new channel by end of Q2 and measure with follow up Employee Survey at end of Q4. Goal is to achieve a 2% increase in overall employee satisfaction with internal communications.	<b>NB</b>	To begin Q3 to research an effective communication method for staff, implement channel in Q4. <b>Will review in 2015.</b>
2	<b>(FAC)</b> Work with current partners to provide	Provide 1 quarterly community	<b>C</b>	An educational workshop was organized

	community educational lectures and experiential workshops pertaining to health, fitness, and recreation.	educational opportunity per quarter completed by Q4.		and promoted within Q1. Additional topics will be addressed and workshops will be marketed for Q2. Workshops were provided by AthletiCo within Q2 and will be continued throughout Q3/4.
3	<b>(FAC)</b> Enhance department staff training opportunities by incorporating the CHEER customer service training philosophy into team meetings.	Conduct 1 meeting per quarter, completed by Q4.	<b>C</b>	The CHEER customer service training has been presented and offered for all district team members within Q1. On-going effort will be made to enhance recognition of the CHEER customer service training philosophy and continue to offer on-going training opportunities.

### District Initiative 3: Promote continuous learning and encourage innovative thinking

No.	Division Objective	Measures	Status	Achievement Level / Comments
1	<b>(ICE)</b> Develop an All Ice Division meeting program. To include Hockey, Skating, Maintenance and Custodial Staff.	Twice a Year by Q2 and the second by Q4.	<b>C</b>	First meeting to take place Mid May. Hockey completed a meeting 6/7 and Skating 5/31. Due to camps and lessons starting the following week, the meetings were held separate. 2 <sup>nd</sup> division meeting is slated for the beginning of Nov.
2	<b>(REC)</b> Streamline and revamp the HEPD Intern program to be used within all divisions.	Develop relationships with state universities with recreation degree programs. - Revamp HEPD Intern manual. - Develop standardized intern timeline/calendar. - Establish intern "home base" and supervisor. Launch by Q3.	<b>C</b>	State universities have been contacted. HEPD internship is being advertised at all universities offering a recreation degree program. Intern Manual has been revised and approved. Student intern for summer 2014 has been selected.
3	<b>(REC)</b> Develop at Counselor-in-Training (CIT) program for tweens (12-15 year olds). The CIT program will be a combination of a life skills, leadership, and junior counselor program.	Offer one training by end of Q3; obtain 5 participants in the program.	<b>C</b>	CIT program will be offered in Summer 2014. Registration is open. <b>Completed in summer. The children worked as Jr. Counselors in the classroom &amp; had instructor classroom time on work/life skills. We will continue to promote this program for future growth.</b>

**Hoffman Estates Park District – 2014 Goals**  
**PSS&WC**

**Report Date: January 2015**

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

**DISTRICT GOAL 1**  
**Enable access to Healthy and Enjoyable Experiences for all people**

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

No.	Division Objective	Measures	Status	Achievement Level / Comments
1	Develop drop-in or league programs (i.e. basketball, volleyball, badminton) in the gymnasium space, particularly during the weekday evenings.	Add day and time slots for services within Q1. Purchase any equipment needed and implement by end of Q2.	<b>SC</b>	Staff has added additional time slots for open play. This objective will continue to be assessed within Q2 to be implemented within Q3/4. Staff is continuing to evaluate resources to implement this objective within Q3/4. <b>Resources were assessed and this objective will be accomplished in 2015.</b>
2	Implement youth programming to coincide with adult classes/programs to support the districts anti-obesity initiative.	Work with the Fitness team to develop 2 fee based programs targeting youth 7-13. Run 1 program in Q1 and one within Q3.	<b>C</b>	FIT U has been developed, promoted, and is successfully running for the Q1 family/youth fitness program. Program attendance will be monitored and participants evaluated to assess level of interest to continue to offer throughout the year. Additional programs will be developed and offered throughout Q2-4. On-going programming opportunities, including FIT Together, youth and adult running programs have been offered in Q2 as well as Q3 <b>and Q4.</b>

**District Initiative 2: Achieve customer satisfaction and loyalty**

No.	Division Objective	Measures	Status	Achievement Level / Comments
1	Enhance Elements Spa services at PSSWC by adding additional options to the massage services menu; add 1 additional contractual esthetician to provide increased service choices and appointment availability.	Complete by end of Q2.	<b>C</b>	Efforts being taken to introduce specialty massage options for seasonal promotion; contact made with local massage school for the recruitment of additional therapists and estheticians. Efforts to continue in Q3. Efforts continue to secure 2 new massage therapists in Q4. <b>Two new massage therapists hired in Q4 for daytime hours.</b>

2	Increase PSSWC member retention through development of system and programs that increase opportunities for new member contact.	Develop new program in Q1 and launch of pilot program in Q2 and full program by Q3.	<b>C</b>	Within the Q1, the Wellness Program/Calendar has been launched and is currently being offered as a retention tool for members. Complimentary nutrition, fitness, and general wellness programs and services are being offered. The program has been received positive feedback from customers and programs have been well attended. Additional retention opportunities will continue through year. The Wellness calendar continues to be offered throughout Q2 as well as Q3/Q4.
3	Expand fitness and wellness programming to provide greater variety and meet the needs of our customers.	Increase overall participation in program by 3%. Complete by Q4.	<b>C</b>	The Wellness Calendar features a variety of fitness and wellness programs and events to encourage participation of clientele with diverse interests. The wellness programming, which was developed, featured, and promoted within Q1, will continue throughout Q2-Q4. Efforts to enhance participation and marketing of the wellness calendar events continued throughout 2 <b>as well as Q3 and Q4.</b>
4	Develop strategy for enhanced member appreciation events throughout the calendar year focusing on nurturing a social component for retention purposes.	Offer 1 event in Q2, Q3, and Q4.	<b>C</b>	The Wellness Calendar features programs and services which promote a social and community component. This has been successfully launched within Q1 and will continue throughout the year.
5	Develop new rewards program to recognize/reward charter members (10+ years).	Research in Q1 and Q2 with launch in Q3.	<b>SC</b>	Efforts will begin in Q2 to introduce a complimentary program for our current Member Rewards referral program that will provide special incentives to charter members. <b>Initial meeting held with Member Services and Fitness teams to discuss basic parameters of a charter program to recognize long-standing members as well as a frequent buyer rewards program for Personal Training clients. Discussions continued in Q4. Discussions for potential launch of charter rewards program in FY15 continue in Q4; new FT Fitness Program Supervisor will integrate efforts with Member Services team on development of program.</b>



6	Enhance PSSWC member retention by launching a new 60-90 day program that increases member touch points by the fitness department. Work closely with the member services team to encourage enrollment of new members into the program.	Increase participation by 5% over the 2013 FORCE member retention program participation numbers.	<b>C</b>	The Wellness Calendar was developed in replacement of the FORCE program. Additional structured retention programming opportunities will be explored within Q2, to be potentially implemented within Q3/4. <b>The Wellness Calendar continues to be an important member retention tool. Programs continue to be offered throughout Q3, and Q4, to serve customers and enhance retention.</b>
7	Provide innovative group fitness classes and retention programs.	Add 1 new class formats and implement 2-3 retention programs. Complete by Q4.	<b>C</b>	New innovative group fitness classes have been incorporated into the group fitness class schedule within Q2. Additional classes will be explored and implemented within Q2-4. The group fitness special event, Zumba Party, was offered and successfully received by members and non-members in Q3. Additional classes, such as Raise the Barre and Tai Chi, continue to be added to the group fitness class schedule.
8	Increase the reach of the PSS&WC social medial and website users through engaging content that coincides with the overall PSS&WC marketing plan.	Increase Facebook "Likes" by 3% within 2014, complete by Q4.	<b>C</b>	Instructional tutorial completed in Q1 for the Retention Management system, which will result in more electronic/digital "touch point" with members for promotional and retention purposes. Efforts ongoing to promote PSS&WC on Facebook through the use of short vignettes and photos taken at the club. <b>Further efforts to integrate social media marketing channels for PSS&amp;WC membership recruitment and retention will continue throughout FY15.</b>

### District Initiative 3: Connect and engage our community

No.	Division Objective	Measures	Status	Achievement Level / Comments
1	Continue the relationship with Edmond's Acres Farm to continue to offer the Farm Market at PSSWC and explore additional mutually beneficial educational opportunities for the district as a whole.	Meet with Edmond's Acres within Q1 to develop an agreement and plan for the market and additional district opportunities for FY14. Offer 1 additional service site for educational opportunities, complete by Q4.	<b>NA</b>	Received confirmation from Troy Edmonds of his need to redirect energies to other personal matters; the farm market will not be running in 2014. Consideration and interest is evident for a possible return of the farm market in 2015.

2	Work with the district volunteer program to establish one new volunteer opportunities at PSS&WC.	Complete by Q2.	<b>C</b>	The internship procedure and manual have been revised and promoted through the IPRA, as well as additional resources. This will expand volunteer opportunities at PSSWC and throughout the district. PSSWC has secured 2 internships within Q1, which will extend through Q2. <b>On-going volunteer opportunities were offered and Hoffman Estates High School students continued to volunteer at PSSWC throughout Q3 and Q4.</b>
3	Work with AthletiCo Physical Therapy to offer community outreach educational workshops.	Offer 1 workshop per quarter, completed by Q4.	<b>C</b>	One workshop has been offered within Q1. On-going workshops will be offered within Q2. Workshops have been offered within Q2 and will continue within Q3/4.

**DISTRICT GOAL 2**  
**Deliver Financial Stewardship**

**District Initiative 1: Achieve annual and long range financial plans**

No.	Division Objective	Measures	Status	Achievement Level / Comments
1	Meet and/or exceed revenue and expense expectations for 2014.	Complete by Q4.	<b>NA</b>	Q1 membership totals are pending; increased efforts currently being taken to reduce the inflated number of monthly credit card denials (due to the retail credit card scandal that impacted Target and other retail shoppers in late 2013). Monthly new membership totals have rebounded in Q3 and are anticipated to meet monthly goals in Q4; net total membership expected to fall below expectations for FY14 due to slow Q1 start and influx of credit card suspensions/denials. <b>Q4 membership totals expected to exceed net goal for the quarter, helping to minimize deficit left after slow Q1.</b>
2	Enhance revenue generating opportunities for the climbing wall by increasing the participation levels of open climb at PSS&WC and by exploring	Increase participation of PSS&WC open climb by 3% over 2013 participation levels, complete by	<b>C</b>	Climbing wall classes are currently tracking about the same in participation from last year. Staff will continue to promote these

	sponsorship opportunities for the climbing wall.	Q4		classes. Climbing wall sponsorship opportunities will be explored within Q2/3. A new Climbing Wall Trick-or-Treat special event was added to help engage climbing among the community through a fun event. Additional climbing wall programs, events, and classes have been offered throughout Q3/4. <b>Two of the new opportunities include a boy scout climbing merit badge class and a winter wonderland special event to continue to attract additional participants to the climbing wall.</b>
3	Complete analysis of guest services areas, i.e. massage therapy and personal training to make sure a baseline of 30% profit is generated above expenses.	Complete by Q4.	<b>C</b>	Departments continue to monitor progress to ensure the 30% baseline profit margin is maintained.

### District Initiative 2: Generate alternative revenue

No.	Division Objective	Measures	Status	Achievement Level / Comments
1	Research and introduce house charge capabilities within RecTrac system to enhance and facilitate spending capabilities of members.	Research with in Q1 and Q2 with launch in Q3.	<b>NB</b>	Efforts to work with the Business office and IT team to implement this system will be launched in Q2. Preliminary meetings between the Business office and the Member Services team to take place in Q3 in an effort to streamline efficiencies for membership maintenance (i.e. reduce use of paper in favor of electronic means); discussions regarding house charging capabilities for specific services will be discussed. <b>Objective will be moved to FY15 for research and potential completion.</b>
2	Increase fee for annual aquatic pass	Complete by Q1.	<b>C</b>	10% increase on all annual aquatic fees implemented in Q1.
3	Increase guest fee for daily visit	Complete by Q1.	<b>C</b>	Daily guest fee rate increase to \$15.00/visit implemented in Q1.
4	Increase Personal Training Fees	Complete by Q3.	<b>C</b>	Fitness management team members have begun to assess the potential of increasing the personal training fees. On-going evaluation processes will continue through Q2. Evaluation continued throughout Q2 and

				potential increase to occur within Q3/4. <b>Due to market value, personal training fees remained the same within 2014. Evaluation of potential fee increase will continue within 2015.</b>
5	Increase fees for PSS&WC LTS swim lesson program	Complete by Q3.	<b>C</b>	Swim lesson fees have been increased within Q1.

**District Initiative 3: Effective and efficient use of our resources**

<b>No.</b>	<b>Division Objective</b>	<b>Measures</b>	<b>Status</b>	<b>Achievement Level / Comments</b>
1	Enhance the Wi-Fi services in the PSSWC facility, creating additional “hot spots” to broaden the coverage area for members and guests.	Complete by end of Q1. Provide 60% Wi-Fi coverage in facility.	<b>C</b>	Reviewed current limitations of the Wi-Fi services at PSS&WC with IT team; consideration being given to replacement of T1 line to improve service. IT Manager working with Business office to obtain pricing for options to enhance Wi-Fi district wide. IT Manager is working to secure new District agreement with Comcast for business class internet/Wi-Fi capabilities; expected completion date of deployment/activation is in Q4. <b>Comcast completed installation of cable wiring in Q4; IT manager has advised that enhanced service will not be done until late Q1 or early Q2 in FY15.</b>

**DISTRICT GOAL 3**  
**Achieve Operational Excellence and Environmental Awareness**

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

No.	Division Objective	Measures	Status	Achievement Level / Comments
1	Resurface member locker room floor tile.	Completed by the end of Q3.	<b>NB</b>	Project will be evaluated and potentially implemented within Q4. <b>Objective will be moved to FY15 for research and potential completion.</b>
2	Re-carpet front rehabilitation hallway, Kids Korner, Member Services offices and service desk area.	Completed by the end of Q2.	<b>C</b>	Project will be assessed and evaluated within Q2. Project completion planned for Q3/4. Kids Korner remodeling project that includes reception desk rebuild/ relocation and carpeting has been discussed with the Parks team they will be completing this project in Q4. <b>Kids Korner remodeling and re-carpet project completed in Q4; carpeting replacement for other areas of the facility will be considered in FY15.</b>
3	Enhance the space at PSSWC by introducing additional comfortable seating options and a mounted television.	Complete by Q2.	<b>NB</b>	Staff has researched different options, i.e. Installation of TV will take place in <b>Q3</b> ; additional seating options pending possible reconfiguration of café (i.e. removal of central furniture piece; reconstruction of counter). Installation of TV will take place in Q4. <b>TV installation and remodeling objective will be moved to FY15 for research and potential completion.</b>
4	Install exterior lighting for north side wall of building.	Complete by Q3.	<b>C</b>	Currently awaiting final production and installation of the signage panels. Northside signage panels produced and installed on north side wall in Q2; lighting options to be installed in Q3/4. <b>Lighting options were not installed due to seasonal weather change; targeted for completion sometime in FY15. Lighting equipment was purchased in 2014.</b>

## District Initiative 2: Utilize best practices

No.	Division Objective	Measures	Status	Achievement Level / Comments
1	Explore options to relocate check-in desk area within the Kids Korner space with the purpose of creating a larger space for parents/children to prepare for entrance and exit into the play area.	Develop plan within Q1, complete by end of Q2.	<b>C</b>	Confirmed intentions and design of desired check in area reconfiguration; work order to be entered in Q3. Kids Korner remodeling project that includes reception desk rebuild/ relocation and carpeting has been discussed with the Parks team; start date for project is TBD but expected in Q4. <b>Project completed in Q4.</b>
2	Enhance the Kids Korner space at PSSWC by repainting and re-carpeting the area.	Complete by end of Q2.	<b>C</b>	Consideration of projects in Q3. <b>Project completed in Q4.</b>
3	Purchase Fitness Equipment	Complete by end of Q3.	<b>C</b>	Assessment of the fitness equipment to be purchased will begin within Q2. Equipment to be purchased within Q3/4. <b>Within Q1, a Pro 2 (ADA accessible upper and lower ergometer/bike) was purchased as a replacement piece. Due to budgetary limitations, no additional fitness equipment was purchased for PSSWC within Q3/4. Fitness equipment was purchased for fitness facilities at TC and WRC in Q4. Additional fitness equipment for PSSWC will be purchased or leased within 2015.</b>
4	Create a comprehensive marketing plan to support the promotion of new membership recruitment and more enhanced member retention efforts.	Develop and complete by end of Q1.	<b>C</b>	Currently working with Member Services team to evaluate Q1 and Q2 progress and formulate strategies for remainder of year focusing on collaborating with Fitness team to drive stronger retention efforts. Working with C&M team on video initiative to increase social media and visual presence on internet in Q4. <b>Ideas currently being discussed/considered for FY15.</b>

**DISTRICT GOAL 4**  
**Promote Quality Leadership and Service**

**District Initiative 1: Develop leadership that ensures work force readiness**

No.	Division Objective	Measures	Status	Achievement Level / Comments
1	Develop quarterly MOD meeting calendar for all PT/FT participants.	Schedule meetings for Q1, Q2, Q3, and Q4.	<b>C</b>	Efforts to be taken in Q2 to schedule first of 2 potential MOD team meetings. MOD information to be shared at upcoming Service Desk team meeting in Q3; MOD daily update memos composed and published nightly for reference by the MOD team.

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

No.	Division Objective	Measures	Status	Achievement Level / Comments
1	Hire and train PT Group Exercise Coordinator to provide support to the 30-60 & 90 day member retention program.	Hire by end of Q1.	<b>C</b>	The PT group fitness coordinator has been selected and will begin work within Q2. <b>Group Exercise Coordinator has been successfully hired and has been contributing to the member retention efforts.</b>

**District Initiative 3: Promote continuous learning and encourage innovative thinking**

No.	Division Objective	Measures	Status	Achievement Level / Comments
1	Ensure consistency within the Manager on Duty program by clearly communicating expectations upon training and re-training MOD team members.	Train all new MOD's from the updated checklist and expectations laid out in the Manager on Duty binder. (ongoing) Re-train/review updated MOD expectations with current MOD's within Q1.	<b>C</b>	New MOD training checklist and training binder successfully utilized for 2 new MOD participants; introduced daily MOD UPDATE email to all team participants in Q1 to improve communication. Ongoing training continues for club-specific processes among MOD participants.
2	Implement quarterly CHEER training to all PT staff.	Offer 1 per quarter and complete by Q4.	<b>C</b>	The CHEER customer service training has been successfully launched within Q1 and several training opportunities have been offered to staff within Q2. Within 2014, a total of 100 HEPD team members have participated within the trainings offered within Q1/2. Additional trainings have been offered and are planned for Q3/4. <b>Additional trainings have been completed within Q4 and will be continued within 2015.</b>

**Hoffman Estates Park District – 2014 Goals**  
**Golf Division**

Report Date: January 2015

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

**DISTRICT GOAL 1**

**Enable access to Healthy and Enjoyable Experiences for all people**

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

No.	Division Objective	Measures	Status	Achievement Level / Comments
1	Provide 35k rounds in the 2014 Season	35k rounds in the 2014 Season (30,179 thru 10/29 in 2013)	<b>C</b>	Course opening in April. 10,024 Rounds Thru June 26,348 Rounds Thru Sept <b>29,101 Rounds in 2014</b>
2	Provide 3,750 <b>Outing</b> rounds in the 2014 Season	3,750 Outing Rounds (3,541 Outing rounds in 2013)	<b>C</b>	Course opening in April 1,049 Rounds Thru June 3,636 Rounds Thru Sept <b>3,661 Rounds in 2014</b>
3	Provide 35 Preferred Tee Times for the 2014 Season.	35 Preferred Tee Time Groups (33 Groups in 2013)	<b>C</b>	Course opening in April <b>39 Groups in 2014</b>
4	Provide 3,400 League rounds in the 2014 Season.	Goal is 3,400 League Rounds for the 2014 Season. (3,471 rounds in 2013)	<b>C</b>	Course opening in April 1,620 Rounds Thru June 3,361 Rounds Thru Sept <b>3,361 Rounds in 2014</b>
5	Expand & Provide Jr. Program Classes in Spring, Summer & Fall to 175 participants.	Goal is 175 participants. (88 participants in 2013)	<b>C</b>	Course opening in April 2 Sessions Completed 84 Students. 4 Sessions remaining. <b>6 Sessions Completed 176 Students</b>
6	Expand & Provide Group Lessons to include 28 students for all ages in Spring, Summer & Fall.	Goal is 28 students. (21 Students in 2013)	<b>C</b>	Course opening in April 3 Sessions completed 23 Students, 5 Sessions remaining <b>7 Sessions Completed 34 Students</b>
7	Host 5 outside wedding ceremony only events.	Goal is 5 ceremony only events. (5 events in 2013)	<b>C</b>	7 Booked <b>8 Booked</b>
8	Host 35 Full Wedding Packages.	Goal is 35 Full Wedding Packages	<b>C</b>	27 Booked 29 Booked 30 Booked <b>29 Booked (Had 2 cancellations)</b>



## District Initiative 2: Achieve customer satisfaction and loyalty

No.	Division Objective	Measures	Status	Achievement Level / Comments
1	Receive 25% of comment cards of the 35k golfers and evaluate responses and maintain an 85% satisfactory score on 95% of the completed comment cards. (Pace of Play, Course Conditions, Customer Service, Amenities, etc.)	Receive 25% of the 35k cards back and maintain 85% satisfactory score on 95% of the comment cards.	<b>C</b>	Bar & Grill, Course opening in April Comments are being received and evaluated on a weekly basis. <i>Comments have been received all year.</i> We continue to see comments on Pace of Play as well as lack of specials in the bar in grill. This will be a major point of emphasis in 2015. We have received approximately 2,500 cards thru September <b>We received approximately 3,000 cards. With a 88% satisfactory score. We will be looking at new ways to receive more cards in 2015 as our goal was 8,750 cards returned.</b>
2	Book 5 additional events by follow up calls and email guest from events and gather feedback. Offer 10% Discount on future event to promote repeat business.	Book 5 additional events from repeat clients.	<b>C</b>	Currently 1 booked by referral Currently booked 4 by referral <b>Currently booked 6 by referral</b>

## District Initiative 3: Connect and engage our community

No.	Division Objective	Measures	Status	Achievement Level / Comments
1	Provide 6 Special Golf Events with 360 participants	Goal is 6 Events with 360 participants. (316 in 2013)	<b>C</b>	All events planned. Cancelled March Madness due to weather. Held 1 event for 35 participants. 4 Events remaining in Oct & Nov <b>5 Events Held in 2014 with 278 guests. March Madness was cancelled due to weather.</b>
2	Provide 2 Holiday Event Brunches with 675 guests	Goal is 2 Events with 675 Guests. (672 in 2013)	<b>C</b>	First Event is in April. 261 Guests for Easter Breakfast with Santa Dec 13 <sup>th</sup> <b>Breakfast with Santa had 388 guests. The 2 events serviced 649 Guests.</b>
3	Involve volunteers in course maintenance initiatives.	Schedule 4 ball mark repair days for volunteers to fix ball marks by Q3. After special outing days to ensure course conditions stay at a high level.	<b>C</b>	Course opening in April Will begin in 3 <sup>rd</sup> QTR <b>Had 2 repair days scheduled with High School Teams.</b>
4	Expand volunteers in facility events by securing scores for the Pro Am Scramble.	Secure a minimum of 25 volunteers to help score Pro Am	<b>C</b>	Course opening in April Event is in Oct.

		scramble.		<b>We had 30 volunteers for this event.</b>
5	Involve volunteers in Jr. Golf Program.	Recruit and train 2 to 3 High School golfers to help instruct Jr. golf program classes.	<b>C</b>	Course opening in April <b>Added 4 HS Golfers to JR Program staff.</b>

## DISTRICT GOAL 2

### Deliver Financial Stewardship

#### District Initiative 1: Achieve annual and long range financial plans

No.	Division Objective	Measures	Status	Achievement Level / Comments
1	Manage and operate the golf department to meet budget expectations.	Meet or exceed Golf Department Budget	<b>C</b>	Expenses and payroll were monitored very closely during our winter months. Payroll expenses are down \$15,657 to budget due to weather and lack of rounds. <b><i>Payroll &amp; Expenses have been monitored all season. Also expanded social media marketing to increase rounds</i></b>
2	Manage and operate the F&B department to meet budget expectations.	Meet or exceed F&B Department Budget	<b>C</b>	Expenses and payroll were monitored very closely during our winter months. Payroll expenses are down \$18,270 to budget due to weather and lack of rounds. <b><i>Payroll &amp; Expenses have been monitored all season. Also expanded social media marketing to increase traffic in bar and grill.</i></b>

#### District Initiative 2: Generate alternative revenue

No.	Division Objective	Measures	Status	Achievement Level / Comments
1	Expand use of golfnow.com to increase golf now rounds by 5% to produce additional revenue during slow periods.	Increase golfnow.com rounds by 5%. (4,485 Rounds in 2013)	<b>C</b>	Course opening in April 1,657 Rounds Thru June. 4,261 Rounds Thru Sept <b><i>4,892 Golf Now Rounds book in 2014</i></b>
2	Increase rounds attributed to internet marketing by 5% (Facebook, Twitter, Email blasts).	Increase overall rounds by 5%.	<b>C</b>	Course opening in April 10,024 Rounds Thru June. 26,348 Rounds Thru Sept <b><i>29,101 Rounds for 2014 vs</i></b>
3	Increase lunch business in bar & grill by 3% over prior year by capturing golfer's on site with daily specials and promotions.	Increase bar and grill sales by 3%.	<b>C</b>	St. Patrick's Day Lunch was our first promotion which produced over 100 orders. Sales are down 18% thru May due to

				<p>weather and low round totals. Bar &amp; Grill sales have been challenging all season. We will be addressing menu specials and promotions in 2015. The Grill Sales are down 17% to budget thru September.</p> <p><b>Grill sales ended up down 15% of budget but they were up 2% from 2013.</b></p>
4	Increase corporate meetings and golf outing food & beverage functions by 3 events.	Increase corporate group meetings by 3 events for a total of 242 events in 2014. (239 events in 2013).	<b>C</b>	<p>We have 233 events book for 2014.</p> <p><b>We currently have 266 events book for 2014.</b></p>

### District Initiative 3: Utilize our resources effectively & efficiently

No.	Division Objective	Measures	Status	Achievement Level / Comments
1	Manage payroll to meet or exceed personnel budget to ensure maximize operational efficiency.	Meet or exceed Payroll Budget	<b>C</b>	<p>Payroll was monitored very closely during our winter months.</p> <p>Payroll expenses are down \$15,657 in golf and down \$18,270 for F&amp;B</p> <p>Payroll expenses are down \$28,600 in golf and down \$50,006 for F&amp;B</p> <p><b>Payroll expenses were monitored for both departments all season long. Golf saw a savings of \$31,205 from budget and F&amp;B saw a savings of \$63,040.</b></p>
2	Monthly budget monitoring to maintain at or below projected budget expenses.	Not to exceed budget expenses.	<b>C</b>	<p>Expenses were monitored very closely during our winter months.</p> <p>Expenses are being closely and have been adjusted to necessary items only.</p> <p><b>Expenses have been monitored and have not exceeded budgeted amounts.</b></p>
3	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.	<b>C</b>	<p>Food Cost for Jan = 35.82%; Feb = 16.76%</p> <p>Bev. Cost for Jan = 44.86%; Feb = 7.48%</p> <p>Food Cost Thru May = 32.5%</p> <p>Bev. Cost Thru May = 34.4%</p> <p>Food Cost Thru Sept = 27.6%</p> <p>Bev. Cost Thru Sept = 24.4%</p> <p><b>Food Cost Year End = 29.36%</b></p> <p><b>Bev. Cost Year End = 25.47%</b></p>
4	Quarterly spot checks on a minimum 4 key items	100% of spot checks completed.	<b>C</b>	Key item price checks were completed in

	on insure competitive pricing.			<p>first quarter. Key item price checks were completed in second quarter. <b>Key item price checks continued. We are received special rebates now from Sysco due to the quantity we purchase from them.</b></p>
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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

No.	Division Objective	Measures	Status	Achievement Level / Comments
1	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.	C	<p>Checklists are being completed and are at 100% completion rate during the winter months. Checklists are being completed and are at 100% completion rate during the second quarter. Checklists continued being completed and are at 100% completion rate during the third quarter. <b>Checklists were completed all season long. With the addition of a FT Maintenance position we will look to improve in all areas in 2015.</b></p>
2	Provide a well-manicured golf course consistent with adopted 2014 maintenance goals.	Weekly inspection with golf course superintendent, identify deficiencies and remedy as necessary. 90% Completion Rate.	C	<p>Winter cleanup has begun. Maintenance team is in full swing. They have battled a tough winter and are working on areas that have been identified. Maintenance team has worked hard all season in this challenging year. The golf course is back to normal and has recovered from the harsh winter. <b>Weekly inspections were completed all season long. A winter list has been made to prioritize projects for the spring.</b></p>
3	Purchase Green Roller to improve quality of greens	Complete by end of 1st Qtr.	C	<p>Will be purchased in April. Pushed back due to weather. <b>Green roller has been purchased and</b></p>

				<b>staff has notice a difference in the greens.</b>
4	Rebuild Landscape wall on #14 Tee box that has deteriorated.	Complete by 2nd Qtr.	C	Project start date of April. Project is 95% complete. Minor restoration work will be completed in fall. <b>Project is complete and receiving great reviews.</b>
5	Enhance, implement and evaluate marketing plans to promote F&B functions. Especially corporate and group outings.	Implement by 1 <sup>st</sup> quarter.	C	2014 Marketing plan is in place. Will continue to evaluate and adapt as needed. All marketing areas are continued to be documented and we are adjusting based on results. <b>Marketing materials are constantly being looked at and updated as the season goes long to ensure a fresh look and new promotions.</b>
6	Update informational brochures to market special events and golf outings.	Update brochures by end of 1 <sup>st</sup> quarter.	C	Brochures are sent to printing. <b>All brochures have been updated and printed. New items may arise as the year progresses.</b>
7	Document all marketing efforts.	Evaluate based on ROI	C	All marketing efforts are being documented in the 2014 Marketing Plan. All marketing areas are continued to be documented and we are adjusting based on results. <b>All marketing items will be evaluated for next year. We had some great success with some and others have struggled.</b>

### District Initiative 2: Utilize best practices

No.	Division Objective	Measures	Status	Achievement Level / Comments
1	Research, develop and recommend Golf section of the 2014 CMP including recommended CIRP projects, goals and objectives.	By May 2014	C	Have developed preliminary recommendations for CIRP. <b>Staff continues to develop and work on the CIRP.</b> <b>CIRP was completed.</b>

### District Initiative 3: Advance environmental and safety awareness

No.	Division Objective	Measures	Status	Achievement Level / Comments
1	Maintain IPRA's Environmental Report Card	By end of 4 <sup>th</sup> quarter	C	97% Rating

## DISTRICT GOAL 4

### Promote Quality Leadership and Service

#### District Initiative 1: Develop leadership that ensures work force readiness

No.	Division Objective	Measures	Status	Achievement Level / Comments
1	Train and document 100% of all staff on job specific and mandatory training.	Train 100% F&B Employees by March Train 100% Golf Employees by May Train All new employees with 15 days of hire.	C	Training has begun. Has been delayed due to late start in the course opening with the weather. All job specific training has been complete. We will continue with review sessions in key areas as the year progresses. <b>All current staff has been trained.</b>
2	Have key staff attend HEPD AED & CPR training.	Have at least 24 key staff members maintain certification by end of 2 <sup>nd</sup> Qtr.	C	We currently have 16 key members certified. <b>We currently have 25 members certified. All key staff has been trained and a schedule is being created for their renewal dates.</b>
3	Train all F&B employees on service plan	Train 100% F&B Employees by March Train All new employees with 15 days of hire.	C	Opening training meeting was held. Additional training sessions will begin when the bar & grill opens. All new hires are continued to go thru training. We have also added a few full staff training in customer service for all staff. <b>Staff has received minor training in all areas. Will be developing a new service plan for 2015.</b>
4	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.	C	Opening training meeting was held. Additional training sessions will begin when the course opens. All new hires are continued to go thru training. We have also added a few full staff training in customer service for all staff. <b>Staff has received minor training in all areas. Will be developing a new service plan for 2015.</b>
5	Successfully provide 5 classes to help promote the game of golf and create future golfers at BPC for 25 participants.	25 participants	C	Course opening in April 3 Classes have been provided to 23 participants. <b>4 Classes have been provided to 28</b>

				<i>participants.</i>
6	Provide monthly training days in concentrated areas. Follow training sessions with manager ride along to ensure training practices were successful.	12 training days.	<b>C</b>	We have had 3 training dates in the first quarter. We have had 5 detailed training dates this quarter. We have had 2 detailed training dates this quarter. <b>We had 2 detailed training dates in the 4<sup>th</sup> quarter for a total of 12 for the season.</b>

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

No.	Division Objective	Measures	Status	Achievement Level / Comments
1	Conduct weekly F&B meetings to discuss operations and special events	40 weekly meetings on F&B operations.	C	We are conducting weekly meetings. Weekly meetings are being held to discuss events. Weekly meetings continued being held to go over details of all events and that staff is on the same page. <b>Weekly meetings were conducted all year long.</b>

### District Initiative 3: Promote continuous learning and encourage innovative thinking

No.	Division Objective	Measures	Status	Achievement Level / Comments
1	All F&B Employees become BASSET Certified	100% of all F&B Employees.	C	All current employees are BASSET Certified. New Employees starting in Spring will be certified within 10 days of start date. All new employees are being trained within 10 days of start date. All current employees have completed the course. <b>All current F&amp;B employees are BASSET CERTIFIED</b>

**Hoffman Estates Park District – 2014 Goals**  
**A&F Division**

Report Date: January 2015

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

**DISTRICT GOAL 1**

**Enable access to Healthy and Enjoyable Experiences for all people**

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

No.	Division Objective	Measures	Status	Achievement Level / Comments
1	Promote health & wellness with PDRMA's Health Screening Assessment for MyHealth IQ Program.	Achieve annually by November 2014 with a minimum 70% staff participation.	IP	My health IQ has been discontinued by PDRMA; but staff has been given other options to complete the health incentive formerly given through my health IQ.
2	Coordinate Spanish speaking IMRF workshop for Parks seasonal staff.	Achieve by May 2014.	NA	This was done in 2013; however due to staff changes at IMRF was not provided as a 2014 option.

**District Initiative 3: Connect and engage our community**

No.	Division Objective	Measures	Status	Achievement Level / Comments
1	Purchase and install VSI Mobile WebTrac.	Achieve by September 2014.	IP	Has been purchased and is in testing stages.
2	Advertise volunteer opportunities on web by event	Achieve by September 2014 and maintain throughout year.	IP	Volunteer opportunities for foundation events are promoted and working on options for specific district events. Have new volunteer registration process in place.
3	Provide financial/budget overview for Park Perspectives	March 2014 for Spring issue.	C	
4	Maintain FOIA and transparency aspects of District on web page to Ensure maximize coverage and maintain score of 80%.	Update monthly as reports are finalized and have site audited to achieve score of 80%.	C	Sunshine Award for achieving better than 70% being presented at April Board meeting. 2014 Information updated as available, 2013 CAFR has been placed on FOIA page.
5	Work with foundation Board to establish giving tree.	Achieve by September 2014.	NA	Boards have not shown a desire to proceed.



## DISTRICT GOAL 2

### Deliver Financial Stewardship

#### District Initiative 1: Achieve annual and long range financial plans

No.	Division Objective	Measures	Status	Achievement Level / Comments
1	Research, develop and recommend A&F section of the 2014 CMP including recommended CIRP projects, goals and objectives.	Achieve by Sep 2014	<b>C</b>	Final CMP document to be presented in December for approval. Staff components are all complete.
2	Achieve District annual budget to ensure maintaining fiscal year projected fund balance reserves.	Achieve by December 2014.	<b>IP</b>	Most operational funds slightly below budget but are working on year end measures to try and achieve final balanced numbers.
3	Refund 2004 Ice Arena bonds to restructure payments	Achieve by December 1, 2014.	<b>IP</b>	
4	Pay off unfunded IMRF balance and fund future contributions at 100%	Achieve by December 1, 2014.	<b>NB</b>	Staff is still evaluating benefits.
5	Prepare CAFR for 2013	Achieve by June 2014.	<b>C</b>	CAFR has been presented to the board, filed with the appropriate agencies and submitted to GFOA.

#### District Initiative 2: Generate alternative revenue

No.	Division Objective	Measures	Status	Achievement Level / Comments
1	Implement additional ground lease at WRC for flag pole cell tower.	Achieve by September 2014	<b>C</b>	Final contract has been board approved, however ATT appears no longer interested in this sight.

#### District Initiative 3: Utilize our resources effectively & efficiently

No.	Division Objective	Measures	Status	Achievement Level / Comments
1	Create annual balanced budget.	Achieve by November 2014.	<b>IP</b>	Staff is completing budget document for board and committee review in November.
2	Conduct budget preparation review session for all staff.	Achieve by August 2014.	<b>C</b>	August 5.
3	Review/update Policy Manual.	Achieve by August 2014	<b>IP</b>	Have updated gambling, smoking and weapons sections during 1stQuarter. Updated water crafts in July.
4	Review district program/facility fees to ensure minimum 30% margin and determine subsidized programs.	Achieve by November 2014.	<b>IP</b>	Reviewing as part of budget process.

**DISTRICT GOAL 3**  
**Achieve Operational Excellence & Environmental Awareness**

**District Initiative 2: Utilize best practices**

<b>No.</b>	<b>Division Objective</b>	<b>Measures</b>	<b>Status</b>	<b>Achievement Level / Comments</b>
1	Evaluate, modify and develop District procedures to ensure operating at a high level of internal & external customer service.	Review all business, human resource, and IT procedures and revise as deemed appropriate by September 2014.	<b>IP</b>	Have worked on training for RecTrac input and program master input presented as a Hoffman U topic in April. Work order system for IT presented in April. PO processing was presented as a Hoffman U topic. Independent contracts and hiring procedures presented as Hoffman U topics. Budget workshop presented in August. Benefits workshop scheduled for November.
2	Maintain IPRA's Environmental Report Card	By end of 4 <sup>th</sup> quarter	<b>NB</b>	
3	Upgrade MS Exchange Server/Users to 2013	Achieve by September 2014.	<b>IP</b>	Finalizing licensing conversion.
4	Purchase and install required (2015) credit card encrypted mag stripe and bar code readers District wide.	Achieve by September 2014.	<b>NA</b>	Delayed until 2015 due to new PCI regulations.
5	Purchase, image and deploy laptops.	Achieve by September 2014.	<b>C</b>	
6	Purchase and install District wide new phone system and train all staff.	Achieve by November 2014.	<b>IP</b>	RFP has been issued and will be presented at November meetings. New data/phone point to point infrastructure has been approved utilizing Comcast. Final system implementation will be December-January 2015.
7	Purchase and install color copier.	Achieve by June 2014.	<b>C</b>	Installed September 2014
8	Purchase new board room chairs.	Achieve by June 2014.	<b>C</b>	Completed 1qtr.
9	Conduct random monthly cash audits at all facilities at least twice per month.	Conduct audits on various dates and times on all District service desks.	<b>IP</b>	Conducted monthly; currently no issues or problems.
10	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.	<b>IP</b>	Conducted monthly. Have instituted new procedures for physical inventories and done on site inventory and updates to all actual pro shop inventories at BPC.
11	Utilize and update the IPRA salary system for online use for full and part time employees.	Achieve by May 31 2014	<b>C</b>	Completed 2 qtr.

12	Monitor IMRF eligible staff and educate managers/supervisors Regarding the 30 hour threshold.	Achieve quarterly to obtain results consistent with budget planning.	IP	Monitoring hours bi-monthly and off-line controls keeping supervisors and Exec Dir notified if staff are averaging more than 30 hours weekly.
13	Monitor PT employee hours worked regarding the PPACA compliance	Achieve monthly.	IP	See above.
14	Continue to cross train within division to ensure readiness	Achieve continually.	IP	Evolve/develop staff continually.
15	Help coordinate uniform dispersal to all employees to expand District image while maintaining cost records.	Achieve by December 2014.	IP	Process developed to maintain cost records. Working on development of logo implementation for all district.

### District Initiative 3: Advance environmental and safety awareness

No.	Division Objective	Measures	Status	Achievement Level / Comments
1	Attend PDRMA risk management institute	Achieve by November 2014.	C	Staff attended

## DISTRICT GOAL 4 Promote Quality Leadership and Service

### District Initiative 1: Develop leadership that ensures work force readiness

No.	Division Objective	Measures	Status	Achievement Level / Comments
1	Hire new full-time IT Manager to for District and maintain TSS outside support to ensure district wide connectivity, up-time and training while managing future software upgrades.	Achieve by February 28, 2014	C	John Agudelo
2	Continue implementing Applitrack for use by hiring managers District wide.	Achieve by March 2014.	C	Fully utilized for hiring. See update in board report under HR.
3	Attend legislative conference	Achieve by May 2014.	C	Staff attended.
4	Attend legal symposium	Achieve by November 2014.	NB	
5	Achieve CPRP and CPRE accreditation.	Achieve by November 2014.	NB	
6	Attend Year X Director's school.	Achieve by August 2014.	NA	Will be done in 2015.
7	Help develop division succession plans	Achieve by November 2014.	IP	In process of evaluating all current and future staffing as part of CMP which will better enable implementation of succession planning. Succession policy outline completed.

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

No.	Division Objective	Measures	Status	Achievement Level / Comments
1	Conduct PDRMA online training with all full time staff.	Achieve quarterly with 100% staff participation.	IP	Achieved 95% through 3 <sup>rd</sup> Quarter

**District Initiative 3: Promote continuous learning and encourage innovative thinking**

No.	Division Objective	Measures	Status	Achievement Level / Comments
1	Develop & implement an annual district wide IT training program to respond to IT training needs of staff.	Achieve by December 2014	IP	New IT manager has made terrific strides. Has limited excess Excalibur services and has been responsive internally. Will work on hiring and dismissal process for computer users. Is evaluating emails district wide and log-ins to ensure appropriate effectiveness and structure.

## MEMORANDUM NO. M15-010

**TO:** Board of Commissioners  
**FROM:** Dean R. Bostrom, Executive Director  
**RE:** Renaming of High Point Park  
**DATE:** January 19, 2015

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### **Background**

At the November 25, 2014 Park Board meeting, the board per the attached Memorandum M14-137 preliminarily approved the changing of the name of High Point Park to the Joseph L. Fabbri Park. Per park board policy 5.01 Naming and Renaming of Park Sites, a change in a park site name can only be made official after a waiting period of at least 60 days prior to the confirmation vote. Additionally, a 5/7 vote by the board is required to change the name of a park.

### **Implications**

The park district sent notification via U.S. mail service to all residents who reside within 600 feet of the High Point Park boundaries to solicit feedback regarding the proposed name change and to inform residents of the board meeting on January 27<sup>th</sup> at which time the board would vote on the name change. Memorandum M14-137 was also presented at subsequent committee meetings and the feedback from committee members was overwhelmingly positive. Additional information regarding the proposed name change and who Joseph L. Fabbri was and his importance to the park district is posted on the Hoffman Estates Park District website and other forms of social media in addition to a press release in the community newspaper.

The park district received feedback from 10 residents regarding the proposed name change; 3 were in favor of the name change; 7 were opposed to the name change (see attached list).

### **Recommendation**

As the required 60 day waiting period has been met, that the Board approve the name change of High Point Park to Joseph L. Fabbri Park.

PHONE CALLS TO EXECUTIVE DIRECTOR  
RE: NAME CHANGE FROM HIGH POINT TO FABBRINI  
December 2014 – January 2015

Chuck Kennaugh – 1110 Rosedale

87 years old; Veterans Committee; Arts Commission  
Wondered if it was about Fabbrini Flowers  
He loves the High Point name and does not think HEPD should change it

Robert Steinberg (past commissioner and community rep)

Loves the name change to Fabbrini

Anonymous resident

She likes the name change

Tom Lachence, 1955 Oak Dale

25 year resident; walks dog 2 miles day  
High Point name represents the neighborhood and does not think HEPD should change it

June McCrory

Loves the name change

Marian Sutton

Prefers park not be renamed

Mrs. Meyer

Does not want the name changed; seems like a dedication to the florist

George Sever (past commissioner 1969-75)

Was on the Park Board when the decision was made to change the names of 3 parks previously named after Village Trustees. Decision was very difficult and created further pain for families of the former Village Trustees. For this reason, he opposes naming any parks after individuals.

Anonymous resident

She is not in favor; Fabbrini wasn't the sole founder; maybe name a street after him instead

Jim Jurewicz

Resident since 1961. His family is not in favor.

Memorandum No. M14-137

**To:** Board of Commissioners  
**From:** Dean R. Bostrom, Executive Director  
**Date:** November 21, 2014  
**RE:** Renaming of Highpoint Park

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**Background**

Board policy 5.01, Naming and Renaming of Park Sites, outlines the guidelines and process involved when a “park” is either named or renamed. Subsection C of Policy 5.01 below states that:

- C. Parks may be named for individuals or groups that have made exceptional contributions to the community. Names of individuals, including, but not limited to, District Commissioners or other public officials, may not be given to a park, building, facility or athletic field unless the individual is deceased.*

The district currently has one such park named after a deceased individual who made exceptional contributions to the community. In 1999 Kelly Park was renamed Cannon Crossing Park in recognition of Bill Cannon. Bill was a very active volunteer in the Hoffman Estates community and longtime park district volunteer for various youth athletic programs.

*Below is Policy 5.01, Name and Renaming of Park Sites:*

**Board Policy 5.01, Naming and Renaming of Park Sites**

*The Board shall select names for new parks, buildings, facilities, athletic fields, or, when appropriate, to change the name(s) of existing parks, buildings, facilities, or athletic fields of the district that have not been dedicated. The Board may consider the following elements in determining the naming or renaming of parks, buildings, etc. (for purposes of this section only, "parks" shall mean parks, buildings, facilities, athletic fields, or other "namable" property of the District):*

- A. Parks may be named after streets, geographical locations, historical figures, events, concepts or as otherwise determined by the Board.*
- B. Parks may be named for individuals or groups that have donated land or facilities to the District or made a significant financial contribution toward the development of parks.*
- C. Parks may be named for individuals or groups that have made exceptional contributions to the community. Names of individuals, including, but not limited to, District Commissioners or other public officials, may not be given to a park, building, facility or athletic field unless the individual is deceased.*
  - 1) The Board at public meeting should first announce the proposed name of the park, building, facility or athletic fields (requires a 5/7 vote).*
  - 2) A park site should only be confirmed and the name made official after a waiting period of at least sixty (60) days before the confirmation vote.*
  - 3) A 5/7 vote by the Board is required to name a park, building, facility, or athletic field or to change the name of an undedicated park, building, facility or athletic field of the District.*

## **Implications**

Joseph L. Fabbrini is an individual who made exceptional contributions to the community and was one of several early community leaders who had a vision of creating a park district for Hoffman Estates.

Joseph Fabbrini was initially appointed to the Village Park Board which created a Park District Steering Committee charged with the mission of researching and evaluating the implementation and feasibility of creating a park district for Hoffman Estates. A public referendum as required by state statutes was ultimately placed on the May 2, 1964 election ballot asking residents to approve the creation of a park district. By an overwhelming 4 to 1 margin, the referendum passed and on May 22, 1964, the Hoffman Estates Park District was officially created. Five commissioners were sworn in with lengths of terms decided by drawing numbers out of a hat. Joe Fabbrini drew a 4 year term.

In addition to serving as a Park District Commissioner, Joe served as the newly formed park district's first Director through 1967. During that time, he established the Summer Playground program called "Tot Lot". His vision was to make this program accessible to children in all areas of the community, and so conducted the program at six local school playgrounds. The Tot Lot program later evolved into the park district's Summer Camp program.

Joe worked with School District 54 to establish the cooperative agreement we have today. The first program provided physical education programs on Saturdays at the schools. The program also provided summer programs for children ages 7-13 for six weeks of supervised activities that ranged from golf to tennis to arts and crafts at Hillside, Hoffman and Fairview Schools.

For adults, he developed a popular Thursday evening bridge program at Robert Frost Jr. High School, which resulted in a charter from the American Contract Bridge League, enabling participants to play for master points.

Teenagers enjoyed the first volleyball program under Fabbrini, and outdoor ice skating rinks were established in the winter of 1965. In 1966, the district added after school sports programs for boys. Adults were treated to gourmet cooking classes and a series of concerts in the park. The Guild Players Theater Troupe offered workshops and performances.

Fabbrini also advocated for lighted parks so that residents could experience as much recreation as possible at the parks. He believes, as we do today, that it was the obligation of the park district to reach all residents and encourage programming for adults, children and for the whole family.

As a founding father and prominent leader of the HEPD in its infancy Joseph L. Fabbrini is deserving of being recognized in perpetuity with the name of one of the premier community parks that was acquired during his tenure on the park board.

High Point Park was the fourth park acquired by the district and at the time was the largest park. High Point was initially acquired for the sum of \$10 (developer donation) from the Hoffman Rosner Corporation. There are no deed restrictions on the park property.

## **Recommendation**

To further celebrate our rich heritage in this community and in honor of our 50<sup>th</sup> anniversary of the Park District, staff recommends that the Board preliminarily approve the changing of the name of High Point Park to Joseph L. Fabbrini Park. If the Board adopts the name with the required 5 out of 7 votes, the name will be officially confirmed by the Board 60 days after, or on January 24, 2015.



**MEMORANDUM NO. M15-003**

**TO:** Board of Commissioners  
**FROM:** Dean Bostrom, Executive Director  
Gary Buczkowski, Director Planning & Development  
**RE:** Marquee Signs Warranty 6-10 years  
**DATE:** January 21, 2015

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**Background:**

At the December B&G meeting staff presented a proposal to purchase the additional warranty coverage for the digital message boards for the periods 6-10 years. The committee approved staff's recommendation with the condition that the wording be reviewed and determined that it was satisfactory to the park district's position.

**Implication**

Staff contacted Watchfire Sign to reaffirm exactly what was covered in the warranties. Both the 1-5 year warranty (which is in effect now) and the 6-10 year warranty contain the same language as to coverage. The only caveat to this is that the first year warranty covers both parts and labor whereas all other warranty durations only cover the parts. This fact was always understood and was spelled out in the bid package. Watchfire Sign has stated that they, as a company, have a commitment to continue to support the product for no less than 10 years from the date of manufacturing. This is an important element in that changes in electronic design and manufacturing cause parts availability to become an issue on products with life cycles greater than 10 years. As for electronic component replacement, Watchfire has the option to either repair or replace with new any component covered under warranty that fails due to manufacturing or normal operational wear.

Not covered are items damaged due to vandalism, acts of God or accidental damage. In addressing the acts of God, Watchfire believes in most cases that it can be determined that an occurrence has happened and has gone beyond the internal protections designed into the system. An example would be a lighting strike or power surge that knocked out a number of digital boards all experiencing the same type of damage one would conclude that the likelihood of manufacturing issue was not the cause. If this situation was to occur and the district was on its own for the repair costs, we would most likely turn to PDRMA for possible financial reimbursement.

In addition, the warranty does not cover normal aging of the light elements themselves. Therefore, the district could not claim that because the sign is not as bright ten years down the road that all the light elements need to be replaced because they were defective. Staff is confident that Watchfire is a reputable company that will stand behind their product and honor the warranty provided for both the 1 to 5 year period and 6-10 year period. Furthermore, staff is of the opinion that the warranty cost of

\$25,312 for 8 digital faces is worth the cost to provide normal wear and tear replacement parts for the digital boards at Vogelei, TC, WRC and BPC marquee signs.

In addition to extending the Watchfire Digital Board warranty (6-10 years), Walton has offered the district an additional one year warranty on the sign frames and tag letters. This would bring the warranty through the first 3-years of operation for the sign superstructure (parts only). The cost of this additional warranty would be \$4,116.

**Recommendation:**

Staff continues to recommend as they did in M14-142 that the board authorize the Executive Director to purchase the additional 5 years of warranty from Walton Signs/Watchfire Electronics for the bid alternate cost of \$25,312. As for the additional one year warranty on the super structure for \$4,116 staff is not recommending that be entered into.

**SIGNAGE**

CONFIDENTIAL 01/21/2015

THIS PURCHASE AGREEMENT (the "Agreement") is made and entered into between WALTON ENTERPRISES, LTD., located at 3419 East Commerce, San Antonio, Texas 78220, herein referred to as "Seller", and the party below referred to as "Buyer". Buyer is a Corporation.

<b>Sold To:</b>	HOFFMAN ESTATES PARK DISTRICT 1685 W HIGGINS RD HOFFMAN ESTATES IL 60169-6955 USA
Attention:	

<b>Job Location</b>	HOFFMAN ESTATES PARK DISTRICT 1685 W HIGGINS RD HOFFMAN ESTATES IL 60169-6955 USA
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Furnish all labor, material, and equipment necessary for:

Order Qty	Part Number/Description	Unit Price	Ext. Price
<b>Pricing valid for 30 days.</b>			
1.0	S-MISC EXTENDED WARRANTY FOR YEARS 6-10 FOR WATCHFIRE EMD BOARDS PEI WARRANTY LANGUAGE ATTCHED	25,312.00	25,312.00

NOTE: Buyer is to furnish all primary electrical service to said Display and the connection thereof, as well as all switches, step up/down transformers, time switches or other controls as required by governmental ordinances at Buyer's own expense. Signs will be built with 120V AC unless otherwise specified in this agreement

Order Total	25,312.00
Estimated Sales/Use Tax	TBD
<b>Grand Total</b>	<b>25,312.00</b>

Upon completion of said work, the balance is due and payable, whether or not the Display is used or operated by Buyer or final electrical connection has been made. Buyer shall also pay for (i) the actual cost of all permits and/or licenses needed in conjunction with the work contemplated under this Agreement, and (ii) Seller's administrative costs of acquiring said permits and licenses, (iii) plus applicable taxes in accordance with paragraph 7 on reverse side hereof. The sales/use taxes shown above are an estimate only. Applicable taxes will be computed on actual billing for project and invoiced accordingly. Buyer shall pay for engineering required for said display.

**IMPORTANT NOTICE: ALL OVERDUE AND DELINQUENT PAYMENTS WHICH ARE PAST DUE FOR MORE THAN THIRTY (30) DAYS SHALL BEAR INTEREST AT AN ANNUAL PERCENTAGE RATE OF 18%.**

1. a. LIMITED WARRANTY PERIOD: one year, beginning from time of job completion OR delivery to Buyer if Walton Enterprises, Ltd. is not installing the display. All work is to be done in accordance with drawing No(s) \_\_\_\_\_ dated \_\_\_\_\_, attached hereto and incorporated herein for all purposes, this day approved in writing by the parties hereto. In case of variance between the above specifications and the approved drawing, the latter shall prevail. Buyer agrees to and does hereby purchase said Display for the purchase price above and under the conditions hereinafter set out, and Buyer agrees to pay the price above and to comply with all of the terms and provisions herein.

**NOTICE: THIS IS A LEGAL DOCUMENT WITH BINDING OBLIGATIONS. READ BOTH SIDES OF THIS INSTRUMENT BEFORE SIGNING AS THE TERMS OF THIS PURCHASE AGREEMENT AND/OR ELECTRIC DISPLAY MAINTENANCE AGREEMENT ARE SET OUT THEREON.**

This Purchase Agreement is effective upon both Buyer and Seller executing this Agreement in the appropriate spaces of acceptance.

APPROVED AND AGREED:

APPROVED AND AGREED:

Buyer: \_\_\_\_\_

Seller: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

TECL-18002

2. **SERVICEWORK:** It is understood and agreed that Buyer is to furnish all primary electrical service to said Display and the connection thereof, as well as all switches, step down transformers, time switches, or other controls as required by governmental ordinances at Buyer's own expense.

3. **LIMITED WARRANTY:** Except as expressly set forth herein to the contrary, subject to the terms of paragraph thirteen (13) hereof and so long as Buyer is not delinquent in remittance of payment due to Seller or otherwise in default under the terms of this Agreement, Seller warrants all new materials or services delivered hereunder to be at time of completion of job and time of delivery to Buyer, free from defects of material or workmanship and in conformity with the drawings and specifications approved by Seller. Seller agrees to replace or, at its option, repair any products or parts thereof which are found defective in material or workmanship during the limited warranty period specified in paragraph 1.a on the reverse side hereof. Seller's obligation with respect to such products or parts shall be limited to replacement or repair, and in no event shall Seller be liable for consequential, incidental, or special damages, or for transportation, installation, adjustment, or other expenses which may arise in connection with such products or parts. THIS WARRANTY IS EXPRESSLY MADE IN LIEU OF ANY AND ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. THERE ARE NO OTHER WARRANTIES. Seller's obligations hereunder shall extend only to defects for which Buyer shall have given Seller written notice thereof during the limited warranty period specified in paragraph 1.a on the reverse side hereof. Buyer is NOT authorized to make independent arrangements for warranty work. All warranty work on said Display shall (1) be arranged or subcontracted by Seller or (2) be done by the employees and/or representatives of Seller. In the event that Buyer does not permit Seller to inspect and arrange for the repair on any warranty work required under this Agreement or Buyer makes independent arrangements for such repair work, Buyer agrees that Buyer shall be solely responsible for the cost of such repairs. In the event Buyer does not comply with the above, Seller hereby EXCLUDES ALL WARRANTIES, express and/or implied, and Buyer purchases the Display 'AS IS' and 'WITH ALL FAULTS,' WAIVING ALL WARRANTIES HEREUNDER.

4. **MAINTENANCE:** Upon Buyer's acceptance of the ELECTRIC DISPLAY MAINTENANCE AGREEMENT as set out on the front side hereof, and subject to the terms of paragraph thirteen (13) hereof, and so long as Buyer is not delinquent in any of the payments due to Seller or otherwise in default under this Agreement, Seller shall provide, at its own expense, maintenance service for the Display by performing services set out on the front side hereof. Maintenance service shall only include necessary repairs resulting from normal operation of the Display and shall be limited to the work specifically set forth under the ELECTRIC DISPLAY MAINTENANCE AGREEMENT on the front side hereof. All repairs not covered hereunder shall be at the Buyer's sole expense. THIS ELECTRIC DISPLAY MAINTENANCE AGREEMENT does not include the repair or replacement of any parts damaged or destroyed by intentional acts or negligence of Buyer, Buyer's customers, agents, employees, contractors or third parties; or by fire, wind, hail, war, earthquake, tornado, hurricane, flood, labor disturbance, vandalism, power failure or fluctuation, airfare, and/or vehicle collisions, radio or television interference, or acts of God. It is, however, inherent in mercury tubes to become dim in cold weather, though same does not cause any permanent effect thereon; hence, the Seller shall not be responsible for replacement or repair of said tubes. Buyer represents to Seller that the Display is in good and workmanlike order at the time of the execution of this ELECTRIC DISPLAY MAINTENANCE AGREEMENT. Buyer hereby agrees that there are no hidden or latent defects in the Display not visible from an "on the ground" inspection of the Display. If the Buyer has had any other inspections or maintenance work done on the Display within the prior twelve (12) months, Buyer agrees, an execution of this Agreement, to furnish Seller with copies of all such maintenance agreements and reports of inspection or repair work performed on the Display. All maintenance service performed on the Display shall be performed by Seller or its authorized representative, and Buyer shall not be entitled to authorize or permit any repairs, replacement or maintenance service on the Display, or any portion thereof, without the prior written consent of Seller. Buyer will notify Seller of any requested repairs, and Seller shall respond to the request within a reasonable period of time. Maintenance service will be rendered between 8:00 am and 5:00 pm Monday through Friday except on national holidays. Adjustments to display light savings changes and training of Buyer's personnel in the operation of the Display are not covered under this ELECTRIC DISPLAY MAINTENANCE AGREEMENT. Notwithstanding the foregoing, Seller is not required to service an incandescent lighting Display such as a time and temperature or electronic message center until ten percent (10%) of the bulbs are defective. THIS ELECTRIC DISPLAY MAINTENANCE AGREEMENT relates only to the Display and does not include customer's primary electrical wiring to the Display or any other control equipment attached to same. Seller shall not be responsible for maintenance service in the event Buyer permits, or fails to remove, any obstruction affecting access to Display. If Buyer cancels or breaches this ELECTRIC DISPLAY MAINTENANCE AGREEMENT prior to its expiration, then Buyer shall be liable to Seller, in the form of liquidated damages, for an amount equal to one-half the balance of the current monthly maintenance fee multiplied by the remaining months of the ELECTRIC DISPLAY MAINTENANCE AGREEMENT. This amount shall be considered as liquidated damages due to the difficulty of establishing actual damages for lost profits, and not a penalty. Buyer hereby waives notice of default, notice of intention to accelerate, and notice of acceleration.

5. **INSURANCE AND INDEMNITY:** As long as any amount remains payable to Seller, Buyer shall insure Display and name Seller in the loss payable clause of such insurance policy for the benefit of Seller against loss by fire or other casualty, and Buyer shall furnish Seller with evidence of such insurance upon demand. BUYER HEREBY INDEMNIFIES AND HOLDS SELLER HARMLESS FROM ANY AND ALL LIABILITIES ARISING OUT OF THIS AGREEMENT UNDER ANY THEORY OF LEGAL LIABILITY, EXCEPT FOR CLAIMS RESULTING SOLELY FROM THE WILLFUL MISCONDUCT OF SELLER.

6. **PERMITS AND LICENSES:** Seller shall obtain and Buyer shall pay, in addition to the Display price, for all permits and licenses issued from public authorities for the initial installation of the Display, including Seller's acquisition costs. Seller shall not be obligated to commence fabrication of the Display until all necessary permits have been issued. If permits are denied after reasonable effort by both parties to secure same, then this Agreement shall terminate without liability to either party, except that Buyer shall pay Seller for reasonable compensation for labor and costs expended until the time permits are denied. Buyer shall be responsible for securing and maintaining in effect written consent from the record owner of the premises upon which Display is to be installed and for all other private permissions, consents or licenses, including, but not limited to, the use of registered trademarks or copyrights used on the Display, necessary for the installation, maintenance, and use of the Display.

7. **TAXES:** Buyer shall be liable for all personal property, sales, rental, use, transaction privilege, and any other state, municipal, federal, or other taxes that may be levied imposed or assessed by law on the Display or improvements thereon, or on the transaction subject to this Agreement (collectively referred to herein as "Assessed Tax") whether imposed upon Seller on its own behalf or on behalf of the Buyer. Seller shall solely determine whether an Assessed Tax applies to the Display and/or transaction subject to this Agreement and the manner in which such Assessed Tax shall be collected and remitted. Unless Seller otherwise notifies Buyer in writing, Seller shall collect from Buyer and remit to the appropriate government agency any Assessed Tax. Where in this agreement an amount is specified by the caption "Sales/Use Tax" it shall be defined as sales tax for those taxing entities where Seller is required to collect Assessed Tax from the Buyer (Sales Tax) or where Seller is required to impose use tax on itself by a taxing entity, a charge to the Buyer as an addition to the purchase price of the Display and not the imposition of tax directly to the Buyer (Use Tax). If Seller remits any Assessed Tax prior to having collected said tax from Buyer, or if Seller is unable to collect from Buyer any Assessed Tax, Buyer shall reimburse Seller, within five (5) days from receipt of notice from Seller, the full amount of any such Assessed Tax paid by Seller, and any penalties and/or interest which may be paid by or assessed against Seller, as well as all of Seller's costs and expenses in defending against any action taken against Seller for such taxes, penalties, and/or interest, including Seller's reasonable attorney's fees. In the event Seller collects and remits to the appropriate taxing authority any Assessed Tax due hereunder, and it is subsequently determined that the method or manner of collection, calculation, or remittance of said tax was in error, Buyer shall continue to be liable for the payment of the actual Assessed Tax due, including penalties and interest. Buyer hereby appoints Seller as its attorney-in-fact to take all necessary actions to remedy such a situation, including without limitation the seeking of any tax refunds on behalf of Buyer and/or Seller.

8. **DESIGNATION OF DISPLAY LOCATION, BUILDING REINFORCEMENT AND UNDERGROUND OBSTRUCTIONS:** Buyer stipulates that it has designated the location of the Display, and Buyer will, at its own expense, provide for any reinforcement or alterations to the building which are necessary for the installation of the Display. Buyer, at its expense, will further provide direct, unobstructed access for installation and maintenance of the Display. In the event Seller must relocate or move power lines, or encounters any other overhead obstructions or any buried obstruction, adverse soil conditions, or other extraordinary condition(s) of any nature whatsoever, then Buyer shall be solely responsible for any additional cost and liability. Seller or its agents will not be held responsible for any damage to above ground improvements such as, but not limited to, asphalt, concrete, sidewalks, planters, landscaping curbs, etc., resulting from the installation or maintenance of the Display.

9. **ALTERATIONS TO SPECIFICATIONS:** Any and all alterations and/or deviations from any specifications of the Display as set forth herein shall be made in writing submitted to Seller by Buyer. Seller must first approve and accept any alteration or deviation from specifications as herein agreed upon before such alteration or deviation as requested by Buyer becomes a part of this Agreement. If Seller approves an alteration or deviation, such shall become a part of this Agreement. If any alteration or deviation requested by Buyer involves any extra cost due to the nature of the alteration or deviation, such extra cost shall become an extra charge over and above the purchase price.

10. **SUSPENSION OF FABRICATION:** In the event Seller is requested or required by Buyer to stop or delay the manufacture, delivery, and/or installation of said Display, for any reason or occurrence out of the control of Seller, then Buyer shall immediately pay the full purchase price or any amount remaining due to Seller, with or without notice from Seller. Furthermore, upon such request, Buyer shall be solely responsible for storage charges and any increases in labor and material costs incurred by Seller in the completion of fabrication. Buyer's failure to comply with this provision will be deemed and construed as an anticipatory breach of this Agreement. In the event Buyer complies with the foregoing, Seller will complete the manufacturing, delivery, and/or installation within a reasonable period of time upon request of Buyer.

11. **DELIVERY AND PERFORMANCE:** Seller shall commence the fabrication of Display and prosecute work thereon with due diligence until completion. Except as otherwise provided in this Agreement, and where applicable under the

Agreement, Seller will commence repair and maintenance work within a reasonable time after notification by Buyer and will prosecute work thereon with diligence until completion. However, Seller shall not be held responsible for any unforeseen delays, and the period of time required for completion of any project or maintenance or repairs shall be tolled during any time when Seller is delayed or prevented from completing the obligations hereunder because of strikes, breakage, fire, war, labor disputes, commercial delays, acts of God, regulations or restrictions of any government entity or public authority, or any accidents or forces, conditions, or circumstances beyond Seller's control, and Seller shall not be liable for any loss whatsoever suffered by Buyer, directly or indirectly, as a result of any such events. Buyer agrees to examine and inspect all installations, repairs, and maintenance, and within ten (10) days, notify Seller in writing, via certified mail, of any complaints about work performed under this Agreement. The failure of Buyer to give such written notice shall constitute acceptance of the work performed. The provisions of this paragraph shall not be limited by any provision in which time is made of the essence. Notwithstanding anything in this Agreement to the contrary, if at any time prior to completion of this Agreement Seller's prospects for payment are, in Seller's sole discretion, impaired, Seller may require payment in advance before permitting delivery or any installation or services hereunder, and may demand Buyer's immediate performance of its obligations hereunder. If requested by Seller, Buyer shall furnish evidence satisfactory to Seller, prior to commencement of Seller's work hereunder or at any time hereafter, that sufficient funds are available and committed to pay the full amount owing by Buyer under this Agreement. Any downpayment made hereunder shall be nonrefundable and shall be forfeited by Buyer as liquidated damages, but not as a penalty, in the event Buyer attempts to cancel this Agreement anytime subsequent to execution, or for any other breach of this Agreement by Buyer. In the event Buyer requests that its downpayment made under this Agreement be transferred to another project, which other project is subject to a contract between Buyer and Seller, and Seller agrees to said transfer of the downpayment, which agreement may be absolutely withheld, Buyer shall not be relieved of any of its obligations under this Agreement and shall replenish the downpayment made under this Agreement within ten (10) days after Seller gives Buyer written or oral notice that the requested transfer has been made. Seller shall not be required to commence work under this Agreement until Buyer has replenished the downpayment as provided herein. In any event, Seller may invoice Buyer as work progresses and apply any down payments received to said invoices on a pro rata basis.

12. **DESIGN:** It is understood and agreed that Seller shall at all times have title to all original drawings, designs, and specifications relating to the work hereunder, which were developed or created by or on behalf of Seller, and Seller hereby claims copyrights, where applicable, of all such drawings, designs, and specifications. Payment of all or part of any amounts hereunder does not pass title to the "original drawing, designs, specifications" of said Display, although the same may be reproduced with the expressed written consent of Seller. Buyer shall, upon request of Seller, promptly return all drawings, designs, and specifications, and copies thereof, to Seller.

13. **BREACH OF AGREEMENT:** The parties stipulate that the Display is not an article of general trade or utility but is designed and is to be constructed and installed at the request and for the special distinctive uses and purposes of Buyer. The Display is of no value to Seller, and therefore, the Display having no resale or other value to anyone except Buyer, this Agreement is not cancellable except with expressed written permission of the Seller. Buyer shall be deemed to have breached this Agreement by insolvency, default in payment of amounts due as set forth herein, abandonment of the Display or vesting the premises where the Display is located, termination or transfer of Buyer's interest in the premises, appointment of a receiver for Buyer's business, the filing of a voluntary or involuntary petition of bankruptcy with respect to Buyer, or any act or omission of Buyer in contravention of this Agreement. In addition to Buyer's other obligations hereunder, if Seller shall institute any action or lawsuit for the enforcement of the obligations of Buyer hereunder, Buyer shall pay and indemnify Seller for all costs of court, reasonable attorney's fees expended, interest as allowed by law, and pay Seller all amounts awarded by the court due to such proceedings, within ten (10) days of any judgment rendered. Buyer's breach of any provision in any other Purchase or Lease Agreement or Confirmation of Order with Seller shall also be deemed to be a breach hereunder, and Seller may suspend its performance under this and all other agreements with Buyer until Buyer provides Seller with adequate assurance of performance within a reasonable time (not to exceed ten (10) days) after Seller has informed Buyer, orally or in writing, of its grounds for insecurity, and Seller may immediately apply all down payments received to any amounts owed to Seller, whether insured or not.

14. **SECURITY INTEREST:** To secure payment of Buyer's obligations herein, Buyer grants Seller a SECURITY INTEREST in the Display until said obligations to Seller are fully paid. Seller may file and record this Agreement, or any carbon, photographic, or other reproduction thereof, as a financing statement under Article 9 of the Texas Uniform Commercial Code, in addition to any other permitted standard or nonstandard forms. If Buyer shall fail to pay as agreed herein, Seller (or Seller's representatives) shall have the right, and is hereby authorized and empowered to take and resume possession of, and remove into its possession, with or without process of law, the Display and all other property described herein, wherever found, and remove and sell the same at either public or private sale at such time and place as Seller shall choose, and as allowed by law, and Seller shall apply the proceeds of such sale as a credit upon the obligations of Buyer hereunder. In such event, Seller is entitled to recover all expenses of sale, including any reasonable attorney's fees necessary in handling the matter, without prejudice to Seller to the further enforcement of any balance of such obligation due Seller by Buyer, or expenses remaining due from such sale. In the event the proceeds of such sale exceed the balance of Buyer's obligation to Seller and the expenses of sale, Seller shall forward any such excess to Buyer. During the time in which Buyer owes any amounts hereunder to Seller, Buyer shall not use said Display so as to lessen the value of Seller's SECURITY INTEREST or impair the operation of said Display, and in the event the Display is damaged through the intentional acts or negligence of Buyer, Buyer's customers, its agents or employees, contractors or third parties, or by wind, hail, earthquake, fire, war, tornado, hurricane, flood, labor disturbance, vandalism or acts of God, Buyer agrees to pay for the necessary expenses to restore said Display in operable condition. Failure of Buyer to pay for such expenses and restore such Display in operable condition shall constitute a breach of this Agreement. After delivery and/or installation (whichever is contracted for), in the event the Display is lost, stolen, destroyed, or otherwise impaired, Buyer shall remain liable to Seller for all amounts hereunder. UNTIL BUYER'S OBLIGATIONS TO SELLER ARE FULLY SATISFIED HEREUNDER, THE PROPERTY DESCRIBED HEREIN WILL REMAIN PERSONAL PROPERTY OF SELLER WHETHER THE SAME IS ATTACHED IN ANY MANNER TO THE REALTY OR NOT, SAID PROPERTY SHALL NOT, BY REASON OF ATTACHMENT OR CONNECTION TO THE REALTY, BECOME OR BE DEEMED A FIXTURE OR APPURTENANT TO SUCH REALTY. No transfer, renewal, extension, or assignment of this Agreement or of any interest hereunder, and no loss, damage, or destruction shall release Buyer or any Guarantor from the obligations assumed hereunder. During all times in which Buyer is obligated for any amounts to Seller hereunder, Buyer shall keep said property free from all tax liens and other encumbrances, and any amount of money that may be paid by Seller to release any such liens or encumbrances shall be paid on demand by Buyer in addition to the obligations secured hereunder.

15. **ASSIGNMENT:** All terms and conditions herein shall be binding and inure to the benefit of the successors, assigns, and legal representatives of the parties hereto; provided, however, that the interest of Buyer herein shall be assigned only with the expressed written consent and approval of Seller. No transfer or assignment of this Agreement or any interest hereunder shall release Buyer from its obligations hereunder.

16. **ACCEPTANCE OF AGREEMENT:** This Agreement shall not be considered as executed on behalf of Seller until approved and signed by an executive officer of Seller.

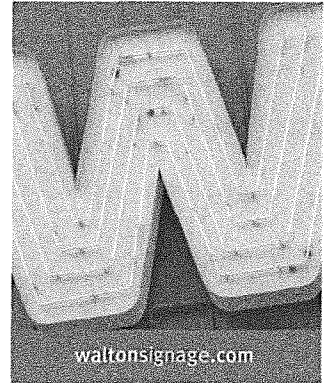
17. **WAIVER OF CONSUMER RIGHTS: BUYER WAIVES ITS RIGHTS UNDER THE TEXAS DECEPTIVE TRADE PRACTICES ACT, SECTION 17.41 ET SEQ., BUSINESS AND COMMERCE CODE, A LAW THAT GIVES CONSUMERS SPECIAL RIGHTS AND PROTECTIONS. BUYER STIPULATES IT HAS CONSULTED WITH AN ATTORNEY OF ITS OWN SELECTION, AND VOLUNTARILY CONSENTS TO THIS WAIVER.**

18. **MISCELLANEOUS:** This Agreement is subject to all terms and provisions listed herein and on the reverse side hereof and constitutes the entire Agreement between the parties. ALL REPRESENTATIONS OF SELLER ARE STIPULATED AND SPECIFIED IN THIS AGREEMENT. No modifications hereof shall be valid unless made in writing and signed by both Seller and Buyer. Notwithstanding either party hereto shall be a waiver of any subsequent breach of or failure to perform the same or any other term, condition, or obligation hereof. Venue of any action arising under this Agreement shall be in Bexar County, Texas, and the laws of the State of Texas (excluding its conflicts of laws rules) shall govern this Agreement. The various rights and remedies herein contained and reserved to Seller shall be cumulative and in addition to every other remedy now and hereafter existing in law, common or statutory, and in equity. Should any part of this Agreement contravene public policy, or laws of the jurisdiction in which it is sought to be enforced the same, then such part shall be considered null and void and have no force and effect, and the balance of the terms and conditions of this Agreement shall remain valid and in full force and effect. Buyer expressly grants Seller the right to use photographs, drawings or other replicas of the Display specified herein in its brochures, pamphlets, displays, press releases, or any other advertising media in the ordinary course of business of Seller. Seller may place on the Display its name and telephone number. Seller shall determine the location of such information. Buyer agrees that Buyer is purchasing said Display for business or commercial purposes or use and not for personal, family or household use or purposes. In regard to payment of any amount due hereunder, time is of the essence. The terms and provisions of this Agreement shall control in the event of any conflict with any other term or provision in any purchase order, work or change order, or any other former document, except as otherwise provided herein.



**WALTON**  
SIGNAGE

3419 E. COMMERCE  
SAN ANTONIO, TEXAS 78220  
PH 210.886.0644  
FX 210.886.0650



January 16, 2015

Mr. Gary Buczkowski  
Hoffman Estates  
1685 W. Higgins Rd  
Hoffman Estates, IL 60169

Re: Extended Warranty Proposal  
Hoffman Estates Park District Monuments  
Hoffman Estates, IL

Dear Mr. Buczkowski:

Please find enclosed the warranty information, and owner's care and operating instructions, for the signage that was fabricated and installed by Walton Signage and/or its subcontractor.

The extended warranties that follow are provided by:

- Walton Signage for a period of one additional year for cabinet structure and painted surfaces, letters and vinyl graphics. Extended Warranty through 2018.
- Installation limited warranty for a period of one additional year for installation of all components on applicable signs.
- WatchFire five (5) year limited warranty on parts for exchange of equal part(s). Warranty period shall be from expiration of original warranty on 10/31/19 through 10/31/2024.

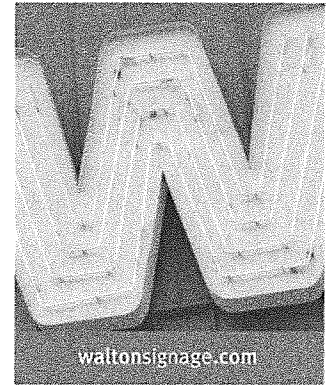
Respectfully,

Tony Dublo  
Program Manager



**WALTON**  
SIGNAGE

3419 E. COMMERCE  
SAN ANTONIO, TEXAS 78220  
PH 210.886.0644  
FX 210.886.0650



## WARRANTY INFORMATION

### Limited Warranty:

WALTON warrants all new materials or services delivered hereunder to be at the time of substantial job completion of job and time of delivery to HOFFMAN ESTATES PARK DISTRICT Corporation, known as BUYER; free from defects of material or workmanship and in conformity with the drawings and specifications approved by the BUYER. WALTON agrees to replace or, at its option, repair any products or parts thereof which are found defective in material or workmanship during the limited warranty period of two (2) years for new Displays manufactured by Walton or ninety (90) days for service on existing Displays.

Two (2) year warranty on parts and labor in plant and in the field on NEW signage manufactured, shipped and installed by Walton.

The effective date of substantial completion follows below.

Items covered under this warranty are as follows:

- Painted structure and graphic material
- Framework of structure
- Letters for pylon signs and building.
- Fasteners
- Masonry

All other components of the signage are covered under additional warranties attached to this form from other manufacturers (RGB units).

Signs are not warranted for normal wear and tear from consumer usage, or damage during use by consumers or BUYER, nor weather related issues. If work is completed on signs by others, all work must be noted by BUYER and before/after photographs of workmanship completed to maintain warranty.

All reports of warranty service repairs for the above items should be reported to:

Walton Signage  
Service Department  
210-886-0644



**WALTON**  
SIGNAGE

3419 E. COMMERCE  
SAN ANTONIO, TEXAS 78220  
PH 210.886.0644  
FX 210.886.0650



## CARE AND CLEANING INSTRUCTIONS

### Component

#### *Structure/Cladding/Letters*

- A. Use non-abrasive cloth or dust rag to dust the sign as needed
- B. Do not pull or grab letters, always clean off from above and stand on ladder if necessary
- C. Use solution of non-abrasive cleaning detergent with lukewarm water
- D. Use a soft cloth or non-abrasive sponge to clean faces as needed
- E. Do not use harsh chemicals or cleaners to remove smudges or other painted items without first reviewing cleaner warnings and its treatment of painted surfaces

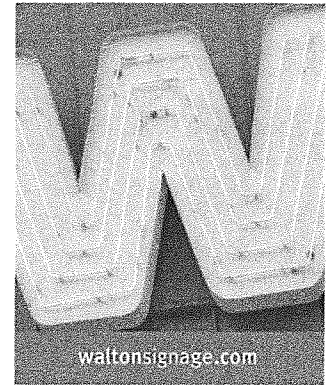
#### *LED Cove Lighting*

- A. Use non-abrasive cloth or dust rag to dust the sign as needed
- B. Do not pull or grab letters, always clean off from above and stand on ladder if necessary
- C. Use solution of non-abrasive cleaning detergent with lukewarm water
- D. Use a soft cloth or non-abrasive sponge to clean faces as needed
- E. Do not use harsh chemicals or cleaners to remove smudges or other painted items without first reviewing cleaner warnings and its treatment of painted surfaces



# WALTON SIGNAGE

3419 E. COMMERCE  
SAN ANTONIO, TEXAS 78226  
PH 210.886.0644  
FX 210.886.0650



## TRIPHAHN CENTER V-SHAPED MONUMENT- Monument Sign

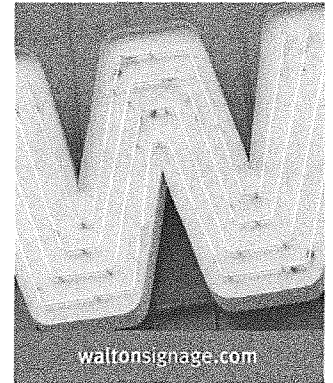
Illuminated channel letters and logo, illuminated letters flush mounted on cabinet, non-illuminated flat cut out letters, aluminum, copy "Hoffman Estates Park District", cove LED down lighting. Watch Fire EMD 10' x 20'  
Warranty Date - 10/31/14 - 10/31/16 for structural components by Walton Signage, paint and installation.  
EMD Warranty: Component parts and labor from Watch Fire - See attached  
Warranty Date: 10/31/14 - 10/31/19





# WALTON SIGNAGE

3419 E. COMMERCE  
SAN ANTONIO, TEXAS 78220  
PH 210.886.0644  
FX 210.886.0650



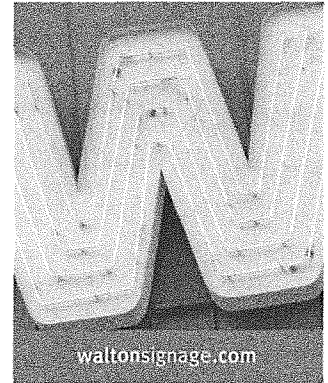
## VOGELEI PARK V-SHAPED MONUMENT- Monument Sign

Illuminated channel letters and logo, illuminated letters flush mounted on cabinet, non-illuminated flat cut out letters, aluminum, copy "Hoffman Estates Park District", cove LED down lighting. Watch Fire EMD 10' x 20'  
Warranty Date – 10/31/14 – 10/31/16 for structural components by Walton Signage, paint and installation.  
EMD Warranty: Component parts and labor from Watch Fire – See attached  
Warranty Date: 10/31/14 – 10/31/19



# WALTON SIGNAGE

3419 E. COMMERCE  
SAN ANTONIO, TEXAS 78270  
PH 210.886.0644  
FX 210.886.0650



**WILLOW CREEK RECERATION CENTER V-SHAPED MONUMENT**– Monument Sign  
Illuminated channel letters , illuminated letters flush mounted on cabinet, non-illuminated flat cut out letters, aluminum, copy “Hoffman Estates Park District”, cove LED down lighting. Watch Fire EMD 8’ X 14’.  
Warranty Date – 11/10/14 – 11/10/16 for structural components by Walton Signage, paint and installation.  
EMD Warranty: Component parts and labor from Watch Fire – See attached  
Warranty Date: 11/10/14 – 11/10/16



# WALTON SIGNAGE

3419 E. COMMERCE  
SAN ANTONIO, TEXAS 78220  
PH 210.886.0644  
FX 210.886.0650



## BRIDGES OF POPLAR CREEK V-SHAPED MONUMENT- Monument Sign

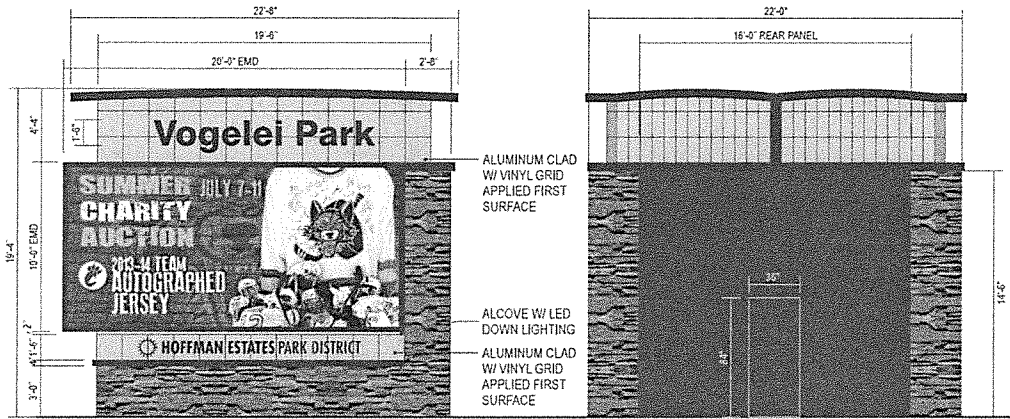
Illuminated channel letters , illuminated letters flush mounted on cabinet, non-illuminated flat cut out letters, aluminum, copy "Hoffman Estates Park District", cove LED down lighting. Watch Fire EMD 8' X 14'.

Warranty Date – 11/10/14 – 11/10//16 for structural components by Walton Signage, paint and installation.

EMD Warranty: Component parts and labor from Watch Fire – See attached

Warranty Date: 11/10/14 – 11/10/19





**1 ELECTRICAL INFORMATION: SCALE 3/16" = 1'-0"**

- 2 EACH SIDE,**
- (1) 10'-0" x 20'-0" 240 VOLT WATCHFIRE EMD @ 25 AMPS
  - (1) SET OF TRIPHANN LTRS WITH RISHANG MODULES @ 250 WATTS
  - (40) COVE LIGHTING 903TB 1.2W WHITE RISHANG MODULES @ 20'-0"
  - (8) RISHANG LW60-0120500 POWER SUPPLIES @ 0.78 AMPS EA.
- TOTAL BOTH SIDES,**
- (2) 10'-0" x 20'-0" 240 VOLT WATCHFIRE EMD @ 50 AMPS
  - (2) SET OF TRIPHANN LTRS WITH RISHANG MODULES @ 250 WATTS
  - (80) COVE LIGHTING 903TB 1.2W WHITE RISHANG MODULES @ 40'-0"
  - (16) RISHANG LW60-0120500 POWER SUPPLIES @ 0.78 AMPS EA.
  - (2) CUSTOMER PROVIDED 240V/50A/60Hz
  - (1) CUSTOMER PROVIDED 240V/20A/60Hz DEDICATED CIRCUITS REQUIRED
- TOTAL CIRCUIT LOAD @ 240V = 59.36 AMPS**

**GENERAL INSTALLATION NOTES:**  
 1. THIS SIGN IS TO BE INSTALLED BY A LICENSED ELECTRICIAN, WHO IS RESPONSIBLE FOR THE ELECTRICAL CONNECTIONS AND THE PROPER GROUNDING OF THE SIGN.  
 2. THE SIGN IS TO BE INSTALLED ON A CONCRETE FOUNDATION.  
 3. THE SIGN IS TO BE INSTALLED IN ACCORDANCE WITH THE NATIONAL ELECTRICAL CODE AND ALL APPLICABLE LOCAL CODES.  
 4. THE SIGN IS TO BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS.  
 5. THE SIGN IS TO BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS.

**D/F "V" SHAPED MONUMENT SIGN W/ ELECTRONIC MESSAGE DISPLAY**  
 Scale: 3/16" = 1'-0"

**SCOPE OF WORK:**

MANUFACTURE AND INSTALL (1) ONE D/F MONUMENT

**GENERAL SPECIFICATIONS:**

**MAIN ID:**

FACE ILLUMINATED CHANNEL LETTERS  
 FLUSH MOUNTED  
 INTERNALLY ILLUMINATED WITH WHITE LED LIGHTING SYSTEM  
 WHITE FACES W/ BLACK PERFORATED VINYL COPY AT LETTERS  
 WHITE FACES W/ DIGITALLY PRINTED OVERLAY AT LOGO

**16MM ELECTRONIC MESSAGE CENTERS:**  
 FULL COLOR 16MM LED

**SECONDARY ID:**

1" DEEP PVC FCO LETTERS AND LOGO  
 PIN MOUNTED FLUSH  
 EXTERNALLY ILLUMINATED WITH LED LIGHTING SYSTEM CONCEALED IN ALCOVE

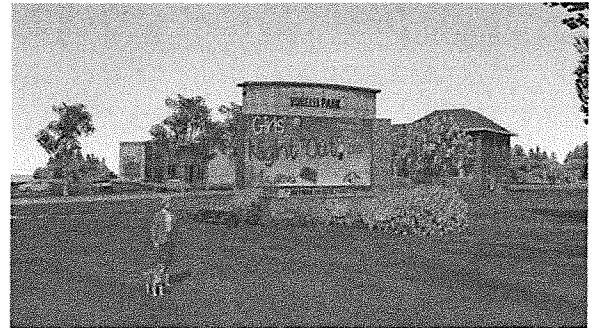
**BASE AND COLUMNS:**  
 FABRICATED STEEL FRAME W/ ALUMINUM CLADDING  
 STONE VENEER OVERLAY (KARA STONE)

**REAR PANEL:**  
 FABRICATED STEEL FRAME W/ ALUMINUM CLADDING  
 ACCESS PANEL

**COLORS:**

- PMS 5467C DARK GREEN
- PMS 7533C DARK BROWN
- NATURAL ALUMINUM SATIN CLEAR COAT
- PMS 1375C YELLOW
- BLACK

**SQUARE FOOTAGE**  
 EMD: 200 sq. ft.  
 SIGN TOTAL: 305 sq. ft.



Client: **HOFFMAN ESTATES**  
 Address: **1585 W. WIGGINS RD.**  
 Location: **HOFFMAN ESTATES, IL 60159**  
 Sales: **MM** Designer: **RH**  
 Date: **07.03.14** Pkg: **TD**

This is an original drawing created by Walton. It is intended for your personal use. However, it shall remain the property of Walton. It may not be used in connection with the project being planned for you by Walton, but not otherwise. You are not authorized to show these drawings to anyone outside your organization, nor is it to be reproduced, used, copied or exhibited in any form.

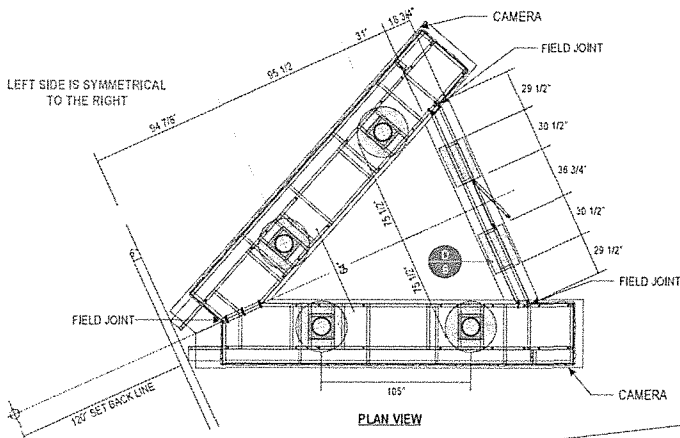
Revised: **05/17/2014** Review: **2014** **05/17/2014** **05/17/2014**  
 Hugh H. Hoffmann Estates/Manufacturing/1585556 R2 MFG 014

Signs will be manufactured with 100% color accuracy. Primary electrical products to be used will be of the highest quality. In the event of a change in the design or specifications, the manufacturer's approval must be obtained in advance of any change. The manufacturer's approval must be obtained in advance of any change. The manufacturer's approval must be obtained in advance of any change.

This sign is intended to be installed in accordance with the requirements of Article 605 of the National Electrical Code and all other applicable local codes. This indicates proper grounding and bonding of the sign.

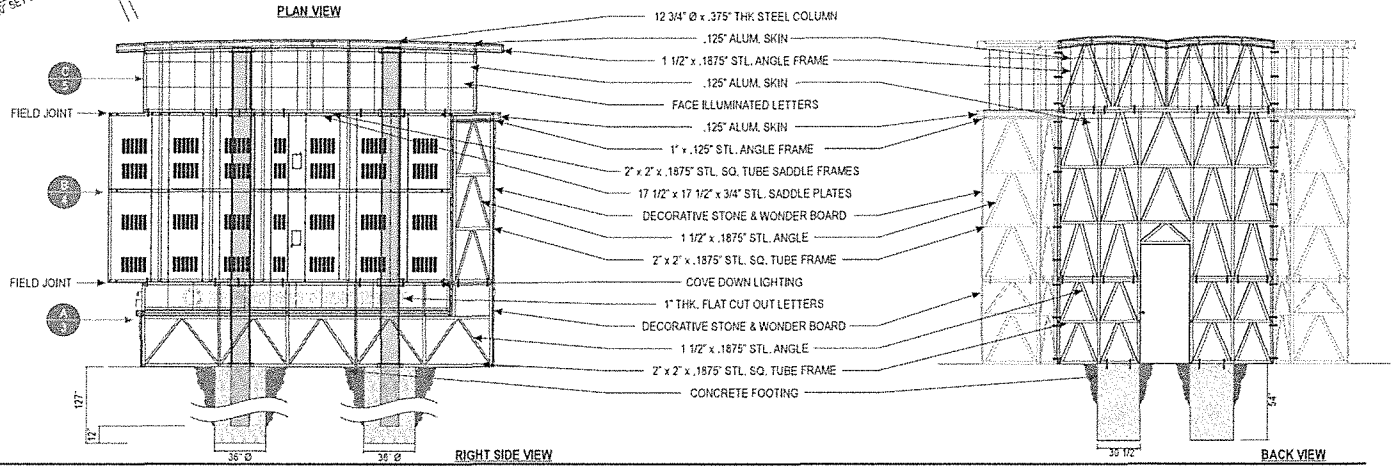
Approved: \_\_\_\_\_  
 Sales: \_\_\_\_\_ Date: \_\_\_\_\_  
 P.M.: \_\_\_\_\_ Date: \_\_\_\_\_  
 Eng: **R Haines** Date: **7-31-14**  
 Client: \_\_\_\_\_ Date: \_\_\_\_\_

**MFG138936**  
 Sheet: 2 of 17



MANUFACTURE FRAMING DETAILS SCALE 3/16" = 1'-0"

MFG NOTE : LEFT SIDE IN SYMMETRICAL TO RIGHT SIDE



**WALTON**  
 SIGNS & GRAPHICS  
 2115 W. 19th St.  
 P.O. Box 1300  
 Tulsa, OK 74112  
 (918) 436-1234

Client: HOFFMAN ESTATES  
 Address: 1665 W. WOODS RD.  
 Location: HOFFMAN ESTATES, IL 60149  
 Date: 07.03.14  
 By: MM  
 Check by: RH  
 Title: TD

This is an original drawing created by Walton. It is intended for your personal use. However, it shall not be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without the prior written permission of Walton Signs & Graphics. You are not authorized to show these drawings to anyone outside your organization, nor to be reproduced or used in any other manner without the prior written permission of Walton Signs & Graphics.

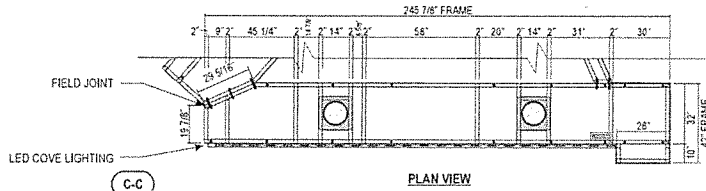
Revisions:  
 R01 7/3/14 Please print colors / choose letters / font

Agree with manufacturer with 12/12/12 01.  
 All the way through to the sign, not the component itself. It is the responsibility of the sign maker to make sure materials used will be suitable for the application. It is the sign maker's responsibility to ensure that the drawing is correct and that the materials used are suitable for the application.

This sign is intended to be installed in accordance with the requirements of Article 500 of the National Electrical Code and/or other applicable local codes. The installer must provide proper grounding and bonding of the sign.

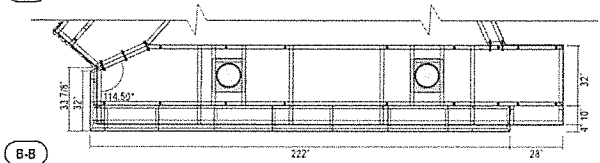
Approval:	
Sales:	Date:
P.M.:	Date:
Eng. R Haines	Date: 7-31-14
Client:	Date:

**MFG138936**  
 Sheet: 3 of 17



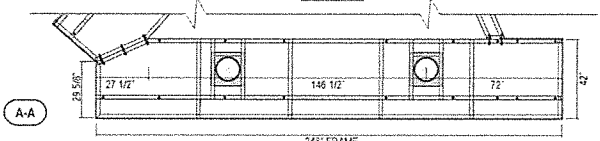
C-C

PLAN VIEW



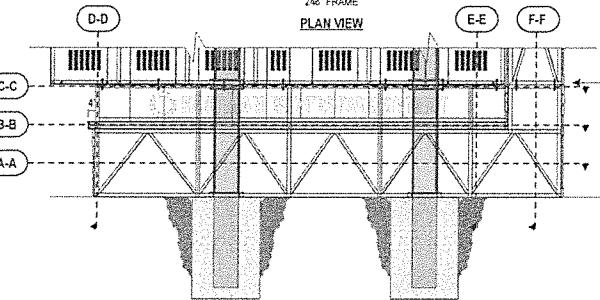
B-B

PLAN VIEW



A-A

PLAN VIEW



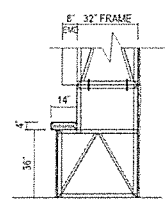
D-D

C-C

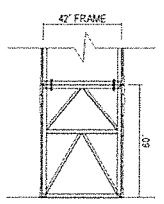
B-B

A-A

RIGHT SIDE VIEW



E-E



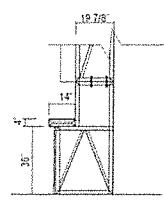
F-F

BACK VIEWS



MANUFACTURE FRAMING DETAILS SCALE 1/4" = 1'-0"

MFG NOTE : LEFT SIDE IN SYMETRICAL TO RIGHT SIDE



D-D

FRONT VIEW

**WALTON**  
 S I G N A R D  
 1555 W. WIGGINS RD.  
 HOFFMAN ESTATES, IL 60149  
 815.381.1200  
 www.waltonusa.com

Client: **HOFFMAN ESTATES**  
 Address: **1555 W. WIGGINS RD.**  
 Location: **HOFFMAN ESTATES, IL 60149**  
 Name: **MM** Designer: **RH**  
 Date: **07.03.14** Title: **TD**

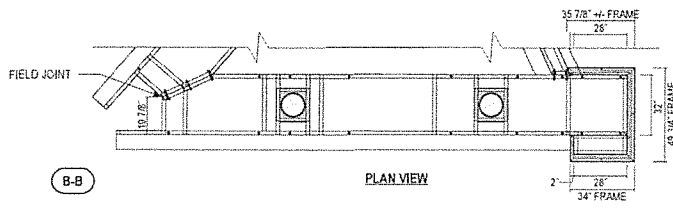
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Regulation: **ISO 9001:2015** Revised print colors / changed letters: **N/A**  
 Date: **07.03.14**  
 File: **K:\04\Plan\_Estates\Manufacturing\138936\_R2\_MFG.dwg**

This design is intended to be installed in accordance with the requirements of Article 100 of the National Electrical Code and any other applicable local codes. The undersigned hereby certifies that the design complies with the requirements of the National Electrical Code and any other applicable local codes.

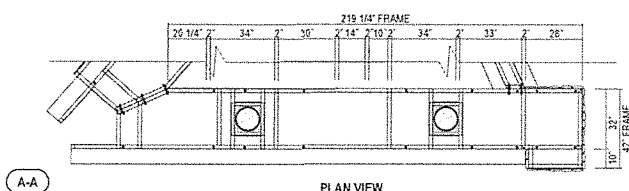
Approvals:	
Sales:	Date:
P.M.:	Date:
Eng. R Haines	Date: 7-31-14
Client:	Date:

**MFG138936**  
 Sheet: 4 of 17



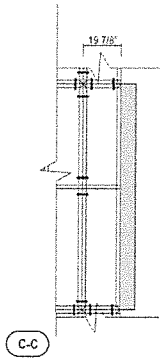
B-B

PLAN VIEW



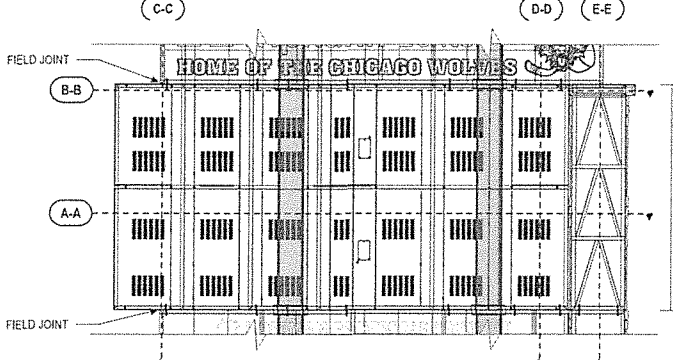
A-A

PLAN VIEW

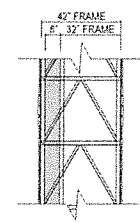


C-C

FRONT VIEW

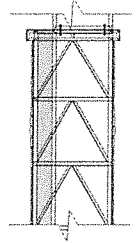


RIGHT SIDE VIEW



D-D

BACK VIEWS



E-E



MANUFACTURE FRAMING DETAILS

SCALE 1/4" = 1'-0"

MFG NOTE : LEFT SIDE IN SYMMETRICAL TO RIGHT SIDE

**WALTON**  
SIGNAGE  
2016 ALL RIGHTS RESERVED  
800.888.8888  
www.walton-signage.com

Client: **HOFFMAN ESTATES**  
Address: **1685 W. WIGGINS RD.**  
Location: **HOFFMAN ESTATES, IL 60139**  
Title: **MJM**      Company: **RH**  
Date: **07.03.14**      Proj: **TD**

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Revision:  
R1: 7/3/14 R2: Revised third column 7' spacing between R2  
R2: 7/3/14 R3: Revised third column 7' spacing between R3

Copies will be manufactured on 100% color ink. All framing and structural members are 1/2\"/>

This sign is intended to be installed in accordance with the requirements of Article 506 of the National Electrical Code and/or other applicable local codes. This and other proper grounding and bonding of this sign.

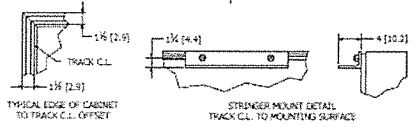
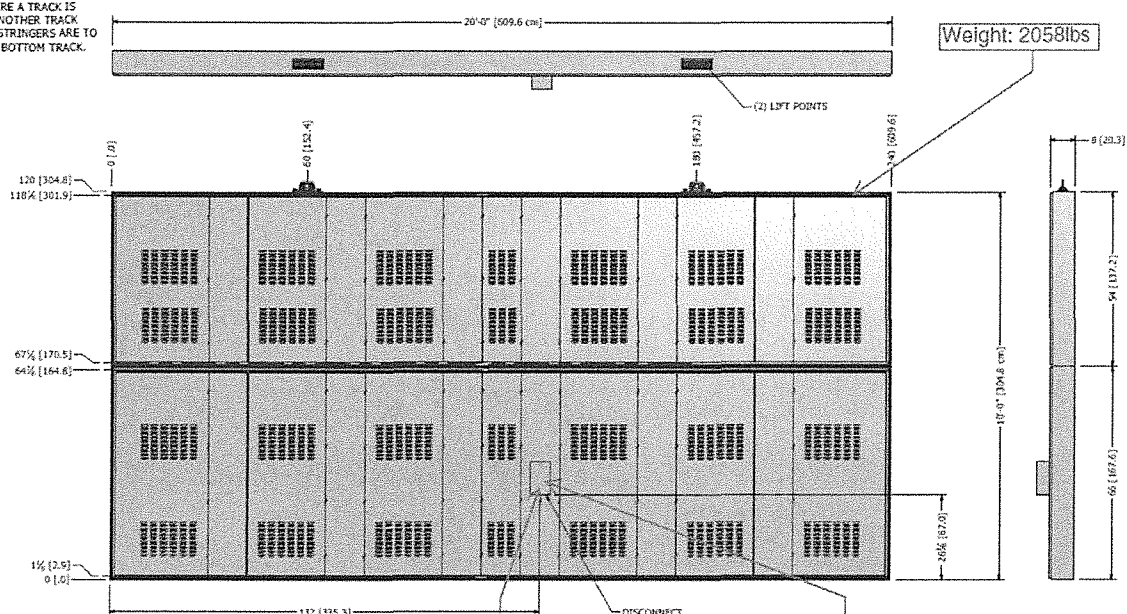
Prepared by:		Date:	
Sales:	P.M.	Date:	7-31-14
Client:	Eng. R Haines	Date:	

**MFG138936**  
Sheet: 5 of 17



- NOTES:**
1. ELEVATION DIMENSIONS ARE TO CENTER LINE OF TRACK.
  2. DISCONNECT BOX SIZE MAY VARY DEPENDING ON AMPERAGE REQUIREMENTS.
  3. IN LOCATIONS WHERE A TRACK IS DIRECTLY ABOVE ANOTHER TRACK (CABINET SEAMS), STRINGERS ARE TO BE PLACED ON THE BOTTOM TRACK.

**REQUIREMENTS TO MEET 150 MPH WIND LOAD**  
 UPRIGHT QTY: 3 MINIMUM  
 SPACING: 115 3/16 [292.6] MAXIMUM  
 CANTILEVER: 57 5/8 [146.3] MAXIMUM



<p><b>Note: Voegel park will be wired for 3 phase, 25 amps @ 208 3 phase</b></p> <p><b>37 amps @ 240v single phase.</b></p>		<p><b>DISCONNECT</b></p>	<p><b>37 amps @ 240v single phase.</b></p>	<p><b>DIMENSION STYLE: INCHES (CENTIMETERS)</b></p>															
<table border="1"> <thead> <tr> <th>REVISION</th> <th>SHEET</th> <th>UNLESS OTHERWISE SPECIFIED</th> <th>NO DIMENSIONS ARE TO BE TAKEN FROM THESE DIMENSIONS UNLESS SPECIFICALLY NOTED OTHERWISE</th> <th>ANGULAR TOLERANCES</th> <th>TOLERANCE PRECISION</th> <th>UNLESS NOTED OTHERWISE</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>1/16" = 0.0625"</td> <td>1/32" = 0.03125"</td> <td>30° = ± 0.1°</td> <td>30° = ± 0.1°</td> <td>30° = ± 0.1°</td> <td>100% SERVICE - 9 X 19 MATRIX - 120" X 240"</td> </tr> </tbody> </table>	REVISION	SHEET	UNLESS OTHERWISE SPECIFIED	NO DIMENSIONS ARE TO BE TAKEN FROM THESE DIMENSIONS UNLESS SPECIFICALLY NOTED OTHERWISE	ANGULAR TOLERANCES	TOLERANCE PRECISION	UNLESS NOTED OTHERWISE	DESCRIPTION	1	1	1/16" = 0.0625"	1/32" = 0.03125"	30° = ± 0.1°	30° = ± 0.1°	30° = ± 0.1°	100% SERVICE - 9 X 19 MATRIX - 120" X 240"	<p>DATE ISSUED: 8/14/2014</p> <p>SPRINT: D</p> <p>PROJECT NUMBER: 10042093.N.00219.F</p>	<p>watchfire</p>	<p>DATE: 8/14/2014</p> <p>DESIGNER: R. HAINES</p>
REVISION	SHEET	UNLESS OTHERWISE SPECIFIED	NO DIMENSIONS ARE TO BE TAKEN FROM THESE DIMENSIONS UNLESS SPECIFICALLY NOTED OTHERWISE	ANGULAR TOLERANCES	TOLERANCE PRECISION	UNLESS NOTED OTHERWISE	DESCRIPTION												
1	1	1/16" = 0.0625"	1/32" = 0.03125"	30° = ± 0.1°	30° = ± 0.1°	30° = ± 0.1°	100% SERVICE - 9 X 19 MATRIX - 120" X 240"												

**WALTON**  
 SIGNAGE  
 11144 S. 111th  
 Suite 100  
 Overland Park, KS 66204  
 913.666.1111

Client: **HOFFMAN ESTATES**  
 Address: **1665 W. WIGGINS RD.**  
 Location: **HOFFMAN ESTATES, IL 60149**  
 Model: **MM** Design: **RH**  
 Date: **07.03.14** Rev: **1M** / **TD**

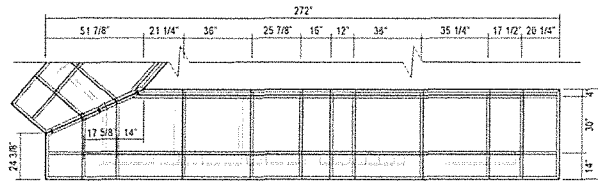
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Supplies will be manufactured with 100% Galvalume. All primary structural members to be galvanized. All other materials to be galvanized unless otherwise noted. All materials to be in accordance with the manufacturer's specifications. All materials to be in accordance with the manufacturer's specifications. All materials to be in accordance with the manufacturer's specifications.

This sign is intended to be installed in accordance with the requirements of Article 100 of the National Electrical Code and any other applicable local codes. The installer must provide grounding and bonding of the sign.

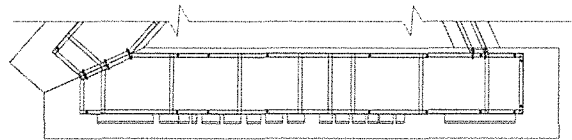
Approved:  
 Sales: \_\_\_\_\_ Date: \_\_\_\_\_  
 P.M.: \_\_\_\_\_ Date: \_\_\_\_\_  
 Eng. R. Haines Date: 7-31-14  
 Client: \_\_\_\_\_ Date: \_\_\_\_\_

**MFG138936**  
 Sheet: 6 of 17



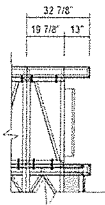
B-B

PLAN VIEW



A-A

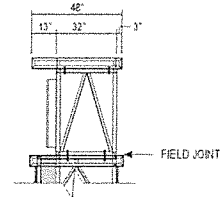
PLAN VIEW



BACK VIEW



RIGHT SIDE VIEW



BACK VIEW



MANUFACTURE FRAMING DETAILS

SCALE 1/4" = 1'-0"

MFG NOTE : LEFT SIDE IN SYMETRICAL TO RIGHT SIDE

**WALTON**  
 SIGNAGE  
 1555 W. WISCONSIN RD.  
 HOFFMAN ESTATES, IL 60139  
 (815) 321-1111  
 WWW.WALTONSIGNAGE.COM

Client: **HOFFMAN ESTATES**  
 Address: **1555 W. WISCONSIN RD.**  
 Location: **HOFFMAN ESTATES, IL 60139**  
 Date: **07.03.14**

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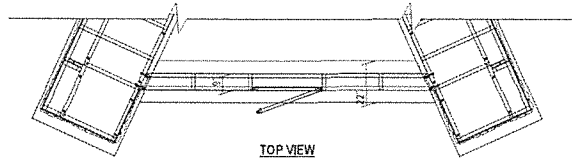
Revisions:  
 01: 07/03/14 Please paint colors / phantoms letters - just

Signage will be manufactured in 100% Galvalume 24 gauge aluminum. All dimensions are to the outside unless otherwise noted. All work must be done in accordance with the International Building Code and all applicable local codes. This includes proper grounding and bonding along with lightning protection and surge protection.

This signage is intended to be installed in accordance with the requirements of Article 600 of the National Electrical Code and all applicable local codes. This includes proper grounding and bonding along with lightning protection and surge protection.

Approved:	
Sales:	Date:
P.M.:	Date:
Eng. R. Haines	Date: 7-31-14
Client:	Date:

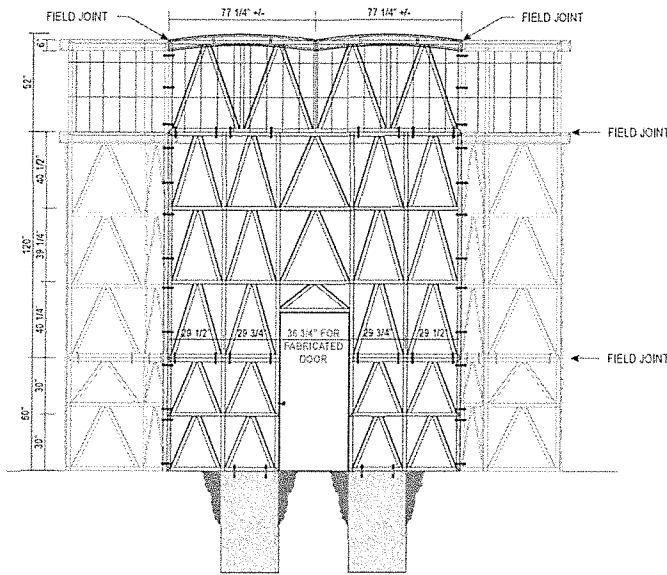
**MFG138936**  
 Sheet: 7 of 17



**MANUFACTURE FRAMING DETAILS**

SCALE 1/4" = 1'-0"

MFG NOTE : LEFT SIDE IN SYMETRICAL TO RIGHT SIDE



**WALTON**  
 SIGNAGE  
 1100 W. GIGGINS RD.  
 HOPEMAN, IL 60139  
 312.874.3433  
 1000 W. GIGGINS RD. SUITE 100

Client: **HOFFMAN ESTATES**  
 Address: **1685 W. WIGGINS RD.**  
 Location: **HOFFMAN ESTATES, IL 60139**  
 Size: **188** Sq. Ft.     Design: **RH**  
 Date: **07.23.14**     PM: **TD**

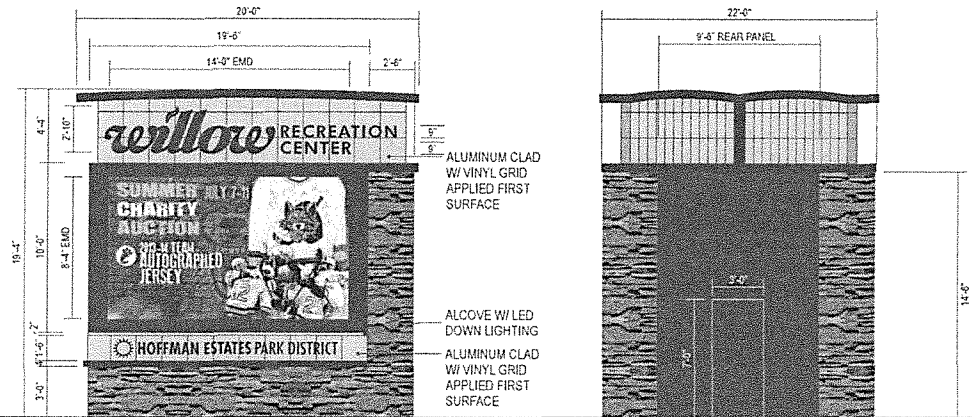
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Revisions:  
 0177253184 Update PAINT colors / change doors, etc.  
 0177253184 Update PAINT colors / change doors, etc.  
 0177253184 Update PAINT colors / change doors, etc.  
 0177253184 Update PAINT colors / change doors, etc.

Approved by manufacturer with 100% scale. All drawings shall comply with the applicable building codes and regulations. All drawings shall be prepared in accordance with the requirements of the International Building Code and any applicable local codes. This indicates proper grading and bonding of the site.

Approved by:  
 Sales: \_\_\_\_\_ Date: \_\_\_\_\_  
 P.M.: \_\_\_\_\_ Date: \_\_\_\_\_  
 Eng. R. Haines     Date: 7-31-14  
 Client: \_\_\_\_\_ Date: \_\_\_\_\_

**MFG138936**  
 Sheet: 8 of 17



**1 ELECTRICAL INFORMATION: SCALE 3/16" = 1'-0"**

- EACH SIDE,**
- (1) 8'-4" x 14'-0" 240 VOLT WATCHFIRE EMD @ 22 AMPS
  - (1) SET OF WILLOW LTRS WITH RISHANG MODULES @ 200 WATTS
  - (39) COVE LIGHTING 903TB 1.2W WHITE RISHANG MODULES @ 24'-0"
  - (5) RISHANG LW60-0120500 POWER SUPPLIES @ 0.78 AMPS EA.
- TOTAL BOTH SIDES,**
- (2) 8'-4" x 14'-0" 240 VOLT WATCHFIRE EMD @ 44 AMPS
  - (2) SET OF WILLOW LTRS WITH RISHANG MODULES @ 400 WATTS
  - (48) COVE LIGHTING 903TB 1.2W WHITE RISHANG MODULES @ 24'-0"
  - (10) RISHANG LW60-0120500 POWER SUPPLIES @ 0.78 AMPS EA.
  - (2) CUSTOMER PROVIDED 240V/50A/60Hz
  - (1) CUSTOMER PROVIDED 240V/20A/60Hz DEDICATED CIRCUITS REQUIRED
- TOTAL CIRCUIT LOAD @ 240V = 51.8 AMPS**

**GENERAL INSTALLATION NOTES:**

1. THE SIGN SHALL BE INSTALLED ON A CONCRETE FOUNDATION WITH A MINIMUM OF 4" REINFORCING BARS. THE FOUNDATION SHALL BE 12" WIDE AND 12" DEEP. THE SIGN SHALL BE 12" FROM THE CURB AND 12" FROM THE ADJACENT DRIVEWAY.

2. THE SIGN SHALL BE INSTALLED ON A CONCRETE FOUNDATION WITH A MINIMUM OF 4" REINFORCING BARS. THE FOUNDATION SHALL BE 12" WIDE AND 12" DEEP. THE SIGN SHALL BE 12" FROM THE CURB AND 12" FROM THE ADJACENT DRIVEWAY.

3. THE SIGN SHALL BE INSTALLED ON A CONCRETE FOUNDATION WITH A MINIMUM OF 4" REINFORCING BARS. THE FOUNDATION SHALL BE 12" WIDE AND 12" DEEP. THE SIGN SHALL BE 12" FROM THE CURB AND 12" FROM THE ADJACENT DRIVEWAY.

**D/F "V" SHAPED MONUMENT SIGN W/ ELECTRONIC MESSAGE DISPLAY**  
Scale: 3/16" = 1'-0"

**SCOPE OF WORK:**

MANUFACTURE AND INSTALL (1) ONE D/F MONUMENT

**GENERAL SPECIFICATIONS:**

**MAIN ID:**

FACE ILLUMINATED CHANNEL LETTERS  
FLUSH MOUNTED  
INTERNALLY ILLUMINATED WITH WHITE LED LIGHTING SYSTEM  
WHITE FACES W/ BLACK PERFORATED VINYL COPY AT LETTERS  
WHITE FACES W/ DIGITALLY PRINTED OVERLAY AT LOGO

**16MM ELECTRONIC MESSAGE CENTERS:**  
FULL COLOR 16MM LED

**SECONDARY ID:**

1" DEEP PVC FCO LETTERS AND LOGO  
FIN MOUNTED FLUSH  
EXTERNALLY ILLUMINATED WITH LED LIGHTING SYSTEM CONCEALED IN ALCOVE

**BASE AND COLUMNS:**  
FABRICATED STEEL FRAME W/ ALUMINUM CLADDING  
STONE VENEER OVERLAY (KARA STONE)

**REAR PANEL:**  
FABRICATED STEEL FRAME W/ ALUMINUM CLADDING  
ACCESS PANEL

**COLORS:**

- PMS 5467C DARK GREEN
- PMS 7533C DARK BROWN
- NATURAL ALUMINUM SATIN CLEAR COAT
- PMS 1375C YELLOW
- BLACK

**SQUARE FOOTAGE**  
EMD: 116.7 sq. ft.  
SIGN TOTAL: 212.7 sq. ft.



Client: **HOFFMAN ESTATES**  
Address: **1665 W. WIGGINS RD.**  
Location: **HOFFMAN ESTATES, IL 60159**  
Order: **MM** Design: **RH**  
Date: **07.03.14** By: **TO**

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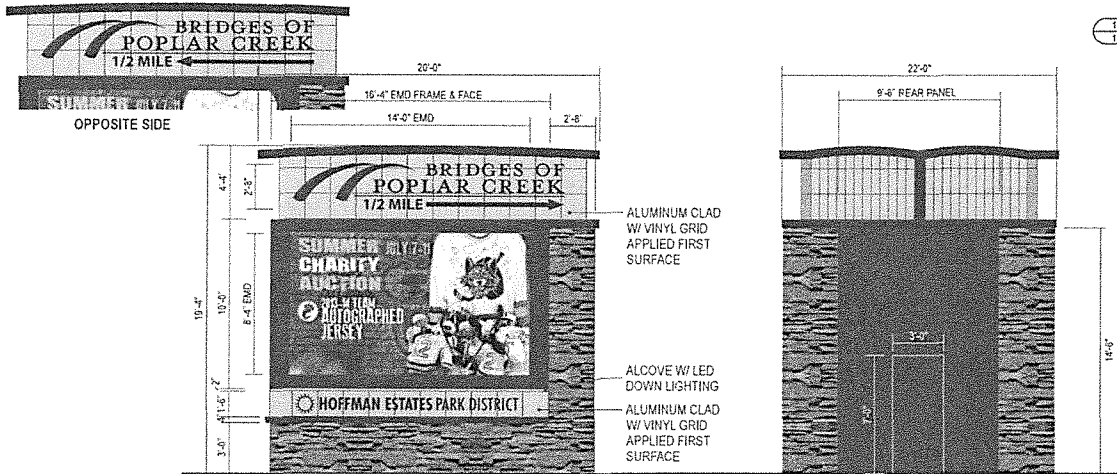
Revision:  
R1: 7/1/14 Change panel colors / channel letters - 60"

Signs will be manufactured with 12" x 12" x 1/2" aluminum extrusion. All channel letters are to be 1" x 1" x 1" and 1" deep. All channel letters are to be 1" x 1" x 1" and 1" deep. All channel letters are to be 1" x 1" x 1" and 1" deep.

This sign is intended to be installed in accordance with the requirements of Article 226 of the National Electrical Code and any other applicable local codes. This includes proper grounding and bonding of the sign.

Sales: \_\_\_\_\_ Date: \_\_\_\_\_  
P.M.: \_\_\_\_\_ Date: \_\_\_\_\_  
Eng: R Haines Date: 7-31-14  
Client: \_\_\_\_\_ Date: \_\_\_\_\_

**MFG138936**  
Sheet: 9 of 17



- ELECTRICAL INFORMATION:** SCALE 3/16" = 1'-0"
- EACH SIDE,**
- (1) 8'-4" x 14'-0" 240 VOLT WATCHFIRE EMD @ 22 AMPS
  - (1) SET OF WILLOW LTRS WITH RISHANG MODULES @ 200 WATTS
  - (3) COVE LIGHTING 903TB 1.2W WHITE RISHANG MODULES @ 20'-0"
  - (5) RISHANG LW60-0120500 POWER SUPPLIES @ 0.78 AMPS EA.
- TOTAL BOTH SIDES,**
- (2) 8'-4" x 14'-0" 240 VOLT WATCHFIRE EMD @ 44 AMPS
  - (2) SET OF WILLOW LTRS WITH RISHANG MODULES @ 400 WATTS
  - (6) COVE LIGHTING 903TB 1.2W WHITE RISHANG MODULES @ 24'-0"
  - (10) RISHANG LW60-0120500 POWER SUPPLIES @ 0.78 AMPS EA.
- (2) CUSTOMER PROVIDED 240V/50A/60Hz
  - (1) CUSTOMER PROVIDED 240V/20A/60Hz DEDICATED CIRCUITS REQUIRED
- TOTAL CIRCUIT LOAD**  
@ 240V = 51.8 AMPS

**GENERAL INSTALLATION NOTES:**

1. ALL WIRING SHALL BE IN ACCORDANCE WITH THE NATIONAL ELECTRICAL CODE (NEC) AND THE LOCAL ELECTRICAL CODES.

2. ALL WIRING SHALL BE IN ACCORDANCE WITH THE MANUFACTURER'S INSTRUCTIONS.

3. ALL WIRING SHALL BE IN ACCORDANCE WITH THE NATIONAL ELECTRICAL CODE (NEC) AND THE LOCAL ELECTRICAL CODES.

4. ALL WIRING SHALL BE IN ACCORDANCE WITH THE MANUFACTURER'S INSTRUCTIONS.

5. ALL WIRING SHALL BE IN ACCORDANCE WITH THE NATIONAL ELECTRICAL CODE (NEC) AND THE LOCAL ELECTRICAL CODES.

6. ALL WIRING SHALL BE IN ACCORDANCE WITH THE MANUFACTURER'S INSTRUCTIONS.

**D/F "V" SHAPED MONUMENT SIGN W/ ELECTRONIC MESSAGE DISPLAY**  
Scale: 3/16" = 1'-0"

**SCOPE OF WORK:**

MANUFACTURE AND INSTALL (1) ONE D/F MONUMENT

**GENERAL SPECIFICATIONS:**

**MAIN ID:**  
FACE ILLUMINATED CHANNEL LETTERS  
FLUSH MOUNTED  
INTERNALLY ILLUMINATED WITH WHITE LED LIGHTING SYSTEM  
WHITE FACES W/ BLACK PERFORATED VINYL COPY AT LETTERS  
WHITE FACES W/ DIGITALLY PRINTED OVERLAY AT LOGGO

**16MM ELECTRONIC MESSAGE CENTERS:**  
FULL COLOR 16MM LED

**SECONDARY ID:**  
1" DEEP PVC FCO LETTERS AND LOGGO  
PIN MOUNTED FLUSH  
EXTERNALLY ILLUMINATED WITH LED LIGHTING SYSTEM CONCEALED IN ALCOVE

**BASE AND COLUMNS:**  
FABRICATED STEEL FRAME W/ ALUMINUM CLADDING  
STONE VENEER OVERLAY (KARA STONE)

**REAR PANEL:**  
FABRICATED STEEL FRAME W/ ALUMINUM CLADDING  
ACCESS PANEL

- COLORS:**
- PMS 5467C DARK GREEN
  - PMS 7533C DARK BROWN
  - NATURAL ALUMINUM SATIN CLEAR COAT
  - PMS 1375C YELLOW
  - BLACK

**SQUARE FOOTAGE**  
EMD: 116.7 sq. ft.  
SIGN TOTAL: 212.7 sq. ft.



**WALTON SIGNAGE**  
2315 COLUMBIA  
SHELTON, IA 52970  
663-334-3424  
12 HIGHWAY 100, WESTLAND, MO 64088

Client: **HOFFMAN ESTATES**  
Address: **1555 W. WIGGINS RD.**  
Location: **HOFFMAN ESTATES, IL 60169**  
Date: **MM** / **DD** / **YY**  
Designed: **RH**  
Drawn: **TO**

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Revised: **01/20/2018 Please Refer Colors To Channel Letters, ETC**  
Walton Signs & Structures, Inc. 1555 W. Wiggins Rd. Shelton, IA 52970  
Phone: 663-334-3424 Fax: 663-334-3425  
www.waltonsignage.com

Sign will be manufactured with 100% zinc plating. All other details of finish to be signed and approved in writing by the sign manufacturer. In case of any dispute between the sign manufacturer and the client, the sign manufacturer shall prevail.

This sign is intended to be installed in accordance with the requirements of Article 600 of the National Electrical Code and other applicable local codes. This includes proper grounding and bonding of the sign.

Approved:  
Sales: \_\_\_\_\_ Date: \_\_\_\_\_  
P.M. \_\_\_\_\_ Date: \_\_\_\_\_  
Eng. R. Haines \_\_\_\_\_ Date: 7-31-14  
Client: \_\_\_\_\_ Date: \_\_\_\_\_

**MFG138936**  
Sheet: 10 of 17

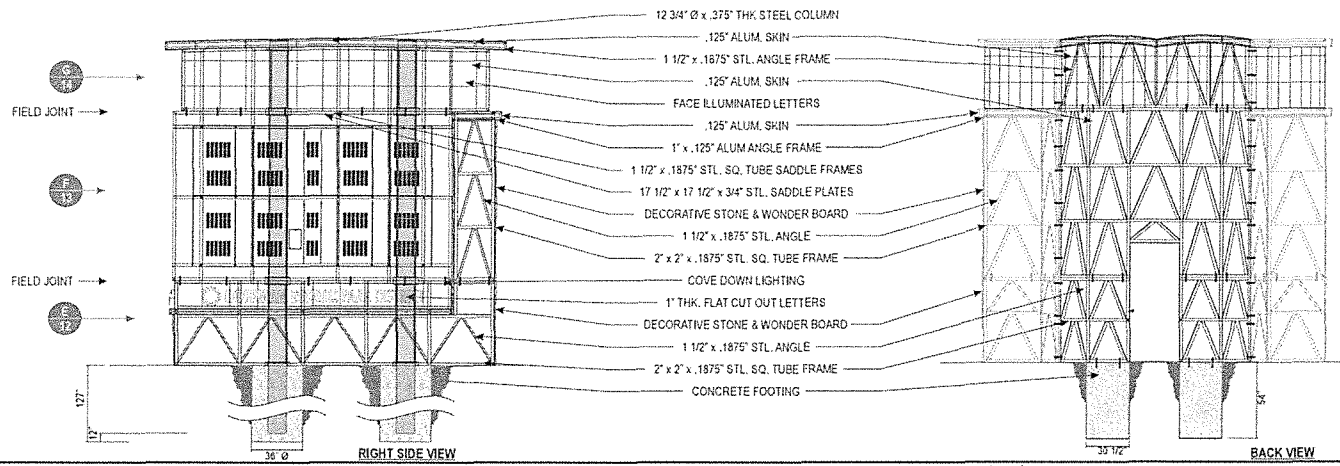
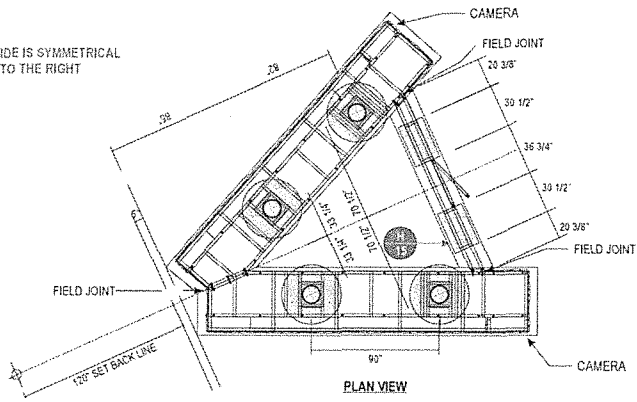
LEFT SIDE IS SYMMETRICAL TO THE RIGHT

1  
11

MANUFACTURE FRAMING DETAILS

SCALE 3/16" = 1'-0"

MFG NOTE : LEFT SIDE IN SYMMETRICAL TO RIGHT SIDE



**WALTON**  
SIGNAGE  
3179 FARM ROAD  
WILMINGTON, DE 19804  
303.436.1111  
WWW.WALTONSIGNAGE.COM

Client: **HOFFMAN ESTATES**  
Address: **1685 W. WIGGINS RD.**  
Location: **HOFFMAN ESTATES, IL 60149**  
Trade: **MM** Designer: **RH**  
Date: **07.03.14** YW TD

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Revised: **REV: 01/15/14 PLATE SIZE CORRECTED PER REV. 1-14**

Signs will be manufactured in the USA unless otherwise specified. All dimensions are in inches unless otherwise specified. All materials are to be of the highest quality available. All materials are to be of the highest quality available. All materials are to be of the highest quality available.

This sign is intended to be installed in accordance with the requirements of Article 600 of the National Electrical Code and other applicable electrical codes. This includes proper grounding and bonding of the sign.

Sales: \_\_\_\_\_ Date: \_\_\_\_\_  
P.M.: \_\_\_\_\_ Date: \_\_\_\_\_  
Eng. R. Haines \_\_\_\_\_ Date: 7-31-14  
Client: \_\_\_\_\_ Date: \_\_\_\_\_

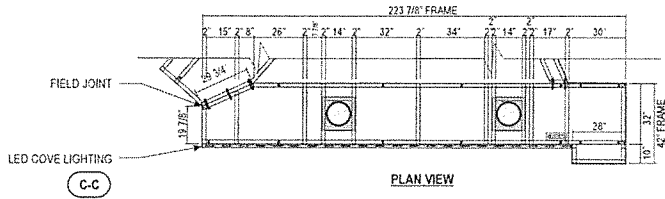
**MFG138936**  
Sheet: 11 of 17



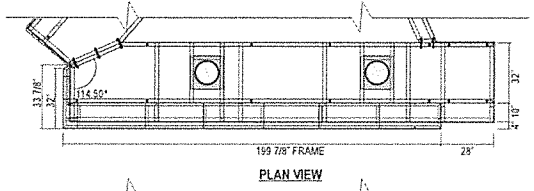
MANUFACTURE FRAMING DETAILS

SCALE 1/4" = 1'-0"

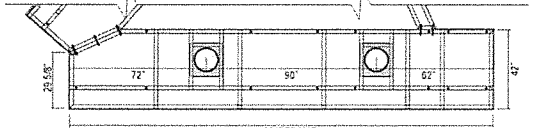
MFG NOTE : LEFT SIDE IN SYMMETRICAL TO RIGHT SIDE



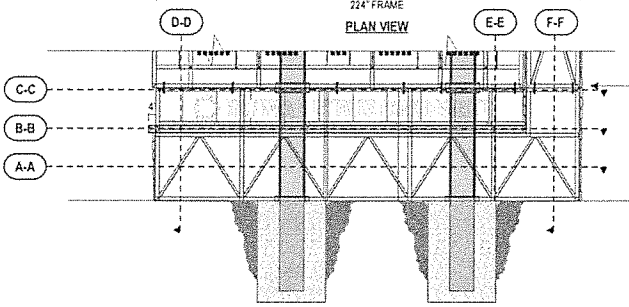
C-C



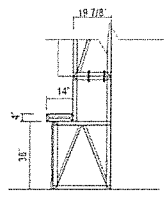
B-B



A-A

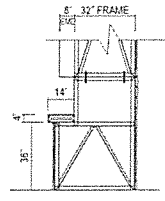


RIGHT SIDE VIEW

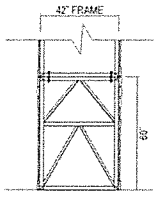


D-D

FRONT VIEW



E-E



F-F

BACK VIEWS

**WALTON**  
SIGNAGE  
2011 E. 11th Street  
Mesa, AZ 85203  
480.944.4444  
www.waltonsign.com

Client: **HOFFMAN ESTATES**  
Address: **1685 W. WIGGINS RD.**  
Location: **HOFFMAN ESTATES, IL 60169**  
Scale: **MM** Graphic: **FH**  
Title: **07.03.14** Date: **TD**

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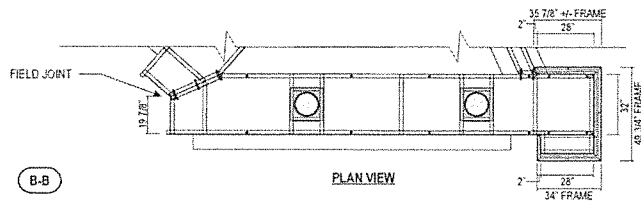
Revisions:  
R1: 07/03/14 Added joint details / changed letters, etc.  
R2: 07/03/14 Added joint details / changed letters, etc.  
R3: 07/03/14 Added joint details / changed letters, etc.

You will be manufacturing in 100% steel. All dimensions are in inches unless otherwise specified. All dimensions are to the face unless otherwise specified. All dimensions are to the face unless otherwise specified. All dimensions are to the face unless otherwise specified.

The sign is intended to be installed in accordance with the requirements of Article 600 of the National Electrical Code and other applicable local codes. This includes proper grounding and bonding of the sign.

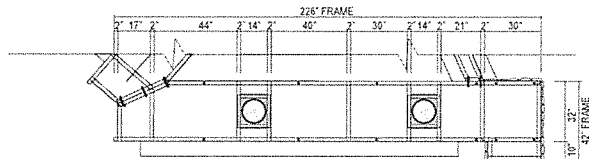
Sales:	Date:
P.M.:	Date:
Eng. R Haines	Date: 7-31-14
Client:	Date:

**MFG138936**  
Sheet: 12 of 17



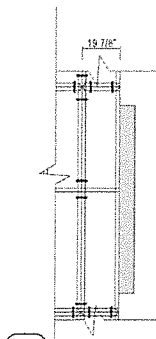
(B-B)

PLAN VIEW



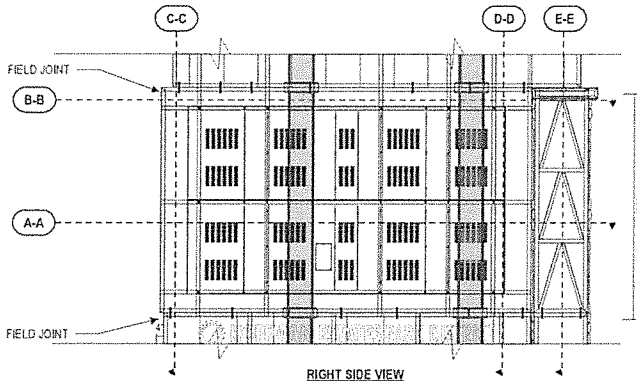
(A-A)

PLAN VIEW

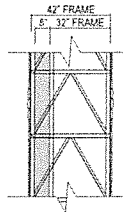


(C-C)

FRONT VIEW

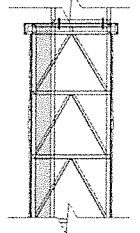


RIGHT SIDE VIEW



(D-D)

BACK VIEWS



(E-E)



MANUFACTURE FRAMING DETAILS

SCALE 1/4" = 1'-0"

MFG NOTE : LEFT SIDE IN SYMMETRICAL TO RIGHT SIDE

**WALTON**  
SIGNAGE  
3175 Main Street  
Hoffman Estates, IL 60169  
815-381-1111  
www.walton-signage.com

Client: **HOFFMAN ESTATES**  
Address: **1685 W. WIGGINS RD.**  
Location: **HOFFMAN ESTATES, IL 60169**  
Scale: **MM** Designer: **RH**  
Date: **07.03.14** Title: **TD**

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Specification:  
**077-0314-01 Frame part covers 7 channel frames - 120"**

Signage will be manufactured from 120 Volt AC. All framing details are based on the sign and sign supports intended to be used. It is the responsibility of the sign maker to ensure that the sign and sign supports are properly installed and maintained in accordance with the sign and sign supports manufacturer's instructions and the sign and sign supports manufacturer's specifications.

This sign is intended to be installed in accordance with the requirements of Article 690 of the National Electrical Code and other applicable electrical codes. This indicates proper grounding and bonding of the sign.

Approvals	
Sales:	Date:
P.M.:	Date:
Eng: R Haines	Date: 7-31-14
Client:	Date:

**MFG138936**  
Sheet: 13 of 17

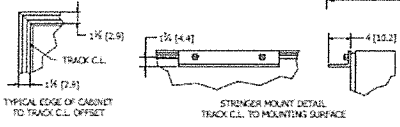
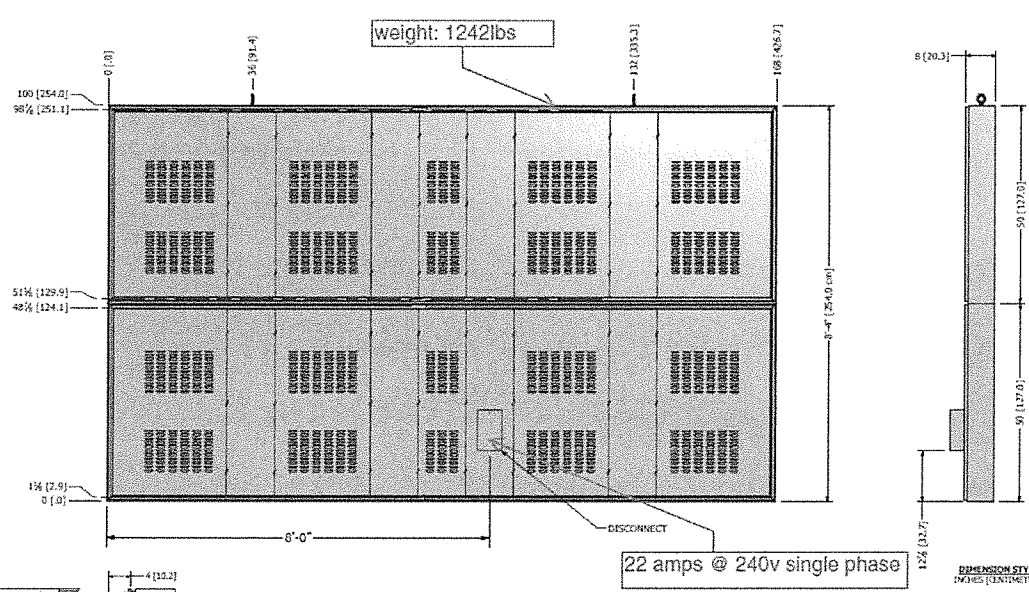
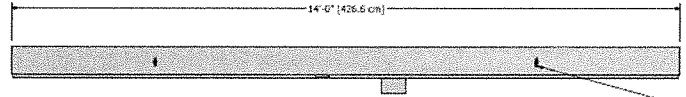


**NOTES:**

1. ELEVATION DIMENSIONS ARE TO CENTER LINE OF TRACK.
2. DISCONNECT BOX SIZE MAY VARY DEPENDING ON AMPERAGE REQUIREMENTS.
3. IN LOCATIONS WHERE A TRACK IS DIRECTLY ABOVE ANOTHER TRACK (CABINET SEAMS), STRINGERS ARE TO BE PLACED ON THE BOTTOM TRACK.

**REQUIREMENTS TO MEET 150 MPH WIND LOAD**

UPRIGHT QTY: 2 MINIMUM  
SPACING: 115 3/16 [291.6] MAXIMUM  
CANTILEVER: 57 5/8 [146.3] MAXIMUM



REVISION	SHEET	UNARY TOLERANCES	ANGULAR TOLERANCES	FIELD WIRE IDENTIFICATION	DATE PLOTTED	DESCRIPTION
1	1	X.XX ..... ± 0.150" X.X ..... ± 0.060" X.XX ..... ± 0.010" X.XX ..... ± 0.005"	XT ..... ± 0.5° XAT ..... ± 1° XX ..... ± 0.5°	WATCHFIRE	8/13/2014	DISCONNECT

**WALTON SIGNAGE**  
 11000 N. HARVEST DR.  
 BLOOMINGTON, IL 61710  
 TEL: 309.335.9100  
 WWW.WALTONSIGNAGE.COM

Client: **HOFFMAN ESTATES**  
 Address: **1655 W. WIGGINS RD.**  
 Location: **HOFFMAN ESTATES, IL 60149**  
 Make: **MM** Designer: **RH**  
 Date: **07.03.14** Proj. No.: **130**

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 Revision: **REVISED PER CLIENT ORDER / CHANGE LETTERS ONLY**  
 File: **110114 Hoffman Estates Manufacturing 136536 R2 MF1.dwg**

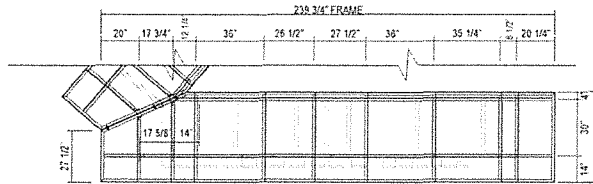
Signs will be manufactured in 121 (120) 45° angles, which is standard for the sign industry. Signs are formed to meet a minimum 1000 lb weight. Signs are made from 1/2" aluminum with 1/4" stainless steel hardware. Signs are made from 1/2" aluminum with 1/4" stainless steel hardware. Signs are made from 1/2" aluminum with 1/4" stainless steel hardware.

The sign is intended to be installed in accordance with the requirements of Article 600 of the National Electrical Code and other applicable electrical codes. This includes proper grounding and bonding of the sign.

Approvals:

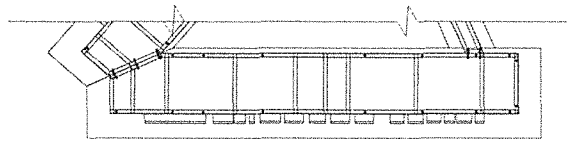
Sales:	Date:
Eng. R Haines	Date: 7-31-14
Client:	Date:

**MFG138936**  
 Sheet: 14 of 17



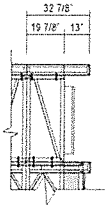
B-B

PLAN VIEW

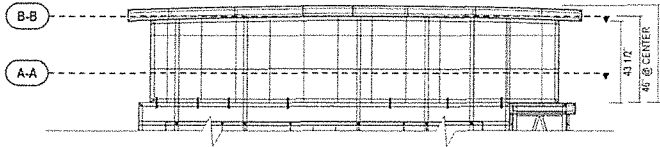


A-A

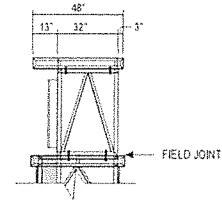
PLAN VIEW



BACK VIEW



RIGHT SIDE VIEW



BACK VIEW



MANUFACTURE FRAMING DETAILS

SCALE 1/4" = 1'-0"

MFG NOTE : LEFT SIDE IN SYMMETRICAL TO RIGHT SIDE

**WALTON**  
SIGNAGE  
2110 W. 10TH AVE  
DENVER, CO 80202  
303.733.1111

Client: **HOFFMAN ESTATES**  
Address: **1685 W. WIGGINS RD**  
Location: **HOFFMAN ESTATES, IL 60169**  
Sales: **MM** Designer: **RH**  
Date: **07.09.14** Title: **TD**

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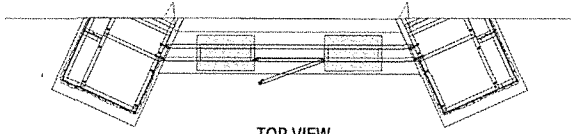
Project: **RESIDENTIAL HOME FOR ESTATE 7 CHERRY HILLS - 601**  
Walton Manufacturing 1367936 R2 5/15/14

Signs will be manufactured with 1/2" thick 304 stainless steel. All signs will be finished with a powder coat finish. All signs will be finished with a powder coat finish. All signs will be finished with a powder coat finish.

This sign is intended to be installed in accordance with the requirements of Article 00C of the National Electrical Code and/or other applicable local codes. This industry standard grounding and bonding of the sign.

Drawn by: \_\_\_\_\_ Date: \_\_\_\_\_  
Sales: \_\_\_\_\_ Date: \_\_\_\_\_  
P.M.: \_\_\_\_\_ Date: \_\_\_\_\_  
Eng: **R Haines** Date: **7-31-14**  
Client: \_\_\_\_\_ Date: \_\_\_\_\_

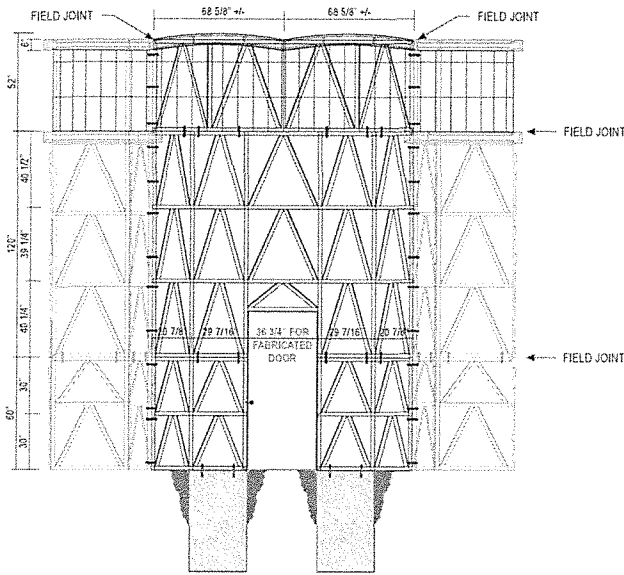
**MFG138936**  
Sheet: 15 of 17



MANUFACTURE FRAMING DETAILS

SCALE 1/4" = 1'-0"

MFG NOTE : LEFT SIDE IN SYMMETRICAL TO RIGHT SIDE



Client: HOFFMAN ESTATES  
 Address: 1695 W. WIGGINS RD.  
 Location: HOFFMAN ESTATES, IL 60149  
 Date: 07.03.14  
 Design: RH  
 Rev: TD

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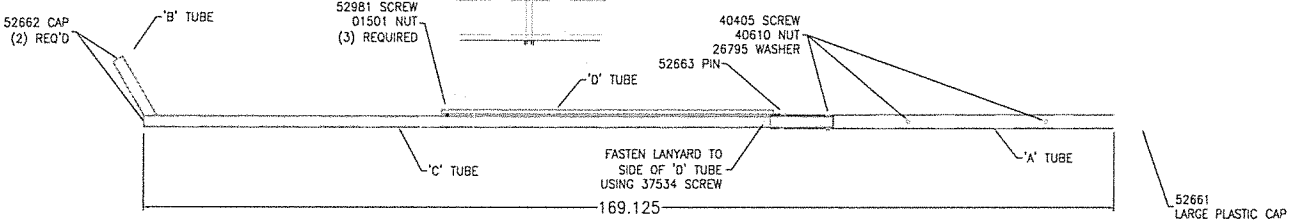
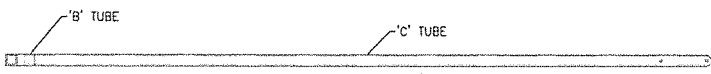
Revisions:  
 1. 07/03/14: Initial design  
 2. 07/03/14: Revised design for door  
 3. 07/03/14: Final design for fabrication

Signs will be manufactured with 120 inch x 120 inch aluminum panels of the 40 1/2 inch x 40 1/2 inch composite board, as shown in drawing 1506-1010. All work will be done in accordance with the National Electrical Code and other applicable local codes. The entire sign must be grounded and bonded to the ground.

This sign is intended to be installed in accordance with the requirements of Article 650 of the National Electrical Code and/or other applicable local codes. The entire sign must be grounded and bonded to the ground.

Signature:	Date:
Sales:	Date:
P.M.:	Date:
Eng: R Haines	Date: 7-31-14
Client:	Date:

**MFG138936**  
 Sheet: 16 of 17



BILL OF MATERIALS		
TOM#	DESCRIPTION	QTY
01501	NUT 1/4-20 HEX S/S (B)	3
26795	WASHR,FLAT.56x1.37D,zinc steel (B)	3
37534	SCREW-DRILL #10 x 1/2L SS--(supply)	1
40405	Screw1/2-13 X 3 1/2HEX-SS-notFullyThd(B)	3
40610	NUT--1/2-13NC-ALUMINUM---(Supply)	3
52661	Plastic End Cap-2.25"Sq Tube (B)	1
52662	Plastic End Cap-2.00"Sq Tube (B)	2
52863	Pin-Stainless Stl w/Lanyard.50Dia x3.5L(B)	1
52981	Screw 1/4-20x4" Rnd Hd, ZnPlated (B)	1
110005	Tube, Kit, Webcam Boom, OA Signs (P)	1

REVISION	COMMENTS	REV	ISSUED	REV	ISSUED	REV	ISSUED	DATE	DESCRIPTION
1.0	CREATED	1	1	1	1	1	1	10/24/11	PAINT BLACK
	WATCH FOR TIGHTENING	2	2	2	2	2	2		QC PROGRAM



**WALTON SIGNAGE**  
 2011 WILSON AVENUE  
 SUITE 100  
 FORT WORTH, TX 76104  
 817-335-1111  
 WWW.WALTONSIGNAGE.COM

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This sign is intended to be installed in accordance with the requirements of Article 506 of the National Electrical Code and any other applicable local codes. This requires proper grounding and bonding of the sign.

Sales: \_\_\_\_\_ Date: \_\_\_\_\_  
 P.M.: \_\_\_\_\_ Date: \_\_\_\_\_  
 Eng R Haines Date: 7-31-14  
 Client: \_\_\_\_\_ Date: \_\_\_\_\_

**MFG138936**  
 Sheet: 17 of 17



**Watchfire Signs by Time-O-Matic LLC: Extended Warranty 11/1/19 – 10/31/24**

**SCHEDULE 1 – LOCATION: HOFFMAN ESTATES – EIGHT EMD BOARDS – FULL COLOR**

**WARRANTY, SOFTWARE LICENSE, AND LIMITATION OF LIABILITIES AND REMEDIES**

**SCOPE OF WARRANTY FOR SYSTEM.** When used properly under normal use and normal environmental conditions, and subject to the exclusions set forth herein, Watchfire warrants its manufactured goods, and the System excluding the Price Watcher series, against material defects in material and workmanship for five years from the date of extended warranty from Watchfire's original warranty. Watchfire warrants the Price Watcher product series against material defects in material and workmanship for five years from the date of shipment from Watchfire's warranty period and/or dock. During the warranty period, Watchfire's only obligation and liability is to repair or replace (at its option) those part(s) of the System which prove to be defective and not merely worn out (e.g., aged LEDs). Repaired or replaced parts provided within the original warranty period shall have the same warranty for the balance of the original warranty period. Part(s) replaced or repaired outside of any warranty period shall have a warranty of replacement only for material defects in material or workmanship for six (6) months from date of shipment. Watchfire is not responsible for telecommunications or Internet services being unavailable, or for limitations caused by environmental conditions or incompatibilities with other systems. Extended warranty for only part/parts to be exchanged of equal description and functionality. Due to length of extended warranty parts may be substituted of equal performance if original part is no longer manufactured.

**ORIGINAL MANUFACTURER WARRANTY.** Any parts not manufactured by Watchfire, but which are added to the System manufactured by Watchfire are covered only by their original manufacturer's warranty, if any.

**LICENSE FOR SOFTWARE USE AND WARRANTY FOR SOFTWARE.**

Watchfire warrants only that: (1) the media on which Software is provided shall be free from material defects for sixty days after shipment by Watchfire; and (2) Software substantially conforms to the documentation that accompanies it. Watchfire hereby grants the Original End User a limited, non-exclusive personal, non-transferable and non-assignable license to use the Software only in the U.S. The Ignite software is a single station license. Additional station access is available at additional cost. This license terminates upon violation of any provision of this License or the Agreement, and Watchfire reserves the right to electronically disable the Software upon such violation. Buyer shall not permit the software to be copied (except for backup purposes), transferred, distributed, disassembled, reverse engineered, decompiled or tampered with. "Software" as used herein includes Ignite Online™ software for one year after shipment.

**BUYER AND ORIGINAL END USER HOLD WATCHFIRE HARMLESS AND INDEMNIFIED FOR ANY CLAIMS BY THIRD PARTIES, INCLUDING WATCHFIRE'S ATTORNEY'S FEES, THAT THE USE OF THE SOFTWARE OR SYSTEM INFRINGES ANY INTELLECTUAL PROPERTY RIGHTS OF ANY THIRD PARTY.**

Defective media or Software may be replaced during the warranty period unless damaged by accident or misuse. **WATCHFIRE'S ENTIRE LIABILITY SHALL BE THE REPAIR OR REPLACEMENT OF THE DEFECTIVE MEDIA OR SOFTWARE WHEN TIMELY RETURNED TO WATCHFIRE.** Any replacement media or Software has the same 60 day warranty. Watchfire does not warrant that the media and Software is completely error-free, will operate without interruption or is compatible with all equipment or software configurations. Watchfire may charge additional fees for any upgrades or modifications to the Software.

**OBTAINING WARRANTY SERVICE.** Warranty service for the System and the Software are expressly conditioned on Watchfire's prior receipt of all payments due under the Agreement, including System Price. Buyer shall contact the Watchfire HELP desk for warranty service. Items determined defective by Watchfire will be replaced at its option with new or like-new part(s). No credit is given for such items. Watchfire will pay for outbound shipping and return ground freight for items repaired/replaced for its manufactured goods installed within the continental U.S. Buyers must prepay all outbound shipping freight, duties and taxes for items shipped to destinations outside of the continental United States. Buyer shall pay for the installation of repaired/replaced items. In the event of any delay in Watchfire's performance beyond Watchfire's reasonable control, Watchfire shall have additional reasonable time for performance. Buyer shall pay for all maintenance services.

**EXCLUSIONS FOR SYSTEM AND SOFTWARE.** These warranties do not apply if the System or Software are damaged due to improper or unreasonable use, modification, repair, service, installation, or environmental conditions or if they are reversed engineered, de-compiled or used to create derivative works.

There are no express or implied warranties for the System and the Software beyond those expressly stated herein. The unenforceability of any portion of this agreement shall not affect the enforceability of the remainder of this agreement.

**WATCHFIRE'S LIABILITY TO BUYER UNDER THESE WARRANTIES FOR THE SYSTEM AND SOFTWARE IS LIMITED AS SET FORTH HEREIN, WHETHER IN CONTRACT, TORT, OR ANY OTHER THEORY OF LIABILITY, INCLUDING BUT NOT LIMITED TO FRAUD, MISREPRESENTATION, BREACH OF CONTRACT, PERSONAL INJURY, PRODUCTS LIABILITY OR ANY OTHER THEORY, AND WATCHFIRE SHALL NOT BE LIABLE FOR ANY SPECIAL, DIRECT, COMMERCIAL, EXEMPLARY, DIRECT, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES OR PUNITIVE DAMAGES, OR DAMAGES FOR LOSS OF USE, LOSS OF ANTICIPATED PROFITS, INCOME, OR ECONOMIC LOSSES OF ANY KIND. WATCHFIRE'S LIABILITY UNDER ANY WARRANTY HEREUNDER, WHETHER EXPRESS OR IMPLIED, SHALL NOT EXCEED THE COST OF REPAIR OR REPLACEMENT OF DEFECTIVE PARTS OF THE SYSTEM AND SOFTWARE. BUYER MAY NOT BRING ANY ACTION UNDER THESE WARRANTIES MORE THAN ONE YEAR AFTER THE CAUSE OF ACTION HAS ACCRUED.**

### WATCHFIRE EMD SIGN INFORMATION

Each location has one spare parts kit; the combination is set to the last four of the sales order number.

#### Willow Creek Recreation Center

3600 Lexington Dr

Hoffman Estates, IL 60912

Sales Order Numbers: 119707

**Lock Combo: 9707 and 9708**

**IP Addresses:** 166.156.148.205

Sales Order Numbers: 119708

**Lock Combo: 9708**

**IP Addresses:** 166.156.148.211

#### Bridges of Poplar Creek

1400 Poplar Creek Dr

Hoffman Estates, IL 60169

Sales Order Numbers: 119709

**Lock Combo: 9709**

**IP Addresses:** 166.156.148.208

Sales Order Numbers: 119710

**Lock Combo: 9710**

**IP Addresses:** 166.156.148.206

#### Triphahn Center

1685 West Higgins Rd

Hoffman Estates, IL 60169

Sales Order Numbers: 119734

**Lock Combo: 9734**

**IP Addresses:** 166.156.148.210

Sales Order Numbers: 119735

**Lock Combo: 9735**

**IP Addresses:** 166.156.148.204

#### Vogelei Park

650 West Higgins Rd

Hoffman Estates, IL 60169

Sales Order Numbers: 119732

**Lock Combo: 9732**

**IP Addresses:** 166.156.148.207

Sales Order Numbers: 119733

**Lock Combo: 9733**

**IP Addresses:** 166.156.148.209

**WATCHFIRE CONTACT INFORMATION**

Ray Digby

Office 800-637-2645 x3006 Fax 217-442-1020

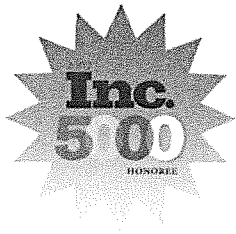
[ray.digby@watchfiresigns.com](mailto:ray.digby@watchfiresigns.com)

**Watchfire Headquarters · [watchfiresigns.com](http://watchfiresigns.com)**

PHONE NUMBERS

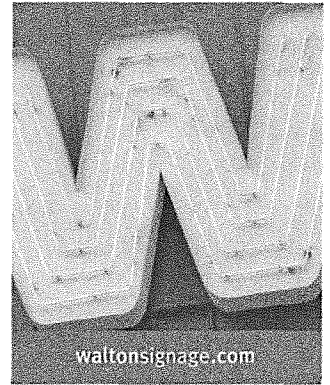
Sales 800-637-2645

Service 866-637-2645



# WALTON SIGNAGE

3419 E. COMMERCE  
SAN ANTONIO, TEXAS 78220  
PH 210.886.0644  
FX 210.886.0650



## TRIPHAHN CENTER V-SHAPED MONUMENT- Monument Sign

Illuminated channel letters and logo, illuminated letters flush mounted on cabinet, non-illuminated flat cut out letters, aluminum, copy "Hoffman Estates Park District", cove LED down lighting. Watch Fire EMD 10' x 20' Extended Warranty Date - 10/31/16 - 10/31/17 for structural components by Walton Signage, paint and installation.

EMD Extended Warranty: Component parts from Watch Fire - See attached  
Extended Warranty Date: 10/31/19 - 10/31/24





QUOTE NUMBER: 1410542 Revision: 8 DATE: 7/14/2014

SIGN ID: 740204 X16j

Walton Signage Corp 1720600  
**Frank Milazzo, Estimator**  
 3419 E Commerce Street  
 San Antonio, TX 78220  
 210-886-0644  
 fmilazzo@waltonsignage.com

Shipping Destination  
**TRIPHAHN CENTER**  
 1685 W. Higgins Rd  
 Hoffman Estates, IL 60169

Job Site  
 Name: TRIPHAHN CENTER  
 Address: 1685 W. Higgins Rd  
 City: Hoffman Estates  
 State: IL Zip: 60169

**PRODUCT SPECIFICATIONS**

**Pixel Pitch:** XVS16mm Color  
**Pixel Matrix:** 162 X 342  
**Cabinet Size:** 10ft H x 20ft L x 8in D  
**Viewing Area:** 9ft H x 19ft L  
**Cabinet Style:** Single Face Signpak  
**Character Size:** 18 lines / 68 Characters at a 4" type.  
**Approx. Weight:** 2058 Lbs.  
**Warranty:** Standard 5 Year Watchfire warranty applies.  
**Mfg. Lead Time:** 6-8 weeks (after this document is signed & returned and receipt of down payment).

**Electrical Service:** 240.00 VOLT 4 Wire 37.00 AMP Single Phase Service Refer to the Installation manual for details on wiring. Based on 18.00 hours of operation a day, plus or minus 10% depending on how the sign is programmed.  
*Example: 46 KWHrs a day x \$0.07 = 3.22/Day*

**STANDARD FEATURES**

**Color:** LED RGB  
**Color Capability:** 4.72 Sextillion  
**Viewing Angles:** 140 Horiz/70 Vert  
**Video:** up to 60FPS; Full Animation capable; Live video capable-specify additional hardware  
**Includes:** Ignite Graphics Software  
**Brightness:** Daytime 10,000 NITS ; Nighttime 750 NITS

**OPTIONS**

**Communications:** Internal Broadband Wireless  
**Group Link:** Not Ordered  
**Temperature Sensor:** w/100-Step Photocell w/50 ft Cable  
**Software Training:** Not Ordered  
**Personal Computer:** PC Not ordered. Ignite Included  
**Fiber Optic Cable:** Not Ordered / Not Required  
**Cabinet Separation:** Standard Up To 15 Feet  
**Power Requirements:** Standard As Quoted  
**Sign Mounting Kit:** Stringers (Section Signs Only)  
**Spare Parts Kit:** Standard Spares Kit  
**Webcam:** Sign View BBW  
**Custom Artwork Pkg:** Not Ordered  
**Technician On-Site:** During Installation

**ADDITIONAL OPTIONS**

**NOTES**

**ORDER ACCEPTANCE**

Buyer acknowledges that prior to executing this Agreement Buyer has read or has had the opportunity and means to review the TERMS OF SALE and Seller's LIMITED WARRANTY, SOFTWARE LICENSE, AND LIMITATION OF LIABILITIES AND REMEDIES at <http://watchfiresigns.com/terms-and-conditions-of-sale> or in the alternative, a hard copy has been provided to Buyer and its receipt is acknowledged.  
 This quote/offer is expressly limited to the acceptance by the buyer of its exact terms, including the terms of sale and seller's limited warranty, software license, and limitation of liabilities and remedies, all of which are a part of the agreement. Any purchase order or related documents buyer issues to seller (even if it contains terms in addition to or inconsistent with the terms of this agreement) for this transaction shall constitute buyer's unconditional agreement to be bound exclusively by the seller's terms and conditions of this agreement, and buyer hereby agrees that such additional or inconsistent terms shall not apply nor become a part of this agreement.



QUOTE NUMBER: 1410542 Revision: 8 DATE: 7/14/2014

SIGN ID: 740205 X16j

Walton Signage Corp 1720600  
Frank Milazzo, Estimator  
3419 E Commerce Street  
San Antonio, TX 78220  
210-886-0644  
fmilazzo@waltonsignage.com

Shipping Destination  
**TRIPHAHN CENTER**  
1685 W. Higgins Rd  
Hoffman Estates, IL 60169

Job Site  
Name: TRIPHAHN CENTER  
Address: 1685 W. Higgins Rd  
City: Hoffman Estates  
State: IL Zip: 60169

**PRODUCT SPECIFICATIONS**

**Pixel Pitch:** XVS16mm Color  
**Pixel Matrix:** 162 X 342  
**Cabinet Size:** 10ft. H x 20ft. L x 8in. D  
**Viewing Area:** 9ft H x 19ft L  
**Cabinet Style:** Single Face Signpak  
**Character Size:** 18 lines / 68 Characters at a 4" type.  
**Approx. Weight:** 2058 Lbs.  
**Warranty:** Standard 5 Year Watchfire warranty applies.  
**Mfg. Lead Time:** 6-8 weeks (after this document is signed & returned and receipt of down payment).

**Electrical Service:** 240.00 VOLT 4 Wire 37.00 AMP Single Phase Service Refer to the Installation manual for details on wiring. Based on 18.00 hours of operation a day, plus or minus 10% depending on how the sign is programmed.  
*Example: 46 KWHrs a day x \$0.07 = 3.22/Day*

**STANDARD FEATURES**

**Color:** LED RGB  
**Color Capability:** 4.72 Sextillion  
**Viewing Angles:** 140 Horiz/70 Vert  
**Video:** up to 60FPS; Full Animation capable; Live video capable-specify additional hardware  
**Includes:** Ignite Graphics Software  
**Brightness:** Daytime 10,000 NITs ; Nighttime 750 NITs

**OPTIONS**

**Communications:** Internal Broadband Wireless  
**Group Link:** Not Ordered  
**Temperature Sensor:** w/100-Step Photocell w/50 ft Cable  
**Software Training:** Not Ordered  
**Personal Computer:** PC Not ordered. Ignite Included  
**Fiber Optic Cable:** Not Ordered / Not Required  
**Cabinet Separation:** Standard Up To 15 Feet  
**Power Requirements:** Standard As Quoted  
**Sign Mounting Kit:** Stringers (Section Signs Only)  
**Spare Parts Kit:** Not Ordered  
**Webcam:** Sign View BBW  
**Custom Artwork Pkg:** Not Ordered  
**Technician On-Site:** Not Ordered

**ADDITIONAL OPTIONS**

**NOTES**

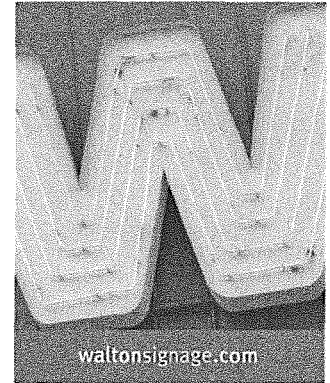
**ORDER ACCEPTANCE**

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# WALTON SIGNAGE

3419 E. COMMERCE  
SAN ANTONIO, TEXAS 78220  
PH 210.886.0644  
FX 210.886.0650



## VOGELEI PARK V-SHAPED MONUMENT- Monument Sign

Illuminated channel letters and logo, illuminated letters flush mounted on cabinet, non-illuminated flat cut out letters, aluminum, copy "Hoffman Estates Park District", cove LED down lighting. Watch Fire EMD 10' x 20' Extended Warranty Date – 10/31/16 – 10/31/17 for structural components by Walton Signage, paint and installation.

EMD Extended Warranty: Component parts from Watch Fire – See attached  
Extended Warranty Date: 10/31/19 – 10/31/24



QUOTE NUMBER: 1416808 Revision: 2 DATE: 7/14/2014

SIGN ID: 740206 X16j

Walton Signage Corp 1720600  
Frank Milazzo, Estimator  
3419 E Commerce Street  
San Antonio, TX 78220  
210-886-0644  
fmilazzo@waltonsignage.com

Shipping Destination  
**VOGELEI PARK**  
650 Higgins Rd  
Hoffman Estates, IL 60169

Job Site  
Name: VOGLEI PARK  
Address: 650 Higgins Rd  
City: Hoffman Estates  
State: IL Zip: 60169

PRODUCT SPECIFICATIONS

Pixel Pitch ..... XVS16mm Color  
Pixel Matrix: ..... 162 X 342  
Cabinet Size: ..... 10ft H x 20ft L x 8in D  
Viewing Area: ..... 9ft H x 19ft L  
Cabinet Style: ..... Single Face Signpak  
Character Size: ..... 18 lines / 68 Characters at a 4" type.  
Approx. Weight: ..... 2058 Lbs.  
Warranty: ..... Standard 5 Year Watchfire warranty applies.

Mfg. Lead Time: ..... 6-8 weeks (after this document is signed & returned and receipt of down payment).

Electrical Service: ..... 240.00 VOLT 4 Wire 37.00 AMP Single Phase Service Refer to the Installation manual for details on wiring. Based on 18.00 hours of operation a day, plus or minus 10% depending on how the sign is programmed.  
*Example: 46 KWHrs a day x \$0.07 = 3.22/Day*

STANDARD FEATURES

Color: ..... LED RGB  
Color Capability: ..... 4.72 Sextillion  
Viewing Angles: ..... 140 Horiz/70 Vert  
Video: ..... up to 60FPS; Full Animation capable; Live video capable-specify additional hardware  
Includes: ..... Ignite Graphics Software  
Brightness: ..... Daytime 10,000 NITs ; Nighttime 750 NITs

OPTIONS

Communications: ..... Internal Broadband Wireless  
Group Link: ..... Not Ordered  
Temperature Sensor: ..... w/100-Step Photocell w/50 ft Cable  
Software Training: ..... Web Based Software Training  
Personal Computer: ..... PC Not ordered. Ignite Included  
Fiber Optic Cable: ..... Not Ordered / Not Required  
Cabinet Separation: ..... Standard Up To 15 Feet  
Power Requirements: ..... U.S. Three-Phase Power  
Sign Mounting Kit: ..... Stringers (Section Signs Only)  
Spare Parts Kit: ..... Standard Spares Kit  
Webcam: ..... Sign View BBW  
Custom Artwork Pkg: ..... Not Ordered  
Technician On-Site: ..... During Installation

ADDITIONAL OPTIONS

NOTES

additional \$1250 per face for three phase power option.

ORDER ACCEPTANCE

Buyer acknowledges that prior to executing this Agreement Buyer has read or has had the opportunity and means to review the TERMS OF SALE and Seller's LIMITED WARRANTY, SOFTWARE LICENSE, AND LIMITATION OF LIABILITIES AND REMEDIES at <http://watchfiresigns.com/terms-and-conditions-of-sale> or in the alternative, a hard copy has been provided to Buyer and its receipt is acknowledged. This quote/offer is expressly limited to the acceptance by the buyer of its exact terms, including the terms of sale and seller's limited warranty, software license, and limitation of liabilities and remedies, all of which are a part of the agreement. Any purchase order or related documents buyer issues to seller (even if it contains terms in addition to or inconsistent with the terms of this agreement) for this transaction shall constitute buyer's unconditional agreement to be bound exclusively by the seller's terms and conditions of this agreement, and buyer hereby agrees that such additional or inconsistent terms shall not apply nor become a part of this agreement.



QUOTE NUMBER: 1416808 Revision: 2 DATE: 7/14/2014

SIGN ID: 740207 X16j

Walton Signage Corp 1720600
Frank Milazzo, Estimator
3419 E Commerce Street
San Antonio, TX 78220
210-886-0644
fmilazzo@waltonsignage.com

Shipping Destination
VOGELEI PARK
650 Higgins Rd
Hoffman Estates, IL 60169

Job Site
Name: VOGELI PARK
Address: 650 Higgins Rd
City: Hoffman Estates
State: IL Zip: 60169

PRODUCT SPECIFICATIONS

Pixel Pitch: XVS16mm Color
Pixel Matrix: 162 X 342
Cabinet Size: 10ft H x 20ft L x 8in D
Viewing Area: 9ft H x 19ft L
Cabinet Style: Single Face Signpak
Character Size: 18 lines / 68 Characters at a 4" type.
Approx. Weight: 2058 Lbs.
Warranty: Standard 5 Year Watchfire warranty applies.

Mfg. Lead Time: 6-8 weeks (after this document is signed & returned and receipt of down payment).

Electrical Service: 240.00 VOLT 4 Wire 37.00 AMP Single Phase Service Refer to the Installation manual for details on wiring. Based on 18.00 hours of operation a day, plus or minus 10% depending on how the sign is programmed.
Example: 46 KWHrs a day x \$0.07 = 3.22/Day

STANDARD FEATURES

Color: LED RGB
Color Capability: 4.72 Sextillion
Viewing Angles: 140 Horiz/70 Vert
Video: up to 60FPS; Full Animation capable; Live video capable-specify additional hardware
Includes: Ignite Graphics Software
Brightness: Daytime 10,000 NITs ; Nighttime 750 NITs

OPTIONS

Communications: Internal Broadband Wireless
Group Link: Not Ordered
Temperature Sensor: w/100-Step Photocell w/50 ft Cable
Software Training: Not Ordered
Personal Computer: PC Not ordered. Ignite Included
Fiber Optic Cable: Not Ordered / Not Required
Cabinet Separation: Standard Up To 15 Feet
Power Requirements: U.S. Three-Phase Power
Sign Mounting Kit: Stringers (Section Signs Only)
Spare Parts Kit: Not Ordered
Webcam: Sign View BBW
Custom Artwork Pkg: Not Ordered
Technician On-Site: Not Ordered

ADDITIONAL OPTIONS

NOTES

additional \$1250 per face for three phase power option.

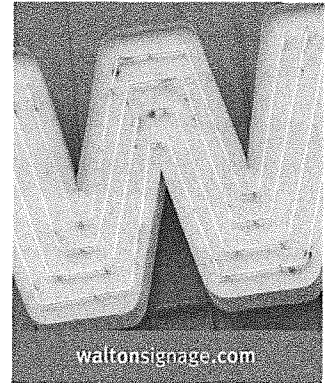
ORDER ACCEPTANCE

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# WALTON SIGNAGE

3419 E. COMMERCE  
SAN ANTONIO, TEXAS 78220  
PH 210.886.0644  
FX 210.886.0650



## WILLOW CREEK RECERATION CENTER V-SHAPED MONUMENT– Monument Sign

Illuminated channel letters , illuminated letters flush mounted on cabinet, non-illuminated flat cut out letters, aluminum, copy "Hoffman Estates Park District", cove LED down lighting. Watch Fire EMD 8' X 14'.  
Extended Warranty Date – 11/10/16 – 11/10/17 for structural components by Walton Signage, paint and installation.

EMD Extended Warranty: Component parts from Watch Fire – See attached  
Extended Warranty Date: 11/10/19 – 11/10/24



QUOTE NUMBER: 1416809 Revision: 1 DATE: 7/14/2014

SIGN ID: 740200 X16j

Walton Signage Corp 1720600  
**Frank Milazzo, Estimator**  
 3419 E Commerce Street  
 San Antonio, TX 78220  
 210-886-0644  
 fmilazzo@waltonsignage.com

Shipping Destination  
**Willow Recreation Center**  
 3600 Lexington Drive  
 Hoffman Estates, IL 60169

Job Site  
 Name: Willow Recreation Center  
 Address: 3600 Lexington Drive  
 City: Hoffman Estates  
 State: IL Zip: 60169

**PRODUCT SPECIFICATIONS**

**Pixel Pitch:** XVS16mm Color  
**Pixel Matrix:** 144 X 234  
**Cabinet Size:** 8ft 4in H x 14ft L x 8in D  
**Viewing Area:** 8ft H x 13ft L  
**Cabinet Style:** Single Face Signpak  
**Character Size:** 16 lines / 47 Characters at a 4" type.  
**Approx. Weight:** 1242 Lbs.  
**Warranty:** Standard 5 Year Watchfire warranty applies.  
**Mfg. Lead Time:** 6-8 weeks (after this document is signed & returned and receipt of down payment).

**Electrical Service:** 240.00 VOLT 4 Wire 22.00 AMP Single Phase Service Refer to the Installation manual for details on wiring. Based on 18.00 hours of operation a day, plus or minus 10% depending on how the sign is programmed.  
*Example: 27.4 KWHrs a day x \$0.07 = 1.92/Day*

**STANDARD FEATURES**

**Color:** LED RGB  
**Color Capability:** 4.72 Sextillion  
**Viewing Angles:** 140 Horiz/70 Vert  
**Video:** up to 60FPS; Full Animation capable; Live video capable-specify additional hardware  
**Includes:** Ignite Graphics Software  
**Brightness:** Daytime 10,000 NITs ; Nighttime 750 NITs

**OPTIONS**

**Communications:** Internal Broadband Wireless  
**Group Link:** Not Ordered  
**Temperature Sensor:** w/100-Step Photocell w/50 ft Cable  
**Software Training:** Web Based Software Training  
**Personal Computer:** PC Not ordered. Ignite Included  
**Fiber Optic Cable:** Not Ordered / Not Required  
**Cabinet Separation:** Standard Up To 15 Feet  
**Power Requirements:** Standard As Quoted  
**Sign Mounting Kit:** Stringers (Section Signs Only)  
**Spare Parts Kit:** Standard Spares Kit  
**Webcam:** Sign View BBW  
**Custom Artwork Pkg:** Not Ordered  
**Technician On-Site:** During Installation

**ADDITIONAL OPTIONS**

**NOTES**

**ORDER ACCEPTANCE**

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QUOTE NUMBER: 1416809 Revision: 1 DATE: 7/14/2014

SIGN ID: 740201 X16j

Walton Signage Corp 1720600  
**Frank Milazzo, Estimator**  
 3419 E Commerce Street  
 San Antonio, TX 78220  
 210-886-0644  
 fmilazzo@waltonsignage.com

Shipping Destination  
**Willow Recreation Center**  
 3600 Lexington Drive  
 Hoffman Estates, IL 60169

Job Site  
 Name: Willow Recreation Center  
 Address: 3600 Lexington Drive  
 City: Hoffman Estates  
 State: IL Zip: 60169

**PRODUCT SPECIFICATIONS**

**Pixel Pitch:** XVS16mm Color  
**Pixel Matrix:** 144 X 234  
**Cabinet Size:** 8ft 4in H x 14ft L x 8in D  
**Viewing Area:** 8ft H x 13ft L  
**Cabinet Style:** Single Face Signpak  
**Character Size:** 16 lines / 47 Characters at a 4" type.  
**Approx. Weight:** 1242 Lbs.  
**Warranty:** Standard 5 Year Watchfire warranty applies.  
**Mfg. Lead Time:** 6-8 weeks (after this document is signed & returned and receipt of down payment).

**Electrical Service:** 240.00 VOLT 4 Wire 22.00 AMP Single Phase Service Refer to the Installation manual for details on wiring. Based on 18.00 hours of operation a day, plus or minus 10% depending on how the sign is programmed.  
*Example: 27.4 KWHrs a day x \$0.07 = 1.92/Day*

**STANDARD FEATURES**

**Color:** LED RGB  
**Color Capability:** 4.72 Sextillion  
**Viewing Angles:** 140 Horiz/70 Vert  
**Video:** up to 60FPS; Full Animation capable; Live video capable-specify additional hardware  
**Includes:** Ignite Graphics Software  
**Brightness:** Daytime 10,000 NITS ; Nighttime 750 NITS

**OPTIONS**

**Communications:** Internal Broadband Wireless  
**Group Link:** Not Ordered  
**Temperature Sensor:** w/100-Step Photocell w/50 ft Cable  
**Software Training:** Not Ordered  
**Personal Computer:** PC Not ordered. Ignite Included  
**Fiber Optic Cable:** Not Ordered / Not Required  
**Cabinet Separation:** Standard Up To 15 Feet  
**Power Requirements:** Standard As Quoted  
**Sign Mounting Kit:** Stringers (Section Signs Only)  
**Spare Parts Kit:** Not Ordered  
**Webcam:** Sign View BBW  
**Custom Artwork Pkg:** Not Ordered  
**Technician On-Site:** Not Ordered

**ADDITIONAL OPTIONS**

**NOTES**

**ORDER ACCEPTANCE**

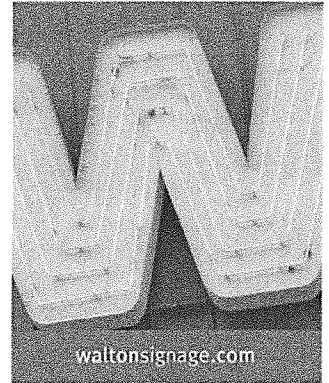
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# WALTON SIGNAGE

3419 E. COMMERCE  
SAN ANTONIO, TEXAS 78220  
PH 210.886.0644  
FX 210.886.0650



## BRIDGES OF POPLAR CREEK V-SHAPED MONUMENT- Monument Sign

Illuminated channel letters , illuminated letters flush mounted on cabinet, non-illuminated flat cut out letters, aluminum, copy "Hoffman Estates Park District", cove LED down lighting. Watch Fire EMD 8' X 14'.  
Extended Warranty Date – 11/10/16 – 11/10//17 for structural components by Walton Signage, paint and installation.

EMD Extended Warranty: Component parts from Watch Fire – See attached

Extended Warranty Date: 11/10/19 – 11/10/24



QUOTE NUMBER: 1416809 Revision: 2 DATE: 7/14/2014

SIGN ID: 740202 X16j

Walton Signage Corp 1720600  
Frank Milazzo, Estimator  
3419 E Commerce Street  
San Antonio, TX 78220  
210-886-0644  
fmilazzo@waltonsignage.com

Shipping Destination  
Willow Recreation Center  
3600 Lexington Drive  
Hoffman Estates, IL 60169

Job Site  
Name: Bridges of Poplar Creek Country Club  
Address: 1600 Poplar Creek Drive  
City: Hoffman Estates  
State: IL Zip: 60192

PRODUCT SPECIFICATIONS

Pixel Pitch: XVS16mm Color  
Pixel Matrix: 144 X 234  
Cabinet Size: 8ft 4in H x 14ft L x 8in D  
Viewing Area: 8ft H x 13ft L  
Cabinet Style: Single Face Signpak  
Character Size: 16 lines / 47 Characters at a 4" type.  
Approx. Weight: 1242 Lbs.  
Warranty: Standard 5 Year Watchfire warranty applies.  
Mfg. Lead Time: 6-8 weeks (after this document is signed & returned and receipt of down payment).

Electrical Service: 240.00 VOLT 4 Wire 22.00 AMP Single Phase Service Refer to the Installation manual for details on wiring. Based on 18.00 hours of operation a day, plus or minus 10% depending on how the sign is programmed.  
*Example: 27.4 KWHrs a day x \$0.07 = 1.92/Day*

STANDARD FEATURES

Color: LED RGB  
Color Capability: 4.72 Sextillion  
Viewing Angles: 140 Horiz/70 Vert  
Video: up to 60FPS; Full Animation capable; Live video capable-specify additional hardware  
Includes: Ignite Graphics Software  
Brightness: Daytime 10,000 NITS ; Nighttime 750 NITS

OPTIONS

Communications: Internal Broadband Wireless  
Group Link: Not Ordered  
Temperature Sensor: w/100-Step Photocell w/50 ft Cable  
Software Training: Web Based Software Training  
Personal Computer: PC Not ordered. Ignite Included  
Fiber Optic Cable: Not Ordered / Not Required  
Cabinet Separation: Standard Up To 15 Feet  
Power Requirements: Standard As Quoted  
Sign Mounting Kit: Stringers (Section Signs Only)  
Spare Parts Kit: Standard Spares Kit  
Webcam: Sign View BBW  
Custom Artwork Pkg: Not Ordered  
Technician On-Site: During Installation

ADDITIONAL OPTIONS

NOTES

ORDER ACCEPTANCE

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QUOTE NUMBER: 1416809 Revision: 2 DATE: 7/14/2014

SIGN ID: 740203 X16j

Walton Signage Corp 1720600
Frank Milazzo, Estimator
3419 E Commerce Street
San Antonio, TX 78220
210-886-0644
fmlazzo@waltonsignage.com

Shipping Destination
Willow Recreation Center
3600 Lexington Drive
Hoffman Estates, IL 60169

Job Site
Name: Bridges of Poplar Creek Country Club
Address: 1600 Poplar Creek Drive
City: Hoffman Estates
State: IL Zip: 60192

PRODUCT SPECIFICATIONS

Pixel Pitch: XVS16mm Color
Pixel Matrix: 144 X 234
Cabinet Size: 8ft 4in H x 14ft L x 8in D
Viewing Area: 8ft H x 13ft L
Cabinet Style: Single Face Signpak
Character Size: 16 lines / 47 Characters at a 4" type.
Approx. Weight: 1242 Lbs.
Warranty: Standard 5 Year Watchfire warranty applies.
Mfg. Lead Time: 6-8 weeks (after this document is signed & returned and receipt of down payment).

Electrical Service: 240.00 VOLT 4 Wire 22.00 AMP Single Phase Service Refer to the Installation manual for details on wiring. Based on 18.00 hours of operation a day, plus or minus 10% depending on how the sign is programmed. Example: 27.4 KWHrs a day x \$0.07 = 1.92/Day

STANDARD FEATURES

Color: LED RGB
Color Capability: 4.72 Sextillion
Viewing Angles: 140 Horiz/70 Vert
Video: up to 60FPS; Full Animation capable; Live video capable-specify additional hardware
Includes: Ignite Graphics Software
Brightness: Daytime 10,000 NITs ; Nighttime 750 NITs

OPTIONS

Communications: Internal Broadband Wireless
Group Link: Not Ordered
Temperature Sensor: w/100-Step Photocell w/50 ft Cable
Software Training: Not Ordered
Personal Computer: PC Not ordered. Ignite Included
Fiber Optic Cable: Not Ordered / Not Required
Cabinet Separation: Standard Up To 15 Feet
Power Requirements: Standard As Quoted
Sign Mounting Kit: Stringers (Section Signs Only)
Spare Parts Kit: Not Ordered
Webcam: Sign View BBW
Custom Artwork Pkg: Not Ordered
Technician On-Site: Not Ordered

ADDITIONAL OPTIONS

NOTES

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## Watchfire Signs by Time-O-Matic LLC

### SCHEDULE 1

#### WARRANTY, SOFTWARE LICENSE, AND LIMITATION OF LIABILITIES AND REMEDIES

**SCOPE OF WARRANTY FOR SYSTEM.** When used properly under normal use and normal environmental conditions, and subject to the exclusions set forth herein, Watchfire warrants its manufactured goods, and the System excluding the Price Watcher series, against material defects in material and workmanship for five years from the date of shipment from Watchfire's dock. Watchfire warrants the Price Watcher product series against material defects in material and workmanship for two years from the date of shipment from Watchfire's dock. During the warranty period, Watchfire's only obligation and liability is to repair or replace (at its option) those part(s) of the System which prove to be defective and not merely worn out (e.g., aged LEDs). Repaired or replaced parts provided within the original warranty period shall have the same warranty for the balance of the original warranty period. Part(s) replaced or repaired outside of any warranty period shall have a warranty of replacement only for material defects in material or workmanship for six (6) months from date of shipment. Watchfire is not responsible for telecommunications or Internet services being unavailable, or for limitations caused by environmental conditions or incompatibilities with other systems.

**ORIGINAL MANUFACTURER WARRANTY.** Any parts not manufactured by Watchfire, but which are added to the System manufactured by Watchfire are covered only by their original manufacturer's warranty, if any.

#### LICENSE FOR SOFTWARE USE AND WARRANTY FOR SOFTWARE.

Watchfire warrants only that: (1) the media on which Software is provided shall be free from material defects for sixty days after shipment by Watchfire; and (2) Software substantially conforms to the documentation that accompanies it. Watchfire hereby grants the Original End User a limited, non-exclusive personal, non-transferable and non-assignable license to use the Software only in the U.S. The Ignite software is a single station license. Additional station access is available at additional cost. This license terminates upon violation of any provision of this License or the Agreement, and Watchfire reserves the right to electronically disable the Software upon such violation. Buyer shall not permit the software to be copied (except for backup purposes), transferred, distributed, disassembled, reverse engineered, decompiled or tampered with. "Software" as used herein includes Ignite Online™ software for one year after shipment.

#### BUYER AND ORIGINAL END USER HOLD WATCHFIRE HARMLESS AND INDEMNIFIED FOR ANY CLAIMS BY THIRD PARTIES, INCLUDING WATCHFIRE'S ATTORNEY'S FEES, THAT THE USE OF THE SOFTWARE OR SYSTEM INFRINGES ANY INTELLECTUAL PROPERTY RIGHTS OF ANY THIRD PARTY.

Defective media or Software may be replaced during the warranty period unless damaged by accident or misuse. **WATCHFIRE'S ENTIRE LIABILITY SHALL BE THE REPAIR OR REPLACEMENT OF THE DEFECTIVE MEDIA OR SOFTWARE WHEN TIMELY RETURNED TO WATCHFIRE.** Any replacement media or Software has the same 60 day warranty. Watchfire does not warrant that the media and Software is completely error-free, will operate without interruption or is compatible with all equipment or software configurations. Watchfire may charge additional fees for any upgrades or modifications to the Software.

**OBTAINING WARRANTY SERVICE.** Warranty service for the System and the Software are expressly conditioned on Watchfire's prior receipt of all payments due under the Agreement, including System Price. Buyer shall contact the Watchfire HELP desk for warranty service. Items determined defective by Watchfire will be replaced at its option with new or like-new part(s). No credit is given for such items. Watchfire will pay for outbound shipping and return ground freight for items repaired/replaced for its manufactured goods installed within the continental U.S. Buyers must prepay all outbound shipping freight, duties and taxes for items shipped to destinations outside of the continental United States. Buyer shall pay for the installation of repaired/replaced items. In the event of any delay in Watchfire's performance beyond Watchfire's reasonable control, Watchfire shall have additional reasonable time for performance. Buyer shall pay for all maintenance services.

**EXCLUSIONS FOR SYSTEM AND SOFTWARE.** These warranties do not apply if the System or Software are damaged due to improper or unreasonable use, modification, repair, service, installation, or environmental conditions or if they are reversed engineered, de-compiled or used to create derivative works.

There are no express or implied warranties for the System and the Software beyond those expressly stated herein. The unenforceability of any portion of this agreement shall not affect the enforceability of the remainder of this agreement.

**WATCHFIRE'S LIABILITY TO BUYER UNDER THESE WARRANTIES FOR THE SYSTEM AND SOFTWARE IS LIMITED AS SET FORTH HEREIN, WHETHER IN CONTRACT, TORT, OR ANY OTHER THEORY OF LIABILITY, INCLUDING BUT NOT LIMITED TO FRAUD, MISREPRESENTATION, BREACH OF CONTRACT, PERSONAL INJURY, PRODUCTS LIABILITY OR ANY OTHER THEORY, AND WATCHFIRE SHALL NOT BE LIABLE FOR ANY SPECIAL, DIRECT, COMMERCIAL, EXEMPLARY, DIRECT, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES OR PUNITIVE DAMAGES, OR DAMAGES FOR LOSS OF USE, LOSS OF ANTICIPATED PROFITS, INCOME, OR ECONOMIC LOSSES OF ANY KIND. WATCHFIRE'S LIABILITY UNDER ANY WARRANTY HEREUNDER, WHETHER EXPRESS OR IMPLIED, SHALL NOT EXCEED THE COST OF REPAIR OR REPLACEMENT OF DEFECTIVE PARTS OF THE SYSTEM AND SOFTWARE. BUYER MAY NOT BRING ANY ACTION UNDER THESE WARRANTIES MORE THAN ONE YEAR AFTER THE CAUSE OF ACTION HAS ACCRUED.**

S270 (1/17/2014) TOM-FM-139 Rev 10

**Ventilation Designs** Cross-vent F8 Models, Price Watcher™, Rear-vent, and Front-vent Slim Cabinet

**Cross-vent, F8 Models**

Allow minimum of 1" gap per face behind the sign for air flow.

When cabinets are enclosed, allow 12-18 square inches of exhaust venting for every foot of sign length for each cabinet.

DO NOT OBSTRUCT AIR INTAKE in the bottom front of the sign.

Do not cover the front of the sign with glass or polycarbonate, or obstruct air flow in any way.

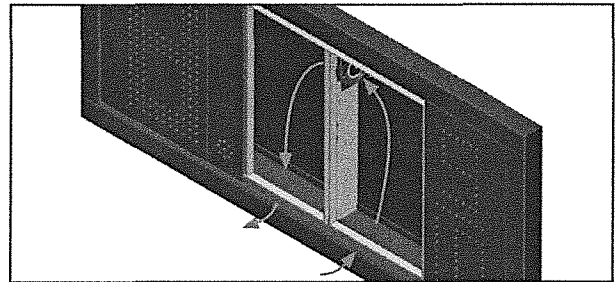
Allow ¼" clearance below sign for water drainage.

NOTE: Proper ventilation lengthens the life of LEDs and helps to protect your electronics.

**Price Watcher**

Dual-chamber component cooling features built-in fans to ensure brighter, longer lasting LEDs without the need for additional wiring or fan kits.

The front face of the Price Watcher display that includes the air intake/exhaust and LED digit faces should not be blocked by any part of the metal cabinet or covered with plastic.



**Rear-vent**

Allow minimum of 2" gap per face behind the sign for air flow.

When using mesh, louvers or other covering:

- **Total air intake**  
12-18 square inches per foot of sign per cabinet.
- **Total air exhaust**  
12-18 square inches per foot of sign per cabinet.

DO NOT RESTRICT AIRFLOW around the backs of the cabinets.

Do not cover the front of the sign with glass or polycarbonate, or obstruct air flow in any way.

Never mount an ID sign or sign cover without satisfying the guidelines illustrated above.

AIRFLOW

**1 or 2-pole installation, OPTIMAL VENTILATION:**

Required for: Signs over 16' long OR signs with multiple poles.

Ends may be sealed

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AIRFLOW

**Single Pole Option (see notes below):**

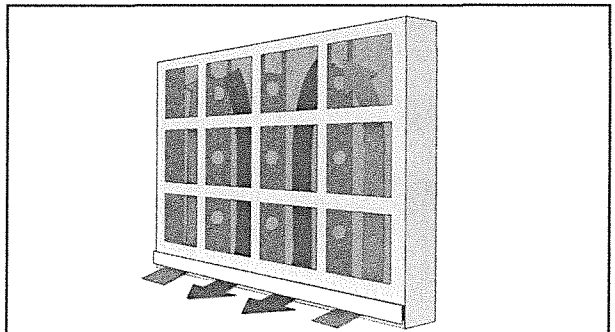
Acceptable ventilation for: Signs may be up to 16' long, must be a single centered pole.

Ends **MUST** be open if no gap above EMC.

**Front-vent Slim Cabinet**

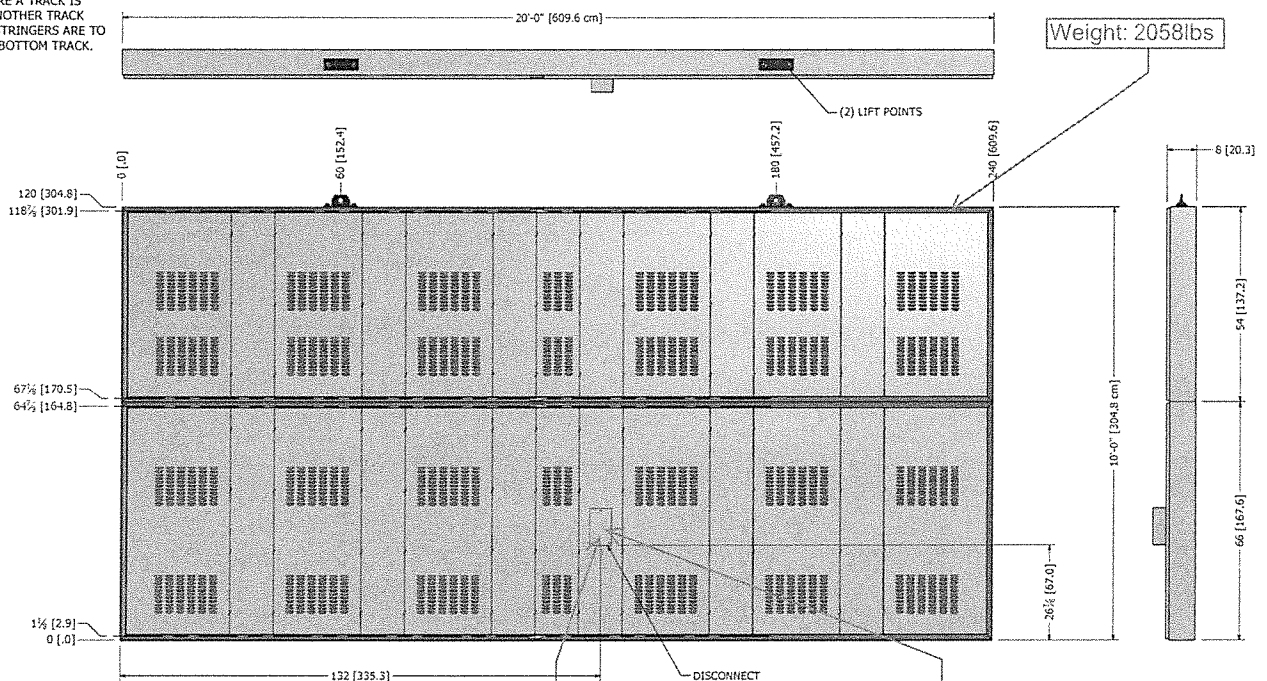
Do not cover the front of the sign with glass or polycarbonate, or obstruct the air flow in any way.

DO NOT OBSTRUCT AIR INTAKE in the bottom front of the sign.

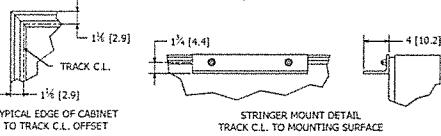


- NOTES:**
- ELEVATION DIMENSIONS ARE TO CENTER LINE OF TRACK.
  - DISCONNECT BOX SIZE MAY VARY DEPENDING ON AMPERAGE REQUIREMENTS.
  - IN LOCATIONS WHERE A TRACK IS DIRECTLY ABOVE ANOTHER TRACK (CABINET SEAMS), STRINGERS ARE TO BE PLACED ON THE BOTTOM TRACK.

**REQUIREMENTS TO MEET 150 MPH WIND LOAD**  
 UPRIGHT QTY: 3 MINIMUM  
 SPACING: 115 3/16 [292.6] MAXIMUM  
 CANTILEVER: 57 5/8 [146.3] MAXIMUM



Weight: 2058lbs



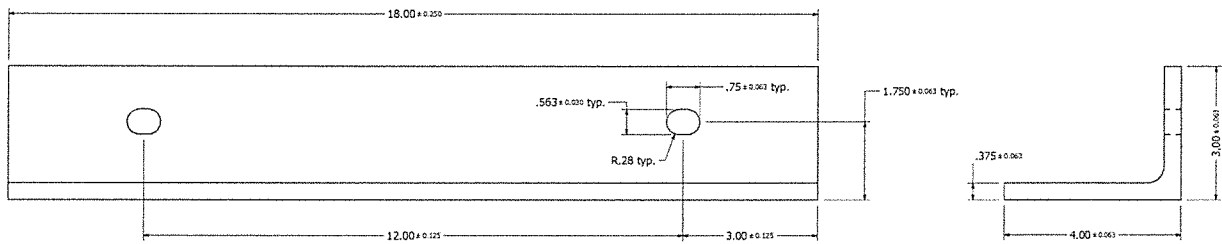
Note: Vogelei park will be wired for 3 phase, 25 amps @ 208 3 phase

37 amps @ 240v single phase.

**DIMENSION STYLE:**  
 INCHES [CENTIMETERS]

REVISION	SHEET	LINEAR TOLERANCES	ANGULAR TOLERANCES	THIRD ANGLE PROJECTION (FIRST ANGLE)	DESCRIPTION
1	1	XX..... ± 1/16" X.X..... ± 1/32" X.XX..... ± 0.000" X.XXX..... ± 0.150" X.XXXX..... ± 0.050"	ALL DIMENSIONS ARE U.S. IMPERIAL UNITS, UNLESS OTHERWISE SPECIFIED. ANGULAR TOLERANCES APPLY TO ALL ANGLES UNLESS OTHERWISE SPECIFIED. X°..... ± 30° X.X°..... ± 15° X.XX°..... ± 5°		FRONT SERVICE - 9 X 19 MATRIX - 120" X 240"
				DATE CREATED: 8/15/2014	DRAWN: B. Encodgrass
				WATCHFIRE	PART NUMBER: 100x200_T_N_09019_F

includes 2- 1/2" x 2" long A325 Structural bolts, 1/2 structural nut, and washer per stringer

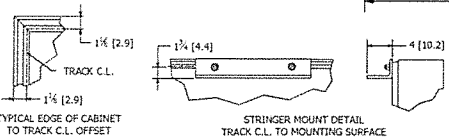
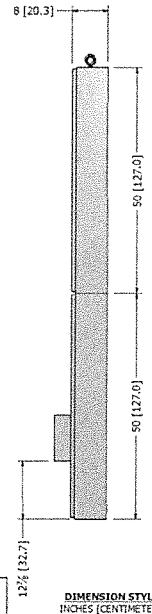
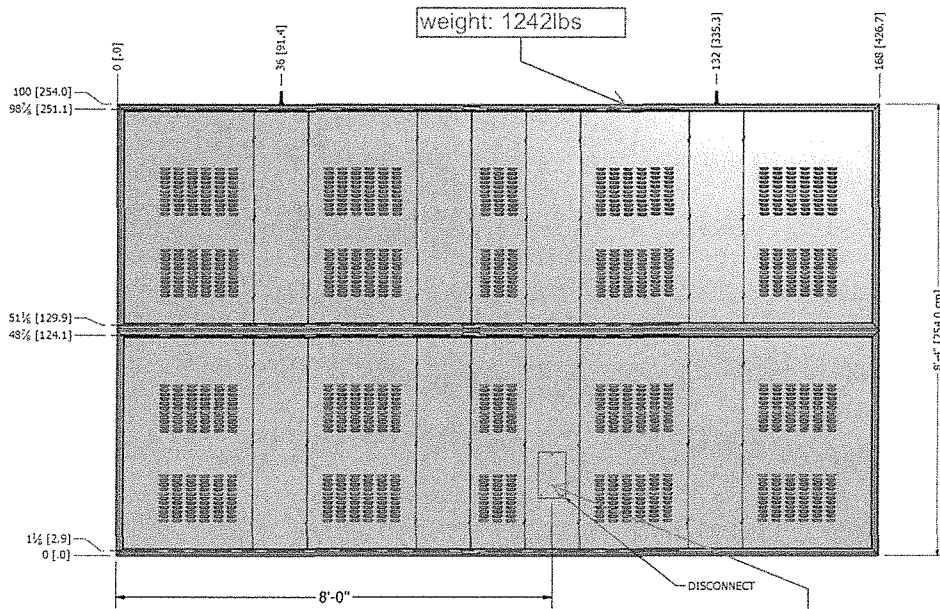
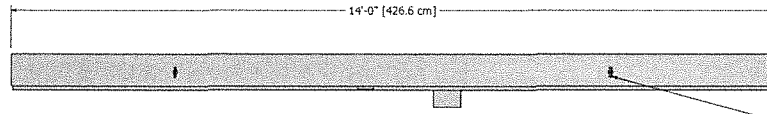


Primer: Tech Gaurd Red Oxide S4501  
Finish: WC Richards Black Enamel EKLA-6634

REVISION	SHEET	LINEAR TOLERANCES	ANGULAR TOLERANCES	PRIME ANGLE PROJECTION	CROSS REF.	DESCRIPTION
2	1	XX..... = ± 1/16" XX..... = ± .0450" XXX..... = ± .0300" XXXX..... = ± .0150" XXXXX..... = ± .0050"	ALL DIMENSIONS ARE U.S. UNITS UNLESS OTHERWISE SPECIFIED. DIMENSIONS UNLESS OTHERWISE SPECIFIED APPLY TO ALL DIMENSIONS. DIMENSIONS UNLESS OTHERWISE SPECIFIED TO REMAIN UNLESS OTHERWISE SPECIFIED.	X°..... = ± 3° XX°..... = ± 1° XXX°..... = ± .5°		ANGLE-MOUNTING MICRO STRINGER-18" A36 Mild Steel 3"x1" Angle
					DATE CREATED: 7/28/2014 DRAWN: R. Messmore PART NUMBER: 140104	

- NOTES:
- ELEVATION DIMENSIONS ARE TO CENTER LINE OF TRACK.
  - DISCONNECT BOX SIZE MAY VARY DEPENDING ON AMPERAGE REQUIREMENTS.
  - IN LOCATIONS WHERE A TRACK IS DIRECTLY ABOVE ANOTHER TRACK (CABINET SEAMS), STRINGERS ARE TO BE PLACED ON THE BOTTOM TRACK.

REQUIREMENTS TO MEET 150 MPH WIND LOAD  
 UPRIGHT QTY: 2 MINIMUM  
 SPACING: 115 3/16 [292.6] MAXIMUM  
 CANTILEVER: 57 5/8 [146.3] MAXIMUM



REVISION	SHEET	LINEAR TOLERANCES	ANGULAR TOLERANCES	THIRD ANGLE PROJECTION	UNLESS NOTED OTHERWISE	DESCRIPTION		
1	1	XX..... ± .116"	X°..... ± 3°		ALL DIMENSIONS ARE UNLESS OTHERWISE SPECIFIED. DIMENSIONAL UNITS ARE IN INCHES UNLESS OTHERWISE SPECIFIED. TOLERANCES APPLY TO ALL DIMENSIONS UNLESS OTHERWISE SPECIFIED. DIMENSIONS IN PARENTHESES ARE NOT APPLICABLE TO REFERENCE PARTS LIST.	MATERIAL		
OF	1	XX..... ± .0450"	XX'°..... ± 1°			CNC PROGRAM		
		XX..... ± .0300"	XX''°..... ± .5°			DATE CREATED: 8/13/2014	DRAWN: Es. Fennell	COPY NUMBER: 8'4x14_T_N_08013_F
		XX..... ± .0150"				PROJECT LOCATION:		



## Broadband Wireless

### Broadband Wireless

The BBW is a high-speed internal cellular communication unit for the sign. It receives a cellular internet signal through its antenna and converts it to Ethernet. This enables the sign to have an always-on internet connection.

Watchfire will either resell or assist the customer in obtaining wireless broadband service for the sign.

The wireless carrier will provide the IP address for the BBW, which will be configured in Ignite.

Route the antenna cable inside the sign cabinet and connect it to the lead cable on the BBW.

Place the antenna upright on a metallic surface. The antenna has a magnetic base and doesn't need additional mounting equipment. Elevating the antenna will improve reception.

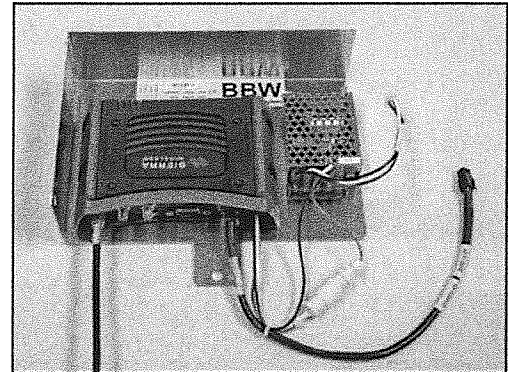


Figure 1 • BBW

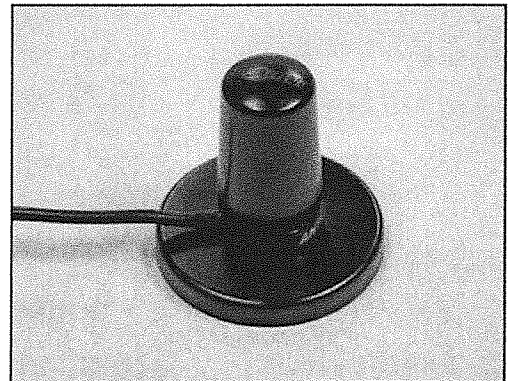


Figure 2 • BBW Antenna

#### Want to know more?

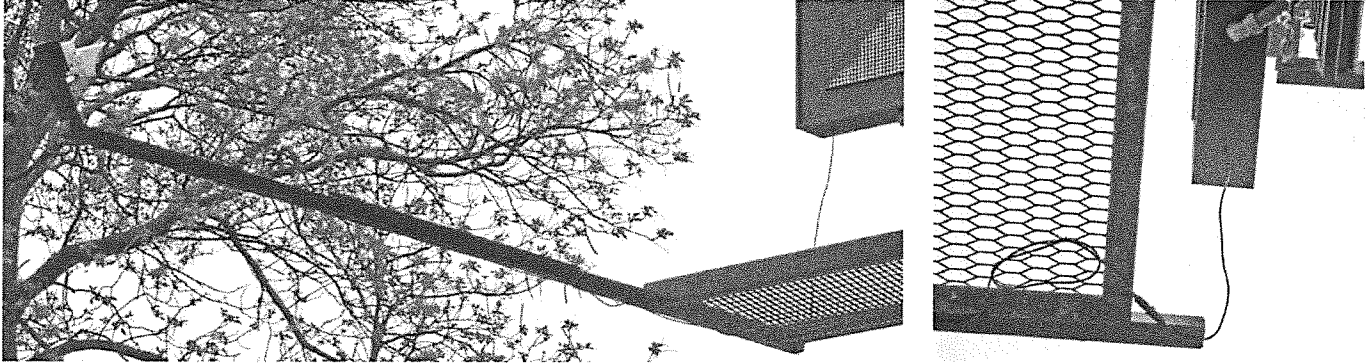
For drilling precautions, see [page 15](#).

For conduit instructions, see [page 15](#).

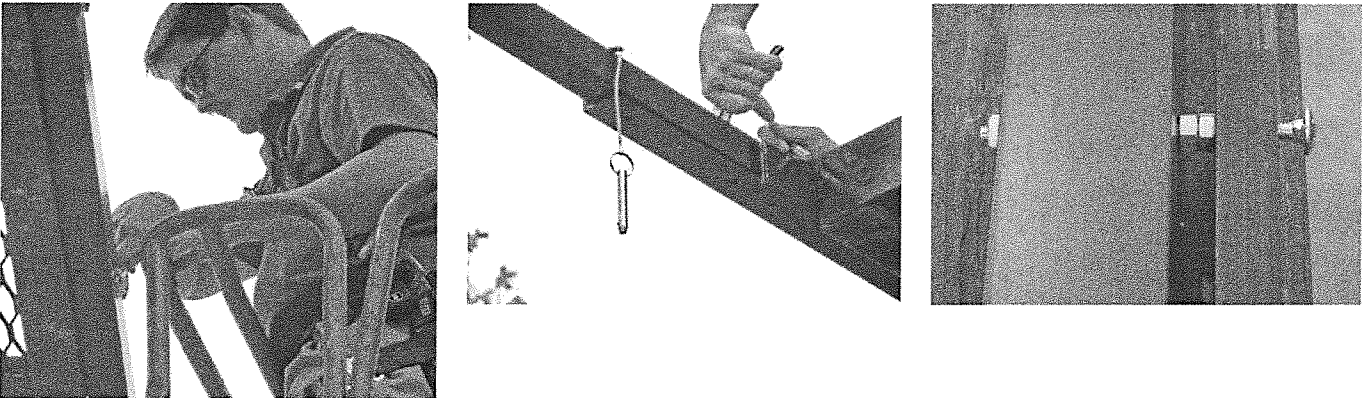
For instructions on how to set up software, see [page 38](#).

# CAMERA BOOM ASSEMBLY FOR WATCHFIRE® DIGITAL OUTDOOR SIGNS

The camera boom assembly is used to mount the webcam on Watchfire Digital Outdoor Signs.



Insert zip ties into boom prior to mounting. Bolt the boom arm to the catwalk with 1.5" provided bolts. A stabilizing bar locks the boom arm in place. The two nuts between the stabilizing bar and the boom arm are necessary to maintain parallel separation between the stabilizing bar and boom arm.



The boom assembly ships with a 18' camera cable, which is routed alongside the boom with zip ties. The camera cable and connector are outdoor rated and do not need to be routed through conduit unless specified by local codes. Connect the camera cable to the weatherproof cable coiled inside the sign that connects to the BEC.

