



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. 992
TUESDAY, APRIL 28, 2015
7:00 p.m.**

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. AWARDS
 - A. Employees of the 1st Quarter 2015
 - Brad Hansen, Full Time
 - Mike Kelly, Part Time
5. APPROVAL OF MINUTES
 - Regular Board Minutes 3/24/15
6. COMMENTS FROM THE AUDIENCE
7. CONSENT AGENDA
 - A. HVAC system at TC / M15-038
 - B. Crack fill and seal coating work / M15-039
 - C. Concrete entrance work at TC / M15-043
 - D. Program Discounts for Employee Relatives / M15-048
 - I. A&F Detail Reports
 - Manual checks \$364,001.88
 - Monthly Invoices \$503,286.94
 - J. Financial Statements
 - K. Acceptance of B&G Minutes 3/3/15
 - L. Acceptance of Rec Minutes 3/10/15
 - M. Acceptance of A&F Minutes 3/17/15

REGULAR BOARD MEETING NO. 992

April 28, 2015

Page 2

8. ADOPTION OF EXECUTIVE DIRECTOR'S REPORT
9. PRESIDENT'S REPORT
10. OLD BUSINESS
11. NEW BUSINESS
 - Ice Pro Shop Contract modified / M15-050
12. COMMISSIONER COMMENTS
13. ADJOURNMENT

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



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

**MINUTES
REGULAR BOARD MEETING NO. 991
March 24, 2015**

1. Roll Call:

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

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

Absent: Commissioner R. Evans

Also Present: Executive Director Bostrom, P&D Director Buczkowski, Parks and Risk Director Giacalone, Rec/Facilities Director Kies, Golf Director Bechtold

Audience: Comm Rep Kinnane and Kaplan, Program Manager Kapusinski, Preschool Teachers Jackson, Matthews, Agins, Flach and Schoewe; Volunteers from the Healthy Kids Fair and the Redhawks Jr. Pee Wee Football Team and their friends, families and coaches

2. Pledge of Allegiance:

Everyone present stood for the Pledge of Allegiance.

3. Agenda:

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

4. Awards:

A. Volunteers from the Healthy Kids Fair:

President Bickham congratulated the students from Chamberlain College of Nursing in Addison for their volunteer services at the park district's Healthy Kids

Fair held February 28th at PSSWC. The students helped to set up, assisted with the event, clean up and took turns wearing the Chamber's Hector the Dog costume.

B. Redhawks Jr. Pee Wee Football Team:

President Bickham congratulated the Redhawks Jr. Pee Wee Football Team on their outstanding season and on winning the Mid-America Regional championships and traveling to Disney World in Orlando to play in the Pop Warner Super Bowl. President Bickham also noted that this Junior Pee Wee team also received the 2014 Pop Warner Sportsmanship award for their level.

C. Preschool/Gold Circle of Quality:

President Bickham congratulated the Preschool and Program Manager Kapusinski and her staff on achieving the Gold Circle of Quality explaining that only 5 schools locally had achieved this award.

5. **Minutes:**

Commissioner Mohan made a motion, seconded by Commissioner McGinn to approve the minutes of the February 24, 2015 meeting as presented. The motion carried by voice vote.

6. **Comments from the Audience:**

None

7. **Consent Agenda:**

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

On a Roll Call: Carried 6-0-1
Ayes: 6 K. Evans, Greenberg, Kilbridge, McGinn, Mohan, Bickham
Nays: 0
Absent: 1 R. Evans

- A. Bids: concrete M15-026
- B. Bids: asphalt M15-027
- C. Bids: fence M15-028
- D. Bids: floating dock M15-029
- E. Bids: install playgrounds M15-030
- F. BPC Business Plan M15-035
- G. Video Gaming Evaluation M15-032
- H. Surplus Ordinance O15-033 / M15-036
- I. A&F Detail Reports
 - o Manual checks \$378,818.30

- Monthly Invoices \$194,197.12
- J. Financial Statements
- K. Acceptance of B&G Minutes 2/3/15
- L. Acceptance of Rec Minutes 2/10/15
- M. Acceptance of A&F Minutes 2/17/15

8. Adoption of Executive Director's Report:

Executive Director Bostrom reviewed the report and gave an update on the DCFS funding. He explained that staff was still attempting to sort out a recent DCFS ruling and the impact to the park district. He explained that 12 families (17 children) received state funding and that while the district had been paid through 2014, they were owed \$13,700 for 2015 to date. He explained that staff had discussed the options and felt that the children in the program should be able to remain there under their present payment options through the school year; however, they were looking at making changes to the payment schedule and/or eligibility for the summer camp and next school year programs. He also explained that the Foundation may be a part of the financial assistance granted.

Commissioner K. Evans asked if the amount was much more than the Foundation typically approved and Executive Director Bostrom noted that it was and they did not anticipate the Foundation being able to make up the entire difference.

President Bickham asked if they had looked at the change in financial formula for the short term and Executive Director Bostrom explained that staff did not feel it appropriate to alter participant's payments at this point in the program.

Commissioner Mohan asked if staff qualified the parents for the financial support and Executive Director Bostrom explained that the families had to meet and show a financial need and that both parents were working,

Commissioner K. Evans asked if there were other areas that the State could impact the district's finances and Executive Director Bostrom said there was not; that the district did not have any outstanding grants.

Commissioner Kilbridge asked if staff could present information on preschool fees, etc. and Executive Director Bostrom noted that they would for the next Recreation Committee meeting,

Commissioner Greenberg asked if there was any indication from the district's Representatives on what will happen and Executive Director Bostrom noted that they believed the state would pay for this year, although they may be taking money from areas like the OSLAD Grants to do so.

Commissioner McGinn asked about other preschools closings and if the kids would come to the district. Comm Rep Kaplan asked if the district would lower

expenses if they did not have those 17 kids in the program. Comm Rep Kinnane asked how the district would accommodate the kids that might come from other closed preschools. Executive Director Bostrom noted that the district would not be able to lower expenses as not all 17 kids were involved in a single program. He also explained that while the families may turn to the park district for their programming, the district was looking at implementing procedures that would allow them to continue to provide for their community. Some procedures would include the non-resident versus resident fee structure.

President Bickham asked if the district could receive grants because of the preschool accreditation and Executive Director Bostrom noted that the district received approximately 80% of the licensing fees back but no grants were actually associated with the accreditation. Director Kies noted that NRPA offered the districts information on funding sources for preschool and other programs.

Commissioner Kilbridge asked if the cost and comparison for camps and other preschools /camps in the area could be included in the Rec Committee meeting.

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

9. President's Report:

President Bickham said he had enjoyed the Legislative Breakfast. He also heard that March Madness went well at BPC and wanted to offer best wishes to the candidates on the coming election.

President Bickham also announced that Commissioner Greenberg was moving in the near future and would be leaving the board.

10. Old Business:

None

11. New Business:

A. Bond Abatement Ordinance O15-004/M15-037:

Executive Director Bostrom explained that this item had gone to the A&F Committee and their consensus had been to send it on to the board for approval. He explained that there had been a change in the deadline for the Ordinance from June 1st to April 1st creating a need to move the approval up on the board's calendar. He explained that the ordinance

helped to ensure that the district did not receive more tax money than it was entitled to.

Commissioner Greenberg made a motion, seconded by Commissioner McGinn to approve the Bond Abatement Ordinance O15-004 as outlined in M15-037.

On a Roll Call: Carried 6-0-1
Ayes: 6 K. Evans, Greenberg, Kilbridge, McGinn, Mohan, Bickham
Nays: 0
Absent: 1 R. Evans

12. Commissioner Comments:

Commissioner Greenberg acknowledged that he would be leaving the board and the Recreation Committee Meeting April 14th would be his last meeting.

Commissioner Kilbridge noted that she had an opportunity to speak with the Elk Grove Park District staff and found out that they had a very small pickle ball program.

Commissioner Mohan said he had been happy to attend the Legislative Breakfast.

Commissioner McGinn said he had an opportunity to play pickle ball with the 50+ and they had some very serious players. He noted that he had been to the Celtic Fest at the Sears Center and talked with a Rugby instructor.

Commissioner K. Evans said he was also at Celtic Fest and felt it was a good event for the community. He noted that there was an Auto Auction going up on the driving range near Higgins and Beverly.

13. Executive Session:

Commissioner Mohan made a motion, seconded by Commissioner Kilbridge to move to Executive Session at 8:00 p.m. for the purposes of:

- A. Minutes - Section 2 (C)(21)
- B. The purchase or lease of real property for the use of the public body pursuant to Section 2(C)(5) of the Open Meetings Act.
- C. Appointment, employment, compensation, discipline, performance or dismissal of an employee, pursuant to Section 2(C)(1) of the Open Meetings Act.

On a Roll Call: Carried 6-0-1
Ayes: 6 K. Evans, Greenberg, Kilbridge, McGinn, Mohan, Bickham
Nays: 0
Absent: 1 R. Evans

Commissioner Greenberg made a motion, seconded by Commissioner K. Evans to reconvene to regular session at 9:20 p.m. The motion carried by voice vote.

14. Discussion and Vote from Executive Session:

None

15. Adjournment:

Commissioner McGinn made a motion, seconded by Commissioner K. Evans to adjourn the meeting at 9:21 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 992**

EXECUTIVE DIRECTOR'S REPORT

April 2015

PARKS DIVISION

1. Staff started Fabbrini Park Restroom remodeling project with some demolition of restrooms.
2. Staff removed all benches around path for Fabbrini Park Pathway project.
3. Staff repaired windscreens in parking lot at Triphahn Center.
4. Staff repaired pot-a-let shelter at Olmstead Park.
5. Staff removed graffiti from WRC Tot, Sheffield and Evergreen playgrounds.
6. Staff constructed and installed three new park ID signs for Fabbrini Park.
7. Staff constructed four ADA picnic tables.
8. Staff patched primed and painted wall and constructed new drop ceiling counters tops, sink and shelving at BPC Halfway House.
9. Vehicle 455 replaced front struts, springs and left side sway bar link.
10. 510 replaced fuel transfer pump, trans fluid and filter, and oil in front hubs and new driver's seat cover.
11. 917 installed new tires and front brake pads.
12. 518 replaced left side door hinges.
13. 516 replaced front stabilizer links.
14. Completed maintenance and repair on all trailers, chipper, stump grinder and trencher.
15. Safety lane inspection completed on all trucks one ton and over and trailers.
16. Swans for lakes were all repaired and are ready to go out once the lakes are free of ice, hopefully the first week of April.
17. The main focus for March has been park clean up, with the snow now all gone and the nicer weather starting.
18. Working closely with our burn contractor on the status of our contract burns. Also working to schedule and complete our in house burns as well. Three scheduled for 3/17 had to be postponed to 3/18 due to wind advisories on 3/17.
19. Tree work operations will resume once conditions are drier in parks.
20. 5 more controlled burns were completed: Beacon Point Wetlands, Hunter's Ridge Basin, Triangle Park, Whisper and South Ridge.
21. Native seeding was completed at the parks that were burned: N. Twin, S. Twin, Highland, PSSWC, Whisper and S. Ridge Parks.

22. Park District Natural Area Management Plan was updated to change Highpoint Park to Joseph L. Fabbrini Park.
23. The plan was also updated to eliminate Golf Road Nature Area and re-name that area Essex Park.
24. The Thorgard Lightning Prediction System was placed on-line at BPC.
25. Staff installed lighting on PSSWC north wall image panels with energy efficient LED lighting.
26. Repaired / restarted numerous items at TC and BPC due to power outages.
27. Staff for Triphahn Center repaired two air compressors for hydronic HVAC system.
28. Staff replaced gas valve, and inducer motor on cooling tower.
29. Staff fixed boiler for Spa.
30. Staff for BPC repaired the boiler.
31. Staff added a vent for sink in kitchen.
32. Staff did the plumbing for sink in halfway house.
33. Staff for PSSWC changed transformers and ballasts for all lights indoor.
34. Staff repaired and changed the float for the big pumps.

PLANNING & DEVELOPMENT

1. Bergman Pointe Property Development:

Staff is currently designing the park for this development which includes the playground and shelter to serve this new neighborhood. As part of the agreement between the developer and the park district, the developer will be installing the playground and shelter and making all necessary park improvements prior to conveyance to the park district. Staff has met with playground vendors to determine what equipment is to be used at this site. By acting as the designer, the district is assured that the equipment they want will be put into this new site.

2. South Side Skate Park:

Staff has set up a public info meeting May 13th to gather user input and ascertain as the potential need for a facility to be located somewhere in the southeast quadrant of the district. This will be the second meeting held regarding the skate park development. The first meeting was held at the Sheffield Townhome Community Center whereby input was received from approximately ten skate board enthusiasts. The information gathered from both of these meetings will be analyzed by staff and the finding and/ or recommendations will be presented to the B&G Committee at a later date.

3. 2015 construction projects:

Staff has met with the playground contractor and concrete contractor to discuss project sequencing and duration for the various project to be completed this spring. This year's unseasonably cold spring has prevented an early start to the

construction season, however, it is now anticipated that the concrete work will begin the week of April 6th with the playground work commencing the week of April 13th. The proposed work at Fabbri Park has been scheduled so as to minimize public inconvenience especially for the dedication scheduled for May 16th.

4. GIS technology:

Staff is currently looking into GIS technology and the possible benefits that this mapping system may have for the HEPD. Currently, the system is being used by many municipalities, state and the Federal Government. Development of software that now integrates park and recreation activities has added an additional benefit to the overall system and is the main reason for investigation of this item at this time.

5. PSSWC Bike Path Project:

This project continue to move along at a snail's pace but is moving through the regulatory process which includes review by both the Railroad and the Tollway Authority. The design package was completed in early spring of 2014 and is now currently being reviewed by Canadian National who, so far, has identified two concerns with the trail as it relates to their operations. The first is the proximity of the trail in the Forest Preserve to the Railroad right of way and the second is the separation between the trail and the right of way on the west side of the tracks. Both of these items have been considered by the consultants. In addition to the review, the project is being held up by the conveyance of a piece of property on the west side which was originally to be dedicated to the park district but is now in foreclosure with the County. Village and park staff are currently working with the County to remove or dismiss the back taxes due on the site and transfer the property to the park district which in turn would file for tax exempt status.

Recreation and Facilities Division



UPCOMING EVENTS

- 4/18 – Free Rugby Clinic – 10AM-Noon at Cannon Crossings Park
- 5/2 – Cannon Crossings Park Dedication – 10 AM
- 5/9 – Garlic Mustard Pull, 9 AM at Rohrsen Park
- 5/10 - Mother's Day Skate 3-4:30 PM at Triphahn Ice Arena Moms get free admission and free skate rental with a paid child.
- 5/5 – Cinco De Mayo Specials at the Grill at Bridges of Poplar Creek Country Club
- 5/16 – Plant Your Park event at Fabbri/Highpoint Park 10am-1pm
- 5/16 – Parents Nights Out 4:30-8:30 PM at Prairie Stone Sports and Wellness Center.
- 5/16 - Community Garage Sale at Seascape 8am-1pm
- 5/17 - 9 & Stein Golf Event at Bridges of Poplar Creek, 3:00 PM Tee Time Start

- 5/23 - 5/24 - Seascape Opening Weekend Open all three days 11:30 AM to 7:30

Snapshot Summary/Highlights:

- Both the Triphahn Center and Willow Rec Center were awarded the Gold Circle of Quality through the ExceleRate Illinois quality rating program. The Gold Circle of Quality meets or exceed the highest possible goals for all standards.
- Director Kies participated in the University of St. Francis Parks and Recreation, Sports or Tourism Departments, Professional Development Seminar which included mock interviews and an open forum for students to ask questions about the profession of parks and recreation.
- The PSS&WC had an outstanding first quarter; the net goal for the quarter was 135 whereas the team finished at a net total of 220 memberships. This is 85 net memberships ahead of the budgeted aim. (Net equates to new minus cancels) Also the retention rate and 90 cancels are down from this time last year.
- Hockey numbers continue to grow at a rapid rate, currently there are 375 participants as compared to 300 at this time last year.
- Youth Soccer numbers are very good coming out of the 1st quarter, currently (with registration still going on are tracking 49 participants ahead from this time last year. Also please refer to the Youth Sports area for the description of some of the new and exciting programs that have been developed and are currently rolling out this spring and summer, i.e. Rugby, Boxed Lacrosse (cross programming with the ice operations department) and pre-kindergarten soccer.
- HEPD has partnered with the Hoffman Estates Garden Club to provide a variety of classes throughout the year. Please check out our newly created nature page in our program guide.
- Staff met with an outside group to discuss the idea of offering a large Rugby tournament here in Hoffman Estates in 2016. This event would be in collaboration with the Village.
- Park District Egg Hunts was held on April 4th and High Point, Pine and Cannon Crossings Park. The participation turnout was outstanding; the number of eggs distributed/put out was the highest amount in the events history.
- The PSS&WC gymnasium was host to several Big 10 women's basketball teams for practices throughout the conference tournament hosted at the Sears Centre.
- The Greater Chicago land Area Basic Skills Championship took place at the Triphahn Center / Ice Arena on Sunday, March 22. Over 500 skaters took part in the event.
- The Great Egg Slide took place Sunday, March 22. It was estimated that 400 people attended the event.
- All NWHL and NIHL teams had a very successful year. Playoffs concluded the first week of March. Both NIHL Midget teams captured Wolves Cup Championships. The first ever for the Wolf Pack program.
- The Wirtz Cup Sled Hockey Championships were held March 6 – 8. Teams from San Antonio, St. Louis, Denver and Chicago played in the event. Discussions are taking place on making this an annual event at the Triphahn Center.

- The Aqua Egg Hunt took place on Saturday, April 6th. Registration was sold out for this event. Kids enjoyed an egg hunt in the pool and pictures with the Easter Bunny.
- Year to date there has been 364 Seascape passes sold compared to 337 passes at this time in 2014.



Dance

Recital Dance

- The Dance recitals will be held on Saturday, June 6th times 12:15, 3:15 and 6:15 for TC and Sunday, June 7th at 1:00pm for Willow - at the Schaumburg High School.
- The Hoffman Stars Dance Company competed in The Cathy Roe Dance Competition on March 7-8. They placed very well, Company 1 bringing home 1st and 2nd Overall High score group awards, Company 2 with 2nd and 3rd and Company 3 with 1st and 4th overall high score group awards. One soloist placed 4th in her age division.

Gymnastics Programs Summary:

Program/Month/Year/Variance +/-	3/2014	3/2015	Var. +/-
Winter 2 nd session	159	172	+13

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



Youth Athletics

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

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

players early and introduce them the basic skills before they start playing in the Fall Soccer League.

Youth Soccer Summary:

<u>Program/Month/Year/Variance +/-</u>	<u>3/2014</u>	<u>3/2015</u>	<u>Var. +/-</u>
In-house soccer	367	416	+49*

*Please note: last year, participants registered for fall and spring seasons separate so we had a total of 367 registrants in spring only. This year parents had the option to register fall & spring, fall only, or spring only. The 416 total is a combination of players that registered for fall & spring and spring only as that is the total number of players playing in the spring season.

Hoffman United Travel Soccer Summary:

- Next meeting for HUSC is Wednesday, April 22, 8:30pm TC Board Room.
- Practices are scheduled to start during the last week of March, weather and field condition pending.

Youth Basketball Season

- The basketball season is entering its final games of the season. We hosted our annual year end tournament with first and second round games on March 8th and quarter finals and finals on March 14th
- Tournament team try outs took place on February 15th at Willow Recreation Center. The tournament team is new to our program and is designed to let our top park district players play at the next level and represent our park district in tournament settings. This year we will have a 5/6th combo team and 7/8th combo team. Teams will play in two tournaments; Prospect Feeder finale took place on March 15th and at Wheaton Academy for their Shamrock shootout on March 22nd.

Little Dribblers

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

Youth Baseball and Softball Season

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

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

- Travel baseball teams- This year under HEPD we will have two travel baseball teams. They will compete in the MSBL and travel to several tournaments on the weekends. We will have one team at the 11u level and one at the 13u level. Each team has 13 players and is reflected in the number above.
- Travel Rental teams- This year we have two travel teams that our renting from the HEPD for all their practices and games. These two teams have high percentage of former HEPD in house players. These numbers our not reflected in our numbers listed above.

Adult Athletics Summary:

Program/Month/Year/Variance +/-	3/2014	3/2015	Var. +/-
Men's Basketball	20	26	+6*

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



Early Childhood

Program	3/2014	3/2015	Var. +/-
Threeschool – Current Yr	14 TC, 13 WRC	15 TC, 11 WRC	-1
Threeschool – Next Year	14 TC, 5 WRC	2 TC, 6 WRC	-11
2's Playschool – Current Yr	28 TC, 23 WRC	27 TC, 24 WRC	0
2's Playschool- Next Yr	7 TC, 5 WRC	11 TC, 10 WRC	+9
Preschool - Current Yr	115 TC, 52 WRC	115 TC, 68 WRC	+16
Preschool – Next Year	100 TC, 62 WRC	113 TC, 51 WRC	+2
Early Learning Center	32	31	-1
Early Childhood Classes	132	115	-17
Parent-Tot	27	40	+13
Total	629	639	+10

- Family Fun Fair was held on March 13. This year we offered a higher admission rate to cover all activities compared to last year when we offered a smaller admission rate, but then charged for the activity tickets. Enrollment was slightly less than last year due to conflicting Fun Fair as

some of the local elementary schools. The event included inflatables, face painting, kiddie games & prizes and concessions. This year we added two new features: a magic show and characters appearances by Elsa & Anna (from Frozen). The intention of the event is to use some of the preschool fundraising money to give back to the preschool families.

- Preschool & Threeschool Registration for the 2015-2016 school year is in open. There are currently 164 children enrolled for next year, compared to 162 enrolled last year at this time.
- Spring pictures were taken on March 3 & 4.
- Thank you to the families who have taken the time to send emails regarding your child's positive response to our preschool program.

STAR Before and After School Program Summary

Program/Month/Year/ Variance +/-	3/2014	3/2015	Var. +/-
TJ:	13	16	+3
Whiteley:	22	23	+1
Armstrong:	36	41	+5
Fairview:	71	71	0
Lakeview:	39	40	+1
MacArthur:	44	40	-4
Muir:	25	29	+4
Lincoln Prairie:	42	49	+7
Total	292	309	+17

Program/ Variance +/-	3/2014	3/2015	Var. +/-
Spring Break Trips			
Total	364	375	+11

- Staff attended Camp Expo at Harper College to promote all the various camps the park district is offering this summer.
- Staff is in the process of hiring summer camp staff and finalizing 51 field trips.
- March's monthly theme was Nutrition Month or Youth Art Month.
- Children participated various crafts, games, and decorated bulletin boards focusing on either nutrition and health or appreciation for children's art as seen below:





50+ Club

Volunteerism

Volunteers – 8 volunteers - 15 hours total

(Consists of help with Minute to Win It! /newsletter & Bday cards/Helping Hand)

Classes offered in February

Basic Exercise, Gentle Yoga, Tai Chi, Write It Now! Spanish

Line Dancing & AARP Driver Safety

Upcoming trips

Diamond Tours NYC & Fancy-Free Tours Door County, Carole King, Untouchable Tour, Chi, Oak Park Conservatory, Frank Sinatra Tribute, Roosevelt University, Chi, Senior Living Community Progressive Lunch Tour, So Elgin

March Evening/Special Programs

Health Screenings – 7 drop-ins

Pub Quiz Night (3rd Thursdays/6:00 pm)

Minute To Win It! (theme for this year's annual winter break event, 3/5, at Los Fernandez / prizes furnished by Rosewood Care Center, Inverness, Jojo's Restaurant, Schaumburg)

Court Whist (card game)

Friday post lunch programs

3/6 BBLs/Chair Chi provided by Autumn Leaves Memory Care Community

3/13 St Patty's Lunch at Bridges

3/20 Membership Meeting/Roundtable Discussion

3/27 Culver's/member birthday celebration (Culver's provided free custard)

Organized Activities

Wii tournament took place on 3/10 which was sponsored by Clare Oaks Retirement Center, Wii tournament played against seniors at Dundee Twp. Park District

Other

Attended Aging in America Conference (American Society on Aging)

Nominated BOH – Al Zamin who provides weekly rides for 2 seniors to/from 50+ Center (attended presentation)

Attended Visiting Angels (So Elgin) networking event/Women in Leadership session/IPRA Sr Committee meeting

Partnership meetings with Arden Courts Memory Care/Retirement, Elk Grove Village, Lake Barrington Woods retirement Community, Barrington,

Pub Quiz prizes furnished by First Light Homecare

Monthly Bday cards w/insert to new data-base members turning 50 will now be post cards, cutting the purchase cost by 50%



Ice Operations

ICE

I.C.E Academy

- Ice Academy offered spring break camp that had 15 skaters participate.

Wolf Pack

- Development classes will begin April 6. Participation numbers will be included in the April report.
- Hockey team participation has 375 participants, as compared to 300 in 2014.
- Spring evaluation and tryouts took place March 13 – 22. Below are the numbers of participants for each division. These are only tryout numbers at this time as official rosters are still being set
 - 42 Mites
 - 71 Squirts
 - 80 Pee Wee
 - 81 Bantam
 - 43 Midgets
 - 21 Silver Mites
- A spring break hockey camp was offered March 23 -27th. 11 players took part in the program.

Ice Rink Information

Program	3/2014	3/2015	Var. +/-
• Public Skate	412	362	-50
• Freestyle	229	116	-113*
• Drop In/Homeschool	327	409	+82

*Freestyle was offered on Saturdays in 2014 but not available in 2015.



Prairie Stone_{tm} Sports & Wellness Center

March Membership Totals	2014	2015	+/-
	3,600	3,619	+19

Member Services

- The enrollment promotion for the month of March extended discounted enrollment fee of \$15.00 for one final month in Q1 to attract prospective clients

during the 15th anniversary year for PSS&WC. Throughout the year, enrollment fee discounts and departmental promotions will incorporate the number "15" to highlight PSS&WC's 15 year anniversary. New members who enrolled in March also received March 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 15K piece jumbo postcard mailing was initiated during the month of March to promote the discounted enrollment fee along with a "coupon" for a complimentary fitness assessment for those who presented the postcard at the time of enrollment. The design incorporated "call back" to New Year's resolutions involving fitness and wellness. Targeted demographics included ages 35-65 single family homes with household income of 75k or higher within a 5-7 mile radius of the club. This demographic continues to track the best return on investment.
- The ENROLLMENT FEE banner on the north side exterior remained mounted on the building along with the east side banner, both of which continue to attract many prospective clients. This second banner provides visibility/identity of the building for westbound traffic on Route 72 and compliments the signage panels installed in the spring of 2014. Likewise, both internal and e-based targeted marketing were utilized to inspire member referrals as well as to reach all HEPD clients throughout the community. The HEPD bi-monthly eBlast included the enrollment promotion details, and targeted emails through Retention Management continued to be sent throughout the month to promote the club cash incentive for member referrals with additional incentives promoted on Facebook and the HEPD and PSS&WC websites. The PSS&WC enrollment special was also advertised on each of the District's new electronic marquis signs throughout the community. The PSS&WC enrollment special was also advertised on the VHE electronic marquis located at the corner of Shoe Factory Road and Beverly on the southwestern edge of Hoffman Estates.
- The number of credit card denials following March billing was fewer than those logged in the months of January and February. Efforts that were implemented within the Member Services and Billing offices to continue to contact members proactively to obtain updated information for billing continued aggressively during the month of March. These efforts include phone calls, emails, form letters, and person-to-person contact upon check in at the Service Desk. This issue is expected to continue for the foreseeable future as banks are forced once again to take proactive measures to cancel and reissue cards to their clients as a result of increasing cyber hacking trends.
- Efforts to finalize proofs for all current promotional tri-folds for the club were completed in March, and an order was placed for the purchase of these promotional tri-folds to ensure inventory levels of each are sufficient and information regarding services and prices/rates are current. Delivery of the majority of these new tri-folds took place in March.

- The Member Services Supervisor is working with C&M on the development of promotional materials to support corporate wellness events and programs that will be initiated with many corporations and businesses in the area, thereby strengthening existing relationships while promoting the establishment of new ones. Visits by the Member Services team during the month of March included stops at Brook dale (formerly Devonshire) independent and assisted living as well as Sensient Technologies in the Prairie Stone business park.

Operations Department:

- Efforts are continuing with the Business office to update new pricing for rentals, massage sessions, and tennis court fees. New rental prices have experienced a slow roll out beginning in February whereas new court fees will go into effect in early April and massage fees to follow in May.
- The March wellness calendar contained a variety of fun events for members to participate in along with a BINGO challenge geared to encourage daily visits throughout the month. Over 150 members participated in the BINGO challenge, which was met with rave reviews for its simplistic but fun energy.
- A new CHEER board was installed in the administrative area to recognize accomplishments and positive work interactions among team members.

Fitness Department:

- During March and April we have the pleasure to have an intern from Elgin Community College, Erick Aguilera. Erick will be with us for 50hrs. The internship will include (but is not limited to) the following: shadowing PSS&WC Personal Trainers, observing fitness assessments, performing portions of the fitness assessments, learning about marketing/sales strategies, development and implementation of a special project (member incentive program, completing various fitness staff tasks (cleaning, organizing, greeting guests).

PSS&WC Member Retention Program (March)

- To help keep members on track with their fitness pursuits, a certified Personal Trainer will be contacting the new member by phone or email during the first three months membership. This will give the new member the opportunity to ask any questions that they may have regarding the club or workouts. The PSS&WC Personal Trainer will also notify the new member of any promotions, contests, workshops and new group exercise classes that are available.

Health Coaching (April)

- Health Coaching is an innovative approach to helping people achieve healthy lifestyle changes. Instead of only focusing on only one area of health or fitness, Health Coaches explore a host of areas that relate to and impact one's wellness. Areas that Health Coaches often explore with clients include nutrition, exercise, relationships, career, and stress management. Health Coaches partner with clients to explore and then pursue their individual health and wellness goals. Our Health Coaches possess academic degrees and/or are nationally certified in Health and Wellness Coaching by accredited organizations.

Youth Fitness Training 101(April)

- Youth Fitness Training is a program designed for teens 10-16. A certified personal trainer will educate participants during 4 one hour small group sessions. Training will cover proper warm-up and cool-down, strength and cardio conditioning, proper techniques, injury prevention and flexibility.

Member Incentive (April)

- To promote the new PSS&WC assessment services, a fitness incentive program was developed for the month of April. Members will compete against other members and staff in a "Fitness Challenge." Participants will perform push-up, sit-ups and pull-ups and try to win Club Cash and Prizes.

PSS&WC Personal Training & Group Fitness

- Within the area of PSS&WC personal training, the personal training team started making the retention program phone calls for all new members dating back to January 1 2015. All of January new members have been called. Members seem to be positively responding and welcoming the calls from the personal trainers.
- Within the group fitness class schedule, Raise the Barre class was added to the group fitness schedule on Tuesdays at 4:30pm. This class was requested by our members and participation numbers have remained consistently high at 15 or above.
- PSSWC was the host site for a Piloxing Training course on Saturday, March 28th. Eight instructors were in attendance. This course was a certification course for group fitness instructors and provided positive exposure for the park district.
- Throughout Q1, the group fitness program continues to remain a strong resource for member retention. Group fitness class participation has remained steady. Highlighted classes include: Zumba 45-50; Yoga and Pilates 20-30; Pump & Abs 25-30; Raise the Barre 15-20
- The Pilates promotion for March highlights the purchase a 5 pack. Customers receive \$15 Club Cash for use toward future Pilates training.
- PSS&WC has three nutrition workshops scheduled for April and May.

Seascope and PSS&WC Aquatics & Climbing Wall Programming Highlights

- The St. Patrick's Day themed "Pot of Gold Climb" was a big success on March 17th from 5-8p. This brand new event filled with 25 kids who enjoyed rock climbing and collecting treasures as they ascended the rock wall.
- Seascope ran its first recertification course for returning lifeguards on March 21st and 22nd. 15 returning lifeguards participated in this training and are all set for the summer season.

Swim Lessons & Programs (PSSWC)

- The aquatics department is getting ready for the spring session of swim lessons.
- March was another strong month in the area of private swim lessons. There were 52 lessons sold this year compared to 41 in 2014.
- Indoor youth climbing classes begin the first week in April. Registration is still coming in for these classes.

Seascope Season Pass Sales & Marketing (Seascope)

- Seascope is now offering an early bird discount of 15% off on season passes.

General Highlights:

- The Medic AED/CPR courses for HEPD staff certification and re-certification have been planned and scheduled for 2015. There are 2 classes scheduled for April. One April class is full, with the maximum of 24 enrolled participants. There is an additional class planned for Q2 within May.
- The Q2 CHEER customer service training will be offered on May 20th, Wednesday evening, from 6:15-7:15pm. All HEPD team members are invited to attend the training. The customer service training will be offered in conjunction with the Seascope Aquatic Center staff orientation and training, in which 50 staff members will be in attendance. Additional CHEER trainings have been scheduled and will be offered throughout the year.



Triphahn Center

Triphahn Center Fitness and Operations:

Membership Totals	03/2014	03/2015	Var. +/-
	1,022	955	(67)*

- This was expected since the new Xsport opened this year in Schaumburg, the same situation happened when new clubs opened around PSS&WC and WRC. Historically the facilities are able to rebound well based on the districts mission and operational culture. Typically you will see an influx again in 6-12 months.

General Summary:

- Interviews were held for the Facility Supervisor position. It is the intention to have the position filled in the beginning of April.



Willow Recreation Center

Membership Fitness/Racquetball Totals	01/2014	01/2015	Var. +/-
	379	438	+59

Fitness Classes:

- The 2nd session of winter classes began the week of Feb. 27th. There are 8 classes running with 46 participants. There was also 87 drop in participants.



Dog Off-Leash Areas

Bo's Run:

- There are currently 368 members to Bo's Run / Combo passes (304 Bo's Run only plus 64 combo members). There were 453 members to Bo's Run at this time in 2014 (371 & 82)
- Breakdown for Bo's Run / Combo passes HE 177, Palatine 39, Barrington 32, Schaumburg 57, Arlington Heights / Mt. Prospect 11, Inverness 22. Additional towns are Rolling Meadows, Elk grove, Hanover Park,

Freedom Run:

- There are currently 369 members to Freedom Run (305 Freedom Run only plus 64 combo members). There were 424 Freedom Run (342 & 82) in 2014
- Breakdown for Freedom Run/ Combo passes Elgin – 156 HE – 89, Streamwood – 63. Additional towns are Schaumburg - 33 Huntley, Hanover Park & S. Barrington, Elk Grove, Palatine, Wheeling & others.

Dog Park Passes

03/2014

03/2015

Bo's Run

371

335

Freedom Run

342

367

Combo

82

84

795

786



Communications and Marketing

PROGRAM PROMOTIONS

Staff worked with program managers to promote: Spring Events, Summer Camp, Fish Fry, Pot of Gold Climb, St Pat's Lunch, Doggie Eggstravaganza, Egg Slide. STAR Before & After School Program, Summer Camp, Prairie Stone memberships, days off school field trips, Spring events, 50+ programs.

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

Summer Program Guide & Annual Report are in print, to be published April 22.

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

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

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

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

MARQUEE UPDATE

Daddy Daughter Dance– It was reported by Program Manager Dodson that the dance had a wait list for the first time ever, which she attributed to the marquee.

Fabbrini Flowers is going back up and MAGO is taking a slot on all 4 faces. Sales is beginning to ramp up.

OTHER

Kudos Marketing Award Entry – The C&M Department entered NRPA's Kudos Marketing Award contest. Results will be available in late June.

MARKETING DASHBOARD



Mobile App Downloads

The app has been available since April 25, 2014; as of March 25, 2015 we have had 1,318 apps downloaded. We saw a big increase of nearly 200 downloads in January, likely due to winter registrations or 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:

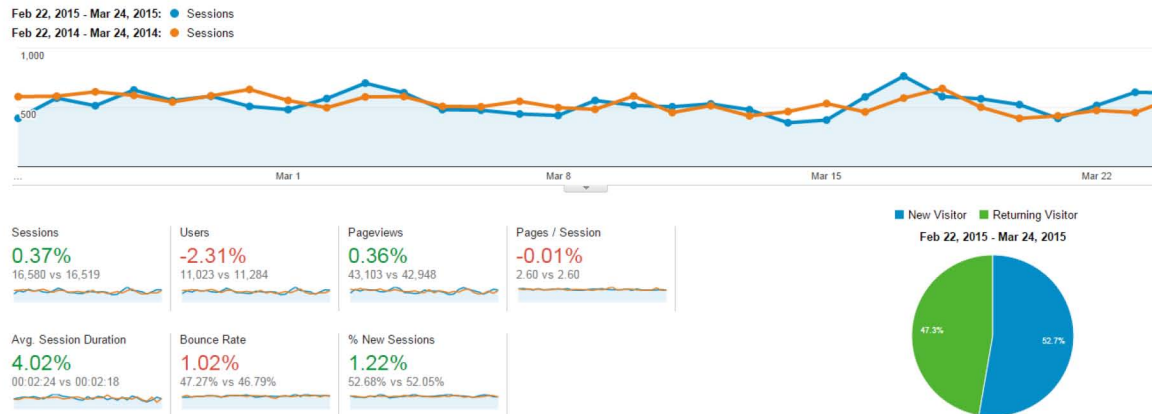
	Benchmark: Feb 2013-Feb 2014	Feb 22-Mar25, 2014	Feb 22-Mar25, 2015	Change from last year
Desktop	63%	56%	53%	-3
Mobile	27%	31%	36%	+5
Tablet	10%	12%	10%	-2*

*a decrease in tablet views is speculated to be a result of more mobile phone use as mobile phone screens are increasingly larger. Tablet sales have leveled off.



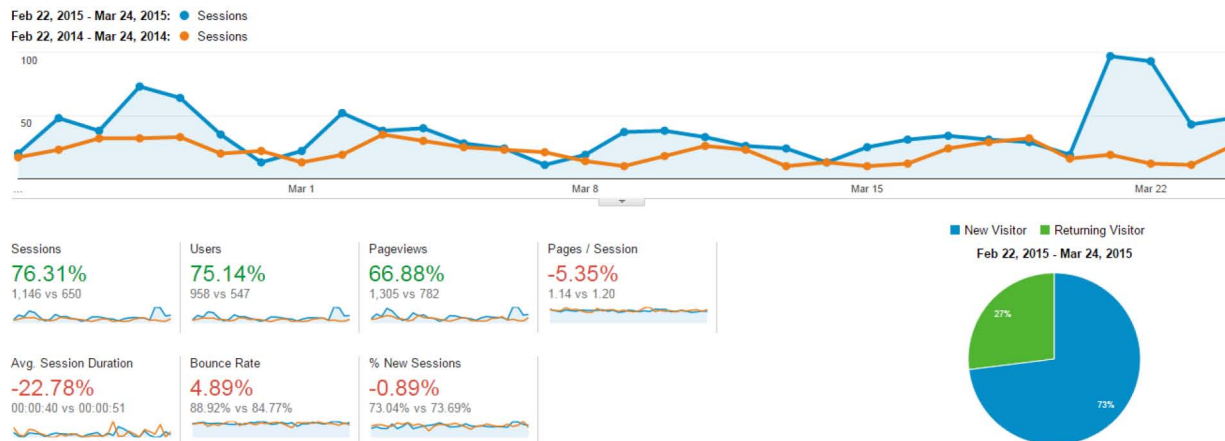
WEBSITE Heparks.org Google Analytics

Results for the period Feb 22-March 25, 2015. Hits to the home page are steady, slight declines are noted, but the length of each session is up.



Program Guide online

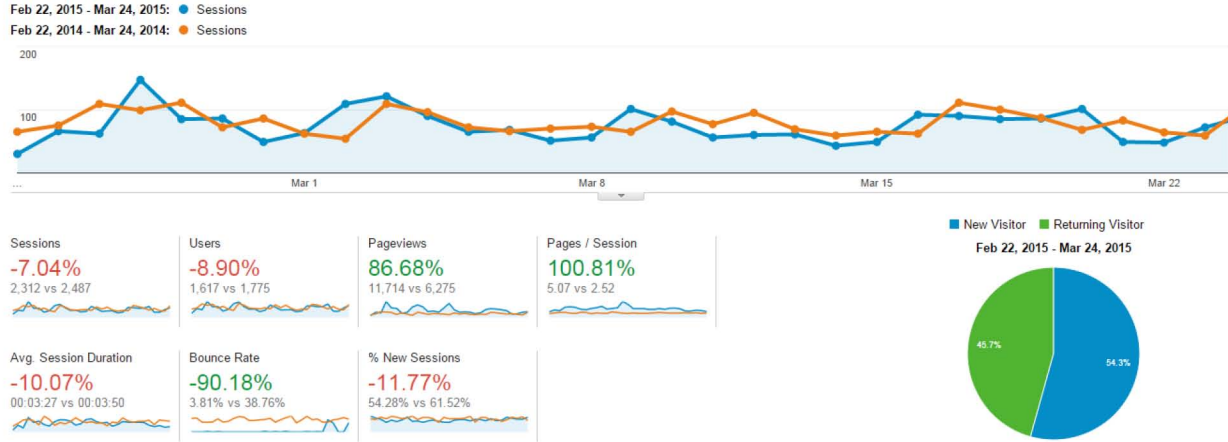
Indicates how many times people are viewing the electronic version of our program brochure on our website. We had a big increase when compared to last year – up 76% in sessions. Approx. 500 more sessions by 400 more people who viewed the online Program Guide. This is the result of the big increase of Mobile App users in December and January.



WebTrac/Online Registration Page Hits

Google Analytics – Hits are higher on Mondays; a historical trend, with the most

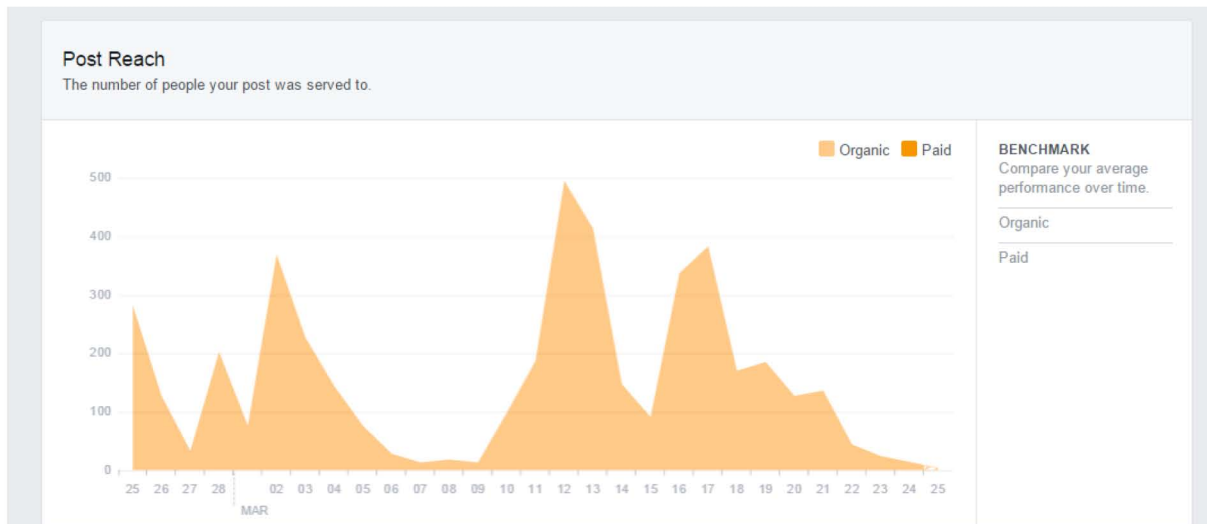
hits on the week right before sessions begin. The number of Sessions and Users has gone down, but the number of Pages per Session and Pageviews is up significantly, which indicates the experience the user is having is more effective; they are spending more time in online registration.



Facebook Reach



Total Likes – 1,788. 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 March = 20,251.





Conversion Rate – What percentage are registering online?

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

2011:	21%
2012:	26.3%
2013:	30.69%
2014:	33.54%
March 2015:	33%



Email Blast Results, Constant Contact

	Open Rate	Bounce Rate	Click-thru rate
2014 Sports and Recreation industry	20.20%	8.82%	7.49%
HEPD General EBlast, March 16	18.2%	1.6%	10.5%
Adult Spring Softball	17.6. %	1.17%	10.8%
50+ Club March	36%	1.4%	3.1%

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

Opens = Emails our contacts received and viewed.

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

Bridges of Poplar Creek Board Report General Programs

- The golf course opened on March 14th, which is a great start compared to previous seasons.
- Preferred Tee Time are set to start the first weekend of April. We have 14 groups for Saturday and 17 groups on Sunday. All preferred tee time holders will receive a pair of Nike Explorer Golf Shoes as a welcome gift.
- March Madness was a great kickoff event for the season. We had 54 participants this season. Congratulations to our winners. Bobby Jones Flight 1st - 74 - Mark Smolens & Rich Fray 2nd - 77 - David Krzepicki & Taylor Haudek Babe Zaharias Flight 1st - 94 - Bob Curran & Ryan Curran 2nd - 95 - Kevin Lin & Ian Dharma Chick Evans Flight 1st - 102 - Kurt Strebel & Gary Larson 2nd - 104 - Larry Mishler & Rob Klemczak. Thanks to all the participants!
- Fish Fry has continued to grow week to week. For the month of March we serviced 366 guests.

Golf Rounds

ROUND TOTALS.		
2013	2014	2015
342	0	593
YTD ROUND TOTALS		
2013	2014	2015
342	0	593

Range Information

RANGE BASKET SALES TOTALS		
2013	2014	2015
288	110	414
YTD RANGE BASKET SALES TOTALS		
2013	2014	2015
288	110	419

Communications & Marketing

Marketing/Advertising

- New website has launched on March 31st. Check out the new clean look and easy to use layout. Mobile application and mobile website will receive facelifts as well.
- We did 4 email blasts for the month advertising; Course Opening, Fish Fry, Preferred Tee Times, Wedding & Banquet Specials, Special HEPD events and St Patrick's Day Lunch Special and employment opportunities.

Food & Beverage

For the month of March we had a total of 20 Events. 28 Events in 2014

The breakdown is as follows:

8 breakfast meetings servicing 136 people

3 Rotary luncheons servicing 122 people

2 ABBHH meetings with continental breakfasts servicing 230 people

1 ladies luncheon servicing 91 people

1 all day IPRA meeting servicing 90 people

1 awards dinner servicing 105 people (this was their 15th but first time here, said best ever, rebooked for 2016)

1 dinner servicing 36 people

1 shower servicing 81 people

1 50+ club St. Patrick's Day lunch servicing 27 people

March Madness serviced 54 guests

We currently have 29 events booked for the month of April: 30 Events in 2014

11 breakfast meetings servicing 216 people

2 Rotary luncheons servicing 80 people (canceled for April 3rd and 10th)

1 ABBHH meetings with continental breakfasts servicing 150 people

3 showers servicing 145 people

3 Baptisms servicing 155 people

1 retirement lunch servicing 40 people

1 church group with a lunch servicing 50 people

1 full time staff meeting servicing 70 people

2 room rentals only servicing 250 people

Easter brunch has reservations for 300

IAPD meeting for 12 people, ordering off bar menu

Distinguished Agency meeting for 25 people

1 Golf outing CDGA Mid Ad Qualifier servicing 100 guests

2016=2 ceremony and reception

2015=23 receptions, 18 of which are hosting their ceremonies here plus 2 ceremony only

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

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

Golf Maintenance Summary

Golf in March is not something that we have been able to talk about for three years. This year despite the amount of snow cover and coldest February we can remember, the course was ready to be open on March 14th. In order to get the course in playable condition the maintenance team had to de-winterize the greens and get the course cleaned up from winter debris. The greens had a ¼" layer of sand on them to protect them this winter that had to be worked into the canopy to allow golfers to be able to putt. This process was completed using our greens groomer brush to move sand around the green and into the dormant stand of grass. Following the groomer were two backpack blowers to remove excess sand and finally some hand brooms to make the putting surface smooth. It is still too early to identify the overall damage to greens from this winter. Ninety percent of the greens are in great shape with a couple of spots on certain greens that are going to take a little longer to recover, but great news is no closed greens this spring. On top of getting the greens open, the maintenance crew started putting out all the course accessories, which will be completed in April.

The two week stretch of good weather allowed us to begin on the #10/11 renovation earlier than expected. The silver and black tee boxes were shaped using soil from the removal of the sheet metal wall. Once the tees were level we were able to cut sod from the fairway where the new cart path is going to be installed. This area was not completely frozen because back in December we covered this section of fairway with a greens cover in hope for some good weather in the spring to allow us to perform this work. Both tees were then sodded and covered with greens covers as well to speed up the rooting process. These tees are ahead of schedule and with some decent weather will be open in mid to late April. Construction for the new cart path also was able to begin and has been completely dug out. The next step is to place our stone base for the asphalt. Overall we could not be any more pleased with how this project is shaping up and that timelines are being achieved.

Finance/Administration

- Auditors were on site to conduct the field work for the District's annual audit for FYE 2014. The on-site field work concluded in 1 week and staff anticipates a draft version of the audit being presented at the May A&F Committee meeting.
- Staff is working on the statistical tabs which are included with the audited financial statements, which become the CAFR (Comprehensive Annual Financial Report). Once the audit in draft form is approved, staff will submit the final CAFR to the GFOA (Government Finance Officers Association) and apply for the certification in financial excellence.
- Staff attended the Schaumburg Business Association (SBA) good morning Schaumburg presentation by the new State Comptroller that provided some insight into some of the new state administration's future budget ideas.
- Payroll Cycle Processing
 - 03/27/15 \$280,402.93
 - 04/13/15 \$271,669.37

Administrative Registration/EFT Billing

- EFT Billings for:
 - a. TC/WRC/PSSWC Fitness Centers
 - b. ELC (weekly)
 - c. Sponsorship
 - d. STAR
 - e. Preschool
 - f. Dance
- Administrative Registration for:
 - a. Financial Assistance
 - b. Unemployment Package
 - c. Preschool 2015/16 School Year
 - i. Registration
 - ii. Lottery
 - iii. Mailing

Human Resources

- Processed 10 new part-time hires, 1 new full-time hire
- Processed 13 new part-time hires and 4 new volunteers.
- Presented on PDRMA's PATH program at FT Staff meeting. So far, 10 FT Staff members have earned a pedometer. 4 FT staff members have earned all 400 points already.
- Finalized annual PPACA Measurement Period with Deputy Director/Director of Admin and Finance: 11/01/2014 – 10/31/2015 (to coincide with annual open-enrollment period for PDRMA)
- Participated on TEAM committee to organize 2nd annual Chili cook-off: Andrez Narez winner, Shippe Ademi 2nd place.

Technology

- Part time IT support staff
 - Job posting was made available by HR. Limited applicants so far.
- New multi-function printers/copiers installed and configured to the HEPD network.
 - TC – new Kyocera 4501i near 50+.
 - BPC – new Kyocera 4501i in Admin area.
 - PARKS – new Kyocera ECOSYS M3040idn in Admin area.
- PSSWC HVAC Computer
 - New computer installed with new USB connection to the HVAC system.
- Comcast Bandwidth Upgrade
 - Comcast completed all lines to all sites and tested. We accepted the new service on 3/9.
 - ATI installed and configured all new networking equipment (Adtran Routers and HP switches) at all sites to prepare for the bandwidth upgrade the week of 3/9.
 - Cut over occurred on 3/12 to the new Comcast Metro-Ethernet Solution.
 - TC is the main hub with a 100mb Ethernet Dedicated Fiber line. BPC and PSSWC have a 10mb Coax line and WRC and PARKS have 4mb Coax line.
- New Shoretel Telephone system
 - Voice tree greetings were recorded by Lynne C. for the new Shoretel phone system.
 - ATI began installing phones and related phone equipment the week of 3/23.
 - Cut over occurred on 3/25 to the new Shoretel system.
 - Porting of all HEPD phone #'s from CallOne to Comcast occurred on 4/1.
 - A Hoffman U training session on the Shoretel system including the Communicator software is being planned.
 - Termination of our PRIs with CallOne as well as our T1s with AT&T has been completed.
- Triphahn Re-Cabling by Pinnacle Systems
 - All computer/network equipment has been moved to the new Cat6 cabling.
- New Cisco Firewall
 - Purchased new firewall to replace existing Watchguard at TC. Sterling Networks configured and installed firewall.
 - Currently working work Sterling to configure the firewall's abilities which include VPN & regulating internet access.
- Point to Point (PTP) Wireless SEA to BPC
 - Performed survey with Sterling Networks.
 - Will plan on installing all related networking and phone equipment with ATI's help once the PTP is established.
- Disposal of all old & non-functional IT hardware by Elarasys
 - We currently have \$306 as credit.

- WiFi upgrade throughout the District
 - TC's public WiFi was upgraded with Comcast extenders. Currently coverage is lacking on the Northside of the building near 50+. Will fill in these "dead zones" with our own WAPs.
 - Comcast BCI at PSSWC was installed. Extenders will be installed on 4/22.
- Disaster Recovery plan with Redundancy to minimize downtime for the District.
 - 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.
- Currently monitoring, patching, & rebooting our servers manually. Servers are scheduled to be updated/rebooted once a month. Daily checkups of servers are done as needed.

MEMORANDUM #15-050

TO: Board of Commissioners
FROM: Dean Bostrom, Executive Director
Craig Talsma, Deputy Director/Director A&F
Michael R. Kies, Director of Recreation & Facilities
Jeff Doschadis, General Manager Ice Operations
SUBJECT: **Ice Pro Shop Contract**
DATE: April 23, 2015

Background

The Ice Pro Shop Agreement was presented at the April 14th Rec Committee meeting and recommended for board approval, contingent upon ensuring that the agreement required tenants liability coverage.

Under the Insurance Section VIII, the agreement requires that Jerry's Pro Shop Inc. will obtain and maintain at all times during the agreement term liability and fire insurance policies including coverage for personal injuries, products liability and property damage...

While property damage coverage is required, to further clarify the insurance requirements for property damage, the statement "**including tenant legal liability**" has been added to the agreement.

Recommendation

The Board approve the attached modified agreement with Jerry's Pro Shop, Inc. which includes the statement "**including tenant legal liability**" under Section VIII of the Agreement.

**ICE RINK
RETAIL PRO SHOP OPERATION AGREEMENT**

SECTION I – PARTIES

THIS OPERATION AGREEMENT is made and entered into this **1st day of May 2015**, by and between Hoffman Estates Park District, a body politic and corporate of the State of Illinois, with its principal place of business located at 1685 West Higgins Road, Hoffman Estates, Illinois (Park District) and which owns and operates the Hoffman Estates Park District and **Jerry's Pro Shop, Inc.** with its principal place of business located at **501 Morse, Unit G, Schaumburg, IL 60193**. The square footage of the designed space for the pro shop is 1,170 square feet.

WHEREAS, **Jerry's Pro Shop, Inc.** desires to obtain an agreement from the Park District to sell hockey equipment and other retail merchandise, and operate a skate sharpening business from and on the premises owned and operated by the Park District known as the Community Center Ice Rink.

WHEREAS, the Park District deems it is in its best interest to grant such agreement to **Jerry's Pro Shop, Inc.** under the following terms and conditions.

NOW, THEREFORE, in view of the foregoing premises and in consideration of mutual covenants hereinafter contained and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree, covenant, and promise as follows:

SECTION II – TERMS

- A. Subject to the Terms and Conditions of this Agreement **Jerry's Pro Shop, Inc.** is hereby granted an exclusive agreement for the sole purpose of selling hockey equipment and other retail hockey merchandise and operate a skate sharpening business.
- B. This Agreement is for selling hockey equipment and other retail merchandise and to operate a skate sharpening business and **Jerry's Pro Shop, Inc.** shall have no rights as an owner, tenant, lessee, or resident by law, equity, or otherwise.
- C. The terms of this Agreement shall commence on the **1st day of May 2015** and terminate at the close of business on **30th day of April, 2016**.

SECTION III – OPERATING FEE

- A. For and in consideration of the use of the Ice Rink facility during the term hereof, **Jerry's Pro Shop, Inc.** shall pay to the Park District an operating rental fee of \$825/Due first of each month.
- B. The rental fee shall be divided into twelve (12) monthly payments due the first of each month.
- C. If Park District does not receive payment fifteen (15) days after the payment due dates listed in Section B, **Jerry's Pro Shop, Inc.** shall pay a penalty fee of fifteen percent 15%.

SECTION IV – HOURS OF OPERATION

- A. **Jerry's Pro Shop, Inc.** shall operate the pro shop at and from the operating business during agreed upon open hours. Weekdays 3:00pm – 9:00pm and weekends 9:00am – 5:00pm. Hours of operation may be altered if agreed upon by **Jerry's Pro Shop, Inc.** and the Hoffman Estates Park District. **Jerry's Pro Shop, Inc.** may operate any additional hours that the facility is open to the public, providing advance notice of such to the Park District.

SECTION V – PRO SHOP SERVICE

- A. **Jerry's Pro Shop, Inc.** services to be rendered shall initially include hockey and general skating equipment, apparel, and accessories as the parties may mutually agree, subject to product availability. **Jerry's Pro Shop, Inc.** will be the sole retail outlet for these types of goods within the facility. Competing vendors of these goods and services may only be present in the facility with the expressed, written consent of **Jerry's Pro Shop, Inc.**
- B. Applicable sales taxes shall be included in the prices. **Jerry's Pro Shop, Inc.** shall promptly pay all sales taxes when due and provide evidence of payment upon request of the Park District. **Jerry's Pro Shop, Inc.** shall indemnify the Park District from and against any and all liability arising from **Jerry's Pro Shop, Inc.'s** failure to satisfy any sales tax reports or payment obligations, including penalties and interest, and this paragraph shall survive termination of this Agreement.

SECTION VI – PREMISES AND EQUIPMENT

- A. **Jerry's Pro Shop, Inc.** shall have the use of operating premises along with any fixtures included therein. No other area of the Ice Rink shall be used except with the prior written permission of the Park District.
- B. **Jerry's Pro Shop, Inc.** shall have the use of the equipment located inside the operating premises. **Jerry's Pro Shop, Inc.** shall be responsible for the maintenance and repair of the equipment during the term of this Agreement and, upon termination, shall leave said equipment in substantially the same condition as when received, with the exception of normal wear from use.
- C. The Park District shall provide electricity and access to restrooms for the operation of the premises. However, any alteration of existing systems or plumbing shall be at the sole responsibility and expense of **Jerry's Pro Shop, Inc.** with prior written permission by the Park District. The Park District shall provide trash removal of all areas outside the pro shop. The pro shop shall place all trash in the containers provided by the Park District and empty containers as needed.
- D. The Park District shall provide a telephone with local service only.

SECTION VII – OPERATIONS

- A. At all times during the term of this Agreement, **Jerry's Pro Shop, Inc.** shall maintain operating premises and all personal property located therein in a clean, neat, orderly and safe condition, including all fixtures for customers' convenience including, without limitation, collection and proper disposition of trash and pro shop area receptacles. Inspection and cleaning of these areas shall be completed not less than every thirty (30) minutes that the pro shop is open.
- B. **Jerry's Pro Shop, Inc.** shall employ sufficient and qualified personnel at least eighteen (18) years of age for operating premises and agree that the services rendered by such personnel to the public shall be provided in a courteous, businesslike and efficient manner. Designated Park District employees will contact **Jerry's Pro Shop, Inc.** management regarding individual **Jerry's Pro Shop, Inc.** personnel regarding modification of their individual behavior and issues regarding their employees' dealings with the public including, without limitation, rudeness to the public will be addressed immediately upon notification. **Jerry's Pro Shop, Inc.** also expects the same consideration from the Park District when dealing with Park District personnel and patrons to the facility.
- C. **Jerry's Pro Shop, Inc.** agrees to comply and to cause its employees to comply fully with the Federal Equal Employment Opportunities Act the Civil Rights Act of 1974, the State Human Rights Act, Americans with Disabilities

Act, and all applicable rules and regulations promulgated thereunder, and all amendments made thereto, and **Jerry's Pro Shop, Inc.** agrees not to deny services or employment opportunities on the basis of race, creed, color, religion, sex, national origin or ancestry, age, disability unrelated to ability, marital status or unfavorable discharge from military service. Further, **Jerry's Pro Shop, Inc.** agrees to indemnify and hold the Park District harmless for all claims, costs, and damages including attorney's fee in regard to any violations of the above-stated acts, rules, regulations and amendments.

- D. **Jerry's Pro Shop, Inc.** agrees to adhere to all Federal, State, and local Laws, rules and regulations that may pertain to the pro shop industry including, but not exclusive to, having an individual on staff and paying for all necessary licenses, permits and inspections.
- E. It is understood, acknowledged, and agreed by the parties that the relationship of **Jerry's Pro Shop, Inc.** to the Park District, arising out of this Agreement, shall be that of an independent contractor. Neither **Jerry's Pro Shop, Inc.** nor any employee or agent of **Jerry's Pro Shop, Inc.** is an employee or agent of the Park District and, therefore, is not entitled to any benefits provided to employees of the Park District. **Jerry's Pro Shop, Inc.** has no authority to employ or retain any person as an employee or agent for or on behalf of the Park District for any purpose. Neither **Jerry's Pro Shop, Inc.** nor any person engaging in any work or services related to this Agreement at their request or with the actual or implied consent of **Jerry's Pro Shop, Inc.** may represent himself to others as an employee of the Park District. Should any person indicate to **Jerry's Pro Shop, Inc.** or an employer or agent of **Jerry's Pro Shop, Inc.** by written or oral communication, course of dealing, or otherwise, that such person believes **Jerry's Pro Shop, Inc.** to be an employee or agent of the Park District, **Jerry's Pro Shop, Inc.** shall use its best efforts to correct such belief. Further, when ordering or accepting delivery or paying for any goods or services for use at the Ice Rink, **Jerry's Pro Shop, Inc.** shall do so in **Jerry's Pro Shop, Inc.** own business name and not in the name of the Park District. **Jerry's Pro Shop, Inc.** shall indemnify and hold the Park District harmless from any claims, costs, and damages including attorney's fee alleging that **Jerry's Pro Shop, Inc.** or its employees' relationship is not as independent contractor of the Park District.

SECTION VIII – INSURANCE

Jerry's Pro Shop, Inc. agrees that it will obtain and maintain at all times during the Agreement term, liability and fire insurance policies, including coverage for personal injuries, product liability and property damage **including tenant legal liability** issued by a company or companies authorized to do business in and licensed by the Department of Insurance of Illinois and which is satisfactory to

the Park District with coverage thereunder reasonably satisfactory to Park District and in no event less than the following coverages:

1. Comprehensive General Liability
 - A. Bodily Injury \$1,000,000 each occurrence
\$1,000,000 aggregate
 - B. Property Damage \$1,000,000 each occurrence
\$1,000,000 aggregate
2. Product Liability \$1,000,000 each occurrence
\$1,000,000 aggregate
3. Fire & Theft Insurance \$1,000,000 each occurrence
\$1,000,000 aggregate

Additional amounts as **Jerry's Pro Shop, Inc.** deems necessary to protect **Jerry's Pro Shop, Inc.** against loss of any materials or equipment owned, rented or licensed by **Jerry's Pro Shop, Inc.**, its employers, or agents.

4. Workers Compensation and Employee Liability: \$1,000,000 per accident
\$1,000,000 per disease

Certified copies of policies evidencing such insurance coverage and such certificates in connection herewith shall be furnished to Park district prior to start of Agreement term. All such policies shall name the Park District as an additional insured and shall provide that the policy may not be terminated, cancelled or materially changed without reasonable advanced written notice to the Park District. Such Policy shall provide that the insurer shall notify the Park District of the failure of **Jerry's Pro Shop, Inc.** to pay any premium when due and the Park District may, but need not, pay the same. Any such payment made by the Park District shall be reimbursed by **Jerry's Pro Shop, Inc.** to the Park District upon demand.

SECTION IX - REPRESENTATIONS

- A. **Jerry's Pro Shop, Inc.** represents and covenants that no official employee or agent of Park District 1) has been employed or retained to solicit or aid in the procuring of this Agreement; 2) will be employed or otherwise benefit from this Agreement without the immediate divulgence of such fact to the Park District.
- B. In compliance with Section 10.1 of the Illinois Purchasing Act, **Jerry's Pro Shop, Inc.** certifies that it has not been convicted of bribery or attempting to

bribe an officer or employee of the State of Illinois, nor has **Jerry's Pro Shop, Inc.** made an admission of guilt of such conduct, which is a matter of record, nor has an official, agent or employee of **Jerry's Pro Shop, Inc.** been convicted nor made such an admission.

SECTION X – NOTICES

All notices required or permitted to be given under the Agreement shall be deemed given when such notice is either hand-delivered or sent by certified mail, return receipt requested, and deposited in the United States mail, with postage thereon prepaid, addressed to the other party at the following addresses:

If to the Park District:
Hoffman Estates Park District
Attention: Director of Recreation & Facilities
1685 West Higgins Road
Hoffman Estates, IL 60169

If to Jerry's Pro Shop, Inc:
Jerry's Pro Shop, Inc.
501 Morse, Unit G
Schaumburg, IL 60193

SECTION XI – ASSIGNMENT

Jerry's Pro Shop, Inc. shall have no authority or power to sell, transfer or assign Agreement or any interest therein, nor any power or authority to permit any other person or party to have any interest or use any part of Park District property covered by Agreement for any purpose whatsoever without the prior written consent of the Park District, it being the intention of the Agreement to grant the privilege solely to **Jerry's Pro Shop, Inc.** and neither directly or indirectly to any other party.

SECTION XII – MISCELLANEOUS

- A. The waiver by Park District of any breach or default under any provision of Agreement shall not be deemed to constitute a waiver of such provisions for any subsequent breach or default of the same or any other provisions. The acceptance of any payment by the Park District shall not be deemed to constitute a waiver of any prior occurring breach or default by **Jerry's Pro Shop, Inc.** of any provision of Agreement regardless of the knowledge of Park District of such breach or default at the time of its acceptance of such payment.

- B. Agreement contains all of the terms and conditions agreed to by the parties with respect to the subject hereof, and no other alleged communications or agreements between the parties, written or otherwise, shall vary the terms thereof. Any modifications of this Agreement must be in writing, signed by parties and dated on or subsequent to the date thereof.
- C. Neither party shall be liable for damages or its failure to perform due to contingencies beyond its reasonable control, including, but not limited to, fire, storm, flood, earthquake, explosion, accidents, public disorders, sabotage, lockouts, labor disputes, labor shortages, strikes, riots, acts of war, or acts of God.
- D. This Agreement shall be governed by and constructed in accordance with the Laws of the State of Illinois and venue of any lawsuits shall be in Cook County, State of Illinois.
- E. The validity or unenforceability of any provision of Agreement shall not affect the validity or enforceability of any other provision of Agreement.
- F. **Jerry's Pro Shop, Inc.** acknowledges the Ice Rink is a non-smoking facility and shall not allow smoking in any areas under its control by both parties and employees.
- G. **Jerry's Pro Shop, Inc.** shall provide "good will" discounts to Hoffman Estates Park District employees on select merchandise and services for their personal use only. The Park District shall provide a list of eligible employees for whom the discounts will apply. Due to varying availability and margins, **Jerry's Pro Shop, Inc.** is not able to offer a blanket discount on all goods and services. Discounts will be applied fairly and equally to all Park District employees based on the particular goods and services purchased. Any evidence of abuse of this benefit, such as resale of discount items or purchases for use for other than the Park District employee for which it is intended, will be reported to the Park District and discounts to the offending employee will terminate.
- H. The persons signing the Agreement shall have all the legal authority and power in their respective capacities to bind the parties, and Agreement shall not be effective until fully executed and delivered to the parties.
- I. Vending machines in the Ice Rink and Community Center will continue to be operated by Hoffman Estates Park District and are governed by the sponsorship agreement.
- J. Agreement constitutes the entire understanding between the parties and supersedes all previous agreements or negotiations on the subject matter herein, whether written or oral, and shall not be modified or amended except by written agreement duly executed by parties.

- K. **Jerry's Pro Shop, Inc.** shall provide rental skate maintenance at a cost of \$2.25/pair figure skates and \$1.75/pair of hockey skates. Rivet replacement will be as needed for \$.95 each installed. Equipment and labor will be furnished by **Jerry's Pro Shop, Inc.** at no additional cost.

IN WITNESS WHEREOF, parties have executed Agreement as of the date first written above.

HOFFMAN ESTATES PARK DISTRICT

By: _____
President

ATTEST:

Secretary

JERRY'S PRO SHOP, INC.

By: _____
President

ATTEST:
