



1685 West Higgins Road, Hoffman Estates, Illinois 60169

[heparks.org](http://heparks.org) t (847) 885-7500 f (847) 885-7523

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. 1031**  
**TUESDAY, JULY 24, 2018**  
**7:00p.m.**

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. AWARDS:
  - A. Best of Hoffman: Eagle Scouts Butterfly Garden project
  - B. Full Time Employee of the 2<sup>nd</sup> Quarter Gary Fong
5. COMMENTS FROM THE AUDIENCE
6. RECESS FOR A&F COMMITTEE MEETING
7. RECONVENE FOLLOWING A&F COMMITTEE MEETING
8. APPROVAL OF MINUTES (attached)
  - A. Regular Board Minutes June 26, 2018
9. CONSENT AGENDA ([Click here to access all Board & Committee Packets](#))
  - A. South Ridge Splash Pad OSLAD Grant / M18-076 (see July B&G packet)
  - B. Renaming Athletic Fields / M18-073 (see July Rec packet)
  - C. Amita Contract renewal / M18-078 (see July A&F packet)
  - D. Morgan Stanley Authorized Signers / M18-079 (see July A&F packet)
  - E. Surplus Ordinance O18-007 / M18-080 (see July A&F packet)
  - F. Open and Paid Invoice Register: \$698,989.42 (see July A&F packet)
  - G. Revenue and Expenditure Report (see July A&F packet)
  - H. Acceptance of B&G Minutes 6/19/2018 (see July B&G packet)
  - I. Acceptance of A&F Minutes 6/26/2018 (see July A&F packet)
10. PRESIDENT'S REPORT
11. ADOPTION OF EXECUTIVE DIRECTOR'S REPORT

Regular Board Meeting  
July 24, 2018  
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12. OLD BUSINESS
13. NEW BUSINESS
14. COMMISSIONER COMMENTS
15. EXECUTIVE SESSION
  - A. Minutes, pursuant to Section 2(c)(21) of the Open Meetings Act
    - o June 26, 2018
  - B. Appointment, employment, compensation, discipline, performance or dismissal of an employee, pursuant to Section 2(c)(1) of the Open Meetings Act.
16. Potential discussion and possible vote on matters regarding the appointment, employment, compensation, discipline, performance or dismissal of an employee, pursuant to Section 2(c)(1) of the Open Meetings Act.
17. ADJOURNMENT

ALL MEETINGS ARE HELD IN THE BOARDROOM OF THE SCOTT R. TRIPHAHN COMMUNITY CENTER & ICE ARENA AT 1685 W. HIGGINS ROAD IN HOFFMAN ESTATES UNLESS OTHERWISE SPECIFIED. IF AN ACCOMMODATION OR MODIFICATION IS REQUIRED TO ATTEND THESE PUBLIC MEETINGS PLEASE CONTACT JANE KACZMAREK AT [JKACZMAREK@HEPARKS.ORG](mailto:JKACZMAREK@HEPARKS.ORG) OR (847) 885-8500 WITH AT LEAST 48 HOURS' NOTICE.



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**MINUTES  
REGULAR BOARD MEETING NO. 1030  
June 26, 2018**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Board of Commissioners was held on June 26, 2018 at 7:04 P.M. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner Bickham, K. Evans, Kilbridge, McGinn, Kaplan

Absent: Commissioner R. Evans, Kinnane

Also Present: Executive Director Talsma, A&F Director Hopkins, Rec/Facilities Director Kies, P&D Director Buczkowski, Parks Director Hugen

Audience: A&F Superintendent Cotshott, Comm Rep Winner, Chhatwani, Wilson, Aguilar & Dressler; Athletic Manager Thomas, Athletic Coordinator Goddard, BOH Larry Stone, Jamie Wilkey from Lauterbach & Amen, LLP Auditors, Wayne Dressler, G. Naqvi, T. Krettler, M. Steed and R. Schimka from Mainstreet Realtors

**2. Pledge of Allegiance:**

Everyone present stood for the Pledge of Allegiance.

**3. Approval of Agenda:**

President Kaplan noted that Item 4C. Part Time Employee of the Year would be added to the agenda as well as moving item 9F. Twinbrook Encroachments to New Business.

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

**4. Awards:**

A. Linda Dressler & ReMax Suburban:

President Kaplan presented Linda Dressler and the group from ReMax Suburban with a plaque thanking them for their grant application financially assisting in the creation of the gardens at Chino Park and the ADA accessible plots that are a part of that garden.

B. BOH Larry Stone/George Bedell:

President Kaplan presented Larry Stone with the award for doing an outstanding job volunteering for the SRT Golf Outing and selling a record number of raffle tickets.

C. PT Employee of the 2<sup>nd</sup> Quarter; Kyle Goddard:

President Kaplan presented Athletic Coordinator Goddard with the award for his hard work with the athletic program and the creation of new programs including the fishing program.

**5. Comments from the Audience:**

None

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

Commissioner K. Evans made a motion, seconded by Commissioner Kilbridge to recess the Board Meeting for the A&F Committee meeting at 7:15 p.m. The motion carried by voice vote.

**7. Reconvene following A&F Committee:**

Commissioner McGinn made a motion, seconded by Commissioner Kilbridge to reconvene the Board Meeting at 8:05. The motion carried by voice vote.

Present: Commissioner Bickham, K. Evans, Kilbridge, McGinn, Kaplan  
Absent: Commissioner R. Evans, Kinnane  
Also Present: Executive Director Talsma, Rec/Facility Director Kies, A&F Director Hopkins, P&D Director Buczkowski, Parks Director Huguen  
Audience: Comm Rep Wilson, Aguilar

**8. Approval of the Minutes:**

Commissioner Kilbridge made a motion, seconded by Commissioner Bickham to approve the minutes of the Regular Board May 22, 2018 meeting as presented. The motion carried by voice vote.

Commissioner McGinn made a motion, seconded by Commissioner Kilbridge to approve the minutes of the Annual Board May 22, 2018. The motion carried by voice vote.

**9. Consent Agenda:**

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

On a Roll Call: Carried 5-0-2  
Ayes: 5 Bickham, K. Evans, Kilbridge, McGinn, Kaplan  
Nays: 0  
Absent: 2 R. Evans, Kinnane

- A. Introduction of Parks Staff (see June B&G packet)
- B. Air Handler Units at BPC (see June B&G packet)
- C. TC north end flooding (see June B&G packet)
- D. Painting/Caulking Bids PSSWC (see June B&G packet)
- E. OSLAD Grant Program: So Ridge Community Park (see June B&G packet)
- F. CMP Process: Needs Assessment (see June FPC packet)
- G. Audit (see June A&F packet)
- H. Prevailing Wage Ordinance (see June A&F packet)
- I. Surplus Ordinance (see June A&F packet)
- J. Open and Paid Invoice Register: \$687,650.23 (see June A&F packet)
- K. Revenue and Expenditure Report (see June A&F packet)
- L. Acceptance of B&G Minutes 5/15/2018 (see June B&G packet)
- M. Acceptance of Rec Minutes 5/15/2018 (see June Rec packet)
- N. Acceptance of A&F Minutes 5/22/2018 (see June A&F packet)

**10. President's Report:**

President Kaplan welcomed A&F Director Hopkins and Comm Rep Wilson to the meetings. He also encouraged everyone to eat at BPC even though it was not fish fry or Music Night.

He congratulated Executive Director Talsma, Fac & Rec Director Kies and Facility/Ice Operation Manager Fong on the excellent work to get the ice summer programs up and running.

President Kaplan noted that the district had received a National Play Ball Proclamation from the Mayor for June through August 2018 to be National Play Ball Summer.

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

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

**12. Old Business:**

None

**13. New Business:**

A. Twinbrook Encroachments:

Executive Director Talsma reviewed the item noting that at last meeting it was believed that only the last portion of the fence was on park district property, however, after re-measuring, it was the entire fence on park district property from just a few inches to four feet.

Director Huguenot noted that it would cost \$2500 to remove and replace the wooden fence as it was too old to be able to be moved.

Executive Director Talsma noted that the fence was primarily privacy as it did not enclosed anything and that as of today's date, the school district did not have a signed agreement with the homeowner regarding the encroachment. He asked if the park district was willing to take this property with the encroachment. Discussion ensued. Commissioner K. Evans asked about removing the fence and Executive Director Talsma noted that the park district could remove the fence from their property, however, he recommended that notice be given to the homeowner. It was noted that the park district had offered to remove the fencing for other homeowners and could offer the same to this homeowner.

Commissioner Bickham asked about the back yard fence and it was noted to be in compliance and on the homeowner's property.

Commissioner K. Evans asked about a permit for the fence and it was noted that the fence had been there before the current resident.

The board's consensus was to not take possession of the property with the encroachment. The motion carried by voice vote.

Commissioner McGinn made a motion, seconded by Commissioner Bickham to inform the school district that the park district would not take the property with any encroachments. The motion carried by voice vote.

B. Review/Release of Executive Session Minutes Resolution R18-004/M18-070:

Executive Director Talsma reviewed the item noting that it had to be reviewed every 6 months.

Commissioner K. Evans made a motion, seconded by Commissioner McGinn to approve Resolution R18-004 Review of Closed Session Minutes as outlined in M18-070.

On a Roll Call: Carried 5-0-2  
Ayes: 5 Bickham, K. Evans, Kilbridge, McGinn, Kaplan  
Nays: 0  
Absent: 2 R. Evans, Kinnane

**14. Commissioner Comments:**

Commissioner McGinn said he was looking forward to the 4<sup>th</sup> of July events and congratulated staff on the audit. He also welcomed A&F Director Hopkins and Comm Rep Wilson.

Commissioner K. Evans apologized for missing the meeting last week due to a trip in the ambulance. He noted that the police, firemen and EMTs were terrific.

Commissioner Bickham noted it was good to see the creation of the Forward Planning Committee and welcomed Director Hopkins and Comm Rep Wilson.

President Kaplan noted that it was Director Buczkowski's last board meeting as a full time employee and noted that he would be working on a project by project basis for the district under the Parks Department.

Executive Director Talsma addressed the board noting that he had just received information that Governor Rauner might be at the 4<sup>th</sup> of July Fest on July 7<sup>th</sup> and suggested that anyone interested in meeting him contact Executive Assistant Kaczmarek and the park district would check with the Village.

President Kaplan asked if everyone had information on the parade noting that it was float #29 meeting at 565 Newark Ln at 8:00 a.m.

**15. Executive Session:**

Commissioner K. Evans made a motion, seconded by Commissioner McGinn to move to Executive Session at 8:30 p.m. for the purpose of:

- A. Minutes, pursuant to Section 2(c)(21) of the Open Meetings Act
  - o May 22, 2018

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

On a Roll Call: Carried 5-0-2  
Ayes: 5 Bickham, K. Evans, Kilbridge, McGinn, Kaplan  
Nays: 0  
Absent: 2 R. Evans, Kinnane

Commissioner McGinn made a motion, seconded by Commissioner Kilbridge to reconvene to Regular Board at 9:30 p.m. The motion carried by voice vote.

**16. Discussion and vote from Executive Session:**

Commissioner K. Evans made a motion, seconded by Commissioner Bickham to authorize Executive Director Talsma to create a new Recreation/Ice Director's position.

On a Roll Call: Carried 5-0-2  
Ayes: 5 Bickham, K. Evans, Kilbridge, McGinn, Kaplan  
Nays: 0  
Absent: 2 R. Evans, Kinnane

**17. Adjournment:**

Commissioner McGinn made a motion, seconded by Commissioner K. Evans to adjourn the meeting at 9:35 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Peg Kusmierski  
Recording Secretary



**HOFFMAN ESTATES PARK DISTRICT  
REGULAR BOARD MEETING NO. 1031**

**EXECUTIVE DIRECTOR'S REPORT**

**July 2018**

**PARKS, PLANNING & MAINTENANCE**

1. Playground Renovations

The contractor at Armstrong and McArthur has been able to accomplish a sustainable amount of work with the dry weather that we have been having. Playground structures are in place at Armstrong and playground mulching process has begun. Sub grade and concrete has begun at McArthur with playground equipment set to be installed the week of July 23<sup>rd</sup>. The contractor is still on pace to be finished before the school year begins.

2. Parking Lots

Asphalt removal and new paving at PSS&WC took place on the evening of June 27<sup>th</sup> with the work starting at 9pm. Staff and the contractor work through the evening into the morning to provide as little as possible disruption to PSS&WC patrons. The contractor was completed with the project at 9am on the 28<sup>th</sup> and the parking lot was fully open by noon. On the evening of the 29<sup>th</sup> the parking lot lines were then painted to complete the project.

3. Vogelei Barn

Staff begun the process of siding Vogelei Barn with then new metal siding and replacing the windows. The project is moving along nicely and is anticipated to be completed by the end of July. With many detail cuts needed around features of the barn the process is a long one, but with 3 ½ of the exterior walls finished it is beginning to look like a new barn.

4. Horticulture & Turf

Finally district mowing is under control as the turf has slowed down and is almost going into dormancy in some areas. With May and half of June being the wettest on record it makes the dog days of summer tough on grass. The turf has had no chance to build a strong root system during the spring months to be ready for the hot and dry summer months. The turf crew is monitoring parks and fields and mowing as needed, if turf is stressed the best option staff can take is to stay off that turf. Watering using water cannons has begun at select sports fields that do not have irrigation to maintain healthy turf for August activity. Tree and landscape bed maintenance along with pond management has been ongoing throughout the month of June and crew are doing a great job of keeping the parks looking clean and presentable.

5. Other key items that staff has been working on and or accomplished are listed below:
- Applied new playground mulch at Willow Tot, Cannon, Evergreen, Maple, Olmstead and Tall Oaks
  - Tennis and basketball coating and coloring was completed at Charlemagne, Cannon and South Ridge Parks
  - HVAC preventative maintenance checks and repairs
  - Aquatic maintenance to maintain proper water levels through the hot days with high bather loads
  - Daily maintenance and repairs on vehicles, buses, ball field equipment and mowers

## **RECREATION DIVISION**

### **Upcoming Events**

- **July 13** - Friday Fundays at Vogelei Park
- **July 14** - Hoffman Walks at
- **July 15** - Bucket Cup Challenge at BPC
- **July 20** - Summer Sounds at the Village Green
- **July 20** - Movie Night – Beetlejuice at SFAC
- **July 22** - Free Ice Skating at TC
- **July 23** - Youth Basketball All Star Game at Cannon Crossing
- **July 23** - Girls Try Hockey for Free at TC
- **July 25** - Fall Registration Begins
- **July 26** - Summer Sounds at the Village Green – Millennials Band
- **July 27** - Friday Fundays at Vogelei Park – The Juggler
- **Aug. 1**- Pass Holder Appreciation Night at SFAC
- **Aug. 2** - Summer Sounds at the Village Green – High Infidelity Band
- **Aug. 4** - Fishing Derby at Fabbrini Park – prior to Party in the Park
- **Aug. 4** - Hoffman Walks – Fabbrini Park
- **Aug. 4** - Party in the Park at Fabbrini Park–Dick Diamond & The Dusters Band
- **Aug. 5** - Grandparents Appreciation Day at SFAC
- **Aug. 9** - Live Music – Kevin Presbrey at BPC
- **Aug. 10** - Friday Fundays at Vogelei Park – Magic by Randy
- **Aug. 19** - Free Skating Event – TC



## Administration

- 6 new summer ice hockey programs were created to focus on over speed, defense and offensive players. In addition, we have created ice slots for stick & puck for all levels of players.
- A new GM of Ice Operations was hired and will start on 7/9/18. Stan Dubicki, who is also the Assistant Head coach for the goalies for the Chicago Wolves. Stan was previously the assistant Ice operations Manager for the Nilus Park District.
- During the month of June Katie Basile our Supt. of Facilities took on a new job as did Cathy Burnham our GM of PSS&WC Sales and Operations. Staff is currently in the process of restructuring this area.
- Friday Fun Days in the Park started in June
  - June 1 – Istvan and His Imaginary Band – beautiful day with an attendance of 300+
  - June 15 – Chris Fascione – Juggling and funny stories had a very hot day with a chance of rain but it did stay dry. There were 200+ in attendance.
  - June 29 – Todd Downing – children’s singer – Very hot day with 150+ in attendance.
- Summer Sounds on the Green concert series done with the Village has been going well.
  - June 7<sup>th</sup> – One Foot in the Grove had the highest attendance for opening night ever. (numbers still to come from the village)
  - June 14<sup>th</sup> – Classical Blast – some complaints that the music was too loud but attendance was strong
  - June 21 – The Flat Cats – rained out, will not be rescheduled
  - June 28<sup>th</sup> – Rockstar Rodeo – hot night but strong attendance



## Triphahn Center

### Triphahn Center Fitness and Operations:

Membership	06/30/2017	06/30/2018	01/01/2018	Var. +/-
Total	887	884	854	+30

- Fitness Center Operations and Programming are now under the direction of the Recreation Department.

#### Fitness Classes

- Fitness Boot Camp- 7 enrolled
- Women of Steel- 5 enrolled

**Zumba Fitness is a new class that will begin in the fall. Additional new fitness classes to begin in the fall are being worked on now.**



## Willow Recreation Center

### Willow Recreation Center Fitness and Operations:

<b>Membership</b>	<b>06/30/2017</b>	<b>06/30/2018</b>	<b>01/01/2018</b>	<b>Var. +/-</b>
<b>Total</b>	<b>367</b>	<b>340</b>	<b>335</b>	<b>+5</b>



## Dog Off-Leash Areas

- Breakdown for Bo's Run / Combo passes HE 147, Palatine 50, Barrington 24, Schaumburg 29, Streamwood 12
- Breakdown for Freedom Run/ Combo passes Elgin – 156, HE – 114, Streamwood 64. Schaumburg – 12.

<b>Dog Park Passes</b>	<b>06/30/2017</b>	<b>06/30/2018</b>	<b>01/01/2018</b>	<b>Var. +/-</b>
Bo's Run	308	304	318	(14)
Freedom Run	341	314	321	(7)
Combo	83	80	85	(5)
<b>Total</b>	<b>732</b>	<b>698</b>	<b>724</b>	<b>(26)</b>



## General Programs

### Dance Classes

- Summer dance classes started the week of June 11<sup>th</sup>. There are 115 registered for this summer's dance classes. 2017 there were 122 registered.

### Gymnastics Classes

- The first session of summer gymnastics started on May 21 and ended June 30. There were 85 registered, 2017 had 153.



## 50+ Club

<b>Year to Date Membership</b>	<b>6/2017</b>	<b>6/2018</b>	<b>01/01/2018</b>	<b>+/- Var.</b>
<b>Total Members</b>	<b>516</b>	<b>416</b>	<b>310</b>	<b>+106</b>

### **Fee Based Classes offered in June- 50+**

- Gentle Yoga (Wed/Sat) 20 total enrolled
- Tai Chi Lessons (Tues/PM) 13 total enrolled
- Basic Exercise (Mon/Wed/Fri) 47 total enrolled

**Zumba Gold is a new class that will begin in July. We've already hit the minimum number to run this new program.**

### **Athletic opportunities offered in June**

- Billiards (Daily) (approx. 120 this month)
- Pickleball (approx. 216 this month)
- Ping Pong (now offered daily) (20-25 this month)
- Volleyball (approx. 84 this month)
- Baggo (15 this month)

### **Drop In Activities in June**

- Wii Bowling (approx. 70 this month)
- Mah Johng- (approx. 20 this month).
- Cards (approx. 32 this month)
- Games (approx. 25 this month)
- Meet and Mingle- varies
- Bunco (approx. 14 this month)
- Mexican Train (approx. 40 this month)

*\*All -drop in activities (including Wii) have been growing in numbers weekly.*

### **Trips in June**

- We had four trips scheduled for June. Two were cancelled due to insufficient enrollment.
- Judy Garland Tribute Concert- 6/10- We had 10 in attendance. Everyone really enjoyed the concert and felt many others who didn't attend missed out on a fantastic trip!
- The Dancing Horses - 6/27. We had 16 in attendance. Everyone who attended is still talking about how wonderful the trip was from beginning to end.

### **50+ Clubs which met in June**

- Pinterest Crafting Club met in May to create various centerpieces, which turned out very nicely. This social and talented group is continuing to grow. They obtained new members in the month of June and continue to meet every 1<sup>st</sup> and 3<sup>rd</sup> Monday of the month. We currently have 15-20 active members in this group.
- Walking Wonders Club- This group meets every Tuesday morning from 10-11am to walk the indoor track and socialize. We've continued to see the same returning 10, plus a few new faces each week. Many of these walkers are new to walking but they enjoy the socialization and exercise.

### **Evening/Special Programs in June**

- We kicked off June & summer with our first in-house "Color Your Summer Luncheon". 33 were in attendance and enjoyed a delicious lunch from Dees Catering and entertainment by Randy Walker. His diverse range of music and guitar playing had all who attended singing and dancing. Our next in-house lunch will be in October. We plan to offer these luncheons (fee based) once a quarter.

- Pub Quiz Night (3<sup>rd</sup> Thursdays/5:30 pm) – 30 participants (50+ Center). Prizes were sponsored by Morizzo Homes and questions courtesy of Dr. Tom Hoover. Attendance was down by 13 with some of our regulars not in attendance from May due to illness and vacations.
- June's Lunch and Learn program/topic was Customer Fraud & Identity Theft sponsored by State Representative's Fred Crespo's Office. We had 25 in attendance (5 more than in May) and everyone indicated how informative the presentation was and how they thought it was a great topic. Lunch was also sponsored by the State Representative's office.
- Afternoon Movie took place on 6/18. Attendance was low since it was not offered on the usual Friday. July's movie will return on Fridays so we are hoping for better attendance.
- AARP was a service we provided and hosted in June. Took place on Monday, June 11<sup>th</sup> & Wednesday, June 20<sup>th</sup> from 9-1pm. We had 9 in attendance. All felt it was worthwhile and they learned a lot. The next AARP program we'll offer at the 50+ Center will be in October.

### **50+ Lunch Bunch in June**

- This newly created social group meets once a month and they dine at a local restaurant in Hoffman Estates or Schaumburg. This gives members an opportunity to get out of the 50+Center and their homes to dine with others. In June the group dined at The Village Tavern in Schaumburg. We had 12 in attendance and everyone had a nice time. They mentioned that the food was fantastic and very affordable.

### **50+ Birthday Celebrations/Culver's**

- Our bi-monthly Culvers birthday celebration took place on Friday, June 29<sup>th</sup> where members came to celebrate birthdays in May/June. We had 35 in attendance. This program, which was once 12 in attendance, is continuing to grow.

### **New Opportunities/Highlights for June**

- Our new social group, SOS (Seniors Out Socializing) was put together in May and will begin meeting monthly in the evenings to do social activities together (local). Activities could be, dinners, shows, festivals or anything that lends itself to social interaction for those who live alone. We have 15-20 members who have expressed interest in this group and attended the first planning meeting. Their first dinner out together was on Tuesday, June 26<sup>th</sup>.
- Offering a new fee-based program for our 50+ members to begin in July- Zumba Gold.
- Looking to hire an instructor to teach private piano lessons for our 50+ group.
- A fourth Pickleball drop-in day was implemented and is now held on Tuesday mornings from 9:00am-11:00 am. Our numbers seem to be expanding. We currently have 8-10 who play on this new day.
- Working with several other agencies in the Hoffman Estates area to provide our members with helpful topics to learn through our Lunch and Learn program as well as a new program soon to come monthly, Coffee Talk.
- Planning our Annual 50+ Open House with some new opportunities, demos and entertainment.



## Early Childhood

Three-school 18-19	15 TC 12 WRC	15 TC (full) 12 WRC (full)	0 0
2's Playschool 18-19	27 TC 17 WRC	30 TC 24 WRC (full)	+3 +7
Preschool 18-19	121 TC 67 WRC	121 TC 73 WRC	0 +6
Early Learning Center	5 day – 25 4 day – 3 3 day – 5 2 day – 5 1 day – 1 Total 39	5 day – 26 4 day – 5 3 day – 3 2 day – 5 1 day – 1 Total - 40	+1
<b>Preschool/ELC Totals:</b>	<b>298</b>	<b>315</b>	<b>+17</b>
Bus Service*	69	0	-69
Creative Arts Camp**	57	129	+72
Discovery Camp	91	99	+8
Explorers Camp	267	315	+48
3-Day Explorers Camp	315	254	-61
Early Arrival Camp	338	336	-2
3-Day Early Arrival Camp	66	52	-14
Late Stay Camp	400	406	+6
3-Day Late Stay Camp	48	63	+15
Nature Camp	23 (1 week)	13 (1 week)	-10
Science Camp	67 (2 weeks)	58 (2 weeks)	-9
Sports Camp	265	240	-25
Teen Camp***	186	208	+22
<b>Totals</b>	<b>2,222</b>	<b>2,173</b>	<b>-49</b>

\*Based on safety, quality, and need, we have eliminated the bus service.

\*\*Moved Creative Arts Camp back to 1-week sessions.

\*\*\*Added an additional Teen Camp on the North Side of HE



## Youth Athletics

### Youth Summer Basketball

- Registration for youth summer basketball has begun. As of July 8<sup>th</sup> we have 90 players signed up! Last year on that date we had 88 players. Our Youth Summer Basketball leagues goal is to focus on individual player development. This year's theme is to be "selfish" with their practice time and focus on their own development, not their teammates.

### Spring Soccer Leagues

Season	KG CoEd	1/2 Girls	1/2 Boys	3/4 Girls	3/4 Boys	5/6 Girls	5/6 Boys	7/8 CoEd	Total
Spring 2017	39	12	47	40	43	23	24	12	240
Spring 2018	34	65 (coed)	-	34	45	14	33	17	242
							<b>Total</b>	<b>+2</b>	

### Fall Soccer 2018

- We wrapped up spring soccer the weekend of June 23<sup>rd</sup>. Looking ahead to the fall season we will be incorporating a pre- and post-season player evaluation, coaches clinics, and new special events. One of our new special events will give players a chance to vote their peers into our all-star night on September 29<sup>th</sup>. The second special event will be a group outing to see the Chicago Fire.

### In-House Youth Baseball

- Spring Youth Baseball came to a close in June. Shetland and Pinto levels played their final games on June 23<sup>rd</sup> and our Mustang, Bronco and Pony teams wrapped up their inter-village tournaments the week of June 25<sup>th</sup>. Our Bronco red team made it to the final four before losing to the SAA White Sox. This is the furthest one of our teams has gone in a spring tournament.
- All-Star Weekend was a huge success. On June 23<sup>rd</sup> our Pinto, Mustang and Bronco teams participated in all-star night at Cannon Crossing. Village Trustees threw out the first pitch at our Mustang and Bronco Games, Garibaldis opened their doors at the concession stand, and HEAA Pop Warner came out to support the teams.
- Tournament Teams- Our 11U tournament teamed wrapped up their season with a wooden bat tournament in Wisconsin. Our 8U tournament team will start play the weekend of July 7<sup>th</sup>.
- Fall Baseball registration has started. We already have enough players for a team at the Mustang, Bronco and Pony levels!

	Shet.	Pinto	Mustang	Bronco	Pony	Palomino	Total
<b>2017</b>	<b>55</b>	<b>48</b>	<b>46</b>	<b>13</b>	<b>14</b>	<b>12</b>	<b>188</b>
<b>2018</b>	<b>59</b>	<b>45</b>	<b>60</b>	<b>35</b>	<b>12</b>	<b>12</b>	<b>223</b>
						<b>Total</b>	<b>+35</b>



#### 4/5 Year old Tee Ball

- Registration is taking place; the season is set to start on July 9<sup>th</sup>.

#### Pre and Post Season Evaluations

- New to HEPD Youth Athletics is our pre and post-season evaluations. Each youth athletic league we will be performing individual evaluations on each player before their first game and after their last game. The players will receive the pre-season evaluation so they and their parents know what to work on during the season and receive the post season evaluation so they know what areas they improved on during the season and what they can work on in the off-season. We hope these evaluations will show the parents the value of our youth athletic leagues.



### Adult Athletics

#### Adult Softball

- Summer league play started on May 7<sup>th</sup> at Cannon Crossings. Currently there are 13 teams signed up for our Monday night league. In 2017 at this time there were 13 teams as well.

#### Fishing

- A special event to bring interest to our new Fishing 101 class was scheduled to take place on Saturday, May 12<sup>th</sup>; however, it was cancelled due to severe weather. We were able to make it up Saturday, May 19<sup>th</sup> at Black Bear Park as part of the Kids to Parks Day event. There were a total of 27 participants. Cabela's provided fishing poles for every participant. Another free clinic will be offered in the summer, the event will take place on July 28<sup>th</sup> at South Ridge. In addition, we will have a July, August and September class and will be hosting a Fishing Derby on Saturday, August 4<sup>th</sup>.
- Our first Fishing 101 class ended on June 30<sup>th</sup> with 5 kids. The young Fisherman and Fisherwoman of Hoffman did exceptionally well and we had a lot of fun. Each day was designed to target different fish species and all outings were a success. The July session began on July 5<sup>th</sup> with a total of 3 kids. The first outing was on July 7<sup>th</sup> at Fabbrini Park where we targeted Bluegill and Crappie. The kids were quick studies and everyone caught fish and had fun.



### Seascope Family Aquatic Center

## Seascope Pass Sales Monthly Comparison

	Dec.	Jan.	Feb.	Mar.	April	May	June	July	Aug.
2015	220	319	325	375	656	788	1191	1330	<b>1337</b>
2016	134	240	288	385	739	973	1419	1455	<b>1459</b>
2017	12	135	167	230	578	775	1422	1437	<b>1437</b>
2018		116	129	169	497	986	1269		

**Aquatics and Programming Departments:**

- On Friday, June 29<sup>th</sup> Seascope showed the movie Coco for the first movie flick & float of the Season. 232 participants enjoyed an evening under the stars. Future improvements for the movie night are to allow pass holders into the facility 15 minutes prior to the paying customers to help promote pass sales. Also, to advertise that entrance into the facility starts at 8:15pm but the movie will not start until it is dark enough.



*Ice Operations*

**Wolf Pack/I.C.E. Academy**

- Summer camps have begun for both hockey and figure skating. So far, our camp numbers look great for Hockey (13 per week) and we had 9 enroll for the first session of figure skating camp.
- Moose Jaw currently has 31 teams at the squirt through Midget level and 4 mite teams.
- The week of 6/25-6/29 we will be the host rink for the Great Lakes Academy rental which is run by an ex NHL player as well as current Chicago wolves players. Currently, the summer camp is sold out at 55 participants.
- 6 new summer programs were created to focus on over speed, defense and offensive players. In addition, we have created ice slots for stick & puck for all levels of players.



*Prairie Stone<sub>tm</sub> Sports & Wellness Center*

<b>May Membership Totals</b>	<b>05/31/2017</b>	<b>05/31/2018</b>	<b>01/01/2018</b>	<b>Var.</b>
<b>+/- Totals</b>	<b>3,042</b>	<b>3,097</b>	<b>3,086</b>	<b>+11</b>

**Member Services**

- The Member Services team coordinated a month full of special events in June for members to inspire continued usage interest. Events included the promotion of special fitness activities along with recognition of special member 'fun' days that promote retention. The Member Services team also continued with a new annual series of online motivational videos that are loaded weekly on Tuesdays on social media (Facebook and Instagram) to help motivate members to pursue fitness goals. Entitled 'Tuesday Tips with Trainers', these inspiring and educational videos are designed to motivate members to try new workout options within the facility during workouts and are effectively expanding the digital 'reach' of the facility.
- Efforts continue with the C&M team to redesign of the current website, which will include transitioning to a new modern platform using Squarespace. The new modern platform will present the facility in a more contemporary manner incorporating rich and vibrant images while retaining relevant informative text to better position the club among close competitors.



## Communications and Marketing

### **PROGRAM PROMOTIONS**

Staff worked with program managers to promote Summer Guides and summer camp registration, youth sports programs, 50+ events, trips and programs; Friday Fun, Summer Camp, Hoffman Walks, ELC, BPC events, Parent's Night Out, hockey and figure skating.

Press release and community calendar submissions to: Daily Herald, Chicago Tribune, Facebook, North West Herald, and Barrington Patch.

### **CHAMBER EBLAST**

Hoffman Walks  
Bridges Live Music night

### **RETENTION MANAGEMENT EBLASTS TC & WRC FITNESS CENTERS**

Hoffman Walks  
Bridges Live Music night

### **VIDEO**

This month, we featured the video "June Hoffman Happenings" on [heparks.org](http://heparks.org).

### **PRESS RELEASES/PUBLIC RELATIONS**

Articles that were printed or appeared online on the newspaper websites:

HE Parks Names June's Best of Hoffman  
Zumba Gold Offers Fun and Fitness for 50+  
Girls Can Give Hockey A Shot For Free  
This July, Hoffman Estates Residents Invited to Discover Everything Hoffman Estates Park District Has to Offer  
Girl Scouts Little Lending Libraries Provide Books for Neighborhood Kids  
HE Parks Offers Free Sunscreen in Parks and at Pool  
Skaters Chill Out This Summer at H2O Skating Camp  
Safety and Swim Lessons Go Hand In Hand  
Now Registering for Fall Baseball and Soccer in Hoffman Estates  
Figure Skater Pursuing the Road to Nationals

### **MARKETING DASHBOARD**

#### **Definitions for metrics in following charts:**

**Users** = Visitors who have initiated at least one visit to the website

**New Users** = The number of first time users during the time period.

**Sessions** = The period of time that a user is actively engaged in the website.

**Number of Sessions** = The number of times a user visits.

**Pageviews** = The total number of pages viewed. Repeated views of a single page are counted.

**Pages per Session** = The number of pages a user visits within a session.

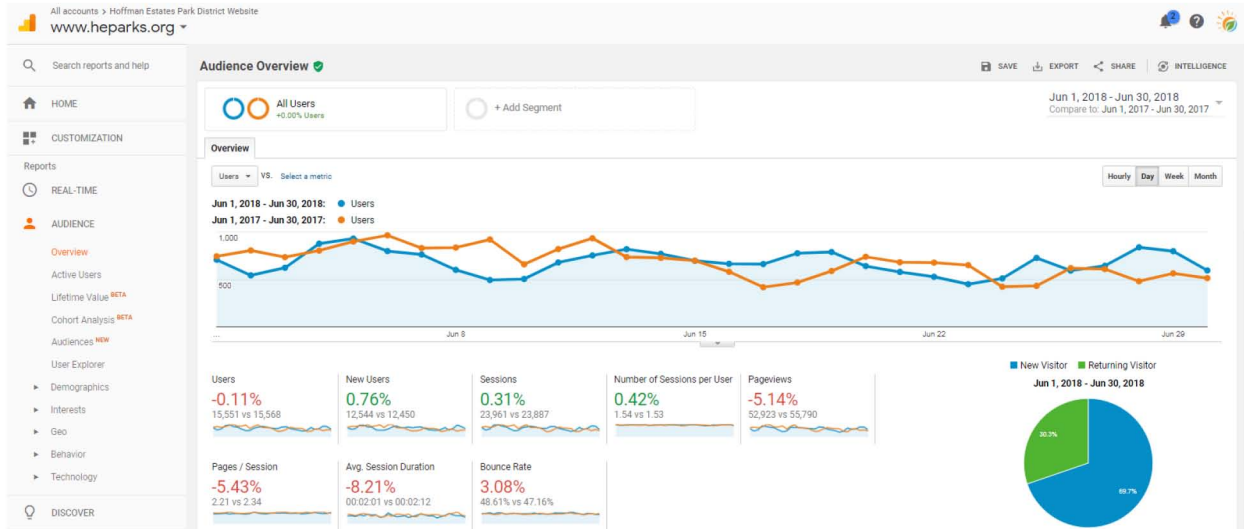
**Average session duration** = The length of time a user spends on a page.

**Bounce Rate** = The percentage of single-page sessions in which there was no interaction with the page. A bounced session has a duration of 0 seconds.



## Website HEParks.org – Source: Google Analytics

Hits to the website were consistent from the same period last year. Below are some definitions of what is documented in the chart:



Below is a drill down of the web pages with the most hits this month on HEParks.org:

Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
1. /	52,923 (100.00%) (52,923)	39,830 (99.80%) (39,830)	00:01:40 Avg for View: 00:01:40 (0.00%)	23,915 (45.19%) (23,915)	48.61% (9.00%) Avg for View: 48.61% (9.00%)	45.19% (0.00%) Avg for View: 45.19% (0.00%)	\$0.00 (0.00%) % of Total: 0.00% (0.00%)
2. /parks-facilities/seascape-family-aquatic-center/	5,723 (10.81%)	3,920 (9.84%)	00:01:15	3,513 (14.69%)	31.44%	37.99%	\$0.00 (0.00%)
3. /parks-facilities/seascape-family-aquatic-center/hours-rates/	3,135 (5.92%)	2,737 (6.87%)	00:02:07	805 (3.74%)	83.09%	63.22%	\$0.00 (0.00%)
4. /child-care/summer-camp/	2,416 (4.57%)	1,206 (3.03%)	00:02:02	797 (3.33%)	29.32%	42.01%	\$0.00 (0.00%)
5. /program_guide/	1,963 (3.71%)	1,563 (3.92%)	00:02:18	851 (3.56%)	56.99%	55.48%	\$0.00 (0.00%)
6. /programs-sports/swimming/	1,298 (2.45%)	1,032 (2.59%)	00:01:19	202 (0.84%)	67.33%	41.53%	\$0.00 (0.00%)
7. /ice-schedules/	1,219 (2.30%)	857 (2.15%)	00:01:38	281 (1.17%)	21.91%	56.69%	\$0.00 (0.00%)
8. /ice-arena/	966 (1.83%)	767 (1.93%)	00:01:04	578 (2.42%)	31.31%	34.89%	\$0.00 (0.00%)
9. /programs-sports/dogs/	938 (1.77%)	713 (1.79%)	00:03:17	621 (2.60%)	68.38%	67.91%	\$0.00 (0.00%)
10. /parks-facilities/triphahn-center/	809 (1.53%)	674 (1.69%)	00:01:32	425 (1.78%)	48.59%	46.35%	\$0.00 (0.00%)

### Definitions for metrics in the below charts:

**Pageviews** = The total number of pages viewed. Repeated views of a single page are counted.

**Unique Pageviews** = The number of sessions during which the specified page was viewed at least once.

**Pages per Session** = The number of pages a user visits within a session.

**Average session duration** = The length of time a user spends on a page.

**Entrances** = The number of times visitors entered the site through a specified page or set of pages.

**Bounce Rate** = The percentage of single-page sessions in which there was no interaction with the page. A bounced session has a duration of 0 seconds.

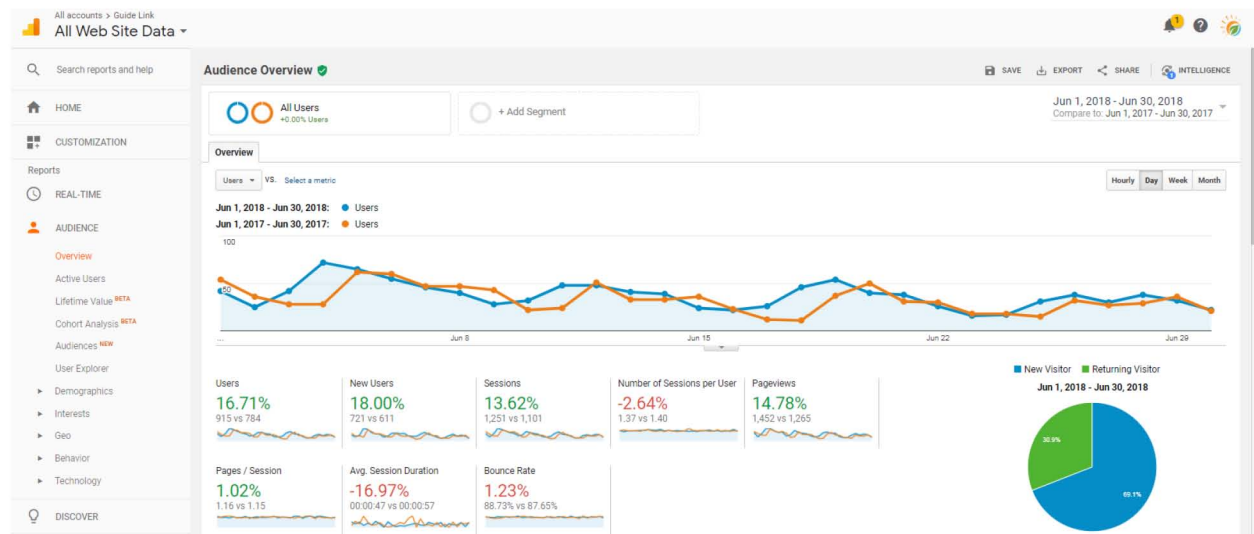
**%Exit** = (number of exits) / (number of pageviews) for the page or set of pages. It indicates how often users exit from that page or set of pages when they view the page(s).

**Page Value** = The average value of this page or set of pages. Page Value is ((Transaction Revenue + Total Goal Value) divided by Unique Pageviews for the page or set of pages)).



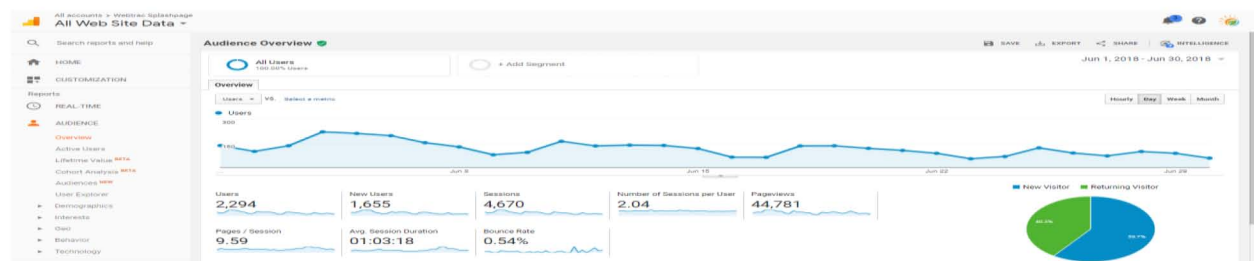
### Program Guide Online – Source: Google Analytics

Online program guide hits are up due to more users accessing the Guide with their mobile devices. Below are some definitions of what is documented in the chart:



### WebTrac/Online Registration Page Hits – Source: Google Analytics

In 2017 Vermont Systems made Webtrac mobile-friendly, so the data does not compare to last year, when Webtrac and Mobile Webtrac were two different websites, with separate data. Below are some definitions of what is documented in the chart:





## Facebook Reach

Source: Hootsuite

The chart below shows aggregates result of all HE Parks' 12 Facebook pages, including Prairie Stone and Bridges of Poplar Creek. Total likes on ALL the park district's facebook pages: 7,801 (last month 7,778)

Posts = The total number of posts that have been published on all our Pages

Fans = The total number of fans (people who liked the Page) for our Pages

Engagement = The total of reactions, comments and shares received by content on Pages

Traffic = Total clicks on all the links we posted



## Top 5 Most Successful Posts last month for the main Hoffman Estates Park District page:

Source: Facebook Insights

Post Message	Type	Posted	Lifetime: Post total reach (Total Count)
Garibaldi's is now here at the Triphahn Center to serve you! Check out the menu!	Photo	6/11/18 12:27 PM	5752
We have two new playgrounds going in this summer at Armstrong and McArthur Elementary Schools! (Armstrong is the green set, McArthur is getting the red/orange equipment.)	Photo	6/7/18 6:37 AM	3707
Enjoy the movie Coco on Friday, June 29 at Seascape Family Aquatic Center under the stars while floating in the zero depth area of the pool or lounging on the pool deck. Doors open at 8 PM, movie at dusk! \$5 for residents, \$6 for non-residents, and free for Seascape passholders. <a href="http://ow.ly/248630ksNGd">http://ow.ly/248630ksNGd</a>	Photo	6/22/18 7:01 AM	2366
There is free mulch at Willow Recreation Center, Cannon Park, South Ridge Park and here at the Triphahn Center! <a href="http://ow.ly/Evpz30ksMm5">http://ow.ly/Evpz30ksMm5</a>	Photo	6/12/18 8:36 AM	2610
Creative Arts Camp at Pinot's Palette	Photo	6/28/18 6:19 AM	1882



## HE Parks' Twitter account

Source: Twitter – heparks only

	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Followers	17	17	17	17	17	17	17	18	18	18	18	18	18
Impressions	770	787	805	813	820	821	831	855	856	861	869	884	891
# of tweets	3,713	1,736	2,947	4,745	6,705	5,607	6,334	4,967	7,554	6,195	5,312	7,144	7,278
	11	1	14	16	34	46	49	22	29	29	23	30	30

**Top Tweet** earned 572 impressions  
Register for Camp today by noon tomorrow for next week! [ow.ly/bbkP3DkamS4](#)  
pic.twitter.com/HtGy4x2kb

**Top mention** earned 41 engagements  
**Diana Lipman** @diana\_lipman · Jun 5  
The playground is getting an update this summer, and @HEParks didn't skip a beat! They started demolition yesterday... stay tuned for exciting things to come at Armstrong! #d54Armstrong  
pic.twitter.com/Rmy0h2TVhc

**Top Follower** followed by 2,555 people  
**Palatine Library** @palatinelibrary · Today  
Your Destination for Knowledge, Entertainment, and Community.  
View profile View followers dashboard

**Top media Tweet** earned 320 impressions  
Save the date! Celebrate the first day of summer at our Beach Party! Play games for prizes and dance to beach party tunes. Admission to Seascap is required, free for Seascap Passholders. [ow.ly/patK3DkrmDyn](#)  
pic.twitter.com/AYX2HHTLF



## Instagram Reports

Source: Instagram

@heparks

	June17	July17	Aug17	Sept17	Oct17	Nov 17	Dec17	Jan18	Feb18	Mar 18	Apr 18	May 18	June 18
Followers	110	112	115	118	117	121	124	124	124	124	125	128	132
# of posts	3	3	5	9	23	15	8	3	12	20	26	24	37



## Email Blast Results, Constant Contact

	Sent/Open	Mobile	Clicks	Bounces	Unsubscribes
2018 Fitness, Sports & Rec Benchmark	---/17.70%	72%	7.04%	10.2%	0.01%
Hoffman Happenings June	23K/22%	47%	11%	.5%	0.2%
50+ Newsletter June	1042/34%	56%	4.2%	.7%	0%

Opens = Emails our contacts received and viewed.

Mobile = Percent of emails opened on a mobile device.

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

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

## Conversion Rate – Online Registration vs. Walk-in

The percentage of registrations that came via the web verses in lobby.

2011:	21%
2012:	26%
2013:	30%
2014:	33%
2015:	35%
2016:	37%
2017:	38%
2018 YTD:	41%



## YouTube Metrics

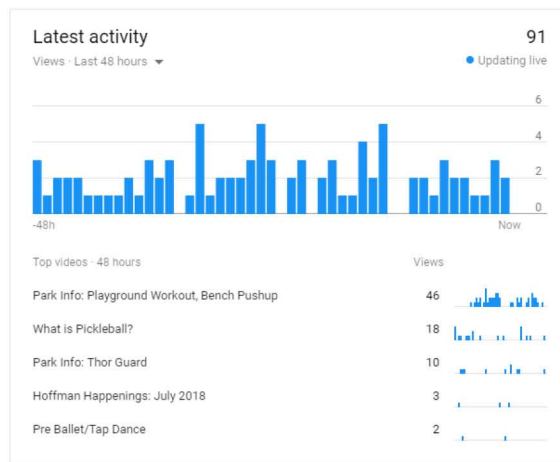
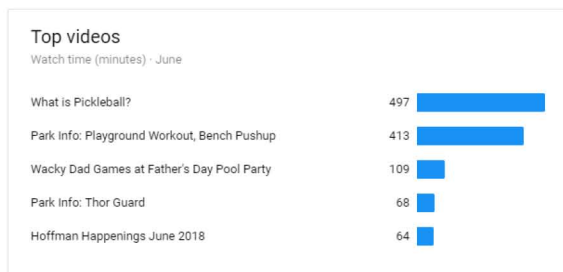
Below is a list of our Top Videos with the most traffic and minutes watched over the past 30 days. Note: the amount of Watch time minutes are the total for the month, they do not add up to the chart below because the Top 10 video list only represents the Top 10 videos, not ALL the videos. Also, the number of "likes" is only the number of likes on youtube, it doesn't represent the total engagement that we had on Facebook.

**Watch time** = The number of total minutes viewers watched our videos on youtube. Watchtime is increasing.

**Average View Duration** = The average length of time viewers watched. (Over 1 minute is excellent.)

**Views** – The total number of times viewers watched our videos during the month.





## Bridges of Poplar Creek Board Report General Programs



Our second session of Jr Golf classes was held. The Sharks program had 17 participants. Each student receives general fundamental instruction on the golf swing as we introduce them to the game. They had 6 range sessions and 2 on course classes. They also receive Tour Edge Driver for participating in the class.



We hosted our first Live Music Night in the event area. Felix & Fingers Dueling Pianos group was as a big hit. We had great crowd over 120 guests come to enjoy the live music. The Tap Inn provided food & drink specials for all that attended. Looking forward to our next Live Music Night on July 12<sup>th</sup>

### Golf Rounds

#### ROUND TOTALS.

2014	2015	2016	2017	2018	5 Year Average
4,939	4,336	4,547	4,546	4,350	4,544

YTD ROUND TOTALS					
2014	2015	2016	2017	2018	5 Year Average
11,069	11,387	12,417	12,111	11,068	11,610

#### Range Information

RANGE BASKET SALES TOTALS					
2014	2015	2016	2017	2018	5 Year Average
3,421	3,021	3,657	3,610	2,797	3,301
YTD RANGE BASKET SALES TOTALS					
2014	2015	2016	2017	2018	5 Year Average
7,561	7,731	9,038	8,858	7,339	8,105

#### Pass Sales

<i>Resident Passes Thru June</i>	2016	2017	2018
Resident Annual	3	4	1
Resident Individual	115	123	80
Resident Junior	1	2	6
Resident Senior	81	70	80
Total Resident Passes Sold YTD	200	199	167

<i>Non Resident Passes Thru June</i>	2016	2017	2018
Non-Resident Annual	0	1	1
Preferred TT Pass	104	116	80

Non-Res Individual	20	12	1
Non-Res Junior	0	0	3
Non-Res Senior	58	53	54
Total Resident Passes Sold YTD	182	182	143

### Hole In One Contestant Update

#### HOLE IN ONE MONTHLY SALES TOTALS

2016	2017	2018
0	405	548

#### YTD HOLE IN ONE SALES TOTALS

2016	2017	2018
0	405	1,023

### Communications & Marketing

#### Marketing/Advertising



4 Email blasts went out promoting, , Live Music Events, Instructional Programs, Online Specials, Jr Program Signup, Golf Shop Sales and Promotions, and Banquets.

#### Food & Beverage

For the month of June we had a total of 27 events (29 Events in 2017)

The breakdown is as follows:

4 breakfast meetings servicing 100 guests

1 memorial servicing 100 guests (light appetizers)

2 showers servicing 54 guests

1 dinner servicing 8 guests (CAPRA)

16 golf outings servicing 1047 guests

1 ceremony/reception cancelled

2 ceremony/receptions servicing 305 guests

We currently have 21 events booked for July (24 Events in 2017)

4 Breakfast meetings servicing 100 guests

5 showers servicing 170 guests

1 dinner servicing 50 guests

1 ceremony/receptions servicing 130 guests

1 reception only servicing 65 guests (supposed to be 100)

6 golf outings servicing 550 guests

1 luncheon servicing 75 guests

1 birthday party (hors d oeuvres only) servicing 100 guests

1 awards reception (hors d oeuvres only) servicing 40 guests

Wedding Count Update:

2019 = 9 ceremony and reception, 1 reception only, 1 ceremony only

2018 = 16 ceremony and reception and 3 reception only, 1 ceremony only (2 weddings have cancelled this season, would have made it 18 ceremony/reception)

2017 = 14 ceremony and reception, 5 reception only, 5 ceremony only

2016 = 21 ceremony and reception, 4 reception only, 1 ceremony only.

2015 = 18 ceremony and reception, 5 reception only, 4 ceremony only

**Golf Maintenance Summary**

In June we averaged 80 degrees (right on point with normal values) for the high and 62 degrees (about 5 degrees above average) for the lows. June was a very wet month. We ended up with 7.6" of rain, which is about 220% of our normal (3.45") June totals. We had 13 days in June with recorded rain, and six had daily totals of at least .5".

June brought our first real taste of heat in 2018. We recorded 5 days with highs over 90, three back to back in the middle of the month and the last two grouped in the last days of June. With high day time temps, high humidity, and high night time lows we have been under heavy disease pressure. I happy to say our preventative applications have been successful and we did not see any major disease outbreaks. We did have a little bit of breakthrough with a disease called dollar spot; it is mainly aesthetic

and has no long term effects on the playing surfaces. With a little bit of time and nitrogen we will be good as new.

Towards the end of June some of the *Poa Annua* really started to stress out especial on greens. This is all brought on by 3 factors: environmental stress, mechanical stress, and genetics. Environmental stress is related to our weather; hot temps, too much rain, not enough rain, ect. We can momentary control some these factors, like syringing a green on a hot day or hand watering dry spots, but only so much can be done. Mechanical stress we have a lot more control on, when we hit these stressful periods we will start to back off on some of our maintenance practices, like raising cutting heights or rolling instead of cutting more often. Lastly is genetics, unfortunately *Poa Annua* is just not a strong grass in the heat like bentgrass. *Poa* is a winter annual, its normal life cycle starts in the fall, overwinters, seeds in the spring and dies in the summer. That being said the *Poa* that we have has been conditioned and has mutated to be a more perennial grass; however it still struggles with heat. All that being said with a little TLC and backing off on some of our maintenance practice the *Poa* has rebounded we are looking very good.

Below is a small list of some of that tasks we tackled in June:

- Applied multiple preventative chemical applications to greens, tees, and fairways.
- Greens were verticut, topdressed, and vented twice during June.
- Silver tee on #17 has been leveled and seeded.
- New perennials have been installed at the clubhouse and event area.
- We have focused on a lot of details: string trimming trees, trimming sprinklers and yardage plates, trimming low branches on trees, trimming bushes, upkeep on mulch/flower beds, painting ball washers.
- Hand watering and syringing greens.
- Mowing and edging bunkers.

## **ADMINISTRATION & FINANCE**

- Assisted PSSWC Member Services in creating toggles to better and more efficiently manage patrons who pay for a membership in yearly payment increments.
- Created logic within RecTrac for emergency information rosters to be automatically sent to appropriate FT staff based on program registration. Also created logic to automatically notify appropriate FT staff when registrants request additional accommodations for registrations.
- The District officially scored 100% on the CAPRA evaluation.
- Payroll Cycle Processing
  - 06/15/18      \$343,444.06
  - 06/29/18      \$384,463.35

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

- EFT Billings for:
  - a. TC/WRC/PSSWC Fitness Centers
  - b. ELC (weekly)
  - c. 50+
  - d. Sponsorship/Marquee Signs
- Administrative
  - a. 2018 Summer Guide Review
- Administrative Registration for:
  - a. Financial Assistance
  - b. Foundation Giving Tree
  - c. Bode Preschool
  - d. Moose Jaw
  - e. Summer Harper Participants

### **Human Resources**

- Processed 8 new part-time hires and 1 new volunteer.
- Attended HE Chamber Fishing Derby wrap up meeting; the 2019 event will be moved to Father's Day weekend.
- Conducted interviews for FT GM of Ice Operations.

### **Technology**

- Ordered twelve (12) free mobile phones to have spares & upgrade current phones that are still on 3G network. Verizon plans to remove 3G by 2019.
- New desktop computers have arrived and IT is in the process of configuring new computers and upgrading individuals who need it.
- Worked extensively with SEA Manager and Supervisor to ensure equipment for Movie Nights are working properly.
- HEPD-DC02 is our previous domain controller. It handled authentication as well as housed our user home directories and C&M's graphics archive files. As a 2008 R2 version server, it began to experience multiple update issues. Worked with Sterling to determine that a new 2016 server would need to be configured. On July 11<sup>th</sup>, we successfully migrated to our new domain controller, HEPD-DC01.
- In the process of evaluating alarm systems District wide. Have held introductory meetings with Imperial, Pinnacle, and ADS, our current alarm vendor.
- Security Cameras
  - a. Pinnacle's quote for an Intermediate Distribution Frame (IDF) with a fiber connection was over \$6,000. Instead, we will install a wall enclosure, HP switch, & Uninterruptible Power Supply (UPS) to create an IDF of our own based on an extended CAT6 network cable.

## Newly Acquired Advertising and Sponsorships

- a. Travelex
  - 50+ Open House
- b. 101 Mobility
  - 50+ Open House
- c. Wholesome Pharmacy
  - 50+ Open House
- d. Alden Poplar Creek
  - 50+ Open House
- e. Chiro One
  - Events
- f. Buffalo Wild Wings
  - Events
- g. Radhika's Kitchen
  - Party in the Park Food Vendor
- h. Chuy's Tex Mex
  - Party in the Park Food Vendor
- i. Beaird Dermatology
  - Marquee

**[LINK TO ALL DIVISIONS' 2018 2Q GOALS](#)**