



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
ADMINISTRATION & FINANCE COMMITTEE MEETING
TUESDAY, FEBRUARY 16, 2016
7:00 P.M.**

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF COMMITTEE MINUTES
 - January 19, 2016
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
 - A. Bond Abatement Ordinance O16-001 / M16-021
 - B. Facility Use Agreement with Township H.S. District 211 / M16-023
 - C. Windsor Outdoor LLC Agreement / M16-024
 - D. Job Description Parks Admin/Turf Supv / M16-026
 - E. Balanced Scorecard / M16-018B
 - F. Administrative & Finance report / M16-025
 - G. Detail Reports
 - Manual Checks: \$214,593.41
 - Monthly Invoices: \$204,950.56
 - H. Financial Statements
7. COMMITTEE MEMBER COMMENTS
8. ADJOURNMENT

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



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**MINUTES
ADMINISTRATON & FINANCE COMMITTEE
January 19, 2016**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration & Finance Committee was held on January 19, 2016 at 7:02 pm at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner McGinn, Comm Rep Katis, Musial (7:08), Utas, Winner, Chairman Kaplan

Absent: Comm Rep Chhatwani

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

Audience: President Bickham, Commissioners R. Evans and Kilbridge, Mr. K. Evans

2. Approval of Agenda:

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

3. Minutes:

Comm Rep Winner noted that he was not present at the December meeting.

Commissioner McGinn made a motion, seconded by Comm Rep Utas to approve the minutes of the December 15, 2015 meeting as amended. The motion carried by voice vote with Comm Rep Winner abstaining.

4. Comments From the Audience:

None

5. **Old Business:**

None

6. **New Business:**

A. GIS Consulting Contract/M16-007L

Deputy Director Talsma explained that \$85,000 had been budgeted for the project. Director Buczkowski noted that the district had built so many parks and facilities so quickly that there was a need to work with software that could track map centrally the entire district's assets.

Executive Director Bostrom and President Bickham arrived at 7:05 p.m.

Director Buczkowski also explained that the GIS systems were not new concepts and an excellent way to track assets. He explained that it used a map central approach rather than by list or through an excel spreadsheet and the district could determine the assets that needed to be tracked. He explained that those assets would be more easily identified as they would also be provided a location for the asset.

Comm Rep Musial arrived at 7:08 pm.

Director Buczkowski noted that they could also bring in other data such as maintenance records so that the district could be proactive in the maintenance approach. He noted that the district had probably 4,500 to 5,000 assets in the park system. He explained that the information could also be used to evaluate the cost of replacement for assets and that smart phones and tablets could be used to input and track data from the field. Director Buczkowski explained that the Village has an individual for general GIS and another for facility GIS. He explained that he thought the district could maintain the system in-house once the initial inventory was complete.

He also explained that the package was tailored to Parks and Recreation Agencies and used for the planning and maintenance of assets.

Commissioner McGinn asked if it would be reconciled with the large asset plan the district had presently and Deputy Director Talsma explained that it would give more detail and background to that initial plan. His example was of \$25,000 for park amenities and another \$25,000 for trees. Presently that is all the information; however, the GIS would provide the location of the park amenities and trees as well as the type of amenity or tree and the actual cost per item in that purchase and could be immediately updated to the system from the field via the use of the tablet. He noted that it would be taken to the capital level. Director Buczkowski explained

that it could also be used as a marketing tool and could tie to RecTrac and MainTrac.

Comm Rep Katis asked if the district did not already have that information. Director Talsma noted that the information he might have would be that it would cost \$140,000 to redo a community park that the financial statement would not break that down. Ten years down the road they would only have the information that they used \$140,000 to replace the park and not the specific information and/or cost tied to each asset in the park.

Comm Rep Katis asked if the system was used more for inventory and maintenance. Deputy Director Talsma noted that it could be used for all of the above. He also explained that the information would be available on line to residents along with a map of the area showing where the amenities were in the park.

Comm Rep Katis asked if Google Earth did not offer that information and would the \$80,000 be better spent on something else.

Comm Rep Utas asked about the ROI and Deputy Director Talsma explained that it would provide a very detailed data base as well as a marketing tool on who was using areas of the district, especially the parks. Director Buczkowski explained that it would be helpful for tree maintenance; that as the community got older the trees would get older and require maintenance, trimming, removal and this system could provide the information on the tree and the exact location. He explained that the district had reacted to the Ash Borer issue and that an inventory of the trees could have forecast the cost of the maintenance as well as location and what type of tree to replace the Ash trees with to provide diversity in the area.

Comm Rep Katis asked if it was used in the corporate world and it was noted that it might be more now, noting that it could be used to find ethnic populations.

Chairman Kaplan asked where that information would come from and Director Buczkowski explained that the information was already out there in the public domain and that information could be used for queries.

Executive Director Bostrom explained that the system would be used as a maintenance management system for all assets and would prevent the district from surprise maintenance costs; allowing the district to better allocate our resources.

Director Buczkowski explained that it would give the district the ability to manage all the assets including items like fences, benches and drinking fountains.

Comm Rep Utas asked if it could be used to estimate the useful life of the equipment and if that equipment would continue to be inspected. Deputy Director Talsma noted that it could estimate and that the equipment would continue to be inspected as the life of the item might be shorter or longer than estimated. Comm Rep Utas asked about the number of users and it was noted that they would have 10 licenses; however, many staff could use the licenses; just as long as they used 10 at a time. Comm Rep Utas asked if the public would have the opportunity to bring an item needing attention to the district's attention and Director Buczkowski noted that they would be able to.

Comm Rep Katis asked how the district would get the community involved and Director Buczkowski explained there would be marketing.

Comm Rep Utas asked who would be doing the inventory and Director Buczkowski noted that the company would but that he would be trained on the system.

Comm Rep Musial noted that the company recommended did primarily counties and cities with references to counties in the SE area. She asked if they had any experience with park districts or in this area.

Director Buczkowski noted that this company was seeing park districts as a potential niche in the market and that city governments would include park districts. He noted that he had found them at a Parks and Rec Conference.

Comm Rep Musial expressed concern that the district not be this company's guinea pig. Director Buczkowski noted that Geotech was the interface for a tailored ESRI platform for our specific assets.

Comm Rep Utas asked if the district could work with the Village to piggy back and Director Buczkowski explained that staff had looked into that but the Village staff person would only work on a part time basis and not very cost effective.

Commissioner Kilbridge asked about the man hours required for inventory and Director Buczkowski said a possible average of 3 hours per park.

Comm Rep Katis asked how long it would take to get up and running and Director Buczkowski explained that his goal was to have it complete by October 1 for the next budget process.

Comm Rep Musial asked why the district should pay to have someone else inventory and input the assets and Director Buczkowski explained that they would also be setting up the mapping locations.

Executive Director Bostrom explained that Director Buczkowski would not be available to do the inventory as he already had a full schedule for the coming months with capital projects.

Commissioner R. Evans asked if a license was the same as a user and it was noted that it was. Mr. K. Evans equated the 10 licenses to a set of 10 chairs that any of the district's staff could use, but only 10 staff at a time. Deputy Director Talsma noted that it was the same for the time card system. That the district had a limited number of licenses but 600 staff that had to use the system throughout the day. Commissioner R. Evans asked about the widget and Director Buczkowski explained that it was a specifically designed program.

Mr. K. Evans noted that his daughter used GIS as an environmental scientist. He expressed concern that the system would not integrate with RecTrac and the accounting software as promised. He also asked if they could take pictures of the assets and Director Buczkowski noted that they could.

Executive Director Bostrom explained that it would allow mapping of underground water lines.

Mr. K. Evans asked what would happen when the champion of the project retired and Executive Director Bostrom explained that the district runs a program called "train the trainer" and Deputy Director Talsma explained that it would be implemented by the parks department. Director Buczkowski noted that as the torch was passed, so would the system. Mr. K. Evans noted that it could be an opportunity to bring in an intern over the summer.

Chairman Kaplan asked about the contract cost of \$77,000 and the budgeted amount of \$85,000 and Deputy Director Talsma noted that it was for possible additional needs. It was also noted that the company name was Geographic Technologies Group.

Comm Rep Winner made a motion, seconded by Commissioner McGinn to recommend the board approve expending an amount not to exceed \$85,000 for the GIS development project which includes the proposed contract cost to Geographic Technologies Group for an amount of \$77,000. The motion carried by voice vote.

B. Accounting Software/M16-008:

Deputy Director Talsma reviewed the item noting that there was \$140,000 budgeted for this item. He explained that staff had been evaluating the options and doing the background checks and gave credit to Superintendent Cotshott for the hard work.

Comm Rep Winner asked if the system would require new hardware and Deputy Director Talsma said it would not.

Comm Rep Utas asked about scanners and Deputy Director Talsma explained that 2 new ones were purchased this year and there would be no need for anything additional.

Chairman Kaplan asked when they would phase out MSI and Deputy Director Talsma noted that the initial intent was to already have phased it out, but the replacement (Smart Fusion) had not been well received.

Comm Rep Utas asked about the travel expense and Deputy Director Talsma noted that the district would cover that to have them out for an upgrade. He explained that they provided that expense for VSI presently.

Chairman Kaplan asked what would happen if they waited until they closed out MSI and Deputy Director Talsma noted that they would not provide support for the MSI software if something went wrong – there would be no fix.

Comm Rep Musial asked why there were no comments for the Tyler/Incode and Deputy Director Talsma said he did not have an answer as the space was provided to all for comments.

Mr. K. Evans asked if it would interface with the GIS and Deputy Director Talsma said it would not directly. Mr. K. Evans asked about the customer service and customizations and Deputy Director Talsma explained that there was always an added cost for customization; same held true for RecTrac. However, the district had not had a need for that in 10 years.

Comm Rep Musial made a motion, seconded by Comm Rep Katis to recommend the board approve the proposed software purchase of BS&A software in an amount not to exceed \$138,125. The motion carried by voice vote.

C. A&F Report and 4Q2015 Goals/M16-009:

Deputy Director Talsma reviewed the report noting that they had begun preparing for the audit. He explained the auditors would be here in March for field work and should be reporting their findings to A&F in May.

He also noted that HR Leninger had completed a course to become a Certified HR Professional.

Comm Rep Utas made a motion, seconded by Comm Rep Winner to send the A&F report and 4Q2015 goals M16-009 to the board. The motion carried by voice vote.

D. Detail Reports:

Deputy Director Talsma asked for questions.

Chairman Kaplan asked why the monthly invoices were double from December. Deputy Director Talsma noted that some capital items may have been included increasing the amount for this report as well as December's report being a little light on expenses during the last 2 weeks of the month.

Comm Rep Winner made a motion, seconded by Comm Rep Katis to approve the

- Manual Checks: \$352,412.62
- Monthly Invoices: \$344,512.87

The motion carried by voice vote.

E. Financial Statements:

Deputy Director Talsma reviewed the statements noting that the district had abolished the Working Cash fund. He also distributed a copy of the Fund 13 explaining that the funds had been transferred to pay the UAL in the IMRF Fund.

Comm Rep Katis asked if ELC was really making that much money and it was noted that it was along with youth hockey, and the STAR program.

Director Kies explained that ELC was only 3 spots away from maxing out.

7. **Committee Member Comments:**

Commissioner McGinn said he was looking forward to State Conference.

Comm Rep Katis noted that all programs were looking financially very impressive and he felt the GIS made good sense to maintain the assets.

Chairman Kaplan thanked everyone for participating.

8. Adjournment:

Comm Rep Katis made a motion, seconded by Comm Rep Winner to adjourn the meeting at 8:41 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom
Secretary

Peg Kusmierski
Recording Secretary

HOFFMAN ESTATES PARK DISTRICT MEMORANDUM # 16-021

To: Board of Commissioners
From: Dean Bostrom, Executive Director
Craig Talsma, Deputy Director/Director of Finance & Administration
Date: February 3, 2016
Re: Bond Abatements

Background

Each year the District abates the additional levies on our bonds as filed with the county. This is done every year to insure that we do not levy taxes for additional revenues to pay off our alternate revenue bonds. The abatement needs to be filed prior to the second installment of property taxes which is calculated by Cook County; the due date for this filing is April 1.

Implications

The District needs to approve this abatement to insure that the correct dollar amount is levied for the district's property taxes to coincide with our tax levy and budget which coincide with our actual needs.

Recommendation

Recommend to the full board approval of Ordinance O16-001 abating taxes levied for the District's bonds for the 2015 Levy.

STATE OF ILLINOIS)
)
 COUNTY OF COOK)

**ORDINANCE O16-001 ABATING TAXES LEVIED FOR GENERAL
 OBLIGATION BONDS FOR THE YEAR 2015**

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

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

WHEREAS, said ordinances levied the following taxes sufficient to produce funds for the tax year 2015 to pay principal and interest on the Bonds:

<u>Issue</u>	<u>Amount</u>
Taxable General Obligation Bonds (Alternate Revenue Source), Series 2010A	\$466,267.50
Taxable General Obligation Bonds (Alternate Revenue Source), Series 2010B	\$269,302.50
General Obligation Bonds (Alternate Revenue Source) Series 2010C	\$1,038,880.00
General Obligation Park Bonds (Alternate Revenue Source) Series 2013A	\$809,737.50
General Obligation Park Bonds (Alternate Revenue Source) Series 2014A	\$719,062.50

WHEREAS, the Board of Park Commissioners has determined that Pledged Revenues consisting of income from “User Fees”, as defined in the ordinances, proceeds of annual general obligation bond issues, or other sources, will be sufficient to pay the 2015 principal and interest on the bonds;

WHEREAS, since it is no longer necessary that the Board of Park Commissioners receive the amount of the tax levy previously provided, the Board desires that the entire levies for the Bonds for 2015 be abated.

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

Section One: The 2015 levies as provided in the above ordinances for the Bonds shall be abated in their entirety.

Section Two: A certified copy hereof shall be filed with the County Clerk of Cook County who shall abate the 2015 levy for each of the Bonds.

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

YEAS:

NAYS:

ABSENT:

PASSED this 23rd day of February, 2016.

APPROVED this 23rd day of February, 2016.

President

ATTEST:

Secretary

MEMORANDUM NO. M16-023

Date: February 12, 2016
To: A&F Committee
From: Dean Bostrom, Executive Director
Craig Talsma, Deputy Director/Director A&F
Mike Kies, Director Recreation & Facilities
Subject: Facility Use Agreement with Township High School District 211

Background

Township High School District 211 recently purchased the former Barrington Orthopedic building at 1030 W. Higgins, located just east of Hoffman Estates High School. District 211 renamed the building the Higgins Educational Center. The Higgins Educational Center serves two primary purposes for District 211. On school days during typical school hours, the building hosts District 211 students with special needs through a variety of special education programs and services. On weekday evenings (4-8pm) the facility hosts a variety of service providers to help disadvantaged community members overcome challenges with language, basic health and wellness, and educational and social services.

The Higgins Educational Center opened in August of 2015 for student programs and services and has in recent months begun to offer community-based services during non-school hours. The community-based services are primarily offered in cooperation with local governmental entities and health and social service agencies. Existing Facility Use Agreements have been approved or are in the approval process with the Village of Hoffman Estates, Schaumburg Township, Harper College, Kenneth Young Center, Alexian Bros., Bridge Youth & Family Services and WINGS. The Facility Use Agreement for each agency follows the same template drafted by District 211's legal counsel.

Implications

The park district's 2016 budget includes \$2,500 for programming at the Higgins Education Center. Through the Facility Use Agreement the park district will be looking to offer recreation and health/fitness classes. The classes would be offered at fees equivalent to or less than the direct cost of providing class. The \$2,500 budget was approved to be used to supplement direct program costs that are not recuperated through the program fees paid. Initially the park district will be offering a Zumba class weekly and plans to expand offerings based on identified needs and wants.

Recommendation

HEPD's legal council has approved the agreement minus one outstanding issue related to Indemnification. However, it is anticipated that the lone outstanding issue with the agreement from the attorneys' perspective will be resolved prior to the A&F Committee meeting. Staff will report any changes to the agreement recommended by legal counsel at the A&F Committee meeting.

The A&F Committee recommends the park board approve the Facility Use Agreement between Township High School District 211 and HEPD subject to legal council's approval.

Intergovernmental Agreement: Higgins Education Center

**FACILITY USE AGREEMENT BETWEEN TOWNSHIP HIGH SCHOOL DISTRICT
NO. 211 AND HOFFMAN ESTATES PARK DISTRICT**

The following Agreement is between the Board of Education of Township High School District No. 211, Cook County, Illinois, an Illinois school district (the “School District”), and HOFFMAN ESTATES PARK DISTRICT, an Illinois unit of local government (the “Facility User”). Individually, the School District and Facility User shall be referred to as a “Party” and collectively, as “the Parties.”

WHEREAS, Article VII, Section 10 of the 1970 Constitution of the State of Illinois authorizes units of local government and school districts to contract to obtain or share services and to exercise, combine or transfer any power or function, in any manner not prohibited by law or by ordinance; and

WHEREAS, the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1, *et seq.* provides additional powers to units of local government and school districts that work together; and

WHEREAS, the School District is the owner for the property located at 1030 W. Higgins Road in Hoffman Estates, Illinois, consisting of a two-story office building with approximately 26,355 square feet of gross building area situated on a 60,548 square foot or 1.39 acre parcel (the “Subject Property”) which it uses for administrative and educational purposes; and

WHEREAS, the School District currently has approximately 1,000 square feet of space located on the first floor of the Subject Property, as more fully described and depicted in Exhibit A to this Agreement, attached hereto and incorporated herein by reference (the “Facilities”), that it does not need for its administrative or educational purposes during the hours specified in this Agreement and which it desires to make available for temporary recreational use to the Facility User in order to provide a health, recreation, and fitness use for the benefit of the residents and taxpayers in the community; and

WHEREAS, the Facility User desires to provide community-based health, recreation, and fitness care screenings and services at the Subject Property in a manner that will compliment and not interfere with the School District’s use of the Subject Property (the “Services”); and

WHEREAS, the School District has determined that the Facilities are available and not currently necessary for its administrative and educational purposes during the specified hours and that it desires to allow the Facility User to use the Facilities in accordance with this Agreement.

NOW THEREFORE, for and in consideration of the mutual promises recited herein, the Parties agree as follows:

I. Use of Facility:

A. Available Space within the Subject Property. The Facility User shall have access to and the use of the Facility between the hours of 4:00PM and 8:00PM on days when the facility is open.

B. Term. The Term of this Agreement shall commence on March 1, 2016 (the “Commencement Date”) and shall extend for a period of 1 year with an option for the Parties to extend the Term for additional one (1) year periods thereafter upon the mutual written agreement of the Parties.

C. In Kind Compensation. In exchange for its use of the Facilities, the Facility User shall provide the School District certain services at fees equivalent to or less than the direct cost of providing services, which shall be considered compensation for maintenance and depreciation of the Facilities. These services will include health and/or fitness related classes. The School District shall provide the Facility User with reasonable advance written notice of the services it wishes to receive and the dates and times it wishes to receive them. The Facility User shall exercise commercially reasonable efforts to accommodate the School District’s requests.

D. Health and Safety Issues. In the event of emergency, safety issue, or failure to maintain insurance required by this Agreement, or any other condition that constitutes a substantial and immediate threat to the health or safety of students, employees, or others at the School District, as determined by the School District in its sole discretion, the School District may immediately suspend the Facility User’s activities hereunder until such condition has been remedied to the School District’s satisfaction.

E. No Drugs or Alcohol. Illegal drugs and alcohol are not permitted on the Subject Property.

F. Compliance with Laws and Policies. The Facility User shall comply with all applicable federal, State, and local laws related to its use of the Facilities and the Subject Property and shall comply with all School District policies and procedures. The School District shall notify the Facility User of any changes to School District policies and procedures that become effective after this Agreement’s Effective Date and implicate the Facilities or the Subject Property, including after the Effective Date of any renewal terms as provided for in Section I(B) of this Agreement.

G. Maintenance of the Facilities. The Facility User shall at all times maintain the Facilities in in a clean, safe and orderly manner and in full compliance with all applicable federal, State, county and local laws and regulations, including all environmental laws, rules and regulations. The Facility User shall be responsible for the cost of repair and/or replacement of any damage to the Facilities, including fixtures and furnishings, which occurs as a result of or in connection with the Facility User’s or its employees’ or agents’ use of the Facilities, normal wear and tear and damages by fire, casualty or other insured loss excepted. If the Facility User does not repair damages it caused to the Facilities, the School District may repair the damage at the Facility User’s expense. The Facility User shall reimburse the School District for any

reasonable, documented, and verifiable costs within fourteen (14) days after the School District provides a written invoice for such costs to the Facility User.

H. No Improvements. The Facility User shall not modify, alter, or place permanent fixtures or improvements upon the Facilities.

I. Supervision. The Facility User shall be solely responsible, at its own expense, for providing adequate supervision at all times in connection with its use of the Facilities. The Facility User acknowledges and assumes complete responsibility for its employees and agents used to supervise its activities and services. The School acknowledges that the degree and scope of supervision required shall be subject to the discretion of the Facility User.

J. Background Checks. The Facility User shall conduct, at its own cost and expense, criminal background checks in accordance with Section 10-21.9 of the Illinois School Code, 105 ILCS 5/10-21.9, of all of its employees and agents providing Services on the on the Subject Property. The Facility User shall not send to the Facilities, or allow to interact with students, any employee or agent (1) for whom the Facility User has not received the completed results of the criminal background check and (2) whose criminal background check reveals convictions that would prohibit employment by the School District under Section 10-21.9 of the Illinois School Code or other criminal conduct or inappropriate behavior which reasonably calls into question such individual's fitness to work near children. Additionally, at least annually, the Facility User shall contact the local law enforcement authority where each employee or agent that provides Services at the Facilities resides to determine if the employee or agent is on the list of registered felons who have committed child sex offenses.

II. Miscellaneous Provisions.

A. Indemnification. The School District and the Facility User each agree to mutually indemnify, defend and hold harmless the other party and their respective board members, employees, and agents from all third party claims, causes of action, damages, whether to person (including death) or property, costs (including reasonable attorneys' fees), and losses suffered by third parties (collectively "Loss") to the extent the Loss arises out of the acts or omissions of the indemnifying party; provided that where the claim fails to allege, or the Parties cannot identify, the act or omission resulting in the Loss, the School District shall be the indemnifying party. The Parties agree that the foregoing allocation of risk is solely an administrative matter between the Parties and does not represent a waiver of any immunities and defenses available in statute or common law nor create or enhance any duties to the public or any member thereof. Moreover, the Parties agree that the manner in which each Party performs the activities described in this Agreement is a matter within such Party's discretion. The covenants of this Section shall survive the expiration or termination of this Agreement.

B. Insurance. During the term of this Agreement, the Facility User, at its sole cost and expense, and for the benefit of the School District, shall carry and maintain, with companies and in forms reasonably satisfactory to the School District, Commercial General Liability insurance covering bodily injury, personal injury, and property damage insuring against all liability of the Facility User arising out of its use of the Facility and/or Property, with a minimum combined single limit of Two Million (\$2,000,000.00) dollars per occurrence. Such policy shall

name the School District, its Board, Board members, employees, agents and successors as an additional insured on a primary and non-contributory basis with a waiver of subrogation in favor of the School District. In addition, the Facility User shall comply with the State Worker's Compensation Law and shall provide for the payment of worker's compensation to its employees in the manner and to the extent required by such law. The Facility User shall provide evidence of workers compensation insurance coverage with statutory benefits and \$500,000 of employers liability limit. The workers compensation coverage shall include a waiver of subrogation. The Facility User shall provide the School District with certificates of insurance and/or copies of policies reasonably acceptable to the School District evidencing the existence of the coverage described above, including form and deductibles, during the duration of this Agreement. The failure to provide acceptable insurance shall be deemed a breach of this Agreement entitling the School District to terminate this Agreement immediately. All policies of insurance shall provide by endorsement that no coverage may be canceled, terminated, or reduced by the insuring company without the insuring company having first given at least 30 days prior written notice to the School District.

C. Waiver of Claims. Except to the extent prohibited by law and for any claim arising out of, relating to or connected with any breach of this Agreement, the School District shall not be liable, and the Facility User waives all claims against the School District for damages to person or property sustained by the Facility User resulting from its use of the Facilities, or any equipment, furniture, fixtures, or appurtenances thereto becoming out of repair, resulting from any accident in or about the Facilities, or resulting directly or indirectly from any act or neglect of any person on the Facilities. All personal property belonging to the Facility User on the Subject Property shall be there at the risk of the Facility User. The School District shall not be liable for any damage thereto or the theft or misappropriation thereof. The Facility User shall be limited to its own insurance coverages to pay for damage to its property or fixtures and hereby holds harmless and releases the School District from any damage or claim of damage to the Facility User's property or fixtures.

D. No Waiver of Tort Immunity Defenses. Nothing contained in this Agreement, or in any other provision of this Agreement, is intended to constitute nor shall constitute a waiver of the defenses available to the School District or the Facility User under the Illinois Local Governmental and Governmental Employees Tort Immunity Act or any other federal, state, or local law, rule or regulation, with respect to claims by third parties. Any allocation of responsibilities, duties or liabilities between the parties is solely for their respective administrative convenience and is not intended to create, expand or diminish any duties to third parties.

E. Taxes. If, as a result of this Agreement, the Subject Property is threatened with the loss of its tax exempt status, to the extent the Subject Property has tax exempt status, the School District, in its sole discretion, may immediately terminate this Agreement and the Facility User's activities hereunder without the School District incurring any damages or liability to the Facility User. If any portion of the Subject Property becomes subject to taxation as result of the Facility User's use of the Subject Property or the Facility User's actions under this Agreement, the Facility User shall be responsible for the payment of any taxes assessed and such taxes shall be payable at the time said taxes are due. In such event, the School District shall have the right to challenge, at the Facility User's expense, any loss of tax exempt status of the Subject Property. In the event that

the Facility User fails to pay the taxes when due, the School District may, at its sole option, pay the taxes and the Facility User shall be liable, in addition to any other remedies available to the School District, to the School District for all costs and expenses, including, but not limited to, reasonable legal fees, incurred by the School District in paying the delinquent taxes. The covenants of this Section shall survive the expiration or termination of this Agreement.

F. No Assignment. The Parties may not assign any rights, duties, or obligations, under this Agreement without the prior express written consent of the Parties.

G. Entire Agreement. This Agreement shall constitute the entire agreement of the Parties hereto with respect to the Facilities and activities hereunder and supersedes any and all prior agreements and understandings, whether written or oral, formal or informal. This Agreement may not be amended except by means of a written document signed by authorized representatives of the Parties.

H. Termination. Either party may terminate this Agreement for any reason with or without cause after providing thirty (30) days written notice to the other party of its intention to terminate the Agreement.

I. Notice. All notices required or permitted by this Agreement must be in writing and delivered personally or sent by certified mail, return receipt requested to the respective party's mailing address listed below. Either party may specify a different address to receive notices by providing a written directive given in accordance with this Section.

J. Effective Date. This Agreement shall be deemed dated and become effective on the date the last of the Parties signs as set forth below the signature of their duly authorized representatives.

K. Recitals. This Agreement's recitals are incorporated as though fully set forth herein.

L. Freedom of Information Act Compliance. The Parties agree to maintain, without charge, all records and documents concerning or relating to this Agreement and performance thereunder in accordance with the Freedom of Information Act ("FOIA") 5 ILCS 140/1 *et seq.* Upon a Party's request, the other Party shall produce all records requested by the requesting Party within the timeframe requested, and if additional time is needed to compile the requested records, the Party producing the records shall promptly notify the requesting Party. In the event that either Party is found to have not complied with the Freedom of Information Act due to the other Party's failure to produce documents or otherwise appropriately respond to a request under the Act, then the Party failing to produce and/or respond shall indemnify and hold harmless the other Party, and pay all amounts determined to be due, including, but not limited to, fines, costs, attorneys' fees and penalties.

M. Authorization. The individuals executing this Agreement warrant that they have been lawfully authorized to execute and enter into this Agreement on behalf of the Facility User, the School District, and the owner(s) of the Subject Property.

N. Severability and Waiver. If any portion of this Agreement is held invalid or inoperative, then so far as is reasonable and possible, the remainder of this Agreement shall be deemed valid and operative, and effect shall be given to the intent manifested by the portion held invalid or inoperative. The failure by either Party to enforce against the other Party any term or provision of this Agreement shall be deemed not to be a waiver of such Party's right to enforce against the other Party the same or any other such term or provision.

O. Enforceability and No Third-Party Beneficiaries. The covenants and agreements contained herein shall be binding upon and inure to the sole benefit of the successors and assigns of the respective Parties hereto. Nothing herein, express or implied, is intended to or shall confer upon any other person, entity, company, or organization, any legal or equitable right, benefit or remedy of any nature whatsoever under or by reason of this Agreement.

P. Governing Law and Venue. This Agreement will be governed by and construed in accordance with the laws of the State of Illinois. The venue for all disputes arising out of, under, or related to these Terms shall be the Circuit Court of Cook County.

IN WITNESS WHEREOF, the undersigned Parties have caused this Agreement to be executed by their duly designated officials or officers on the dates below.

SCHOOL DISTRICT:

BOARD OF EDUCATION, TOWNSHIP HIGH SCHOOL DISTRICT NO. 211, Cook County, Illinois,

By: _____
President

Attest: _____
Secretary

Address:
Superintendent
1750 S. Roselle Rd.
Palatine, IL 60067

FACILITY USER:

HOFFMAN ESTATES PARK DISTRICT, an Illinois not-for-profit corporation,

By: _____
President

Attest: _____
Secretary

Address:
Executive Director
1685 W Higgins Rd.
Hoffman Estates, IL 60169

EXHIBIT A

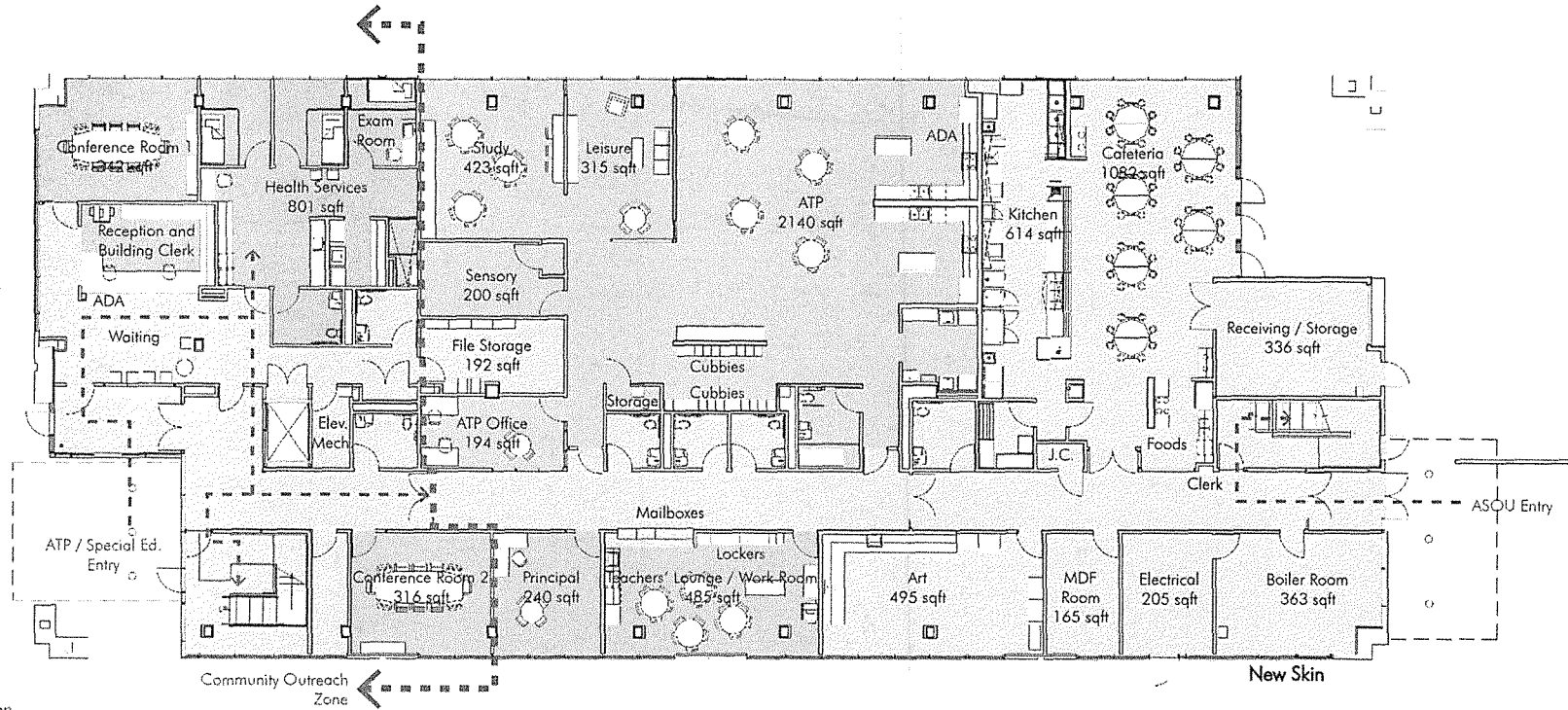
Description of Areas/Rooms to be used by THE FACILITY USER

The Facilities include:

4844-1693-0093, v. 1

DRAFT

EXHIBIT A



1030 West Higgins Remodeling
 Township High School District 211
 Project No. 14089

First Floor
 Scale: 1/16" = 1'
 November 24, 2014

HOFFMAN ESTATES PARK DISTRICT MEMORANDUM # 16-024

To: Administrative and Finance Committee
From: Dean Bostrom, Executive Director
Craig Talsma, Deputy Director/Director of Finance & Administration
Date: February 12, 2016
Re: Windsor Outdoor, LLC Agreement

Background

The District entered into an agreement with Windsor Outdoor, LLC (Windsor) in May of 2014 to sell advertising space on the marquee signs located at 1685 W Higgins Road and 650 W Higgins Road. The signs became operational on November 1, 2014. This agreement is attached in its entirety. Within section 5 - Base Gross Advertising Revenues, Windsor promises to minimally generate full levels of gross advertising revenue as set forth below:

Year one	Nov 2014 – Oct 2015	\$ 90,000
Year two	Nov 2015 – Oct 2016	\$180,000
Year three	Nov 2016 – Oct 2017	\$270,000

If Windsor does not generate these minimal levels of Gross Advertising Revenues, then the District at its discretion, and without providing an opportunity to cure, with no future requirement to Windsor, may terminate this agreement.

Windsor has gone through many changes over the last year and staff continues to meet with them. Windsor has reorganized and is now BRT Outdoor Signs (BRT). Though Windsor did not meet our needs, staff has been continuously communicating our future direction and BRT is acceptable to changes.

Implications

The Gross Advertising Revenue generated by Windsor is as follows:

Year one	Nov 2014 – Oct 2015	\$ 66,464
Year two	Nov 2015 – Oct 2016	\$ 41,192 (to date)

Windsor did not generate the minimal levels of Gross Advertising Revenue, allowing the District to terminate this agreement. Furthermore, Windsor acknowledges that its performance has been unsatisfactory, and agrees to termination of the aforementioned agreement and wishes the opportunity to continue with a new agreement.

The District has also created a FT Advertising and Sponsorship position to represent the District in selling marquee sign space, advertising and sponsorship opportunities. This individual will start on February 22, 2016. Staff believes that the District could still benefit by allowing BRT to work with the Advertising and Sponsorship Manager. Therefore we have discussed this opportunity with BRT. The new agreement, attached, would allow BRT Outdoor to maintain their current clients, if their advertising remains contiguous, and to sell to new prospects and receive 15% commission.

There is no fixed term for the new agreement, and it may be cancelled by either party by providing 30 days written notice.

Recommendation

Staff recommends that the A&F Committee recommend to the full board approval of termination of the agreement between the District and Windsor Outdoor, LLC, and acceptance of the new agreement between the District and BRT Outdoor.

LEASE AGREEMENT

Between

Windsor Outdoor, LLC and Hoffman Estates Park District

This Lease Agreement, dated as of the ___ day of May 2014, shall constitute the agreement (the “**Agreement**”) between Windsor Outdoor, LLC (“**WINDSOR**”), a Delaware limited liability company, and Hoffman Estates Park District (“**HEPD**”), with respect to the exclusive right to lease, manage, operate and sell advertising space on the marquee signs located at:

- Triphahn Center located at 1685 W. Higgins Road, Hoffman Estates and
- Vogelei Park 650 W. Higgins Road, Hoffman Estates (collectively, the “**Billboard Properties**”).

This agreement may be amended from time to time for the inclusion of new locations. The parties hereto agree as follows:

1. **Lease.** During the Term (as hereinafter defined), HEPD shall lease to WINDSOR and WINDSOR shall lease from HEPD the advertising space on the Billboard Properties.

2. **WINDSOR’s Obligations** In consideration for the lease of the advertising space on the Billboard Properties, WINDSOR shall provide the following services (“**Services**”) to HEPD with respect to the Billboard Properties:

- a. **Billboard Management and Maintenance Services.** WINDSOR shall be responsible for the sales, marketing and oversight of the Billboard Properties. Such services shall include, with limitation:
 - i. Management and supervision of the sale of advertising space on the Billboard Properties. Windsor understands and agrees that off-site advertising on each sign face shall not exceed 49% of the total available operational run time, and that on an annual basis Windsor shall provide a slot schedule identifying, on a sign face basis, the slot allocation of off-site advertising (49%), HEPD advertising (41% +/-) and Village of Hoffman Estates advertising (10% +/-). Each slot shall comprise 10 seconds. Should day parting (the selling of advertising slots other than throughout a 24 hour standard day) of off-site advertising become an accepted industry standard during the Term, Windsor and HEPD agree to review and determine the appropriate allocation for offering the day parted advertising.
 - ii. Coordinate and obtain the approval of HEPD and its selected sign vendor in accordance with all District policies (including purchasing approvals) as needed for any maintenance and repairs of the Billboard Properties, which if not covered by the sign manufacturer’s warranty, shall be at HEPD’s expense.
 - iii. Oversight of uploading, maintenance and removal of advertising copies on the Billboard Properties.
 - iv. Such other activities as shall be reasonably required for the adequate operation of the Billboard Properties.
 - v. WINDSOR shall brand and market all Billboard Properties as WINDSOR Billboard Properties, including but not limited to installation of Windsor “Available” ad copy, sales sheets, website placement, media kits and all sales and marketing materials.

- vi. Any unsold or unused designated offsite advertising space shall be provided to HEPD for advertising on a space available basis with that advertising to be removed or added as the advertising space is sold and becomes available.
- b. Representation and Sales. WINDSOR shall have the exclusive right to market and sell advertising space on the Billboard Properties to bona fide purchasers/advertisers (“Advertisers”). WINDSOR shall generate gross advertising revenues (“Gross Advertising Revenues”), as hereinafter defined, of not less than the amounts described in Section 4. WINDSOR shall have the authority to enter into advertising contracts with Advertisers (the “Advertising Contracts”) using the form contract attached hereto as Exhibit A, or where required, using the Advertiser’s contract, provided it does not differ substantially from Exhibit A. WINDSOR has the authority and shall execute Advertising Contracts on behalf of HEPD; however, WINDSOR shall be prohibited from executing Advertising Contracts that (i) provide for advertising in violation of any lease, contractual or use restriction applicable to any of the Billboard Properties that WINDSOR has been notified of in advance (or which may be included in Exhibit B), or (ii) provide for advertising which may be deemed obscene or pornographic, or (iii) provide for the advertising of services/goods/products in direct competition with, or prohibited by, HEPD, as listed in Exhibit B, as may be amended from time to time. “Gross Advertising Revenues” shall be defined as the total amount of revenue collected by WINDSOR pursuant to Advertising Contracts for off-site advertising on the Billboard Properties.
- c. Billing & Collection. WINDSOR shall be responsible for the maintenance of all books and records in connection with the sale of advertising space on the Billboard Properties, including but not limited to: managing artwork design, posting and scheduling of advertising materials, tracking availability of advertising space, tracking rotations required under advertising contracts and the allocation schedule described in Section 2(a)(i), and tracking expenses related to the sales and graphic design for advertising on the Billboard Properties. WINDSOR shall undertake customary collection steps in connection with the Advertising Contracts, provided, however, HEPD may, in its sole discretion, at any time after a payment under an Advertising Contract is more than ninety (90) days past-due, assume responsibility from WINDSOR for all then present and further collection efforts; however, it is under no obligation to do so. In the event HEPD assumes responsibility for all then present and future collection efforts, it shall retain its Rent from monies collected and pay to WINDSOR its share of Gross Advertising Revenues, less the cost of collections, no later than thirty (30) days after receipt of the same. Uncollected advertising revenue shall not be calculated as a part of Gross Advertising Revenue.
- d. FOIA. WINDSOR agrees to maintain all records related to the operation and sales of advertising space on the Billboard Properties for HEPD in compliance with the Illinois Freedom of Information Act (“Act”), 5 ILCS 140/1, *et seq.* WINDSOR shall produce, without cost to the HEPD, records which are responsive to a request received by HEPD under the Act so that HEPD may provide records to those requesting them within the time frame mandated under the Act. HEPD shall e-mail to WINDSOR, and confirm receipt by telephone, each request for records it receives under the ACT no later than twenty-four (24) hours after HEPD receives the same. WINDSOR shall deliver to HEPD unredacted copies of all documents responsive to the request no later than forty eight (48) hours after the request was submitted to HEPD. If additional time is necessary to compile records in response to a request, then WINDSOR shall so notify HEPD and if possible, HEPD shall request an extension so as to comply with the Act. In the event that HEPD is found to have not complied with the Act based upon WINDSOR’s failure to produce documents to HEPD, then WINDSOR shall indemnify

and hold HEPD harmless, and pay all amounts determined to be due including but not limited to fines, costs, attorneys' fees and penalties. Under no circumstances shall WINDSOR be liable or responsible to HEPD for any fines, costs, attorney's fees or penalties that are assessed against HEPD for violating the Act if WINDSOR has produced all responsive documents to HEPD in a timely manner, and said violation is the result of HEPD's failure to produce documents, failure to cite or improperly citing exemptions, failure to produce documents in a timely manner, the redaction of information from documents which is subject to disclosure, or failure to adhere to any other prescription of the Act.

3. **Cooperation.** WINDSOR shall assist HEPD with the overall maintenance and repair of the Billboard Properties by being principally responsible for monitoring the condition and operation of the LED/Digital displays of the Billboard Properties on a "24/7" basis, and notifying HEPD of any issue therewith. This 24/7 monitoring is provided through the sign manufacturer and WINDSOR as they have individuals on staff to help coordinate efficiently any needed repairs to the four (4) sign faces. HEPD will be responsible for any non-warranted covered costs to repair the signs, and Windsor shall obtain approval for the expenditure of any funds for said repairs. HEPD expressly authorizes its Executive Director to negotiate and execute repair and maintenance contracts with third-parties on its behalf provided the overall cost does not involve an expenditure in excess of \$20,000. All other contracts and expenditures shall be submitted and approved by the Board of Commissioners of HEPD. WINDSOR shall notify HEPD of all expenses necessary for advance approval which HEPD shall approve or disapprove of in a timely manner. HEPD shall be responsible for the payment of any and all costs associated with the operation of the HEPD Billboard Properties, including but not limited to: permit fees, lease costs, development costs, illumination, repairs and maintenance, tree trimming, maintenance agreements and extended warranties.

4. **Term.** The term of this Agreement (the "**Initial Term**") shall commence upon the completion of construction of the signs (the "**Commencement Date**") and shall continue until the third anniversary of the Commencement Date (the "**Expiration Date**"). This Agreement shall automatically be extended under the same terms and conditions as herein specified from year to year (each, a "**Renewal Term**"), unless cancelled by either party in writing upon not less than ninety (90) days prior to the end of the Initial term or any Renewal Term as the case may be. The Initial term as well as any Renewal Term shall be the "**Term**" of this Agreement. Provided, however, HEPD has the right to terminate this agreement based upon under performance by WINDSOR in generating Gross Advertising Sales, as set forth in Section 4.

5. **Base Gross Advertising Revenues.** Based upon the tiered schedule for the three (3) years of this agreement, WINDSOR has promised to minimally generate the full levels of Gross Advertising Revenues for the following years ("**Base Gross Advertising Revenues**"):

Year One	\$ 90,000
Year Two	\$180,000
Year Three	\$270,000

If WINDSOR does not generate these minimal levels of Gross Advertising Revenues, then HEPD at its discretion, and without providing an opportunity to cure, with no future requirement to WINDSOR, may terminate this Agreement. If this Agreement terminates early, WINDSOR shall be entitled to retain all outstanding Fees earned. HEPD shall not be authorized to terminate this agreement based upon under performance by WINDSOR if the deficiency is due, in part, to malfunction of Billboard Properties and HEPD's failure to repair and maintain same, or any one of them, after notice has been proved to HEPD by WINDSOR. During each Renewal Term, the Base Gross Advertising Revenue Level shall increase by 5% from the preceding Term or Renewal Term.

Rent and Fees.

- a. **WINDSOR Fee.** WINDSOR shall be entitled to retain: Twenty percent (20%) of the annual Gross Advertising Revenue up to t \$249,999 ; Twenty five percent (25%) of next \$99,999 of annual Gross Advertising Revenue; and Thirty percent (30%) of any Gross Advertising Revenue exceeding \$350,000 resulting from the sale by WINDSOR of the outdoor advertising space on the HEPD Billboard Properties during the Term of this Agreement (the "**WINDSOR Fee**"). WINDSOR will be entitled to retain the WINDSOR Fee for any and all Gross Advertising Revenue arising from Advertising Contracts entered into during the Initial Term of the Agreement and any Renewal Term, for the full length of said Advertising Contracts, provided such Advertising Contracts do not extend more than six (6) months beyond the Expiration Date or any Renewal Term Expiration Date and despite any cancellations pursuant to Section 6 below or any other termination of the Agreement other than a material breach of this Agreement by WINDSOR. For purposes of this Agreement, "**WINDSOR Costs**", which shall be borne solely by WINDSOR, shall include any fees or commissions due to any sales representatives or agents for WINDSOR or to any third-party sales representatives or agents employed or engaged by WINDSOR on its behalf or for the benefit of HEPD pursuant to this Agreement with respect to which a WINDSOR Fee is earned.
 - b. **Payment of Rent:** Within fifteen (15) days of the end of each calendar month (each a "Payment Period") during the Initial Term and/or Renewal Term of this Agreement, WINDSOR shall pay to HEPD rent in the amount of the Gross Advertising Revenues less the WINDSOR Fee (the "Monthly Payment"). For the first eleven (11) Monthly Payments the Windsor Fee shall be calculated at 20% of the Payment Period's Gross Advertising Revenues. Together with each Monthly Payment WINDSOR shall send a reasonably detailed billing statement on the basis of collections during such period. The first Payment Period shall be for any portion of the calendar month in which this Agreement is fully executed if other than the first (1st) day of such month. For the 12th and final Monthly Payment Period of each year of the Initial Term or Renewal Term of this Agreement, WINDSOR shall pay to HEPD the Gross Advertising Revenues actually received less the WINDSOR Fee, calculated by multiplying the annual Gross Advertising Revenue by the percentage applicable per Section 5(a), minus the total of WINDSOR's Fees retained for the prior 11 Monthly Payments.
6. **Default.** If either party shall default under any of the material terms of this Agreement, which default shall not have been cured within fifteen (15) days after written notice thereof to the other party, the non-defaulting party may terminate this Agreement upon an additional fifteen (15) days notice. If the termination of this Agreement is the result of a material breach by WINDSOR for which there is no cure, WINDSOR shall not be entitled to any WINDSOR Fee beyond the date of such default. Defaults under any other material contract by WINDSOR will be treated as a default under this agreement. Neither party shall be liable for consequential or economic damages of the other, and any damages payable to the other as a result of a default shall be limited to any fees, income, rent or revenue (hereinafter "Revenue") received from Advertisers. The Parties' obligations under this Agreement are not general obligations, but shall be special limited obligations of the Parties payable solely from Revenue. The parties expressly disclaim any right to indirect or consequential damages.
7. **Entire Agreement.** The provisions of this Agreement contain the entire agreement between the parties hereto as to the subject matter herein and may not be changed, altered or modified, except in writing and signed by both parties.
8. **No Assignment.** Neither the agreement nor any of WINDSOR's rights or obligations hereunder may be assigned, subcontracted or delegated without HEPD's prior written consent.

9. **Governing Law.** The Agreement shall be subject to the laws of the State of Illinois. Venue for any dispute arising hereunder shall be in the Circuit Court of Cook County, Illinois.

10. **Dispute Resolution.** Any party to this Agreement may bring an action, including a summary or expedited proceeding, in any court having jurisdiction over such action.

11. **Indemnification.**

a. To the fullest extent permitted by law, WINDSOR shall protect, indemnify, defend and hold harmless HEPD, and its directors, officers, agents and employees (the "HEPD Group") for, from and against any and all liability, expense or damage of any kind or nature including reasonable legal fees and expenses, arising from or related to any suits, claims or demands, on account of any matter, claim, or controversy arising out of WINDSOR'S Services, including but not limited to any breach of this Agreement and alleged advertising injury or violation of intellectual property rights, whether in suit or not (each, an "**Indemnified Matter**) provided, however, such indemnification obligation shall not apply if the matter, claim or controversy arises out of the willful misconduct or gross negligence of the HEPD Group in carrying out its obligations under this agreement. Upon receiving knowledge of an Indemnified Matter, HEPD shall give notice of the matter to WINDSOR.

b. To the fullest extent permitted by law, HEPD shall protect, indemnify, defend and hold harmless WINDSOR, and its directors, officers, agents and employees (the "WINDSOR Group") for, from and against any and all liability, expense, injury or damage of any kind or nature including reasonable legal fees and expenses, arising from or related to any suits, claims or demands, including those of third-parties, on account of any matter, claim, or controversy arising out of the manner of performing construction or maintenance of the signs, the condition of real property, or HEPD acts or omissions for which HEPD is held liable under the laws of the State of Illinois, provided, however, such indemnification obligation shall not apply if the matter, claim or controversy arises out of the negligence or failure of WINDSOR in carrying out its obligations under this agreement. Upon receiving knowledge of such a matter, WINDSOR shall give notice of the matter to HEPD. Nothing herein shall be construed as a waiver of HEPD's immunities and defenses provided by law.

12. **Notices.** All notices relating to the Agreement shall be directed as follows unless otherwise changed in writing by either party:

WINDSOR:

J. Todd Sanders, President
Windsor Outdoor, LLC
625 Plainfield Rd, Suite 142
Willowbrook, IL 60527

HEPD:

Executive Director
Hoffman Estates Park District
1685 W. Higgins Road
Hoffman Estates, IL

13. **Insurance.** Prior to the commencement of and during the course of the provision of services and/or materials to or for any of the Billboard Properties pursuant to this Agreement, WINDSOR shall have in force and maintain during the Term the types of insurance set forth hereinafter:

a. A comprehensive general liability insurance policy in form acceptable to HEPD covering the Services being provided hereunder in an amount not less than Two Million and No/100 Dollars (\$2,000,000) for bodily injury and Two Million and No/100 Dollars (\$2,000,000) for property damage; and

- b. Comprehensive automotive bodily injury and property damage insurance in form acceptable to HEPD for business use covering all vehicles operated by WINDSOR, its officers, agents, and employees in connection with the services, with a combined single limit of not less than Two Million and No/100 Dollars (\$2,000,000) (including an extension of hired and non-owned coverage); and
- c. Workers' compensation insurance for WINDSOR's employees with statutory coverage and Employer's Liability Insurance, in an amount not less than One Hundred Thousand and No/100 Dollars (\$100,000) per disease and per accident.

HEPD and its officers, directors, agents, and employees shall be named as primary, non-contributory additional insureds thereunder (with the exception of the workers' compensation insurance).

14. **Warranty; Delivery.** HEPD hereby covenants and warrants that the Board of Commissioners of the Hoffman Estates Park District shall pass a resolution setting forth the appropriate findings mandated by Section 10-7(e) of the Park District Code, ratifying and approving this Agreement, and authorizing its President to execute the same. Said resolution shall also provide for the express authority of HEPD's Executive Director to negotiate and execute contracts on its behalf as set forth in Section 2. HEPD shall deliver a certified copy of said resolution to WINDSOR with an executed copy of this Agreement.

15. **Duties Excluded.** Nothing under this Agreement shall obligate or require WINDSOR to inspect, maintain or repair the real property associated with the Billboard Properties, or the construction or integrity of the structural components of the Billboard Properties, provided WINDSOR shall exercise ordinary care in the performance of the Services. Provided, however, should WINDSOR become aware of any such issue in the course of its activities under this Agreement, it shall provide written notice to HEPD no later than seventy two (72) hours after it has knowledge of the same, or sooner in the case of an immediate threat to the health and safety of persons or property.

16. **Independent Contractor.** Nothing in this agreement shall be deemed or construed to create a partnership, tenancy in common, joint tenancy, joint venture, co-ownership, principal-agent, employer-employee, or any other relationship aside from an independent contractor relationship between HEPD on the one hand and WINDSOR on the other.

17. **Non-Exclusivity.** HEPD acknowledges and agrees that during the Term of the Agreement, WINDSOR shall and is authorized to market and sell outdoor advertising space on billboard properties owned and/or operated by WINDSOR (the "WINDSOR Billboard Properties"). The marketing and sales efforts of WINDSOR with regard to the WINDSOR Billboard Properties shall not constitute a breach of the Agreement provided that such efforts do not materially diminish or affect WINDSOR's obligation to sell Advertising Contracts for the HEPD Billboard Properties as required in Section 1(a) above. HEPD and WINDSOR will mutually cooperate and coordinate on activities required to operate the HEPD Billboard Properties.

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

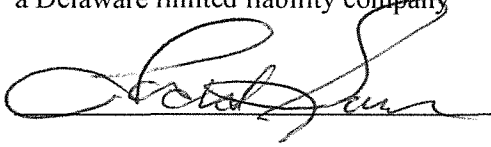
Hoffman Estates Park District



By: Dean R. Bostrom

Its: President / Executive Director / Secretary

Windsor Outdoor, LLC
a Delaware limited liability company



By: Todd Sanders

Its: President

EXHIBIT A

WindsorOutdoor

CONTRACT AGREEMENT

ADVERTISER: _____

CONTRACT #: _____

PRODUCT _____ DATE: _____

3/20/2014

AGENCY: None

LOCATION NUMBER	LOCATION DESCRIPTION	SIZE:	LEASE TERM	Net 4-week PAYMENT	TOTAL PAYMENT

TOTAL CONTRACT PAYMENT

Special Conditions:

Installation design, production and installation of client approved artwork.

Illumination: 24 Hours

In consideration for the payments listed above, the undersigned hereby authorizes and directs Windsor Outdoor to display and maintain the advertising copy specified above, for which the Agency and/or Advertiser, joint and severally, agree to pay Windsor the fees, all in accordance with the conditions set forth on the back of this agreement.

ACCEPTED AND AGREED TO BY:

ADVERTISER/AGENCY: _____

BILLING ADDRESS: _____

PHONE: _____

FAX: _____

CONTACT / TITLE: _____

SIGNATURE _____

DATE _____

Windsor Outdoor, LLC

625 Plainfield Rd
Suite #142

Willowbrook, IL 60527

PHONE: 847-928-5985

FAX: 847-671-1967

CONTACT / TITLE: Todd Sanders/President

SIGNATURE _____

DATE _____

EXHIBIT A

CONTRACT TERMS

The Advertising Agency/Advertiser (hereafter called "the Advertiser" hereby authorizes and directs Windsor Outdoor, LLC ("Windsor") to post and maintain advertising copy upon the faces of the billboard signs listed on the front of this agreement, for which the Advertiser agrees to pay Windsor all fees listed on the front of this agreement in accordance with and governed by the following terms and conditions.

1.0 ARTWORK AND DELIVERY OF MATERIALS: Advertiser will furnish Windsor artwork for copy to be produced by Windsor at the Advertiser's request and expense, at least 30 days prior to the scheduled posting date.

Finished materials provided by the Advertiser must be produced according to Windsor's specifications for copy installation and delivered to Windsor or Windsor's designated installer at least 10 days prior to the scheduled posting date. Windsor reserves the right to reject material that it deems, in Windsor's sole discretion, to be objectionable. Any such rejection shall not affect the Advertiser's obligation to pay the fees contemplated by the Agreement. Advertiser covenants and warrants that it has the authority and approval to use, display and advertise the matters depicted in the artwork to be posted, and that any copyrighted material or trademarks to be displayed thereon or depicted therein are used with the express authority of third-parties owning or holding interests in the same.

2.0 COPY INSTALLATION: Unless otherwise specified on the front of this agreement and agreed upon by both parties, Windsor agrees to provide the original materials installation of Advertiser furnished materials at the commencement of the advertising start date as listed on the front of this agreement. This installation shall be subject to the industry standard of within five days of the specified start date. Any additional installation or copy change requests will be paid to Windsor by the Advertiser.

3.0 EXTENSIONS AND EMBELLISHMENTS: Advertiser may, subject to Windsor's approval and at the Advertiser's sole cost and expense payable to Windsor, which approval will not be unreasonably withheld, cause Windsor to add extensions, special treatments or embellishments or to alter any sign face during the Agreement term, provided that such extensions or embellishments do not violate any law or any agreement between Windsor, the Advertiser and/or a third party.

4.0 ILLUMINATION: Subject to events which are beyond the control of Windsor, Windsor shall illuminate the sign location(s) indicated on the front of this agreement. Such illumination shall begin one-half hour after sunset and shall end at midnight. In the event that Windsor fails to provide illumination for any such signs and such failure is solely within the control of Windsor, then and only in such event, the net monthly fee attributable to such sign location shall be reduced by an amount equal to 10% of the per diem fee which is allocated, pursuant to the schedule, to such sign for each day the such sign is not illuminated. In addition, in the case of governmental or utility actions which result in total and permanent elimination of such illumination, the monthly fee attributable to such location shall be reduced by an amount equal to 10% of the per diem fee which is allocated, pursuant to the schedule, to such sign. Other than the reasons stated above, there shall be no reduction in the fees payable by the Advertiser.

5.0 RIGHTS OF ADVERTISER: Neither the Advertiser nor their respective agents or employees shall be entitled to have access to any of the signs or sign structures without the prior written consent of Windsor, which consent may be withheld by Windsor for any reason. This Agreement creates a license only for the Advertiser to use the sign faces described in this agreement. Advertiser acknowledges that the Advertiser will not claim at any time any interest or estate of any kind or extent whatsoever in the real property wherein the sign is located and that the Advertiser's rights herein shall be limited to the Agreement to use the portion of the sign face display area herein described.

6.0 PAYMENTS: Advertiser shall make all payments to the order of Windsor Outdoor, LLC., 9950 W. Lawrence Ave, Ste 108, Schiller Park, IL 60176. If the Advertiser fails to pay any amounts due within seven (7) days of the due date, the Advertiser shall pay to Windsor interest on the amount due from the date due until the date paid at a rate equal to 1.5% per month. In addition, if the Advertiser shall fail to pay any fee within fourteen (14) days after the same is due, the Advertiser shall be obligated to pay a late payment charge equal to 10% of the payment which was not paid when due in order to reimburse Windsor for its additional administrative costs.

7.0 TAXES: Windsor shall be responsible for and pay all taxes except for use, sales and professional service taxes which the Advertiser shall pay and Windsor will include in its monthly invoice.

8.0 DEFAULT: In the event of any failure of the Advertiser to pay any fee or any amount due for more than ten (10) days after notice or non-payment, or in the event of any failure to perform any other of the terms, conditions or covenants of this Agreement more than thirty (30) days after written notice of such default shall have been given; or if the Advertiser, or any guarantor of the Agreement shall become insolvent, or file any debtor proceedings or have taken against it or a petition for reorganization, or for the appointment of a receiver or trustee, or the assignment for the benefit of the creditors, or if the Advertiser shall fail to provide the artwork described in Section 1.0 hereof, or if the Advertiser shall have been in default in the payment of any fee or other amount due hereunder more than two (2) times and because of such defaults Windsor shall have served upon the Advertiser two (2) or more 10-day notices (a default of this provision shall be deemed non-curable), then and in the event of any one of more of the foregoing events, Windsor, in addition to any other rights or remedies it may have, shall have the immediate right to terminate the Advertiser's right to the use of the sign face, all without service of notice or

resort to legal process. **9.0 REMEDIES:** Should Windsor elect to declare a default of hereinabove contemplated, Windsor may either terminate this Agreement or Windsor may, from time to time, at its election, without terminating this Agreement, remove the advertising material from the sign face and enter into agreements with other parties with respect to the sign face at such fees and upon such other terms and conditions as Windsor in its sole discretion may deem advisable. All fees received by Windsor from such other parties, shall be applied: first, to pay for the cost of the removal of the Advertiser's advertising materials; second, to pay the cost of concessions, abatements, attorney's fees or any other costs and expenses incurred by Windsor arising out of such default; third, to pay costs of alterations and repairs; and fourth, to the fees due and unpaid hereunder. If the fees received from such other parties during any month, shall be less than that paid during that month, Advertiser shall pay any such deficiency to Windsor immediately upon demand.

10.0 ATTORNEY'S FEES: In any dispute between the parties resulting in litigation, the prevailing party shall be entitled to costs, expenses and reasonable attorneys' fees.

11.0 DISCLAIMER OF CONSEQUENTIAL DAMAGES: The parties expressly disclaim any right to indirect, consequential damages.

12.0 CANCELLATION: This agreement may be canceled upon the following:

12.1 Windsor shall have the right, in its discretion, to terminate, that portion of this Agreement, (without liability to Windsor), relating to any sign location or locations which Windsor is unable to use or operate because of any one or more of the following: 1) acts of God; 2) fire or destruction of the sign structures; (3) shortages of labor or materials; 4) present or future laws, ordinances, orders, rules or regulations which prohibit the signs or restrict their use; or 5) termination, of any of the leases or easement agreements underlying the sign structure locations.

13.0 INDEMNIFICATION:

13.1 Windsor shall indemnify, defend and hold harmless the Advertiser including their officers, directors, employees and agents against any claims, losses, damages, judgments or costs, including reasonable attorneys' fees, incurred by the Advertiser (excluding indirect, consequential or incidental damages) in connection with any cause of action against the Advertiser, arising from any loss or damage to property or persons due solely and exclusively to the construction, maintenance and removal of the signs. Advertiser shall promptly advise Windsor in writing of any claim and Windsor shall defend or compromise the same at Windsor's expense.

13.2 Advertiser assumes sole responsibility for all artwork, copy and materials provided to Windsor, and shall indemnify and defend Windsor and the Hoffman Estates Park District, their officers, directors, employees and agents against any claims, losses, damages, judgments and costs, including reasonable attorney's fees, incurred by then (excluding indirect, consequential or incidental damages) in connection with the violation of any of the provisions of this Agreement and in connection with any claim of suit alleging libel, invasion of privacy, copyright infringement or any cause of action arising from the display of the artwork, copy or materials unless said claim or suit arises solely from a material error or omission by Windsor in posting the materials or reproducing the copy. Windsor will promptly advise Advertiser in writing of any claim and Advertiser shall defend or compromise the same at Advertiser's expense.

14.0 LEGAL CAPACITY: This agreement is not binding unless accepted by an officer of Windsor, and by an officer of the Advertiser. Each party warrants and represents to the other that they have legal capacity and authority to enter into and perform this agreement.

15.0 ENTIRE AGREEMENT: This contract embodies the entire agreement between the parties and supersedes and terminates without further rights or obligations all prior agreements and understandings relating to the subject matter hereof. This contract may be amended only in writing signed by all parties.

16.0 ASSIGNMENT: This contract may not be assigned by the Advertiser without the written permission of Windsor which Windsor will not unreasonably withhold. In the event of any such assignment, the Advertiser shall not be relieved of its obligation under this Agreement. If this contract is entered into by an agency on behalf of an advertiser, the agency may assign this agreement to the advertiser provided it is the same advertiser on the front of this Agreement. Upon assignment, the agency shall promptly send Windsor a copy of the signed assignment and acceptance of this assignment. Windsor shall have the right to sell or assign this Agreement without notice of consent of the Advertiser.

17. CAPTIONS / SEVERABILITY / GOVERNING LAW:

17.1 The captions and paragraph numbers appearing in this agreement are for convenience only and in no way limit or enlarge the scope of meaning of the language.

17.2 If any provision of this Agreement is found or rendered invalid, it shall not affect the remaining terms.

17.3 Illinois law shall govern this interpretation and enforcement of the Agreement.

EXHIBIT B

- Spas (i.e. massage studios, wellness spas)
- Physical Rehabilitation Centers
- Wellness Centers
- Personal Training Studios
- Dance Studios
- Early Learning Centers/Preschools
- Fitness Centers
- Golf Courses
- Banquet Facilities
- Martial Arts Studios
- Other Park Districts
- YMCA Ads
- Youth Athletic Clubs/Leagues
- Gymnastic Business
- Aquatic/Water Parks
-
- 4811-9249-8458, v. 10

MARQUEE SIGN ADVERTISING/LEASE AGREEMENT

This lease agreement, dated _____, outlines terms for marquee sign advertising between Hoffman Estates Park District (HEPD) and BRT Outdoor, LLC (BRT).

- I. Term of Agreement: Ongoing. This agreement may be cancelled by either party at any time by providing written notice of 30 calendar days.
- II. Marquee Signs: This agreement pertains to two (2) marquee signs, with locations detailed below.
 - 1685 W. Higgins Road, Hoffman Estates, IL 60192 (Triphahn Center)
 - 650 W. Higgins Road, Hoffman Estates, IL 60192 (Vogelei Park)
- III. Advertisement: BRT shall have a non-exclusive right to market and sell advertising space on the aforementioned marquee signs in nine-to-ten (9-10) second slots. Advertising slots shall be limited to acceptable clientele as determined by HEPD. All advertising space agreements obtained by BRT are subject to final approval by an HEPD representative: either the Full-Time Advertising and Sponsorship Manager or the Deputy Director.
- IV. Final Approval: Agreements obtained by BRT are not considered finalized until written authorization from HEPD is received. Once submitted for approval, HEPD shall have ten (10) business days to review. If granted, a finalized agreement secured by BRT shall constitute a "BRT client".
- V. Payment Collection: BRT is responsible for collecting payment from BRT clients. BRT shall forward said payments to HEPD, less earned commission as specified in item VI, along with a statement of total monies collected/commissions earned. In the event of late or non-payment by a BRT client, BRT assumes the BRT client's financial obligations to HEPD.
- VI. Commission Payment: HEPD agrees to pay BRT 15% of the total contract value for each advertising agreement entered into by a BRT client that is subsequently approved by HEPD.
- VII. Existing Clients: BRT has the exclusive right to market to clients who currently purchase advertising space on one of the aforementioned marquee signs, provided that all of the following conditions are met:
 - the client was initially contacted and secured by either BRT or Windsor Outdoor, LLC;
 - the client currently rents advertising space; and,
 - the client maintains a current advertising rental on one or both of the marquee signs.

If the client allows its advertising space rental agreement to expire, it shall revert to a "New Client."
- VIII. New Clients: BRT has a non-exclusive right to market and sell to new clients who do not currently rent advertising space on the marquee signs, provided the new client is not

currently in negotiation with an HEPD representative. If BRT receives notice, either written or verbal, from either the new client or HEPD, that the new client is currently negotiating an advertising space agreement with an HEPD representative, BRT shall immediately cease discussions with that client. If BRT is found to be in violation of this paragraph three (3) times over the term of this agreement, HEPD shall have the right to cancel this agreement immediately.

- IX. Current Negotiations: It is understood that as of the drafting of this agreement, BRT is in negotiation with one or more potential client(s) for the sale of advertising space on the marquee signs. Any agreement(s) presented to HEPD for final approval prior to March 1, 2016 will yield a BRT client, provided that final approval from HEPD is obtained.
- X. Lease Agreement Terms: While BRT is free to utilize its own form(s) to secure rentals of advertising space on the marquee signs, any such forms must comply with the terms and conditions contained within HEPD's internal agreement for marquee sign advertising. HEPD will make every reasonable effort to ensure BRT has a copy of the current HEPD agreement, a copy of which is attached as Exhibit A.
- XI. Indemnification: To the extent permitted by law, BRT shall indemnify, save, defend, and hold harmless HEPD, including its officers, officials, agents, volunteers, and employees, from and against any and all liabilities, obligations, claims, damages, penalties, wage and hour claims, causes of action, costs and expenses (including reasonable attorney and paralegal fees) which HEPD may become obligated to by reason of any accident, bodily injury, death or persons, civil or constitutional rights violation, or loss or damage to tangible property, or any claim made under federal or state law arising directly or indirectly in connection with, or as a result of this agreement.
- XII. Assignment: This agreement may not be assigned by BRT without the express written permission of HEPD. In the event of any such assignment, BRT shall not be relieved of its obligation(s) under this agreement.

This Agreement represents the entire understanding between the parties and may be modified only by a written document signed by both parties. Illinois Law shall govern the interpretation and enforcement of this agreement.

BRT OUTDOOR, LLC

HOFFMAN ESTATES PARK DISTRICT

BY: _____
SIGNATURE

BY: _____
SIGNATURE

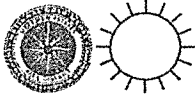
PRINT NAME / TITLE

PRINT NAME / TITLE

DATE: _____

DATE: _____

EXHIBIT A



HOFFMAN ESTATES PARK DISTRICT

CONTRACT FOR MARQUEE SIGN ADVERTISING

Advertiser: _____

Product: _____

Representative/capacity: _____

Address: _____

Phone: _____

Email: _____

HEPD Contact: _____

Sign Location(s): _____

Slot(s) / Flip(s): _____

Rotation / Duration: _____

Duration: _____

Total Payment: _____

Payment due date/schedule: _____

SPECIAL CONSIDERATIONS (IF APPLICABLE):

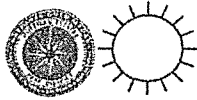
IN CONSIDERATION FOR THE TOTAL PAYMENT ABOVE, HEPD AGREES TO DISPLAY AND MAINTAIN THE ADVERTISING MATERIAL SPECIFIED ABOVE, AS PROVIDED TO HEPD. ADVERTISER AGREES THIS CONTRACT IS BOUND BY THE TERMS ON THE BACK OF THIS PAGE, NOTED "MARQUEE SIGN ADVERTISING TERMS AND CONDITIONS".

Advertiser Signature _____ Date _____

Print Name: _____

HEPD Representative _____ Date _____

Print Name: _____



HOFFMAN ESTATES PARK DISTRICT

MARQUEE SIGN ADVERTISING TERMS AND CONDITIONS

The Advertiser hereby authorizes and directs Hoffman Estates Park District "HEPD" to post and maintain advertising upon the face of the marquee sign(s) listed on the front of this agreement, for which the Advertiser agrees to pay HEPD all fees listed on the front of this agreement in accordance with and governed by the following terms.

1. **ARTWORK AND DELIVERY OF MATERIALS:** Advertiser will furnish HEPD artwork for copy and to be produced at the Advertiser's request and expense, at least 30 days prior to the scheduled posting date. Finished materials provided by the Advertiser must be produced according to the HEPD's specifications for copy installation and delivered to HEPD's designated representative at least 15 days prior to the posting date. HEPD reserves the right to reject material that it deems, in HEPD's sole discretion, to be objectionable. Any such rejection shall not affect the Advertiser's obligation to pay the fees specified in the Agreement.
2. **EDITS:** Advertiser may, subject to HEPD's approval and at the Advertiser's sole cost and expense payable to HEPD, which approval will not be unreasonably withheld, cause HEPD to edit the advertising material during the Agreement term.
3. **RIGHTS OF ADVERTISER:** Neither the Advertiser, nor their respective agents or employees, shall be entitled to have access to any of the signs or sign structures without the prior written consent of HEPD. This agreement creates a license for the Advertiser to post advertising material on the digital sign faces only. Advertiser acknowledges that the Advertiser has no interest or estate of any kind in the real property wherein the sign is located.
4. **PAYMENTS:** Advertiser shall make all payments to: Hoffman Estates Park District, 1685 W. Higgins Road, Hoffman Estates, IL 60169. If Advertiser fails to pay any amount due within fourteen (15) days of the due date, HEPD will issue a written notice of delinquent payment, and the Advertiser shall pay interest on the amount due from the due date until date paid at a rate equal to 3.00% per month.
5. **DEFAULT:** In the event of any failure of Advertiser to pay any amount due for more than thirty (30) days after notice of delinquent payment as indicated in item #4, the Advertiser shall be deemed in default of this contract and HEPD shall have the right to terminate this agreement, with written notice.
6. **TAXES:** HEPD shall be responsible for any taxes except for use, sales, and professional service taxes, which the Advertiser shall pay to HEPD.
7. **CANCELLATION:** HEPD shall have the right, in its discretion, to terminate that portion of this Agreement (without liability to HEPD), relating to any sign location or locations which HEPD is unable to use or operate because of any one or more of the following: act of God; fire or destruction of the sign structures; present or future laws, ordinances, orders, rules, or regulations which prohibit the signs or restrict their use; or termination of any of the leases or easement agreements underlying the sign structure locations.
8. **INDEMNIFICATION:** Advertiser assumes sole responsibility for all artwork, copy and materials provided to HEPD. Advertiser shall indemnify HEPD at Advertiser's expense in connection with the violation of any of the provisions of this Agreement. Advertiser shall indemnify HEPD in any claim of suit arising from the display of advertising material, artwork, or copy or materials, including but not limited to claims of libel, invasion of privacy, and copyright infringement unless said claim or suit arises solely from a material error or omission by HEPD in posting the materials or reproducing the copy. HEPD will promptly advise Advertiser in writing of any claim brought to the attention of HEPD.
9. **ACCEPTANCE OF AGREEMENT:** This agreement is not binding unless accepted by an officer of Advertiser and the Deputy Director / Director of Administration and Finance for HEPD.
10. **ENTIRE AGREEMENT:** This contract embodies the entire agreement between the parties and supersedes all prior agreement and understandings relating to the subject matter hereof. This contract may only be amended, in writing, signed by both parties.
11. **ASSIGNMENT:** This contract may not be assigned by the Advertiser without the express written permission of HEPD. In the event of any such assignment, the Advertiser shall not be relieved of its obligation(s) under this agreement.
12. **SEVERABILITY:** If any provision of this Agreement is found invalid, it shall not affect the remaining terms.
13. **GOVERNING LAW:** Illinois Law shall govern the interpretation and enforcement of this agreement.

HOFFMAN ESTATES PARK DISTRICT MEMORANDUM # 16-026

To: Administrative and Finance Committee
From: Dean Bostrom, Executive Director
Craig Talsma, Deputy Director/Director of Finance & Administration
Date: February 12, 2016
Re: Job Description – Parks Administration/Turf Supervisor

Background

The Parks division, like other divisions within the District, continues to evolve. While supervisors remain necessary in the field, the need for a supervisor to provide administrative support has become more apparent.

Implications

Recently, the Supervisor of Buildings and Aquatics position has been vacant. To balance the needs of the division, the Turf Supervisor temporarily assumed a greater load of administrative work. During the transition period, the parks division has experienced greater efficiencies in both areas.

As a result, staff believes the parks division will be best served by permanently adjusting the duties and responsibilities of the Turf Supervisor position. The Turf Supervisor job description has been adjusted to include administrative duties including but not limited to; maintaining the electronic work order system, purchase requisition entering, payroll approval, various divisional reports, budget and expense tracking and risk management assistance.

Recommendation

Staff recommends that the A&F Committee recommend to the full board approval of the Parks Administration/Turf Supervisor Job Description as attached.

**HOFFMAN ESTATES PARK DISTRICT
JOB DESCRIPTION
Parks Administration / Turf Supervisor**

JOB CLASSIFICATION: V – EXEMPT

Function

The turf supervisor is responsible for the development, planting and maintenance of turf throughout the park system as well as a variety of administrative duties assisting the director of parks with the operation of the parks department.

Supervision Received

The Turf Supervisor is responsible to the Director of Parks Services / Risk Management.

Supervision Exercised

The turf supervisor shall provide direction to full-time staff as assigned by the Director of Parks Services / Risk Management, shall supervise assigned seasonal staff.

Essential Functions/Responsibilities

A. Turf

1. Order and maintain inventoried grass seed, pesticide, chemical, fertilizer supplies, soil erosion matting, and top soil when necessary.
2. Maintain records of sod repair and installation, seeding, and restoration of parks grounds, facilities, and athletic fields.
3. Responsible for all fertilizing and weed and disease control of all park's turf, ball field fence lines and warning tracks.
4. Perform monthly turf inspections in all parks.
5. Inspect and maintain all irrigation systems.
6. Schedule portable irrigation watering schedule for all irrigated and non-irrigated sites.
7. Maintain the cleanliness and order of the assigned tool and equipment storage areas.
8. Perform Thorgard Lightning Prediction System maintenance, inspections, and monitoring.
9. Assist in maintenance of naturalized areas.
10. Assist in supervising all snow removal operations.

B. General Administration

1. Shall provide direction to full-time staff as assigned by Director of Parks Services / Risk Management.
2. Responsible for hiring, supervising of assigned full-time and seasonal staff.
3. Designate job assignments and arrange work schedules to all employees under his/her direction.
4. Responsible for completion of assigned jobs, checking to be sure they are completed professionally.
5. Enter all divisional purchase order requisitions through provided District software.
6. Assist in the preparation of the annual operating budget.
7. Maintain MainTrac software including but not limited to entering maintenance hour work logs, maintaining asset records, maintaining preventative maintenance and park inspection schedules, providing reporting as requested, coordination of software with future District software requirements.
8. Maintain open communications to all personnel and the Director of Parks Services / Risk Management.
9. Assist in preparing applications and grants.
10. Create and complete work orders through the MainTrac application.
11. Approve payroll through the FinTrac system.
12. Interface with other forepersons and be prepared to provide assistance in other areas when necessary.
13. Maintenance of all District facility access including keys and alarm codes.
14. Create maintenance department training calendar.
15. Prepare a monthly parks and activity report.
16. Prepare a monthly vandalism report.
17. Perform ergonomic assessments.
18. Perform special projects and other parks administration as required or assigned.
19. Assist the risk manager as required by maintaining reports, assisting with training objectives and any other duties assigned.
20. Track GL Code Monthly Activity.
21. Maintain Maintenance Ongoing Training Records.
22. Assist Risk Manager during PDRMA Review.

C. Safety, Health and Loss Control

1. Support, promote or cause to be changed all safety, health and loss control policies of the Hoffman Estates Park District.
2. Insure that all employees are provided necessary instruction related to safe usage of tools, equipment and machinery.
3. Require and insure that all employees utilize proper personal protective equipment provided for use in conducting assigned tasks.
4. Assist division heads and their assistants in accident investigation, or property safety inspections as required.

Customer Service Responsibilities

1. Staff will greet all visitors in a friendly manner.
2. Staff will be courteous at all times.
3. Voice mail and email will be checked daily and messages will be returned the same day.
4. Staff will provide the customers with accurate information in all park district communications.

Marginal Functions/Responsibilities

1. Assist in assessing the needs and purchase of equipment.
2. Assist in assessing the maintenance needs of equipment used in the operation of his/her department.
3. Provide input and participation in the planning process.

Psychological Considerations

1. Worker must work closely with co-workers.
2. Worker must work around general population/park patrons in public areas.
3. Worker must work under supervision and direction of superiors.

Physiological Considerations

1. Worker is exposed to chemicals (i.e. fertilizers, weed killers, cleaning materials).
2. Worker must be able to lift, push or roll heavy objects without bending or twisting restrictions.

Environmental Considerations

1. Worker is exposed to outside weather conditions 50% of the time, including extreme heat and cold, snow, rain or ice.
2. Protective clothing is required as follows:
Earplugs, ear covers; Respirators; Safety goggles/glasses
Leather type work boot; Protective gloves

Cognitive Considerations

1. Worker must be able to follow directions from supervisor with safe follow through.
2. Worker must use good safety awareness and judgement.
3. This position is considered on call 24 hours a day.

Recommendations for Accommodation

Workers are allowed and encouraged to use mechanical or manual assists for lifting above 50 lbs. as a guideline. Working in teams will also allow workers to have assistance with heavier activities at various sites.

Other situations requiring accommodation would need to be analyzed more specifically.

Requirements

1. Licensed applicator of chemicals used in the park district.
2. Must be proficient in the operation of all park grounds and maintenance equipment.
3. Operate all equipment with skill and instruct the proper use to all his/her staff.
4. Read and understand printed materials.
5. Responsible for inventory and record keeping of all chemicals used and stored in the chemical room.
6. Deal with the public and fellow employees in a polite and businesslike manner.
7. Become familiar with both the supervisor and employee safety manuals to a level necessary to promote compliance by employees under direction.
8. Valid driver's license, CDL Class "A" with air brake endorsement within 90 days of start of employment.

Experience

1. Minimum three years supervisory experience in the field.

Education

1. Associates Degree in Park management or related fields.
2. Bachelor's degree preferred.

MEMORANDUM NO. M16-018B

TO: A&F Committee
FROM: Dean R. Bostrom, Executive Director
Craig Talsma, Deputy Director/Director A&F
Mike Kies, Director of Recreation
John Giacalone, Director Park Services/Dev & Risk Mgmt
Gary Buczkowski, Director Planning & Development
Brian Bechtold, Director Golf Operations
RE: Balanced Scorecard
DATE: January 27, 2016

Background

The attached Balanced Scorecard report documents the full year performance measure for 2015 as well as the previously documented full year performance measure for 2014. As discussed at previous committee meetings, some of the performance measures used in 2015 were modified so they do not provide a direct comparison to 2014 performance measures.

When the 1Q2016 Balanced Scorecard report is presented in May, staff plans to modify the format under which the report is presented.

Recommendation

Staff recommends the Board approve the Balanced Scorecard for 4th quarter 2015.

BALANCED SCORECARD 2015

District Goals	District Objectives	Measures	2014	YTD thru March 31, 2015	YTD thru June 30, 2015	YTD thru September 30, 2015	YTD thru December 31, 2015
Provide healthy and enjoyable experiences for all people	Offer healthy and enjoyable experiences that promote equal access	Number of programs/sessions/ participants	2,880 sessions 24,397 participants	734 sessions offered 464 sessions ran 3,878 participants (annual program #s will be reported in Q4)	1,286 sessions offered 828 sessions ran 6,925 participants	2,375 sessions offered 1,601 sessions ran 16,019 participants	3,366 sessions offered 2,240 sessions ran 23,434 participants
		Number of facility memberships/visits	7,470 memberships 288,268 visits	6,839 memberships 83,352 visits	7,287 memberships 157,630 visits	7,360 memberships 232,005 visits	7,268 memberships 301,531 visits
		Number of demographically targeted programs	2	Offered: 1 Ran: 1	Offered: 3 Ran: 1	Offered: 7 Ran: 3	Offered: 8 Ran: 4
		Daily paid facility useage	\$381,487	\$42,187	\$96,058	\$216,493	\$250,442
		Number rounds (inc BPC events) / baskets	29,122 rounds 18,436 baskets	593 rounds 419 baskets	11,316 rounds 7,731 baskets	26,389 rounds 17,204 baskets	30,645 rounds 18,543 baskets
	Achieve customer satisfaction and loyalty	Community and participation survey data related to overall satisfaction and retention by percentage	92.7% overall satisfaction	See CMP	See CMP	See CMP	See CMP
	Connect and engage our community	Number of special events (not inc free) & participation	29 events	2 events 349 participants	10 events 804 participants	14 events 900 participants	17 events 1,563 participants
		Number of free events	53	1	9	24	38
		Number of Partnerships/ Coop agreements	36	36	36	36	36
		Increase in Digital Marketing/Social Media Engagement	Mobile Ap Users 1,137 Heparks.org Hits 204,559 Online Brochure Hits 5,314 WebTrac Hits 25,483 Social Media/FB Likes 1,405	Mobile App Users 1,395 Heparks.org Hits 50,910 Online Brochure Hits 2,752 WebTrac Hits 6,424 Social Media/FB Likes 1,774	Mobile App Users 1,489 Heparks.org Hits 105,922 Online Brochure Hits 6,157 WebTrac Hits 13,474 Social Media/FB Likes 1,878	Mobile App Users 1,354 Heparks.org Hits 163,072 Online Brochure Hits 9,875 WebTrac Hits 19,553 Social Media/FB Likes 1,975	Mobile App Users 1,394 Heparks.org Hits 202,431 Online Brochure Hits 10,735 WebTrac Hits 24,331 Social Media/FB Likes 2,069
		Number of Foundation events/participants	4 events/315 participants 4 board mtgs	1 event/76 participants 1 board mtg	2 events/252 participants 3 board mtgs	3 events/316 participants 4 board mtgs	3 events/316 participants 5 board mtgs

District Goals	District Objectives	Measures	2014	YTD thru March 31, 2015	YTD thru June 30, 2015	YTD thru September 30, 2015	YTD thru December 31, 2015
<i>Deliver Financial Stewardship</i>	Achieve annual and long range financial plans	Percent of operational revenues to expenses (excludes D/S and Capital)	100.84%	131.13%	99.72%	109.98%	104.62%
	Generate alternative revenue	Total revenue: Grants	\$120,152	\$5,620	\$14,860	\$31,620	\$35,220
		Total revenue: Sponsorships	\$50,866	\$12,450	\$40,882	\$69,355	\$135,610 Includes marquee signs
		Total revenue: Rentals	\$1,199,851	\$327,901	\$558,140	\$846,839	\$1,378,015 Includes addtl cell tower pymt
		Total revenue: Misc.	\$63,256	\$20,894	\$43,756	\$52,457	\$66,162
	Utilize our resources effectively and efficiently	Percentage of assets to liabilities	115.00%	Annually	Annually	Annually	Available after 1st Qtr (post audit)
<i>Achieve Operational Excellence and Environmental Awareness</i>	Create and sustain quality parks, facilities, programs and services	Community survey data related to overall condition of parks and overall quality of programs and services	93.7% overall satisfaction Survey Year 2013	Next survey 2019	Next survey 2019	Next survey 2019	Next survey 2019
	Utilize best practices	Accreditation score: CAPRA	100% Review Year 2013	Next review 2018	Next review 2018	Next review 2018	Next review 2018
		Accreditation score: Illinois Distinguished	97% Review Year 2010	Next review 2016	Next review 2016	Next review 2016	Next review 2016
		GFOA-Certificate of Achievement for Excellence in Financial Reporting	Accredited FYE 2013		Applied for FYE 2014		Accredited for FYE 2014
		PDRMA score	98.75% Review Year 2013	Next review 2017	Next review 2017	Next review 2017	Next review 2017
		NAEYC	Accredited Formal Review Year 2013	Next review 2018	Next review 2018	Next review 2018	Next review 2018
		Transparency score	93.4% Review Year 2013	Unchanged	Unchanged	Unchanged	Unchanged
	Advance environmental and safety awareness	PDRMA score	98.75% Review Year 2013	Next review 2017	Next review 2017	Next review 2017	Next review 2017
		No. of accident reports	197 reports filled out	21 reports filled out 0 generating insurance claims	122 reports filled out 3 generating insurance claims	156 reports filled out 3 generating insurance claims	186 reports filled out 3 generating insurance claims
		Environmental Scorecard	Parks 100%	Parks score is 100%	Parks score is 100%	Parks score is 100%	Parks score is 100%
		Natural Area/Wetland Parks Burned	93 total parks 70 in-house 23 contract	(24) In House (4) Contracted	(24) In House (4) Contracted	(24) In House (4) Contracted	(24) In House (4) Contracted

<u>District Goals</u>	<u>District Objectives</u>	<u>Measures</u>	<u>2014</u>	<u>YTD thru March 31, 2015</u>	<u>YTD thru June 30, 2015</u>	<u>YTD thru September 30, 2015</u>	<u>YTD thru December 31, 2015</u>
<i>Promote Quality Leadership and Services</i>	Develop leadership that ensures workforce readiness	Number of internal training sessions	Staff Meetings: 5 Hoffman U: 9 CHEER: 4 Medic: 5	(1) FT Staff mtg (2) AED Medic courses (2) Hoffman U	(2) FT Staff mtg (3) AED Medic courses (9) Hoffman U (40) Parks	(3) FT Staff mtg (4) AED Medic courses (12) Hoffman U (40) Parks	(4) FT Staff mtg (5) AED Medic courses (14) Hoffman U (41) Parks
	Build organization culture based on 1-2 Care Values	Team building events / Discussions With Dean	(14) Discussions with Dean (6) Team Builder	(3) Discussions w/Dean (1) Team Builder	(7) Discussions w/Dean (1) Team Builder	(10) Discussions w/Dean (2) Team Builder	(15) Discussions w/Dean (4) Team Builder
	Promote continuous learning and encourage innovative thinking	External conferences, sessions, workshops and seminars	IAPD Conference, NRPA Conference, IPRA, PDRMA, Club Industry, PGA, AMA (Amn Marketing Assoc), AIGA (Amn Institute of Graphic Artists), IDEA Conference	IAPD, PGA, PDRMA, IPRA, PGA, AMA	IAPD, PGA, PDRMA, IPRA, PGA, AMA, Steven Covey, Ken Blanchard, Schaumburg Business Assoc.,MIPE	IAPD, PGA, PDRMA, IPRA, PGA, AMA, Steven Covey, Ken Blanchard, Schaumburg Business Assoc.,MIPE, NRPA	IAPD, PGA, PDRMA, IPRA, PGA, AMA, Steven Covey, Ken Blanchard, Schaumburg Business Assoc.,MIPE, NRPA, CPO, Pesticide Use, Legal Symposium, SHRM-CP, Club Industry

HOFFMAN ESTATES PARK DISTRICT MEMORANDUM NO. M16-025

TO: A&F Committee
FROM: Dean Bostrom, Executive Director
Craig Talsma, Deputy Director/Director A&F
RE: Division Report
DATE: February 9, 2016

A. Finance/Administration

- Staff has been working on year-end account verification and preparation for the 2015 audit, on-site field work scheduled to begin on March 21st.
- Hardcopies of W2's have been issued to all staff as well as being available on the Employee Self-Help Portal. 1099 forms have been issued to applicable vendors.
- Staff has created the 2016 monthly budget allocation based on the 2015 revenue/expense trends.
- Staff attended the IAPD/IPRA annual state conference.
- Staff issued the approved PO to BS&A Software and the first meeting of the project implementation team will occur on March 2nd.
- Staff completed the Balanced Scorecard report for 2015 4th quarter. The report for 2016 will be updated to include a comparison by quarter.
- Payroll Cycle Processing
 - 01/29/16 \$256,852.87
 - 02/12/16 \$252,278.97

B. Administrative Registration/EFT Billing

- EFT Billings for:
 - a. TC/WRC/PSSWC Fitness Centers
 - b. ELC (weekly)
 - c. Sponsorship
 - d. STAR
 - e. Preschool
 - f. Dance Company
 - g. NWHL Hockey
- Administrative
 - a. 2016 Child Care Statements
 - b. 2016 DHS Family Statements
 - c. 2015 Files Boxed
- Administrative Registration for:
 - a. Financial Assistance
 - b. Preschool Field Trips
 - c. Foundation Giving Tree

C. Human Resources

- Processed 9 new part-time hires and 1 new volunteer.
- Participated in interview process for FT Advertising and Sponsorship Manager position.
- Drafted template contract for HEPD Marquee Sign advertising, worked with Deputy Director to sell sign space.
- Attended PDRMA webinar providing further guidance for completion of IRS 1094C and 1095C forms for the Affordable Care Act.

D. Technology

- Assisting the recreation division in procuring laptops for early childhood. To date two (2) HP ProBook laptops have been purchased and deployed.
- WIFI Enhancement
 - a. In the process of updating backend software for the new WAPs. Sterling will reconfigure switches to allow new WAPs. Will coordinate with PARKS to run new network cabling to certain locations throughout the district.
- Freedom Run dog park firewall has been replaced with a new Cisco firewall and all systems are functioning well.
- Email Archiver
 - a. A Hoffman U presentation was held on February 10th to review Archiver in addition to other IT information.

MANUAL CHECKS ISSUED 01/13/2016 THRU 02/09/2016

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	CHECK #	CHECK DATE	ITEM AMT

00004876 Valerie Lopez							
012102	01/20/16	01	RecTrac Refund	0102202000	105006	01/21/16	40.00
					VENDOR TOTAL:		40.00
00006962 Alan Barthel							
020401	02/03/16	01	RecTrac Refund	0102202000	105128	02/04/16	150.00
					VENDOR TOTAL:		150.00
00013154 Stacy Graves							
011403	01/13/16	01	RecTrac Refund	0102202000	104976	01/14/16	120.00
					VENDOR TOTAL:		120.00
00016320 Fred Aliberi							
011405	01/13/16	01	RecTrac Refund	0102202000	104977	01/14/16	120.00
					VENDOR TOTAL:		120.00
00027359 David Garibay							
012801	01/27/16	01	RecTrac Refund	0102202000	105110	01/28/16	48.00
					VENDOR TOTAL:		48.00
00033233 Darryl Dao							
012104	01/20/16	01	RecTrac Refund	0102202000	105007	01/21/16	347.00
					VENDOR TOTAL:		347.00
00034358 Elaine Ramesh							
020403	02/03/16	01	RecTrac Refund	0102202000	105129	02/04/16	50.00
					VENDOR TOTAL:		50.00
00045902 Maria Deligiannis							
012802	01/27/16	01	RecTrac Refund	0102202000	105111	01/28/16	60.00
					VENDOR TOTAL:		60.00
00048969 Ratnadeep Soni							
020404	02/03/16	01	RecTrac Refund	0102202000	105130	02/04/16	250.00
					VENDOR TOTAL:		250.00
00058130 Kaykhosro Khavarian							
011402	01/13/16	01	RecTrac Refund	0102202000	104978	01/14/16	25.00
					VENDOR TOTAL:		25.00
00058171 Barbara Victorine							
011401	01/13/16	01	RecTrac Refund	0102202000	104979	01/14/16	105.00
					VENDOR TOTAL:		105.00
00058438 Ryan Lettieri							
012803	01/27/16	01	RecTrac Refund	0102202000	105112	01/28/16	28.00
					VENDOR TOTAL:		28.00
00067546 Breon Cooks							
011404	01/13/16	01	RecTrac Refund	0102202000	104980	01/14/16	720.00
					VENDOR TOTAL:		720.00
00069785 Shashi Patel							
012804	01/27/16	01	RecTrac Refund	0102202000	105113	01/28/16	250.00
					VENDOR TOTAL:		250.00
00073407 Ahmed Eddie Khaled							
020402	02/03/16	01	RecTrac Refund	0102202000	105131	02/04/16	156.00
					VENDOR TOTAL:		156.00
00073788 Charlie Robinson							
012103	01/20/16	01	RecTrac Refund	0102202000	105008	01/21/16	40.00
					VENDOR TOTAL:		40.00

MANUAL CHECKS ISSUED 01/13/2016 THRU 02/09/2016

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	CHECK #	CHECK DATE	ITEM AMT
ADE968 SHIPRIM ADEMI							
20160432	01/26/16	01	SAFETY SHOES/ADEMI	0120715020	105132	02/04/16	160.00
					VENDOR TOTAL:		160.00
AGU205 JOHN AGUDELO							
20160074	12/31/15	01	MILEAGE REIMB/AGUDELO	0110785040	105114	01/28/16	146.63
					VENDOR TOTAL:		146.63
AHA218 AHAI OFFCIATING COMMITTE							
20160424	01/27/16	01	AHAI REFEREE COSTS 23 GAMES	0285555000	105133	02/04/16	1,376.00
					VENDOR TOTAL:		1,376.00
ALP850 ALPHABET SOUP PRODUCTIONS							
20160451	02/04/16	01	THEATER FT 4/26/16 DEPOSIT	0260525000	105134	02/04/16	133.00
20160452	02/04/16	01	THEATER FT 4/27/16 DEPOSIT	0260525000	105134	02/04/16	224.00
					VENDOR TOTAL:		357.00
ALV105 ALBERTO ALVARADO							
20160401	01/23/16	01	SAFETY SHOES/ALVARADO	0120715020	105115	01/28/16	137.00
					VENDOR TOTAL:		137.00
AME536 AMERICAN EXPRESS							
13770131	01/01/16	01	TC GROOT SERVICES	0210735010	105195	02/08/16	568.81
		02	PS GROOT SERVICES	1110735010			269.51
		03	MNT GARAGE GROOT SERVICES	0110735010			34.74
		04	WRC GROOT SERVICES	0210735010			117.38
		05	BPC/GLF MNT GROOT SERVICES	1410735010			920.86
20150593-1	12/31/15	01	UFSA MEMBERSHIP FEES	0285505010	105195	02/08/16	68.50
20154684	12/31/15	02	PS-DETRTGENT 4/CASE	1130755110	105195	02/08/16	788.95
		03	PS-DESTAINER 2/CASE	1130755110			337.20
		04	PS-SOFTNER 2/CASE	1130755110			375.05
		05	SHIPPING	1130755110			42.75
20154688*	01/01/16	01	COSTUME CREDIT	0250525000	105195	02/08/16	-156.37
20154791-1	12/30/15	01	FACEBOOK BOOST PUBLICATION	1430785010	105195	02/08/16	24.60
20154910	01/15/16	01	STAR FIELD TRIP	0260545020	105195	02/08/16	332.00
20154912	01/15/16	01	STAR FIELD TRIP 1/15/2016	0260545020	105195	02/08/16	586.91
20155006	12/21/15	05	PS-RTU 10 REPAIRS	1120835000	105195	02/08/16	897.00
20155069*	12/07/15	01	DELIVERY CHARGE	1430475000	105195	02/08/16	175.00
		02	CO2 BULK	1430475000			62.81
		03	FUEL SURCHARGE	1430475000			16.50
		04	DRAFT CO2	1430475000			151.56
		05	HAZARDOUS FEES	1430475000			13.45
20155093	12/29/15	06	PS-REPAIR ON ACT DECKTRON	1120835000	105195	02/08/16	2,515.00
20155140	01/01/16	01	BUSINESS CARDS(1000)	0215785010	105195	02/08/16	38.58
20155144	01/01/16	01	PSSWC GUEST PASSES	1115785010	105195	02/08/16	95.00
20155161	01/05/16	01	WOLF PACK COACH MUGS	0285555000	105195	02/08/16	185.00
		03	SHIPPING	0285555000			17.00
20155164	01/20/16	02	BYE BYE BIRDIE SHOW/LUNCH DEP	0255505000	105195	02/08/16	78.00
20160005	01/04/16	01	PS-TOILET PAPER (108 ROLLS)	1130755120	105195	02/08/16	130.20
		02	SHIPPING	1130755120			5.00
20160006	12/25/15	01	CS6500I COPIER SERVICE AGRMNT	0110745010	105195	02/08/16	122.97
20160007	01/19/16	01	CRAFTS - WK. OF 1/4/16	0260545010	105195	02/08/16	23.79
20160007*	01/04/16	01	COTTON BALLS, ZIPLOCK BAGS	0260555000	105195	02/08/16	17.79

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AMES36 AMERICAN EXPRESS							
20160007*	01/04/16	02	FRUIT,CHEESE,MILK	0260555010	105195	02/08/16	53.02
		03	BATTERIES	0260525000			6.18
20160008	01/11/16	01	FRUIT,MILK,YOGURT	0260555010	105195	02/08/16	73.61
		02	PLASTIC STORAGE CONTAINERS	0260505020			14.61
		03	COTTONBALLS ,SUGAR	0260555000			38.12
		04	BREAD,CHEESE,SODA	0260505000			11.21
20160009	01/18/16	01	FRUIT,CHEESE,SNACKS	0260555010	105195	02/08/16	39.46
		02	FRUIT,LEMON ADE	0260555000			16.87
		03	PLATES,BANDAGES,MILK,BAGS	0260525000			53.03
		04	OIL,SPICES,JUICE	0260505000			48.71
		05	SHAVING CREAM,SPONGES	0260505020			14.36
20160010	01/25/16	01	FRUIT,JUICE,CEREAL	0260505000	105195	02/08/16	22.25
		02	FRUIT,MILK,YOGURT	0260555010			54.37
		03	FRUIT,MARKERS	0260555000			33.19
		04	FOLDERS,CLIPBOARD	0260525000			6.24
20160013	12/31/15	01	12.1.15 LINEN RENTAL	1430745100	105195	02/08/16	376.90
		02	12.1.15 FLOOR MAT RENTAL	1410735000			40.00
		03	12.8.15 LINEN RENTAL	1430745100			376.90
		04	12.8.15 FLOOR MAT RENTAL	1410735000			40.00
		06	12.8.15 LINEN RENTAL	1430745100			59.10
		07	12.15.15 LINEN RENTAL	1430745100			376.90
		08	12.15.15 LINEN RENTAL	1430745100			19.70
		09	12.22.15 LINEN RENTAL	1430745100			378.10
20160014	01/06/16	02	PS-TOILET TISSUE CASE	1130755120	105195	02/08/16	656.03
		03	PS-ROLL PAPER TOWELS CLUB LKR	1130755120			755.76
		04	PS-CLEANING GLOVES BOX	1120755020			77.40
		05	SHIPPING	1130755120			29.01
20160016	01/06/16	03	PS-CFOLD TOWELS GENERAL/LKR/CS	1130755120	105195	02/08/16	182.00
		04	PS-30GAL/GARABAGE/CANLINER/CS	1120755020			219.50
		05	PS-55GAL GARABAGE CANLINER/CS	1120755020			438.00
20160017	01/06/16	01	PS-BODYWASH/CASE	1130755120	105195	02/08/16	514.80
		02	PS-MOUTHWASH/GAL	1130755120			229.80
		03	PS-MEN SHAVE CREAM CAN	1130755120			40.56
		04	PS-WMEN SHAVE CREAM CAN	1130755120			71.52
		05	PS-SWIMBAGS/750/ROLL	1130755120			303.04
		06	PS-COMBS 12PKG	1130755120			23.76
		07	PS-Q-TIPS/12 500 BOX	1130755120			52.56
20160021-1	01/01/16	01	PS-MONTHLY FEE RETENTION MGMT	1115735000	105195	02/08/16	200.00
20160022	01/07/16	01	CAN LINERS	1410755010	105195	02/08/16	53.52
		02	SMALL CAN LINERS	1410755010			23.99
		03	MARVALOSA FLOOR CLEANER	1410755010			34.70
		04	TOILET MOPS	1410755010			19.60
		05	VAC BAGS	1410755010			36.09
		06	C FOLD TOWELS	1410755010			71.60
		07	TOILET PAPER	1410755010			64.68
		08	GLOVES	1410755010			26.08
		09	MOP HEADS	1410755010			62.86
		10	CARPET CLEANER	1410755010			57.21
20160023-1	01/01/16	01	WRC-RETENTION MANAGEMENT	0240795020	105195	02/08/16	98.00
		02	TC-RETENTION MANAGEMENT	0230795020			98.00
20160025	01/20/16	01	PS-TONER CARTRIDGES (QTY 5)	1110755000	105195	02/08/16	164.99
20160027	01/04/16	01	SKETCHUP PRO 2016 LICENSE	1210735100	105195	02/08/16	120.00
20160028-01	01/01/16	01	PS-MUZAK DUES AND SUBSCRIPTION	1110765000	105195	02/08/16	121.83
20160029-1	01/08/16	01	PS-ODOR CONTROL-7 UNITS,\$5/MO	1130755120	105195	02/08/16	35.00
20160037	01/06/16	01	FLUORESCENT TUBES - TC	0285835000	105195	02/08/16	198.72
20160049	01/08/16	01	USGA ANNUAL MEMBERSHIP	1410765000	105195	02/08/16	110.00
20160050	01/06/16	01	EMAIL MARKETING 1 YEAR SUBSCR	0215765000	105195	02/08/16	1,638.00
20160051	01/08/16	01	STAFF/CALENDAR	0110755000	105195	02/08/16	27.40

MANUAL CHECKS ISSUED 01/13/2016 THRU 02/09/2016

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	CHECK #	CHECK DATE	ITEM AMT
AME536	AMERICAN EXPRESS						
20160051	01/08/16	02	ACCT/STORAGE BOX (12 TOTAL)	0110755000	105195	02/08/16	123.86
20160056	01/04/16	01	BRAKE ROTORS BUS 534	0120825000	105195	02/08/16	158.18
		02	BRAKE PADS	0120825000			96.88
		03	OIL SEALS	0120825000			87.98
		04	BRAKE ROTORS	0120825000			145.58
		05	SEALS	0120825000			79.98
		06	SEALS	0120825000			89.58
201600570116	01/01/16	01	FREEDOM RUN BCI INTERNET	0210805030	105195	02/08/16	104.85
20160064	01/29/16	01	NRPA MEMBERSHIP DUES 2016	0110765000	105195	02/08/16	1,250.00
20160067	12/22/15	01	BPC COPIER SERVICE AGREEMENT	1410745010	105195	02/08/16	54.61
		02	TCIA-N COPIER SERVICE AGREEMNT	0110745010			110.13
		03	MAINT COPIER SERVICE AGREEMENT	0110745010			5.51
20160070	01/06/16	01	GEN/HIGHLIGHTERS	0110755000	105195	02/08/16	15.36
		02	50+/DOCUHOLDER	0255505000			3.95
		03	50+/LEAF POCKET	0255505000			21.07
		04	GEN/LEGAL PAD	0110755000			7.48
		05	CRAIG/DESK PAD	0110755000			90.73
		06	GEN/RED MARKERS	0110755000			23.23
201600730116	01/01/16	01	VOG COMCAST BCI WIFI	0210805030	105195	02/08/16	107.85
20160075	01/06/16	01	FACE BOOK ADS AND PROMO BOOSTS	1430795000	105195	02/08/16	50.05
20160076	01/05/16	01	SOCKET FOR 534	0120825000	105195	02/08/16	40.58
20160077	01/05/16	01	SOCKET FOR 534	0120825000	105195	02/08/16	37.75
20160087	01/06/16	01	GEAR OIL FOR SHOP	0120855000	105195	02/08/16	57.03
		02	BRAKE FLUID	0120855000			18.18
20160090	01/14/16	01	CPO TRAINING COURSE	0280725010	105195	02/08/16	285.00
20160093	01/08/16	01	KOALA CARE CHANGING STATION-TC	0230755100	105195	02/08/16	205.49
20160094	01/07/16	01	ADOBE CREATIVE SUITE 3 LICENSE	0215765000	105195	02/08/16	127.47
20160096	01/13/16	01	HEPD REG CARDS 10,000	0215785010	105195	02/08/16	467.50
		02	SEASCAPE/PSSWC REG CARDS 2,500	0215785010			168.30
		03	50+ REG CARDS 1,000	0215785010			110.80
		04	SHIPPING	0215785010			101.47
20160098	01/14/16	01	PAINT-TC WHIRLPOOL	0210835000	105195	02/08/16	134.07
20160101	01/05/16	01	CALIPER FOR 534	0120825000	105195	02/08/16	56.09
		02	CORE	0120825000			86.00
		03	SPARK PLUGS	0120825000			19.30
		04	SPARK PLUG	0120825000			1.97
20160102	01/21/16	01	ONLINE TRUCK REPAIR MANUAL/1YR	0120825000	105195	02/08/16	1,500.00
20160106	01/06/16	01	ILANDSCAPE TRDE SHOW(5)	0120725000	105195	02/08/16	175.00
20160114	01/05/16	01	EXHAUST PIPE 534	0120825000	105195	02/08/16	60.30
		02	EXHAUST ELBOW	0120825000			182.32
		03	CLAMPS	0120825000			128.80
		04	CONECTORS	0120825000			52.48
20160116*	01/06/16	01	PS-TRASH LINERS	1120755020	105195	02/08/16	54.20
20160116**	01/31/16	01	PS-TRASH LINERS CREDIT	1120755020	105195	02/08/16	-57.20
20160116***	01/16/16	01	CREDIT CORRECTION	1120755020	105195	02/08/16	-0.30
20160119	01/07/16	01	5"X11" BULLET NOSE FLOAT WHITE	0120845000	105195	02/08/16	96.75
		02	SHIPPING	0120845000			34.45
20160122	01/07/16	01	PARKS-FEE CPO TRAINING-WARREN	0120725000	105195	02/08/16	335.00
20160129	01/11/16	01	CAMERA BATTERY CHARGER	0215755000	105195	02/08/16	36.99
20160131	01/08/16	01	HALF & HALF	1430475000	105195	02/08/16	7.77

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	CHECK #	CHECK DATE	ITEM AMT
AME536	AMERICAN EXPRESS						
20160131	01/08/16	02	MILK	1430475000	105195	02/08/16	2.35
20160133	01/07/16	01	FLASHER FOR 513	0120825000	105195	02/08/16	8.39
20160134	01/08/16	01	IGNITION SWITCH	0120825000	105195	02/08/16	28.79
20160135	01/08/16	01	SEAT BELT FOR 528	0120825000	105195	02/08/16	71.25
20160143	01/14/16	01	HAWKS READING PROG SKATE PASS	0215785010	105195	02/08/16	21.48
20160147	01/18/16	01	SEASCAPE PASSES QTY 2500	0215785010	105195	02/08/16	39.78
20160148	01/13/16	01	EMERGENCY LIGHT BULBS	0240755100	105195	02/08/16	35.20
20160154	01/13/16	01	RENTAL CAR FOR PGA CONVENTION	1410725000	105195	02/08/16	36.48
20160156	01/08/16	02	AVIS RENTAL CO 1/8/16/GAS	0255505000	105195	02/08/16	124.47
20160157	01/04/16	01	SNR TRIP, LYRIC OPERA BAL	0255505000	105195	02/08/16	106.00
20160158	01/22/16	01	DOMAIN RENEW BRIDGESOFPOPLARCR	0215735050	105195	02/08/16	25.98
20160162	01/11/16	01	SITE SUPPLIES	0260545000	105195	02/08/16	17.08
		02	FRUIT,SNACKS	0260545010			67.12
20160166	01/27/16	01	FIELD TRIP (ROOM 104)	0260525000	105195	02/08/16	142.50
20160166*	01/26/16	01	FIELD TRIP (ROOM 104)	0260525000	105195	02/08/16	120.00
20160166**	01/26/16	01	FIELD TRIP (ROOM 104)	0260525000	105195	02/08/16	97.50
20160171	01/19/16	01	GEAR BOX FOR BROOM(1)	0120825000	105195	02/08/16	1,052.00
		02	SHIPPING	0120825000			21.16
20160173	01/07/16	01	TUX UNIFORM SHIRTS BANQUETS	1430715020	105195	02/08/16	399.75
		02	APRONS	1430715020			83.88
		03	BOW TIES	1430715020			95.76
		04	WHITE SERVING GLOVES	1430715020			107.64
		05	SHIPPING	1430715020			38.73
20160177	01/14/16	01	OUTSIDE RUBBER FLOOR MATS	1410735000	105195	02/08/16	312.00
		02	SHIPPING	1410735000			49.66
20160178-1	01/01/16	01	MUZAK MONTHLY MEMBERSHIP	0230755100	105195	02/08/16	59.05
20160179-01	01/07/16	01	PS DIRECT TV SERVICES	1110765000	105195	02/08/16	102.99
		02	BPC DIRECT TV SERVICES	1410765000			152.77
20160182	01/13/16	01	ECONOMY 2 PLY T.PAPER	0220755010	105195	02/08/16	703.71
		02	MORNING MIST CLEANER-TC	0220755010			56.94
		03	STRIDE NEUTRAL CLEANER-TC	0220755010			245.76
20160183	01/15/16	02	PS-DETRTGENT 4/CASE	1130755110	105195	02/08/16	631.16
		03	PS-DESTAINER 2/CASE	1130755110			269.76
		04	PS-SOFTNER 2/CASE	1130755110			450.06
		05	SHIPPING	1130755110			42.75
20160184	01/12/16	01	SNR TRIP CHINATOWN 1/13/16	0255505000	105195	02/08/16	540.00
20160189	01/11/16	01	THE KNOTT QUARTERLY ADS(3)	1430795000	105195	02/08/16	5,510.00
20160191	01/11/16	01	ACER Z2660G TOUCH AIO POS CPU	0110835000	105195	02/08/16	719.99
		02	ERGOTRON CPU WALL MOUNT	0110835000			57.99
20160197	01/18/16	01	PS-PAINT, CLUB LOCKER ROOMS	1120835000	105195	02/08/16	68.97
20160199	01/11/16	01	HOSE FOR SKID LOADER 821	0120825000	105195	02/08/16	108.97
20160202	01/21/16	02	SHIPPING	1130755120	105195	02/08/16	10.75
		03	PS-HAIRDRYERS MEN/WOMEN/CLUB/L	1130755120			194.45
20160207	01/13/16	01	3 COMPARTMENT BAR SINK	1430825000	105195	02/08/16	686.99
		02	SPEED RAIL	1430825000			117.99
20160209	01/23/16	01	PS-TRIFOLDS (PT - 500)	1115785010	105195	02/08/16	115.20

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AME536 AMERICAN EXPRESS							
20160209	01/23/16	02	PS-TRIFOLDS (RENTALS - 500)	1115785010	105195	02/08/16	115.20
		03	PS-TRIFOLDS (OPT WELLNESS-100)	1115785010			58.61
		04	SHIPPING	1115785010			24.84
20160216	01/13/16	01	AIRFARE PGA CONVENTION	1440725020	105195	02/08/16	152.96
		02	AIRFARE PGA CONVENTION	1440725020			152.96
20160218	01/13/16	01	AIRPORT PARKING	1410725000	105195	02/08/16	52.52
20160219	01/11/16	01	REINSTONES	0250525000	105195	02/08/16	9.98
20160232	01/22/16	01	SPRING CRAFTS	0260545010	105195	02/08/16	74.17
		02	SPRING CRAFTS	0260545000			75.34
20160235	01/20/16	01	CHICAGO WOLVES DEPOSIT	0250525010	105195	02/08/16	100.00
20160241	01/13/16	01	FRONT WHEEL BEARINGS 498(2)	0120825000	105195	02/08/16	539.26
20160242	01/12/16	01	HP LASERJET M201DW PRINTER	0110835000	105195	02/08/16	279.98
		02	HP 83X BLACK HIGH YIELD TONER	0110835000			139.98
20160243	01/13/16	01	LOGITECH Z130 PC SPEAKERS	0110755050	105195	02/08/16	50.70
20160244	01/15/16	01	ADULT CPR MANNEQUINS(PK OF 4)	0210815020	105195	02/08/16	458.32
		02	INFANT CPR MANNEQUINS(PK OF 4)	0210815020			411.08
		03	TRAINING FACE SHIELDS (PK 200)	0210815020			49.46
20160246	01/20/16	01	ADV. B/T/J BOY COSTUME	0250525000	105195	02/08/16	40.99
		02	POINTE COSTUME	0250525000			170.97
		03	ADULT TAP/JAZZ COSTUME	0250525000			107.98
		04	SHIPPING	0250525000			9.00
20160247	01/22/16	01	PRE B/T/A COSTUME	0250525000	105195	02/08/16	244.93
		02	KINDER B/T/A COSTUME	0250525000			449.85
		03	BROADWAY KIDS COSTUME	0250525000			239.94
		04	BROADWAY KIDS HAT	0250525000			47.70
		05	BROADWAY KIDS FLOWER	0250525000			17.70
		06	POINTE HEADBAND	0250525000			24.75
		07	ELEM J/T/A HEADBAND	0250525000			26.55
		08	PRINCESS DANCE COSTUME	0250525000			119.89
20160248	01/18/16	01	PRE BALLET/TAP COSTUME	0250525000	105195	02/08/16	170.00
		02	ADV ELE B/T/J COSTUME	0250525000			320.00
		03	ELEM J/T/A COSTUME	0250525000			360.00
		04	ADV. ELEM B/T/J CUMMBERBUND	0250525000			12.00
		05	PRE B/T/A SAILOR HAT	0250525000			42.00
20160249	01/22/16	01	PRE B/T UMBRELLA	0250525000	105195	02/08/16	55.92
		02	ADV. B/T/J HEADBAND	0250525000			59.90
		03	KINDER B/T/A ROSE HEADPIECE	0250525000			51.87
		04	PRINCESS BALLET TIARA	0250525000			35.91
		05	SHIPPING	0250525000			12.10
20160255	01/12/16	03	TOUR/LUNCH 1/13/16	0255505000	105195	02/08/16	115.20
201602560116	01/16/16	01	PIZZA DELIVERED ON EVENT NIGHT	1150605000	105195	02/08/16	45.99
20160257	01/14/16	01	DISTRICT 54 FIELD TRIP	0260545020	105195	02/08/16	504.00
20160258	01/19/16	01	REGIS/#10 ENV W/WINDOW	0110755000	105195	02/08/16	280.50
		02	S/H	0110755000			26.83
20160259	01/14/16	01	HYDRAULIC FILTER FOR MOWER(1)	0120825000	105195	02/08/16	29.70
20160260	01/18/16	01	VGA SPLITTER FOR PROJECTORS	1410755050	105195	02/08/16	12.79
20160266	01/21/16	01	HAIR DRYERS LOCKER ROOMS(2)	0230755100	105195	02/08/16	86.83
20160267	01/22/16	01	WRC-WHIRLPOOL TEST KIT(1)	0230755100	105195	02/08/16	79.38
20160268	01/14/16	01	HYDRAULIC FILTERS FOR MOWER(2)	0120825000	105195	02/08/16	39.60
		02	SHIPPING	0120825000			9.00
20160269	01/21/16	01	WRC-FAUCET CARTRIDGE(1)	0240755100	105195	02/08/16	27.03
20160276	01/18/16	01	LINED LEATHER GLOVES(12)	0120715020	105195	02/08/16	59.88

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AMES36	AMERICAN EXPRESS						
20160276	01/18/16	02	INSUL.PVC WEATHER GLOVES(1)	0120715020	105195	02/08/16	4.21
		03	SHIPPING	0120715020			18.66
20160280	01/20/16	01	CONF. REGISTRATION-BUCZKOWSKI	1210735100	105195	02/08/16	99.00
20160287	01/14/16	01	REPAIR PARTS FOR MOWERS	0120825000	105195	02/08/16	510.60
		02	SHIPPING	0120825000			17.80
20160288	01/18/16	01	SEALS FOR Z TURN MOWER(2)	0120825000	105195	02/08/16	57.26
		02	SEAL-SHAFT(2)	0120825000			45.70
		03	SHIPPING	0120825000			9.94
20160295	01/21/16	01	WEDDING PICTURES DISPLAY	1430795000	105195	02/08/16	469.75
		02	HOLE #17 PICTURE FOR RESALE	1440455160			150.00
		03	SHIPPING	1430795000			75.00
20160303	01/22/16	01	PS-KLEENEX (192 BOXES)	1130755120	105195	02/08/16	236.00
20160304	01/27/16	01	VINYL GLOVES FOR SHOP(6)	0120825000	105195	02/08/16	222.60
20160309	01/22/16	01	COSTUME #16123	0250525000	105195	02/08/16	400.00
		02	COSTUME #16219	0250525000			192.00
		03	COSTUME #16208	0250525000			336.00
20160310	01/22/16	01	COSTUME #6558	0250525000	105195	02/08/16	19.98
		02	COSTUME #99-7005	0250525000			25.98
		03	COSTUME #6553	0250525000			27.98
		04	COSTUME #9109	0250525000			269.94
		05	COSTUME #5023	0250525000			299.90
		06	COSTUME #GLV4	0250525000			82.16
		07	COSTUME #8741	0250525000			519.87
		08	COSTUME #8690	0250525000			359.91
		09	5% DISCOUNT	0250525000			-160.31
20160311	01/22/16	01	COSTUME #E1155	0250525000	105195	02/08/16	349.90
		02	COSTUME #E1411	0250525000			399.90
		03	COSTUME #W659A	0250525000			49.90
		04	COSTUME #E1307	0250525000			174.95
		05	COSTUME #E1456	0250525000			239.94
		06	COSTUME #W40003	0250525000			19.95
		07	COSTUME #E1295	0250525000			399.90
		08	COSTUME #R393	0250525000			449.91
		09	COSTUME #E1285	0250525000			419.88
		10	COSTUME #W35	0250525000			47.88
		11	COSTUME #W1526	0250525000			59.88
		12	COSTUME #E1267	0250525000			384.89
		13	COSTUME # E1280	0250525000			384.89
		14	COSTUME #B4594	0250525000			24.99
		15	COSTUME #B2720M	0250525000			22.99
		16	8% DISCOUNT	0250525000			-274.48
20160314	01/27/16	01	VINYL GLOVES FOR CUSTODIAL(3)	0120755010	105195	02/08/16	111.30
20160316	01/22/16	01	PS-HEART RATE MONITOR	1130755100	105195	02/08/16	51.93
		02	PS- EVERLAST HIT PADS	1130755100			215.30
20160316*	01/22/16	01	PS-MULTI GRIP BAR	1130755100	105195	02/08/16	120.85
20160317	01/19/16	01	MAINT-ST FIRE MARSHAL INSPECT	0120635000	105195	02/08/16	1,330.00
		02	CONVENIENCE FEES	0120635000			31.26
20160324	01/22/16	01	PS-RUBBERMADE STORAGE BIN	1130755100	105195	02/08/16	109.06
20160324*	01/22/16	01	PS-POOL STORAGE BIN	1130755100	105195	02/08/16	68.50
20160325	01/12/16	01	PS-COPIER SERVICE AGREEMENT-1Y	1110745010	105195	02/08/16	130.16
20160328	01/22/16	01	C&M INK COLORED FOR LG PRINT	0215755000	105195	02/08/16	322.98
		02	C&M INK BLACK FOR LG PRINT	0215755000			99.38
20160329	01/06/16	01	YTH BASKETBALL TROPHIES(1101)	0275535000	105195	02/08/16	1,818.75
20160331	01/04/16	01	THE BRAIN LICENSE RENEWAL 2016	1210735000	105195	02/08/16	159.00
20160342	01/26/16	01	GEN/MANILA FOLDERS LETTER	0110755000	105195	02/08/16	31.25

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AME536 AMERICAN EXPRESS							
20160342	01/26/16	02	GEN/DIVIDERS	0110755000	105195	02/08/16	17.10
201603458	01/26/16	01	HR/STAPLER	0110755000	105195	02/08/16	16.49
		02	GEN/TAPE DISPENSER	0110755000			13.95
		03	WRC/DRY ERASE MARKERS	0110755000			4.99
		04	WRC/DRY ERASE SET	0110755000			19.30
20160346	01/25/16	01	REG/HEWCE255A	0110755000	105195	02/08/16	292.98
		02	PS/HOD124 CALENDAR	1410755000			9.18
		03	GEN/AVE5160 LABELS	0110755000			92.60
		04	GEN/DIVIDERS	0110755000			3.51
		05	GEN/UNV37102 HOLE REINFORC	0110755000			0.82
		06	SR/DEF51601 DOCU HOLDER	0255505000			21.07
20160346-1	01/26/16	01	ACCT/HEWCE390A TONER(2)	0110755000	105195	02/08/16	346.38
20160348	01/21/16	01	OIL FOR MOWER(6)	0120855000	105195	02/08/16	51.84
20160349	01/22/16	01	DAILY PLANNER CALENDAR 2016	0110755000	105195	02/08/16	64.87
20160354	01/21/16	01	BATTERY 533	0120825000	105195	02/08/16	87.09
		02	CORE	0120825000			20.00
		03	FUEL FILTERS	0120825000			7.68
		04	FUSES	0120825000			6.20
20160363	01/22/16	01	STAMP FOR ENTRY TO EVENTS	1430755160	105195	02/08/16	4.99
		02	INK FOR STAMP	1430755160			6.99
20160368	01/25/16	01	THERMOSTAT FOR 519(1)	0120825000	105195	02/08/16	6.87
		02	GASKET(1)	0120825000			1.97
20160372	01/26/16	01	GASKET SEALER FOR 821(3)	0120825000	105195	02/08/16	20.67
20160375	01/18/16	01	WRC COSTUMES	0250525000	105195	02/08/16	197.00
20160378	01/27/16	01	FEB 2016 15K DIRECT MAIL MEGA	1115785020	105195	02/08/16	2,400.00
		02	POSTAGE	1115785020			3,300.00
20160379	01/19/16	01	CHICAGO SKY FIELD TRIP DEPOSIT	0250515070	105195	02/08/16	443.00
20160386	01/25/16	01	KING F6 IRON SET	1440455120	105195	02/08/16	462.00
		02	SHIPPING & HANDLING	1440455120			12.97
20160388	01/22/16	01	ADDITIONAL COSTUMES	0250525000	105195	02/08/16	136.30
20160389	01/28/16	01	PS-ADA CHAIR BATTERY	1180825000	105195	02/08/16	406.66
		02	PS-ADA CHAIR CONTROL BOX	1180825000			309.24
20160392	01/27/16	01	PS - IPRA JOB POSTING	1115795000	105195	02/08/16	165.00
		04	EBLAST OPTION	1115795000			100.00
20160395	01/25/16	01	GASKET FOR 821 SKID LOADER	0120825000	105195	02/08/16	24.38
		02	COUPLING	0120825000			84.21
		03	PLATE	0120825000			111.84
		04	CREDIT FOR GASKET(2)	0120825000			-24.38
20160405	01/20/16	01	APC UPS BACKUP 550VA	0110755050	105195	02/08/16	129.98
20160413	01/27/16	01	CELEBRATION OF EXCELNCE DINNER	0110785030	105195	02/08/16	250.00
20160414	01/27/16	01	IPRA POST - E-MAIL BLAST	1115785010	105195	02/08/16	25.00
20160422	01/27/16	01	UNPLUG IL - IPRA MKTG KIT	0215795000	105195	02/08/16	165.00
20160439	01/31/16	01	COFFEE	1430475000	105195	02/08/16	376.50
		02	DECAF COFFEE	1430475000			253.00
		03	SURCHARGE	1430475000			5.00
20160453	01/22/16	01	CANDY BOXES	0250595010	105195	02/08/16	20.94
		02	DDAD DAUGHTER CRAFT	0250595010			53.82
		03	MOM SON CRAFT	0250595010			38.36
		04	SHIPPING	0250595010			14.99
20160501	01/21/16	01	GO BANANAS DEPOSIT 5/6/16	0260545020	105195	02/08/16	35.00
20160502	01/27/16	01	ADDITIONAL COSTUME	0250525000	105195	02/08/16	59.94

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AME536	AMERICAN EXPRESS						
20160505	01/16/16	01	PARKING FOR PGA CONVENTION	1440725020	105195	02/08/16	20.00
20160514	01/15/16	01 02	BAG TAG ELASTIC LOOPS SHIPPING	1440785010 1440785010	105195	02/08/16	105.00 9.56
2016051801	01/01/16	01	CO2 FOR BEVERAGE LINES	1430475000	105195	02/08/16	107.58
20160556	01/15/16	01 02 03 04 05	IPASS USAGE IPASS USAGE IPASS USAGE IPASS USAGE IPASS USAGE	0255505000 0260545020 0260555000 0260515010 0260525000	105195	02/08/16	25.00 10.00 10.00 15.00 15.00
74389962	01/05/16	01	CREDIT FOR SOCKETS	0120825000	105195	02/08/16	-40.58
74803989	01/25/16	01	CREDIT-EXHAUST PARTS	0120825000	105195	02/08/16	-156.06
801680	01/07/16	01	PS-FACILITY MAT SERVICE-1/07	1120755020	105195	02/08/16	110.81
803852	01/21/16	01	PS-FACILITY MAT SERVICE -1/21	1120755020	105195	02/08/16	110.81
951225	01/07/16	01	CRDIT FOR CORES	0120825000	105195	02/08/16	-255.56
C28960101-0	12/31/15	01	SHIPPING CREDIT	0210815000	105195	02/08/16	-60.00
						VENDOR TOTAL:	68,392.81
AMZ610	AMZO ZIP MAILING SERVICES INC						
14231P	01/22/16	01	SPRING GUIDE + SUM PL POSTAGE	0215775010	105116	01/28/16	8,301.44
						VENDOR TOTAL:	8,301.44
ASC269	ASCAP						
500581572/2016	01/01/16	01	2016 ASCAP MUSIC LICENSE FEES	0110765000	105009	01/21/16	336.00
						VENDOR TOTAL:	336.00
BEL155	ROBERT BELL						
20160215	01/09/16	01	MNT DEPT-SAFETY SHOES-BELL	0120715020	104981	01/14/16	200.00
						VENDOR TOTAL:	200.00
BES300	ERIN BESSEY						
20160437	01/31/16	01 02 03 04	TEAM PICTURE REIMB GOODY BAG REIMB GOOD BAG REIMB TEAM DINNER REIMB	0202222776 0202222776 0202222776 0202222776	105135	02/04/16	45.00 44.06 9.03 150.00
						VENDOR TOTAL:	248.09
BIL154	BILLY CASPER GOLF LLC						
MF02012016	02/01/16	01	MONTHLY MANAGEMENT FEE	1420605100	105136	02/04/16	5,948.25
OE02012016	02/01/16	01	FEB MAINT OPERATING EXPENSE	1401061000	105137	02/04/16	18,305.00
						VENDOR TOTAL:	24,253.25
CAL118	CALL ONE						
1136476	01/15/16	01 02 03 04 05 06	ADMIN FAX/JAN PARKS FAX/ALARM/IRRIG/DEC REC FAX/ALRM/ELEV/ATM/DEC SEA FAX/ALARM/WTR/DEC PS FAX/ALRM/ELV/ATM/DEC BPC FAX/ALRM/ELV/ATM/IRG/DEC	0110805030 0120805030 0210805030 0210805030 1110805030 1410805030	105010	01/21/16	18.48 191.76 505.21 135.06 238.65 286.33
						VENDOR TOTAL:	1,375.49
CAN431	PATRICK CANNONE						
20160285	01/18/16	01	GOODIE BAG REIMB	0202222792	105011	01/21/16	35.95
						VENDOR TOTAL:	35.95
CAS164	HERACLIO CASILLAS						
20160402	01/25/16	01	SAFETY SHOES/CASILLAS	0120715020	105138	02/04/16	118.81
						VENDOR TOTAL:	118.81

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CHE002	NICOLE CHESAK						
12/15	12/31/15	01	PIP MILEAGE-CHESAK	0250595000	104982	01/14/16	59.23
		02	BULLY PREVEN MILEAGE-CHESAK	0210785040			79.35
		03	PS MILEAGE REIMB-CHESAK	0260525000			65.55
		04	STAR DHS MILEAGE REIMB-CHESAK	0260545010			37.95
						VENDOR TOTAL:	242.08
CHU475	CHURCH OF THE CROSS						
20160245	01/11/16	01	HUSC THUNDER INDOOR FAC FEES	0202222748	105000	01/14/16	3,220.00
						VENDOR TOTAL:	3,220.00
CIG313	JENNI CIGRAND						
20160535	02/02/16	01	NWHL MITE BLK DOOR SIGNS	0202222776	105139	02/04/16	31.24
						VENDOR TOTAL:	31.24
COM000	COMMONWEALTH EDISON						
00020116	01/27/16	01	HIGHLAND ELECT DELIVERY/JAN	0120805000	105143	02/04/16	45.92
10000116	01/28/16	01	WRC ELECTRIC DELIVERY/JAN	0210805000	105143	02/04/16	711.44
10050116	01/29/16	01	BPC ELECTRIC DELIVERY/JAN	1410805000	105143	02/04/16	1,527.14
20090116	01/27/16	01	SYCAMORE ELECT DELIVERY/JAN	0120805000	105143	02/04/16	91.12
20160116	01/27/16	01	VICTORIA ELECT DELIVERY/JAN	0120805000	105143	02/04/16	19.76
20690116	01/29/16	01	CANTERBURY ELECT DELIVERY/JAN	0120805000	105143	02/04/16	30.26
20780116	01/28/16	01	N TWIN ELECTRIC DELVIERY/JAN	0120805000	105143	02/04/16	42.18
300000116	01/27/16	01	VOG HOUSE ELECT DELIVERY/JAN	0210805000	105143	02/04/16	282.06
		02	VOG BARN ELECT DELIVERY/JAN	0210805000			94.03
30000116	01/29/16	01	GLF SIGN,RESTRM ELEC DELIV/JAN	1410805000	105143	02/04/16	277.19
30230116	01/28/16	01	AERATOR #2 ELECT DELIVERY/JAN	0120805000	105143	02/04/16	35.67
30390116	01/29/16	01	PS ELECTRIC DELIVERY/JAN	1110805000	105143	02/04/16	2,779.03
330970116	01/12/16	01	COTTONWOOD PK ELECTRIC/JAN	0120805000	105012	01/21/16	27.50
40010116	01/28/16	01	HIGHPOINT ELECT DELIVERY/JAN	0120805000	105143	02/04/16	60.89
40040116	01/29/16	01	TC ELECTRIC DELVERY/JAN	0210805000	105143	02/04/16	6,731.06
480070116	01/28/16	01	MNT GARAGE ELECT DELIVERY/JAN	0120805000	105143	02/04/16	453.16
50160116	01/28/16	01	EISENHOWER ELECT DELIVERY/JAN	0120805000	105143	02/04/16	30.26
50230116	01/29/16	01	CANNON CRSS ELECT DELVERY/JAN	0120805000	105143	02/04/16	123.47
570010116	01/27/16	01	LAKEVIEW ELECT DELIVERY/JAN	0120805000	105143	02/04/16	21.48
60490116	01/28/16	01	S TWIN ELECT DELIVERY/JAN	0120805000	105143	02/04/16	34.63
60590116	01/27/16	01	PRINCETON ELECT DELIVERY/JAN	0120805000	105143	02/04/16	28.62
70090116	01/27/16	01	COMMUNITY ELECT DELIVERY/JAN	0120805000	105143	02/04/16	19.76
80270116	01/28/16	01	HIGHPOINT ELECTRIC/JAN	0120805000	105143	02/04/16	30.26
80660116	01/28/16	01	SUNDANCE ELECT DELIVERY/JAN	0120805000	105143	02/04/16	20.14
850560116	01/20/16	01	WESTBURY PK ELECTRIC/JAN	0120805000	105117	01/28/16	40.78
90080116	01/28/16	01	NTH SHOP ELECT DELIVERY/JAN	0120805000	105143	02/04/16	68.36
940040116	01/27/16	01	FIELD PK ELECTRIC DELIVERY/JAN	0120805000	105143	02/04/16	22.16
						VENDOR TOTAL:	13,648.33
COM250	COMCAST CABLE						
00535380216	02/01/16	01	TRIPHAHN COMCAST TV	0215765000	105144	02/04/16	8.45

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COM250 COMCAST CABLE							
01626510116	01/08/16	01	BPC COMCAST BCI WIFI	1410805030	104983	01/14/16	201.13
01910230216	02/01/16	01	TRIPHAHN COMCAST BCI WIFI	0110805030	105144	02/04/16	214.90
03609410216	02/01/16	01	WRC COMCAST BCI WIFI	0210805030	105144	02/04/16	124.90
05236390216	02/01/16	01	PSSWC COMCAST BCI WIFI	1110805030	105144	02/04/16	214.90
						VENDOR TOTAL:	764.28
COM376 COMCAST							
40576299	01/15/16	01	ADM-COM INT/PRI/MBPS/JAN	0110805030	105118	01/28/16	295.26
		02	PM-COM 4MB/JAN	0120805030			352.00
		03	PM-COM INT/PRI/MPS/JAN	0120805030			146.13
		04	WRC-COM 4MB/JAN	0210805030			352.00
		05	REC-COM INT/PRI/MPS/JAN	0210805030			1,464.15
		06	TC-COM INT/PRI/MBPS/JAN	0210805030			120.00
		07	PS-COM 10MB/JAN	1110805030			560.00
		08	PS-COM INT/PRI/MBPS/JAN	1110805030			584.52
		09	PC-COM 10MB/JAN	1410805030			560.00
		10	PC-COM INT/PRI/MBPS/JAN	1410805030			446.86
						VENDOR TOTAL:	4,880.92
CZA102 JIM CZARNIAK							
B013116-T	01/31/16	01	PS-2016 BRAVO T-SHIRTS	1150525000	105145	02/04/16	200.00
B123115	12/31/15	01	PS- PROG 240409-I-BOOTCAMP	1150525100	104984	01/14/16	167.40
		02	PS-PROG 240409-J-BOOTCAMP	1150525100			316.20
		03	PS-PROG 240409-D-BOOTCAMP	1150525100			85.20
						VENDOR TOTAL:	768.80
DEE151 DEE'S CATERING SERVICE, INC.							
17204	12/30/15	01	LUNCH - WK OF 12./1	0260555010	104985	01/14/16	179.14
		02	LUNCH - WK OF 12/7	0260555010			233.22
		03	LUNCH - WK OF 12/14	0260555010			239.98
		04	LUNCH - WK OF 12/21	0260555010			81.12
		05	LUNCH - WK OF 12/28	0260555010			70.98
						VENDOR TOTAL:	804.44
DEG629 PAMELA DEGRASSI							
20160279	01/19/16	01	NWHL BANTAM GRY DOOR DECOR	0202222774	105013	01/21/16	80.00
						VENDOR TOTAL:	80.00
DIA126 DIAMOND TOURS							
1226609	01/11/16	01	DIAMOND TOURS TRAVEL DEPOSIT	0255505000	104986	01/14/16	6,000.00
						VENDOR TOTAL:	6,000.00
ENE264 ENERGY.ME							
35675323-9400007	01/26/16	01	GLF SIGN,RESTRM ELECTRIC/JAN	1410805000	105146	02/04/16	558.48
						VENDOR TOTAL:	558.48
FAB281 VALERIE FABER							
20160187	01/11/16	01	90 MIN MASS, KANAGIN, 12/26	1130425100	104987	01/14/16	68.25
		02	60 MIN MASS, CHUNG, 12/26	1130425100			45.50
		03	60 MIN MASS, RADHAKRISHNAN, 12/2	1130425100			45.50
		04	MASSAGE TIP, RADHAKRISHNAN, 12/2	1102202300			5.00
		05	60 MIN MASS, LUCAS, 12/29	1130425100			45.50
		06	MASSAGE TIP, LUCAS, 12/29	1102202300			15.00
		07	45 MIN PKG, HENNIG, 1/2	1130425100			32.50
		08	45 MIN PKG, PATEL, 1/2	1130425100			29.25
		09	60 MIN MASS, BERGERUD, 1/03	1130425100			45.50
		10	60 MIN MASS, HARDIN, 1/5	1130425100			45.50
		11	MASSAGE TIP, HARDIN, 1/5	1102202300			20.00
20160384	01/23/16	01	60 MIN MASS, PATEL, 1/09	1130425100	105119	01/28/16	45.50
		02	MASSAGE TIP, PATEL, 1/09	1102202300			15.00
		03	60 MIN PKG, JENSEN, 1/09	1130425100			40.30
		04	90 MIN MASS, MARIN, 1.09	1130425100			68.25
		05	90 MIN PKG, SPIES, 1/10	1130425100			61.75

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FAB281 VALERIE FABER							
20160384	01/23/16	06	60 MIN MASS,SWEENEY,1/14	1130425100	105119	01/28/16	45.50
		07	MASSAGE TIP,SWEENEY,1/14	1102202300			15.00
		08	45 MIN PKG,INFELISE,1/14	1130425100			29.25
		09	60 MIN MASS,NODSLE,1/16	1130425100			45.50
		10	45 MIN PKG,MASEK,1/19	1130425100			32.50
		11	45 MIN SPORT,ALIKHASHKINA,1/19	1130425100			35.75
		12	MASSAGE TIP,ALIKHASHKINA,1/19	1102202300			12.00
						VENDOR TOTAL:	843.80
FAR203 FARMER BROS. CO.							
61478809	03/05/15	01	COFFEE	1430475000	105120	01/28/16	376.50
		02	DECAF COFFEE	1430475000			253.00
		04	SURCHARGE	1430475000			5.00
						VENDOR TOTAL:	634.50
FIR211 FIRST SERVE MANAGEMENT							
20160210	01/09/16	01	PS-PRIV TENNIS 12/28-12/31/15	1130515110	104988	01/14/16	571.20
		02	PSSEMIPRIVTEN 12/28-12/31/15	1130515110			37.80
		03	PS-PRIV TENNIS 1/1/16-1/9/16	1130515110			1,593.20
		04	PSSEMIPRIV TENNIS 1/1-1/9/16	1130515110			162.40
20160211	12/31/15	01	PS-PB3PACK 12/1-12/31/15	1130515130	104988	01/14/16	487.50
		02	PS-PB10PACK 12/1-12/31/15	1130515130			911.25
FSM1192	01/25/16	01	PS-PRIV TENNIS LESS 1/10-1/23	1130515110	105121	01/28/16	2,984.80
						VENDOR TOTAL:	6,748.15
FIR461 FIRST ADVANTAGE OCCUPATIONAL							
2508001601	01/31/16	01	1Q 2016 DOT RNDM TEST FEE	0110635010	105147	02/04/16	73.83
						VENDOR TOTAL:	73.83
FIS443 KYLIE E. FISCHBACH							
20160468	01/31/16	01	ARCHERY 215050 A	0250505100	105148	02/04/16	440.00
		02	ARCHERY 215050 B	0250505100			352.00
		03	ARCHERY 215050 C	0250505100			264.00
						VENDOR TOTAL:	1,056.00
FLO537 FLORES & ROSALES FAMILY CORP							
100915	10/09/15	01	STAR FIELD TRIP PIZZA(12)	0260545020	105014	01/21/16	180.00
		02	STAR FIELD TRIP WATER(60)	0260545020			20.00
		03	STAFF MEETING PIZZA(5)	0260545010			75.00
		04	STAFF MEETING WATER(19)	0260545010			10.00
						VENDOR TOTAL:	285.00
GLE501 GLEN ELLYN PARK DISTRICT							
20160318	01/14/16	01	HUSC U11 FIRE INDOOR FAC TRNG	0202222753	105015	01/21/16	1,150.00
						VENDOR TOTAL:	1,150.00
GOA604 GOAEYC							
20160125	01/14/16	01	1/21 TRAINING	0260525010	104989	01/14/16	10.00
		02	2/11 TRAINING	0260525010			10.00
20160492	02/02/16	01	SPRING SYMPOSIUM TRAINING	0260525010	105149	02/04/16	120.00
						VENDOR TOTAL:	140.00
GOM774 BALDEMAR GOMEZ							
201603230	01/09/16	01	MNT DEPT-SAFETY SHOES-GOMEZ	0120715020	105001	01/14/16	136.57
						VENDOR TOTAL:	136.57
GOO410 JUJILE GOOLISH							
20160272	01/16/15	01	NWHL PW BLK DOOR DECOR	0202222792	105016	01/21/16	30.00
		02	NWHL PW BLK GOODIE BAGS	0202222792			10.20
20160278	01/15/16	01	NWHL PW BLK GOODIE BAGS	0202222792	105016	01/21/16	10.93
20160284	01/12/16	01	DOOR DECOR REIMB	0202222792	105016	01/21/16	38.05
						VENDOR TOTAL:	89.18

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HAI144	MITCH HAIZEL						
20160201	01/11/16	01	MNT DEPT-SAFETY SHOES-HAIZEL	0120715020	104990	01/14/16	222.00
						VENDOR TOTAL:	222.00
HAL471	MARY JANE HALEY						
20155017	01/11/16	01	MOTHER GOOSE PERFORMANCE	0260525010	104991	01/14/16	700.00
						VENDOR TOTAL:	700.00
ILL104	ILLINOIS DEPT. OF REVENUE						
20160251	01/14/16	01	DEC'15 REC DEPT SALES TAX	0202202010	105002	01/14/16	0.35
		02	DEC'15 BPC SALES TAX	1402202010			4,047.20
		03	DEC'15 SALES TAX DISCOUNT	1410904000			-70.55
						VENDOR TOTAL:	3,977.00
ILL260	ILLINOIS STATE POLICE						
01258	12/31/15	01	DECEMBER 2015 ISP INVOICE	0110635010	105017	01/21/16	180.00
						VENDOR TOTAL:	180.00
INT253	INTELLISOURCES INC						
20160206	01/07/16	01	NWHL-MITE GRY TURNY DOOR SIGNS	0202222762	104992	01/14/16	237.90
						VENDOR TOTAL:	237.90
INT256	INTERSTATE GAS SUPPLY INC						
244338	12/31/15	01	MAINT GAS NATURAL GAS/DEC	0120805010	105018	01/21/16	697.25
		02	TC NATURAL GAS/DEC	0210805010			6,185.04
		03	WRC NATURAL GAS/DEC	0210805010			679.76
		04	PSSWC NATURAL GAS/DEC	1110805010			3,431.21
		05	GLF MNT NATURAL GAS/DEC	1420805010			356.58
		06	BPC NATURAL GAS/DEC	1410805010			704.43
						VENDOR TOTAL:	12,054.27
IPR536	IPRA						
2222	01/05/16	01	IPRA DUES DA	0210765000	104993	01/14/16	269.00
		02	IPRA 2016 DUES OVERPAY	0101051000			269.00
						VENDOR TOTAL:	538.00
JBL389	JBL RADON GAS DETECTION LLC						
216DC0203	02/02/16	01	3 YR. RADON TESTING WRC	0260525000	105150	02/04/16	262.50
		02	3 YR RADON TESTING TC	0260555000			262.50
						VENDOR TOTAL:	525.00
KAP353	ALISA KAPUSINSKI						
20160509	01/28/16	01	HYATT CONF HOTEL REIMBURSEMENT	0210725000	105151	02/04/16	214.74
						VENDOR TOTAL:	214.74
KID242	KIDS FIRST SPORTS SAFETY, INC.						
20160460	01/27/16	01	KIDS FIRST SOCCER CLASS CONTRA	1150605100	105152	02/04/16	340.20
						VENDOR TOTAL:	340.20
KIS110	DAVID KISSANE						
20160320	01/14/16	01	SAFETY SHOES/KISSANE	0120715020	105122	01/28/16	214.49
						VENDOR TOTAL:	214.49
KRI605	SANDY KRIEPKE						
20160273	01/12/16	01	NWHL PW BLK DOOR DECOR	0202222792	105019	01/21/16	91.16
						VENDOR TOTAL:	91.16
LAK529	LAKERS SOCCER CLUB						
20160319	01/15/16	01	HUSC U14 LADYHAWKS CLASSIC T	0202222703	105020	01/21/16	450.00
		02	HUSC U14 LADYHWK BLUE CLASSIC	0202222703			450.00
20160436	01/29/16	01	IRON MEN U12 LAKERS CLASSIC	0202222752	105153	02/04/16	375.00
						VENDOR TOTAL:	1,275.00
LEW749	LEWIS PAPER PLACE						

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LEW749 LEWIS PAPER PLACE							
836053	01/21/16	01	TC-WHITE PAPER 3994(100000)	0110755000	105123	01/28/16	617.76
836054	01/21/16	01	BPC-WHITE PAPER 3994(50000)	1410755000	105123	01/28/16	309.10
836054*	01/21/16	01	PS/#1084 MENU PAPER	1430785010	105123	01/28/16	175.70
					VENDOR TOTAL:		1,102.56
MIP124 M.I.P.E.							
20160105	01/14/16	01	JAN MIPE AWARDS MEETING(4)	0120765000	104994	01/14/16	116.00
					VENDOR TOTAL:		116.00
MYH302 MYHOCKEY TOURNAMENT							
20160283	01/19/16	01	WOLFPACK PEEWEE RED PRES CUP	0202222781	105021	01/21/16	1,150.00
					VENDOR TOTAL:		1,150.00
NIC416 NICOR GAS							
34105841215	12/01/15	01	BPC GAS DELIVERY/DEC	1410805010	104995	01/14/16	448.19
35085681215	12/01/15	01	GLF MNT GAS DELIVERY/DEC	1420805010	104995	01/14/16	247.92
35619871215	12/09/15	01	SEA NATURAL GAS DELIVERY/DEC	0280805010	105022	01/21/16	326.45
38911541215	12/01/15	01	MAINT GARAGE GAS DELIVERY/DEC	0120805010	104995	01/14/16	373.45
40052391215	12/09/15	01	VOG BARN GAS DELIVERY/DEC	0210805010	105022	01/21/16	99.76
40860131215	12/09/15	01	VOG HOUSE GAS DELIVERY/DEC	0210805010	105022	01/21/16	138.85
40868561215	12/01/15	01	WRC GAS DLEIVERY/DEC	0210805010	104995	01/14/16	365.84
40871311215	12/01/15	01	TC GAS DELIVERY/DEC	0210805010	104995	01/14/16	2,242.92
43141001215	12/01/15	01	PSSWC GAS DELIVERY/DEC	1110805010	104995	01/14/16	1,301.55
					VENDOR TOTAL:		5,544.93
NOR546 NORTHERN ILLINOIS SOCCER							
20160188	01/08/16	01	HUSC U17 RED DEVILS LEAGUE FEE	0202222717	104996	01/14/16	2,200.00
		02	HUSC U17 RED DEVIL PLYR FEE	0202222717			520.00
		03	HUSC U16 PLYR FEE	0202222717			120.00
					VENDOR TOTAL:		2,840.00
PET000 PETTY CASH							
20160222	01/14/16	01	COFFEE - 50+ CENTER	0255505000	104997	01/14/16	16.47
		02	WRC-MOUSETRAPS/BANDAGE/GLOVES	0240755100			19.87
		03	ELC ART MATERIALS	0260555000			16.12
		04	ELC - MILK	0260555010			4.68
		05	ELC - SHELF	0260525010			9.99
20160365	01/28/16	01	FITNESS REMOTE BATTERIES	0240755100	105124	01/28/16	4.71
		02	COTTON BALLS	0260505000			7.18
		03	POM PONS	0260505000			2.57
		04	PHONICS GAME	0260555000			10.18
		05	PARENTS NIGHT OUT SUPPLIES	1150605000			12.00
		06	FOOD FOR RESALE - TASTING	1430465000			5.96
					VENDOR TOTAL:		109.73
RAK470 LINDA L. RAKIEWICZ							
20160351	01/18/16	01	IPRA CONF PER DIEM ADMIN	0110725000	105024	01/25/16	1,146.00
		02	IPRA CONF PER DIEM COMM	0110785030			626.00
		03	IPRA CONF PER DIEM MAINT	0120725000			148.00
		04	IPRA CONF PER DIEM REC	0210725000			1,405.00
		05	IPRA CONF PER DIEM C&M	0215725000			333.00
		06	IPRA CONF PER DIEM PSSWC	1110725000			296.00
		07	PGA CONF PER DIEM BB	1410725000			236.00
		08	PGA CONF PER DIEM JV	1440725020			236.00
					VENDOR TOTAL:		4,426.00
RIN228 RICK RINDHAGE							
20160536	02/02/16	01	NWHL BANTAM BLK BIG BEAR REF	0202222796	105154	02/04/16	175.00
					VENDOR TOTAL:		175.00

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SCH124 SCHAUMBURG PARK DISTRICT							
35783	02/02/16	01	SPRING VALLEY FT - 2/24 WRC AM	0260525000	105155	02/04/16	100.00
		02	SPRING VALLEY FT - 2/24 WRC PM	0260525000			65.00
						VENDOR TOTAL:	165.00
SCH350 CARRIE SCHWEITZER							
20160281	01/11/16	01	NWHL SQT RED ROCKET TOURN REIM	0202222777	105023	01/21/16	720.00
		02	NWHL SQT RED MADISON TOURN REI	0202222777			1,050.00
						VENDOR TOTAL:	1,770.00
SOU000 SOUTH BARRINGTON CLUB							
103	12/18/15	01	YOGA CONT 243013 E,F,G,H	0240535110	105003	01/14/16	1,201.90
						VENDOR TOTAL:	1,201.90
TOW000 TOWN & COUNTRY DISTRIBUTORS							
799604	01/25/16	01	HEINEKEN BOTTLS	1430475000	105125	01/28/16	28.00
		02	MILLER LITE BOTTLES	1430475000			71.60
		03	SERVICE CHARGE	1430475000			3.75
		04	COOK LIQ TAX	1430475000			1.02
						VENDOR TOTAL:	104.37
TUM422 TUMBLING TIMES INC.							
2016-1	01/06/16	01	TEAM 214308 A NOW AT 90%	0250535100	105004	01/14/16	100.80
20160193	01/06/16	01	GYMNASTICS 214301 C-214310 B	0250535100	105004	01/14/16	4,137.00
						VENDOR TOTAL:	4,237.80
ULT477 ULTIMATE TOURNAMENTS							
20160411	01/26/16	01	WOLFPCK PEEWEE GREY DELLS TRNY	0202222797	105126	01/28/16	600.00
						VENDOR TOTAL:	600.00
UNI056 UNITED STATES POSTAL SERVICE							
20160174	01/13/16	01	POSTAGE REFILL 2016	0215775000	104998	01/14/16	6,000.00
						VENDOR TOTAL:	6,000.00
VIL190 VILLAGE OF HOFFMAN ESTATES							
120815	12/08/15	01	VISION SCREENING	0260525000	104999	01/14/16	1,015.00
		02	HEARING SCREENING	0260525000			995.00
20160250	01/14/16	01	DEC'15 BPC F&B SALES TAX	1402202010	105005	01/14/16	843.59
						VENDOR TOTAL:	2,853.59
VIS147 VISA (DEAN)							
20160065	01/01/16	01	IAPD MEMBERSHIP DUES 2016	0110765000	105156	02/04/16	6,944.17
20160115	01/07/16	03	LUNCH & SOCIAL TICKETS M KIES	0210725000	105156	02/04/16	155.00
		04	LUNCH TICKET GARY B	0110725000			60.00
		05	LUNCH & SOC TICKET CREDIT	0110785030			-105.00
						VENDOR TOTAL:	7,054.17
VIS148 VISA (DISTRICT'S)							
20160099	01/31/16	01	SOLO COMPETITION	0250525010	105158	02/04/16	160.00
		02	DUET COMPETITION	0250525010			120.00
		03	SMALL GROUP COMPETITION	0250525010			360.00
		04	LARGE GROUP COMPETITION	0250525010			220.00
20160100	01/05/16	01	SOLO COMPETITION	0250525010	105158	02/04/16	396.00
		02	DUET COMPETITION	0250525010			208.00
		03	SPECIAL SMALL GROUP	0250525010			144.00
		04	SMALL GROUP	0250525010			864.00
		05	LARGE GROUP COMPETITION	0250525010			648.00
20160109	01/07/16	01	WOLVERINE STATE TOURNAMENT	0202222793	105158	02/04/16	1,000.00
20160151	01/12/16	01	BIRTHDAY CROWNS	0260525000	105158	02/04/16	34.53
20160203	01/31/16	01	STAR FIELD TRIP	0260545020	105158	02/04/16	50.00
						VENDOR TOTAL:	4,204.53

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HOFFMAN ESTATES PARK DISTRICT
DETAIL BOARD REPORT

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MANUAL CHECKS ISSUED 01/13/2016 THRU 02/09/2016

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	CHECK #	CHECK DATE	ITEM AMT

WAR611	ERIC WARREN						
20160356	01/16/16	01	SAFETY SHOES/WARREN	0120715020	105127	01/28/16	265.00
						VENDOR TOTAL:	265.00
						TOTAL ALL INVOICES:	214,593.41

INVOICES DUE ON/BEFORE 02/15/16

VENDOR NUMBER	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT

ABI561	ABILITY PEST CONTROL							
	1131	12/31/15	01	PS-PEST CONTROL/DEC	1110735000	20160030	02/15/16	195.00
	1205	01/31/16	01	PS-PEST CONTROL/JAN	1110735000	20160030	02/15/16	195.00
						VENDOR TOTAL:		390.00
ACC622	ACCURATE INDUSTRIES							
	273330	01/14/16	01	PS-STEAM RM PREVENTATIVE MAINT	1120825000	20160088	02/15/16	497.15
			02	PS-AROMA OIL-10 GAL	1120825000			349.16
						VENDOR TOTAL:		846.31
ACE210	ACE TRANSMISSION INC							
	22816	01/04/16	01	TRANSMISSION REBUILT 519	0120825000	20160019	02/15/16	1,695.00
	22824	01/08/16	01	TRANS FILTER AND GASKET REPLAC	0120825000	20160181	02/15/16	125.00
						VENDOR TOTAL:		1,820.00
AME235	AMERICAN FIRST AID SERVICES							
	32225	01/14/16	01	TC-FIRST AID SUPPLIES	0285505000	20160236	02/15/16	112.10
	32518	01/21/16	01	WRC-FIRST AID SUPPLIES	0240755100	20160334	02/15/16	15.90
						VENDOR TOTAL:		128.00
AME310	AMERICAN BUSINESS FORMS							
	02408215	12/21/15	01	REC STAFF SPEC EVNT 1/4 ZIP(7)	0210715020	20160337	02/15/16	326.20
			02	REC STAFF JACKETS(7)	0210715020			505.75
			03	EMBOSS, EMBROIDERY, SCRN SET UP	0210715020			120.00
			04	SHIPPING	0210715020			40.00
						VENDOR TOTAL:		991.95
ANC140	ANCEL, GLINK, DIAMOND, BUSH,							
	01/16	01/31/16	01	ATTORNEY FEES/JAN	0110735030	20160604	02/15/16	1,781.18
						VENDOR TOTAL:		1,781.18
AND229	ANDERSON LOCK COMPANY							
	0899441	01/25/16	01	KEYS(2)	0120825020	20160364	02/15/16	27.08
						VENDOR TOTAL:		27.08
BAT352	BATTERIES PLUS							
	490-2553	01/18/16	01	BATTERY(1)	0120825020	20160265	02/15/16	5.75
						VENDOR TOTAL:		5.75
BRI310	BRIGHT LIGHT SIGN CO							
	TM-12578	01/20/16	01	PS-NEON LIGHTS,WIRER PULLING	1120835000	20160194	02/15/16	709.19
						VENDOR TOTAL:		709.19
BSA149	BS&A SOFTWARE							
	105626	01/29/16	01	BSA ACCT SOFTWARE	1296155000	20160410	02/15/16	38,170.00
						VENDOR TOTAL:		38,170.00
BUC149	BUCK BROS. INC							

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VENDOR NUMBER	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
BUC149	BUCK BROS. INC							
	59028	01/25/16	01	PARKING BRAKES REPAIRED 821	0120825000	20160396	02/15/16	1,495.63
	59622	01/29/16	01	COVER PLATE 821	0120825000	20160440	02/15/16	<u>90.96</u>
						VENDOR TOTAL:		1,586.59
CBO610	THE CBORD GROUP, INC.							
	SUBI4888	01/20/16	01	EVENTMASTER ANNUAL SUPPORT	1410765000	20160048	02/15/16	<u>1,691.70</u>
						VENDOR TOTAL:		1,691.70
CEN345	CENTRAL CONTINENTAL BAKERY							
	1043597	01/18/16	01	MUFFINS	1430465000	20160361	02/15/16	42.48
			02	ENERGY CHARGE	1430465000			1.50
	1043954	01/23/16	01	1.23.16 SHOWER CAKE	1430465000	20160431	02/15/16	<u>117.20</u>
						VENDOR TOTAL:		161.18
CIT150	CITY OF ELGIN							
	13953	01/12/16	01	SEA GUARD TRAINING POOL RENTAL	0280725010	20160291	02/15/16	<u>840.00</u>
						VENDOR TOTAL:		840.00
COL112	COLUMBIA PIPE & SUPPLY CO							
	1955842	01/26/16	01	BPC-BRASS, COUPLING/SINK REPAIR	1410835000	20160418	02/15/16	<u>12.60</u>
						VENDOR TOTAL:		12.60
COM580	COMMUNITY CONSOLIDATED SCHOOL							
	2015-16	12/31/15	01	2015 TRANS FEE WHIT/TJ TO WRC	0260545000	20160613	02/15/16	5,550.00
			02	2015 TRANS FEE TO WRC - SIBS	0260545000			<u>400.00</u>
						VENDOR TOTAL:		5,950.00
CUC800	CUCCI FORD							
	5013526	01/12/16	01	TAIL GATE HANDLE 522	0120825000	20160228	02/15/16	126.52
	5013867	01/25/16	01	WASHER NOZZLE FOR 505	0120825000	20160367	02/15/16	<u>5.46</u>
						VENDOR TOTAL:		131.98
DES171	1157 DESIGN CONCEPTS							
	15725	01/28/16	01	NAMEPLATE VOL YEAR- BUESING	0110785030	20160433	02/15/16	<u>145.37</u>
						VENDOR TOTAL:		145.37
DIS763	DISCOUNT SCHOOL SUPPLY							
	P3390130	01/21/16	01	PLAY KITCHEN TABLE(1)	0260555000	20160301	02/15/16	81.99
			02	PAINT, GLUE, PAPER	0260525000			<u>113.85</u>
						VENDOR TOTAL:		195.84
DIV919	DIVINE SIGNS INC							
	20784	01/06/16	01	REG BANNERS TRIPHAWN(4)	0215785010	20155043	02/15/16	441.29
			02	REG BANNERS WILLOW(4)	0215785010			307.39
	20866	02/01/16	01	NAME PLATES FOR OFFICE	1410755000	20160508	02/15/16	15.00
			02	DESK PLATE FOR FRONT DESK	1410755000			40.00

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DIV919	DIVINE SIGNS INC							
	20872	01/20/16	01	BLK BOARDS -AGENCY SHOWCASE(2)	0215785010	20160277	02/15/16	67.22
	20955	02/03/16	01	NAME PLATE WENDY STONER	0215785010	20160083	02/15/16	<u>22.50</u>
						VENDOR TOTAL:		893.40
DUA430	DUALTEMP OF IL INC							
	209356	01/31/16	01	SIEMENS DISCONNECT - TC	0285735010	20155020	02/15/16	3,696.42
			02	ARMSTRONG PUMP SHAFT SEAL	0285735010			<u>237.07</u>
						VENDOR TOTAL:		3,933.49
ECO703	ECOLAB INC							
	0633083	01/10/16	01	MONTHLY DISHWASHER RENTAL	1430735000	20160042	02/15/16	<u>287.62</u>
						VENDOR TOTAL:		287.62
FAB100	FABBRINIS' FLOWERS INC							
	073917	01/18/16	01	FLOWERS - M.WOLFF FAMILY	0110785020	20160261	02/15/16	<u>80.00</u>
						VENDOR TOTAL:		80.00
FED114	FEDEX							
	5-300-72	01/27/16	01	COOK CTY CLERK FED EX-CT	0110785000	20155154	02/15/16	24.56
			02	IRS BAB FED EX-CT	0110785000			<u>36.53</u>
						VENDOR TOTAL:		61.09
FIR221	FIRST STUDENT INC							
	721-C-04	01/13/16	01	ICOMPETE BUS	0250595000	20160457	02/15/16	210.66
	721-C-04	01/18/16	01	ODYSSEY FUN WORLD BUS	0260545020	20160493	02/15/16	<u>243.95</u>
						VENDOR TOTAL:		454.61
FLO586	FLOLO CORPORATION							
	419076	12/17/15	01	SEA-SUMP PUMP(1)	0280835000	20160444	02/15/16	1,707.69
	419778	01/27/16	01	BPC-12 HP MOTOR-FREEZER FAN	1410835000	20160360	02/15/16	<u>67.83</u>
						VENDOR TOTAL:		1,775.52
HAI113	HAIGES MACHINERY, INC.							
	ST81142	01/13/16	01	DRYER REPAIR-NEW MOTOR	1120835000	20160091	02/15/16	652.62
			02	PANEL PEGS AND SCREWS (5)	1120835000			24.70
			03	TRIP CHARGE	1120835000			60.00
			04	LABOR HOURS	1120835000			<u>162.00</u>
						VENDOR TOTAL:		899.32
HAL465	HALOGEN SUPPLY COMPANY							
	00479782	01/08/16	01	PS-PH DOIUMBISUL/50LB/PAIL	1180755030	20160015	02/15/16	290.40
			02	PS-CHLORINETABS/100LB/PAIL	1180755030			938.00
			03	SHIPPING	1180755030			45.00
			04	PS-SPA DEFOAMER/4 CASES	1180755030			42.60
	00479855	01/12/16	01	IGNITORS(2)-BPC	1410835000	20160205	02/15/16	<u>129.60</u>
						VENDOR TOTAL:		1,445.60

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INK700	THE INK WELL							
	71046	01/19/16	01	PR GOLF PASSES 1K(1000)	1440795000	20160117	02/15/16	404.00
			02	DELIVERY	1440795000			5.00
	71072	01/26/16	01	LOGO ENVELOPES 1,500	1430795000	20160296	02/15/16	312.00
			02	LETTERHEAD 1K	1440795000			<u>189.00</u>
						VENDOR TOTAL:		910.00
JER501	JERRYS PRO SHOP INC							
	20160220	01/08/16	01	RENTAL SKATES(3)	0285405000	20160220	02/15/16	<u>75.00</u>
						VENDOR TOTAL:		75.00
JOR150	JORSON & CARLSON INC							
	0432959	01/15/16	01	ZAMBONI BLADE SHARPENING -TC	0285825000	20160369	02/15/16	58.52
			02	FREIGHT	0285825000			<u>5.25</u>
						VENDOR TOTAL:		63.77
KCF654	KC FITNESS SERVICES, INC.							
	58047	01/28/16	01	PS-95TI DISPLAY REPAIR	1130825000	20160315	02/15/16	559.00
			03	PS-POP PIN ASSEMBLY	1130825000			69.77
	58082	02/05/16	01	LIFECYCLE RIGHT PEDAL	0230825000	20160555	02/15/16	16.25
	58083	02/05/16	01	TC-FIT EQUIP PREVENT MAINT	0230825000	20160055	02/15/16	700.00
	58094	02/05/16	01	PS-SPIN BIKE PMS	1130825000	20160159	02/15/16	660.00
	58095	02/05/16	01	SET OF PEDALS FOR LIFECYCLE	0240825000	20160553	02/15/16	<u>32.50</u>
						VENDOR TOTAL:		2,037.52
LAK785	LAKE ZURICH RADIATOR							
	42297	01/14/16	01	RADIATOR FOR 519	0120825000	20160290	02/15/16	<u>135.00</u>
						VENDOR TOTAL:		135.00
LEE126	LEE AUTO PARTS							
	441-2563	01/12/16	01	PRESS BEARING ASSEMBLY	0120825000	20160240	02/15/16	50.00
			02	REAR WHEEL BEARING 498	0120825000			<u>144.49</u>
						VENDOR TOTAL:		194.49
MAJ425	MAJOR APPLIANCE SERVICE							
	213750	12/01/15	01	HAUL AWAY OF OLD ICE MACHINE	1495025000	20154422	02/15/16	<u>550.00</u>
						VENDOR TOTAL:		550.00
MAN638	MANSFIELD OIL COMPANY							
	110014	01/13/16	01	DIESEL FUEL FOR VEHICLES	0120855000	20160229	02/15/16	948.97
	110015	01/13/16	01	GAS FOR VEHICLES	0120855000	20160229	02/15/16	1,403.32
	151989	01/29/16	01	GASOLINE FOR VEHICELES	0120855000	20155165	02/15/16	<u>1,511.21</u>
						VENDOR TOTAL:		3,863.50
MEN230	MENARDS, INC.							
	14246	01/12/16	01	LIGHT REPLACEMENT-VOG	0210835000	20160152	02/15/16	35.01
	14327	01/13/16	01	WEATHER STRIPPING-TC DOOR	0210835000	20160223	02/15/16	5.38

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VENDOR NUMBER	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
MEN230	MENARDS, INC.							
	14350	01/13/16	01	1/2 INCH BLACK BUSHING-TC	0210835000	20160224	02/15/16	6.35
	14409	01/14/16	01	CEDAR BOARD,SCREWS-TC SAUNA	0210835000	20160225	02/15/16	20.49
	14435	01/14/16	01	PS-PAINT,ROLLERS,BRUSHES	1120835000	20160198	02/15/16	72.69
	14436	01/14/16	01	PAINT SUPPLIES-TC WHIRLPOOL	0210835000	20160071	02/15/16	46.36
	14459	01/14/16	01	VOLUME DAMPER-TC	0210835000	20160263	02/15/16	7.46
	14501	01/15/16	01	DOOR STRIP-TC	0210835000	20160264	02/15/16	3.99
	14530	01/15/16	01	FURNACE PIPE-TC	0210835000	20160263	02/15/16	11.44
	14723	01/18/16	01	WELDED WIRE FENCE - TC	0285835000	20160274	02/15/16	31.99
			02	POLY TUBING - BOTTLE FILL	0285835000			1.59
			03	SAFETY HASP	0285825000			2.97
			04	HINGES	0285835000			8.94
			05	SAW BLADES	0285835000			10.19
			06	RECIPROCATING SAW	0285835000			28.64
			07	FENCE STAPLES	0285835000			3.98
	14734	01/18/16	01	MAINT-GAL RV ANTIFREEZE	0120835000	20160270	02/15/16	2.49
	14815*	01/19/16	01	PS-PAINT	1120835000	20160198	02/15/16	14.37
	14816	01/19/16	01	FENCE BRACKETS-WRC DOG PARK	0240415020	20160275	02/15/16	21.40
	14893	01/20/16	01	HEATER STARTER	0120835000	20160332	02/15/16	29.00
	14893*	01/20/16	01	PROGRAMMABLE TIMER(1)-PS	1120835000	20160282	02/15/16	49.00
	14907	01/20/16	01	18/8 T - WIRE-PS HVAC UNIT	1120835000	20160333	02/15/16	102.88
	14919	01/20/16	01	PARTS TO REPAIR SINK IN BAR	1430825000	20160336	02/15/16	52.97
	14989	01/21/16	01	CHEST-HVY DUTY CONCRETE	0120835000	20160355	02/15/16	77.82
			02	CHEST-HVY DUTY PLUG	0120835000			50.88
			03	CHEST-GALV REDUCER	0120835000			3.88
			04	CHEST-GALV BUSHING	0120835000			4.84
			05	CHEST-GALV REDUCER	0120835000			1.96
			06	CHEST-GALV BUSHING	0120835000			2.46
			07	CHEST-GALV BUSHING	0120835000			3.87
			08	CHEST-GALV REDUCER	0120835000			2.97
	14995	01/21/16	01	PVC TO FIX DRAIN-BPC	1430825000	20160347	02/15/16	6.19
	15051	01/22/16	01	PS-PROGRAMMABLE CONSOLE(3)	1120835000	20160399	02/15/16	147.00
	15076*	01/22/16	01	SHOWER HEAD(2)- TC MENS SHOWER	0230755100	20160370	02/15/16	39.98
	15078	01/22/16	01	PSS-T-WIRE STAT 250'	1120835000	20160400	02/15/16	101.00
	15212	01/24/16	01	FLOOR RESTORE PAINT KIT	1410835000	20160185	02/15/16	167.79
			02	PAINT	1410835000			48.02
			03	STAIRWELL PAINT	1410835000			50.00
			04	HALL PAINT	1410835000			69.94
			05	BRUSK KIT	1410835000			15.00
			06	DROP CLOTH	1410835000			17.03
			07	ROLLERS	1410835000			15.00
			08	TAPE	1410835000			20.00
	15276	01/25/16	01	VACUUM CLEANER(1)	0120755010	20160387	02/15/16	199.99
	15319	01/25/16	01	BPC-PLUMBERS PUTTY AND PIPES	1410835000	20160416	02/15/16	21.53
	15369	01/26/16	01	PS-PAINT SUPPLIES FOR MAINT	1120755020	20160345	02/15/16	72.64
	15397	01/26/16	01	3/8" WASHERS-TC	0285835000	20160371	02/15/16	2.99
			02	3/8" HEX BOLTS-TC	0285835000			3.99

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MEN230	MENARDS, INC.							
	15397	01/26/16	03	5/8" WASHERS-TC	0285735000	20160371	02/15/16	9.98
			04	5/8" HEX BOLTS-TC	0285835000			23.94
	15404	01/26/16	01	BPC-BRASS NIPPLE	1410835000	20160417	02/15/16	1.28
	15455	01/27/16	01	VENTS(3)-TC HOT TUB	0210835000	20160409	02/15/16	23.13
	15469	01/27/16	01	VINYL FLOOR REPLACE IN BATHRM	1410835000	20160519	02/15/16	103.95
	15470	01/27/16	01	DUAL AIR CARTIGE-TC HOT TUB	0210835000	20160412	02/15/16	62.94
	15479	01/27/16	01	TC - TAB TAPE	0210835000	20160462	02/15/16	3.27
			02	TC - WALL BAND	0210835000			6.99
			03	TC - GALV HANGER	0210835000			2.52
			04	TC - 5" WALL BAND	0210835000			6.19
	15513	01/27/16	01	HAND SOAP FOR SHOP	0120825000	20160415	02/15/16	23.97
	15516*	01/27/16	01	BOLTS FOR MOWER	0120825000	20160415	02/15/16	3.16
	15564*	01/28/16	01	SEA - BRASS NIPPLE	0280835000	20160465	02/15/16	1.29
			02	SEA - BRASS NIPPLE	0280835000			1.49
			03	SEA - BRASS COUPLING	0280835000			9.18
			04	SEA - BRASS NIPPLE	0280835000			5.29
			05	SEA - BRASS BALL VALVE	0280835000			6.49
			06	SEA - BRASS ELBOW	0280835000			4.99
			07	SEA - BRASS NIPPLE	0280835000			3.99
			08	SEA - BRASS NIPPLE	0280835000			7.49
	15632	01/29/16	01	VOGL - SELF DRILL HEX	0210835000	20160467	02/15/16	0.99
			02	VOGL - 3PC SCREW REMOVER	0210835000			15.99
	15887*	02/01/16	01	SCREWS FOR PARK ID SIGNS	0120845050	20160441	02/15/16	5.24
	15940	02/02/16	01	HIGH - MOTOR FOAM MAT	0120835000	20160489	02/15/16	9.99
			02	CHEST - MOTOR FOAM MAT	0120835000			9.99
	16025	02/03/16	01	WRC-LAUNDRY DETERGENT	0240755100	20160504	02/15/16	39.88
	16111	02/04/16	01	TOGGLE BOLTS	1120835000	20160544	02/15/16	8.77
	16154	02/04/16	01	PAD LOCK FOR LOCKER ROOM	0285505020	20160552	02/15/16	6.97
	16203	02/05/16	01	WRC-PVC PIPE AND COUPINGS	0240835000	20160575	02/15/16	32.64
	16205	02/05/16	02	LIGHTBULBS	1410835000	20160490	02/15/16	48.49
			03	SWITCH	1410835000			18.54
			05	FLOOR EDGE	1410835000			37.32
			06	CORNER GUARDS(20)	1410835000			39.20
			07	TAPE	1410835000			19.94
	16214	02/05/16	01	PLUMBING REPAIRS BATHROOM	1410835000	20160521	02/15/16	87.20
			02	WALL AND OFFICE REPAIRS	1410835000			189.00
	16448	02/08/16	01	BATTERIES (9V,AA & AAA)	0240755100	20160577	02/15/16	28.86
						VENDOR TOTAL:		2,626.89
MID110	MID CENTRAL PEST CONTROL							
	51642	01/08/16	01	BPC-PEST CONTROL/JAN	1430735000	20160040	02/15/16	60.00
						VENDOR TOTAL:		60.00
MIP124	M. I. P. E.							
	2016	01/31/16	01	MIPE ANNUAL MEMBERSHIP(5)	0120765000	20160321	02/15/16	125.00
						VENDOR TOTAL:		125.00

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NIK847	NIKE USA INC							
	98124212	01/07/16	01	NIKE WOMEN SPORT VALUE POUCH	1440455160	20160226	02/15/16	5.52
			02	SHIPPING & HANDLING	1440455160			9.27
	98142313	01/12/16	01	STAFF JACKET LADIES/MENS(14)	1410715020	20160069	02/15/16	481.02
	98142313	01/12/16	01	BPC-STAFF HATS(48)	1440715020	20160069	02/15/16	336.19
	98142313	01/12/16	01	STAFF SHIRTS(27)	1410715020	20160069	02/15/16	597.24
			02	STAFF GOLF SHIRTS(40)	1430715020			884.80
			03	STAFF GOLF SHIRTS(109)	1440715020			2,455.32
			04	SHIPPING	1430715020			64.21
			05	STAFF SHIRTS(3)	1430715020			60.75
	98161821	01/15/16	01	STAFF LADIES SHIRT(2)	1410715020	20160069	02/15/16	<u>31.39</u>
						VENDOR TOTAL:		4,925.71
NTI325	N.T.I. LINEN INC							
	29772	01/12/16	02	PS-SM/HANDTOWEL/CLUB/LKR/75DZ	1130755040	20160018	02/15/16	787.50
			03	PS-LG/BATHTOWEL/CLUB/LKR55/DZ	1130755040			1,427.25
			04	PS-BLUESTRIP CLEAN TOWEL 20DZ	1130755040			179.00
	29818	01/15/16	01	WHITE FITNESS TOWELS-TC(75)	0230755100	20160239	02/15/16	787.50
			02	BLUE STIPE FITNESS TOWEL(35)	0230755100			313.25
			03	LARGER BATH TOWEL(12)	0230755100			<u>323.40</u>
						VENDOR TOTAL:		3,817.90
ORE946	O REILLY AUTO PARTS							
	3395-387	01/19/16	01	EXHAUST HANGERS(3) 534	0120825000	20160338	02/15/16	9.36
	3395-387	01/19/16	01	EXHAUST ELBOWS(4) FOR 534	0120825000	20160338	02/15/16	<u>109.40</u>
						VENDOR TOTAL:		118.76
PAD776	PADDOCK PUBLICATIONS							
	T4431056	01/29/16	01	BROCHURE BID	0215795000	20160570	02/15/16	<u>39.15</u>
						VENDOR TOTAL:		39.15
PDR432	PARK DISTRICT RISK MANAGEMENT							
	01/16	01/31/16	01	JANUARY 2016 HEALTH INVOICE	0110715000	20160443	02/15/16	<u>59,435.38</u>
						VENDOR TOTAL:		59,435.38
PEP750	PEPSI-COLA GEN BOT INC							
	84464203	01/28/16	01	BAG IN BOX 3 GALLON	1430475000	20160438	02/15/16	84.72
			02	BAG IN BOX 5 GALLON	1430475000			<u>137.20</u>
						VENDOR TOTAL:		221.92
PER585	PERFECT CLEANING SERVICES CORP							
	41670	01/19/16	01	PS-CONTRACTUAL CLEANING/JAN	1120735040	20160176	02/15/16	<u>11,287.50</u>
						VENDOR TOTAL:		11,287.50
POR303	PORTER PIPE AND SUPPLY							
	11355335	10/19/15	01	CREDIT FOR ASSEMBLY	0120835040		02/15/16	-58.18
	11402262	01/12/16	01	SENSOR OUTLET(3)	1120835000	20160203	02/15/16	156.16

INVOICES DUE ON/BEFORE 02/15/16

VENDOR NUMBER	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT

POR303	PORTER PIPE AND SUPPLY							
	11402262	01/12/16	02	IGNITOR(1)	1120835000	20160203	02/15/16	<u>58.18</u>
	VENDOR TOTAL:							156.16
POW126	POWER SYSTEMS							
	8172933	02/04/16	01	PS-VERSA TUBE GREEN	1130755100	20160500	02/15/16	87.60
			02	PS-VERSA TUBE RED	1130755100			95.60
			03	PS-VERSA TUBE BLUE	1130755100			103.60
			04	PS-VERSA LOOP RED	1130755100			52.00
			05	PS-VERSA CUFF GREEN	1130755100			103.60
			06	PS-VERSA CUFF RED	1130755100			111.60
			07	PS-VERSA CUFF BLUE	1130755100			119.60
			08	PS-AIREX MAT	1130755100			372.06
			09	PS-YOGA STRAP 6FT	1130755100			38.16
			10	PS-YOGA BLOCK 4IN	1130755100			124.32
			11	PS-FOAM ROLLER 36IN	1130755100			95.76
			12	PS-8LB MED BALL	1130755100			124.68
			13	PS-YOGA MAT	1130755100			100.56
			14	PS-BAR WRAP PAD	1130755100			59.88
			15	PS-SHIPPING	1130755100			<u>238.36</u>
	VENDOR TOTAL:							1,827.38
PRA540	PRAIRIE STONE PROPERTY							
	1544	01/28/16	01	PS PROPERTY ASSOC DUES 1QTR	1110765010	20160540	02/15/16	<u>5,765.31</u>
	VENDOR TOTAL:							5,765.31
PRO733	PROSAFETY INC							
	2/816630	01/29/16	01	UNLINED LEATHER GLOVE DPG32-L	0120715020	20160425	02/15/16	192.00
			02	RAIN SUIT S3850 MED.	0120715020			21.00
			03	COLD WEATHER GLOVE RWG800 XL	0120715020			50.75
			04	INSUL. ORANGE GLOVE KNIT WRIST	0120715020			4.75
			05	SAFETY VEST XL	0120755020			39.00
			06	SHIPPING	0120755020			<u>12.25</u>
	VENDOR TOTAL:							319.75
QUA442	QUALITY PEST CONTROL							
	21992	02/05/16	01	GENERAL PEST CONTROL TC/JAN	0210735000	20160170	02/15/16	47.00
	21993	02/05/16	01	PEST CONTROL VOGELI/JAN	0240405040	20160024	02/15/16	50.00
	21994	02/05/16	01	PEST CONTROL WRC/JAN	0240835000	20160024	02/15/16	<u>50.00</u>
	VENDOR TOTAL:							147.00
RUS237	RUSH TRUCK CENTER OF IL INC							
	30012299	01/08/16	01	WIRE CONNECTOR FOR 542	0120825000	20160140	02/12/16	<u>29.80</u>
	VENDOR TOTAL:							29.80
RUS952	RUSSO POWER EQUIPMENT							

INVOICES DUE ON/BEFORE 02/15/16

VENDOR NUMBER	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT

RUS952	RUSSO POWER EQUIPMENT							
	2888843	02/04/16	01	GRINDING WHEEL FOR BLADE GRIND	0120825000	20160573	02/15/16	<u>98.99</u>
							VENDOR TOTAL:	98.99
SAM660	SAMS CLUB DIRECT COMMERCIAL							
	13550814	01/22/16	01	FRUIT, COOKIES, SNACKS	0260555010	20160254	02/15/16	33.18
	34350814	01/18/16	01	FRUIT, MUFFINS, MILK, COFFEE FILT	0260555010	20160254	02/15/16	98.27
			02	FOOD TRAY	0260525000			8.74
	39560181	01/28/16	01	CANDIES FOR 50+ LUNCHEON	0202222025	20160359	02/15/16	11.89
	42320814	01/22/16	01	MILK, CHEESE, CEREAL, FRUIT	0260545010	20160376	02/15/16	175.94
	42330814	01/22/16	02	CRACKERS, COOKIES, CHEX MIX	0260545010	20160376	02/15/16	215.80
	42340814	01/22/16	01	FRUIT, WIPES, MILK, CEREAL	0260545010	20160376	02/15/16	255.20
	42350814	01/22/16	01	HOT DOGS, FRUIT, WIPES, CHIPS	0260545010	20160376	02/15/16	187.08
	42360814	01/22/16	01	FRUIT, BAGELS, CHIPS, MILK	0260545000	20160376	02/15/16	288.19
	42450814	01/22/16	01	CHIPS, CRACKERS, FRUIT, CEREAL	0260545010	20160376	02/15/16	<u>546.69</u>
							VENDOR TOTAL:	1,820.98
SER135	SERVICE SANITATION INC							
	7113520	01/15/16	01	FREEDOM RUN PORT O LET/JAN	0210745020	20160458	02/15/16	<u>126.00</u>
							VENDOR TOTAL:	126.00
SOU488	SOUTH SIDE CONTROL SUPPLY CO.							
	S1002854	01/07/16	01	TC-BELIMO VALVE AND LINKAGE	0210835000	20160164	02/15/16	270.75
	S1002897	01/20/16	01	TC-BRASS PRESS REDUCER	0210835000	20160340	02/15/16	113.67
			02	TC-AUTO AIR VENT	0210835000			42.84
			03	TC-PIPE BUSHING	0210835000			5.36
	S1002902	01/26/16	01	TC-24V MOTOR(1)	0210835000	20160421	02/15/16	435.51
			02	TC-LINKAGE	0210835000			23.10
			03	TC-AUTO AIR VENTS(3)	0210835000			42.84
			04	TC-PIERCING VALVE	0210835000			4.71
			05	TC-1/4" TEE	0210835000			10.08
			06	TC-1/4" UNION	0210835000			4.49
			07	TC-1/4" PLUG	0210835000			3.23
			08	TC-PRESSURE GAUGE	0210835000			61.88
			09	TC-1/4" BULL TEE	0210835000			19.99
			10	TC-1/4" BARB TEE	0210835000			19.29
			11	TC-BARB TEE	0210835000			30.83
			12	TC-BARB TEE	0210835000			13.48
	S1002913	01/27/16	01	TC - IRON PUMP(1)	0210835000	20160463	02/15/16	530.77
			02	TC - TEST PROBE ASSEMBLY(2)	0210835000			77.35
			03	TC - MANUAL HAND PUMP(1)	0210835000			<u>27.13</u>
							VENDOR TOTAL:	1,737.30
SPO236	SPORTS IMPORTS							
	122448	01/26/16	01	PS-NET RATCHET & CRANK HANDLE	1110405000	20160327	02/15/16	325.00
			02	PS- SHIPPING (VBALL RATCHET)	1110405000			<u>29.00</u>
							VENDOR TOTAL:	354.00

INVOICES DUE ON/BEFORE 02/15/16

VENDOR NUMBER	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
STA803	STA-KLEEN INC							
	104368	01/20/16	01	KITCHEN HOOD CLEANING MAIN	1430735000	20160044	02/15/16	<u>380.00</u>
							VENDOR TOTAL:	380.00
STE638	STERLING NETWORK INTEGRATION							
	180105	01/18/16	01	INSTALL,CONFIG FIREWALL-DOG PK	0110735050	20154765	02/15/16	<u>834.00</u>
							VENDOR TOTAL:	834.00
STU220	STUEVER & SONS INC							
	0128801	01/13/16	01	BI-WEEKLY BEER LINE CLEANING	1430735000	20160039	02/15/16	82.00
	0128864	01/27/16	01	BI-WEEKLY BEER LINE CLEANING	1430735000	20160039	02/15/16	<u>82.00</u>
							VENDOR TOTAL:	164.00
SUP812	SUPERIOR KNIFE INC							
	927815	01/12/16	01	KNIFE SERVICE SHARPENING	1430735000	20160041	02/15/16	30.00
	932724	01/26/16	01	KNIFE SERVICE SHARPENING	1430735000	20160041	02/15/16	<u>30.00</u>
							VENDOR TOTAL:	60.00
SYS750	SYSKO FOOD SRVS-CHICAGO INC							
	60111140	01/11/16	01	HALF AND HALF	1430465000	20160252	02/15/16	34.64
			02	MILK	1430465000			17.74
			03	BACON	1430465000			149.16
			04	MEATBALL	1430465000			42.96
			05	SAUSAGE LINK	1430465000			90.60
			06	CHICKEN	1430465000			69.75
			07	FLOUR TORTILLA	1430465000			33.55
			08	ORANGE JUICE	1430465000			63.40
			09	RED VINEGAR	1430465000			29.90
			10	PLASTIC WRAP 24"	1430755110			46.35
			11	PLASTIC WRAP 12"	1430755110			14.97
			12	PLASTIC RAP 18"	1430755110			24.99
			13	GARLIC CLOVES	1430465000			15.85
			14	CANTALOUPE	1430465000			25.67
			15	HONEYDEW	1430465000			23.98
			16	PINEAPPLE	1430465000			19.81
	60113190	01/13/16	01	BREAKFAST & SNACKS	0260555010	20160012	02/15/16	127.35
	60118139	01/18/16	01	BUTTER	1430465000	20160383	02/15/16	123.89
			02	PARMESAN CHEESE	1430465000			46.63
			03	LIQUID EGG	1430465000			86.90
			04	CHICKEN BREAST	1430465000			139.50
			05	GREEN BEANS	1430465000			32.35
			06	DINNER ROLL	1430465000			89.22
			07	PAN SPRAY	1430465000			33.69
			08	BLACK PEPPER	1430465000			76.58
			09	PLASTIC BAGS	1430755110			24.49
			10	WAX PEPPER	1430755110			66.88
			11	ROMAINE	1430465000			38.56

INVOICES DUE ON/BEFORE 02/15/16

VENDOR NUMBER	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT

SYS750	SYSCO FOOD SRVS-CHICAGO INC							
	60118139	01/18/16	12	HONEYDEW	1430465000	20160383	02/15/16	23.98
			13	RED POTATO	1430465000			25.00
			14	SPINACH	1430465000			21.88
			15	YELLOW SQUASH	1430465000			48.99
			16	ZUCCHINI	1430465000			41.97
	60121142	01/21/16	01	PONZU SAUCE	1430465000	20160419	02/15/16	46.22
			02	WASABI MUSTARD SAUCE	1430465000			23.35
			03	ENERGY CHARGE	1430465000			9.45
	60127191	01/27/16	01	HEAVY CREAM	1430465000	20160426	02/15/16	59.00
			02	HALF AND HALF	1430465000			34.64
			03	MILK	1430465000			17.74
			04	COD FISH	1430465000			617.55
			05	CHICKEN BREAST	1430465000			69.75
			06	CHICKEN TENDER	1430465000			177.10
			07	ASSORTED CEREAL	1430465000			69.80
			08	BBQ SAUCE SWTBABY	1430465000			52.35
			09	TARTAR SAUCE	1430465000			34.00
			10	GREEN CABBAGE	1430465000			28.92
			11	RED GRAPES	1430465000			59.84
			12	LEMON	1430465000			33.75
			13	MIX GREENS	1430465000			10.14
			14	CANTALOUPE	1430465000			23.77
			15	HONEYDEW	1430465000			23.98
			16	JALAPENO	1430465000			19.24
			17	PINEAPPLE	1430465000			33.56
			18	RED POTATO	1430465000			25.00
			19	TOMATO	1430465000			43.00
								<u>43.00</u>
						VENDOR TOTAL:		3,263.33
TEB741	TEBON'S GAS SERVICE							
	184005	01/13/16	01	REFILL PROPANE TANKS - TC	0285805040	20160322	02/15/16	168.00
			02	DELIVERY	0285805040			8.00
	184058	01/20/16	01	REFILL PROPANE TANKS -TC	0285805040	20160381	02/15/16	105.00
			02	DELIVERY	0285805040			8.00
	184111	01/27/16	01	REFILL PROPANE TANKS - TC	0285805040	20160547	02/15/16	147.00
			02	DELIVERY	0285805040			8.00
								<u>8.00</u>
						VENDOR TOTAL:		444.00
TEM177	TEMPERATE EQUIPMENT CORP							
	4342308-	01/11/16	01	HIGH TEMPERATURE HOSE(1)-TC	0210835000	20160146	02/15/16	5.87
	4358635-	01/21/16	01	PS-MOTOR UNIT ROOF TOP HEATER	1120835000	20160382	02/15/16	362.33
	4367885-	01/28/16	01	PSS - THREE LIMIT SWITCH(1)	1120835000	20160485	02/15/16	43.47
								<u>43.47</u>
						VENDOR TOTAL:		411.67
TOT201	TOTAL TECHNOLOGY SOLUTION							

INVOICES DUE ON/BEFORE 02/15/16

VENDOR NUMBER	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT

TOT201	TOTAL TECHNOLOGY SOLUTION							
	12597	01/18/16	01	COLOR COPIER:10/20/15-1/19/16	0110745010	20160542	02/15/16	<u>651.56</u>
							VENDOR TOTAL:	651.56
TOT680	TOTAL STEALTH							
	9906022	12/28/15	01	MAINT-BACKFLOW TEST/INSPECT	0120635000	20160398	02/15/16	3,185.00
	9906699	01/29/16	01	TC - ALARM REPAIRS	0210735020	20160464	02/15/16	<u>375.00</u>
							VENDOR TOTAL:	3,560.00
TOW155	TOWN SQUARE PUBLICATION							
	006-HOP-	01/13/16	01	1/4 PAGE AD IN CHAMBER GUIDE	0215795000	20160138	02/15/16	<u>475.00</u>
							VENDOR TOTAL:	475.00
TRA717	TRANE US INC							
	11687337	01/13/16	01	GAS VALUE(1)-TC RTU	0210835000	20160238	02/15/16	81.00
			02	INDUCER BLOWER(1)-TC RTU	0210835000			<u>375.00</u>
							VENDOR TOTAL:	456.00
VER120	VERMONT SYSTEMS, INC.							
	48813	01/01/16	01	VSI ANNUAL SUPPORT 2016	0110745050	20160344	02/15/16	<u>14,910.15</u>
							VENDOR TOTAL:	14,910.15
WIL210	WILLIAMS ARCHITECTS							
	0016870	01/25/16	01	OFF ICE FEASIBILITY STUDY	1210735000	20155153	02/15/16	<u>6,791.81</u>
							VENDOR TOTAL:	6,791.81
WWG136	GRAINGER							
	90081778	01/26/16	01	TC-1/4" REDUCER	0210835000	20160408	02/15/16	6.84
			02	TC-1/4" BUSHING	0210835000			2.97
			03	TC-PIPE NIPPLE	0210835000			1.98
			04	TC-BLACK PIPE THREADED	0210835000			2.24
			05	TC-BRASS BALL VALVE	0210835000			9.14
	90088341	01/26/16	01	SEA - BOILER GAUGE(2)	0280835000	20160546	02/15/16	73.62
			02	SEA - PRESSURE GAUGE(2)	0280835000			25.12
	90127010	01/29/16	01	WRC- DRINKING FOUNTAIN(1)	0240835000	20160466	02/15/16	592.45
	99375798	01/13/16	01	PS-MOTOR START SWITCH KNOB(2)	1120835000	20160169	02/15/16	105.58
			02	PS-MOTOR STARTER SWITCH(2)	1120835000			139.32
	99389359	01/14/16	01	BPC-FAUCET IN KITCHEN(1)	1410835000	20160172	02/15/16	353.18
	99391557	01/14/16	01	BATTERY CONNECTOR AUTO SCRUB	0240755100	20160262	02/15/16	16.91
	99400291	01/15/16	01	PSS-MOTOR STARTER SWITCH	1120835000	20160169	02/15/16	<u>69.66</u>
							VENDOR TOTAL:	1,399.01
ZEN400	ZENON COMPANY							
	6459	02/03/16	01	SEA - STRAPS-LOUNGE CHAIRS	0280835000	20160548	02/15/16	1,368.00
			02	SEA - STRAPS-LOUNGE CHAIRS	0280835000			608.00
			03	SEA - RATCHET SNAP RIVETS	0280835000			325.00
			04	SEA - FLAT STEM GLIDES	0280835000			159.50

DATE: 02/11/16
TIME: 11:45:27

HOFFMAN ESTATES PARK DISTRICT
DETAIL BOARD REPORT

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INVOICES DUE ON/BEFORE 02/15/16

VENDOR NUMBER	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
ZEN400	ZENON COMPANY							
	6459	02/03/16	05	SEA - DOME INSERTS	0280835000	20160548	02/15/16	54.00
			06	SEA - SHIPPING	0280835000			<u>350.00</u>
							VENDOR TOTAL:	2,864.50
							TOTAL ALL INVOICES:	204,950.56

HOFFMAN ESTATES PARK DISTRICT
 DETAILED REVENUE & EXPENSE REPORT

SUMMARIZED BY DEPARTMENT

FUND: 01-GENERAL
 FOR 1 PERIODS ENDING JANUARY 31, 2016

ACCOUNT NUMBER	DESCRIPTION	JANUARY BUDGET	JANUARY ACTUAL	FISCAL YEAR-TO-DATE BUDGET	FISCAL YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	PRIOR YEAR-TO-DATE ACTUAL
REVENUES							
ADMINISTRATION		\$172,734	\$169,014	\$172,734	\$169,014	\$5,037,641	\$164,762
TOTAL REVENUES		\$172,734	\$169,014	\$172,734	\$169,014	\$5,037,641	\$164,762
EXPENSES							
ADMINISTRATION		\$210,772	\$207,205	\$210,772	\$207,205	\$2,797,982	\$200,860
MAINTENANCE		\$137,603	\$116,022	\$137,603	\$116,022	\$2,124,659	\$138,683
TOTAL EXPENSES		\$348,375	\$323,227	\$348,375	\$323,227	\$4,922,641	\$339,543
BEGINNING FUND BALANCE					\$0		
TOTAL FUND REVENUES		\$172,734	\$169,014	\$172,734	\$169,014	\$5,037,641	\$164,762
TOTAL FUND EXPENSES		\$348,375	\$323,227	\$348,375	\$323,227	\$4,922,641	\$339,543
FUND SURPLUS (DEFICIT)		(\$175,641)	(\$154,213)	(\$175,641)	(\$154,213)	\$115,000	(\$174,781)
ENDING FUND BALANCE					(\$154,213)		

SUMMARIZED BY DEPARTMENT

FUND: 02-RECREATION
 FOR 1 PERIODS ENDING JANUARY 31, 2016

ACCOUNT NUMBER	DESCRIPTION	JANUARY BUDGET	JANUARY ACTUAL	FISCAL YEAR-TO-DATE BUDGET	FISCAL YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	PRIOR YEAR-TO-DATE ACTUAL
REVENUES							
ADMINISTRATION		\$37,093	\$36,853	\$37,093	\$36,853	\$1,536,543	\$39,468
COMMUNICATIONS & MARKETING		\$0	\$0	\$0	\$0	\$0	\$4,220
TRIPHahn CENTER		\$22,700	\$24,667	\$22,700	\$24,667	\$287,400	\$21,551
WILLOW RECREATION CENTER		\$24,710	\$24,343	\$24,710	\$24,343	\$278,597	\$24,671
GENERAL LEISURE SERVICES		\$32,197	\$31,523	\$32,197	\$31,523	\$488,625	\$28,903
SENIOR		\$3,433	\$4,933	\$3,433	\$4,933	\$92,300	\$4,293
EARLY CHILDHOOD		\$142,464	\$141,596	\$142,464	\$141,596	\$1,631,341	\$145,797
YOUTH BASEBALL & SOFTBALL		\$0	\$0	\$0	\$0	\$53,800	\$0
ADULT ATHLETICS		\$3,496	\$1,702	\$3,496	\$1,702	\$68,140	\$3,120
YOUTH ATHLETICS		\$19,900	\$22,646	\$19,900	\$22,646	\$175,490	\$22,323
SEASCAPE AQUATIC CENTER		\$0	\$0	\$0	\$0	\$263,559	(\$40)
ICE RINK		\$189,292	\$200,711	\$189,292	\$200,711	\$1,740,945	\$186,505
TOTAL REVENUES		\$475,285	\$488,974	\$475,285	\$488,974	\$6,616,740	\$480,811
EXPENSES							
ADMINISTRATION		\$193,513	\$195,950	\$193,513	\$195,950	\$2,291,843	\$194,155
COMMUNICATIONS & MARKETING		\$34,513	\$37,226	\$34,513	\$37,226	\$327,600	\$45,211
MAINTENANCE		\$17,728	\$20,063	\$17,728	\$20,063	\$213,990	\$16,428
TRIPHahn CENTER		\$13,786	\$12,597	\$13,786	\$12,597	\$146,719	\$10,901
WILLOW RECREATION CENTER		\$11,269	\$9,368	\$11,269	\$9,368	\$136,129	\$9,576
GENERAL LEISURE SERVICES		\$13,142	\$22,441	\$13,142	\$22,441	\$342,480	\$9,478
SENIOR		\$3,257	\$9,860	\$3,257	\$9,860	\$71,638	\$6,941
EARLY CHILDHOOD		\$57,408	\$68,476	\$57,408	\$68,476	\$818,547	\$58,747
YOUTH BASEBALL & SOFTBALL		\$0	\$0	\$0	\$0	\$22,520	\$0
ADULT ATHLETICS		\$925	\$255	\$925	\$255	\$39,438	\$770
YOUTH ATHLETICS		\$11,899	\$5,231	\$11,899	\$5,231	\$75,582	\$11,817
SEASCAPE AQUATIC CENTER		\$5,482	\$6,648	\$5,482	\$6,648	\$328,559	\$4,095
ICE RINK		\$147,704	\$128,454	\$147,704	\$128,454	\$1,650,945	\$138,103
2015 CAPITAL IMPROVEMENTS		\$0	\$0	\$0	\$0	\$0	\$9,273
2016 CAPITAL IMPROVEMENTS		\$0	\$0	\$0	\$0	\$50,750	\$0
TOTAL EXPENSES		\$510,626	\$516,569	\$510,626	\$516,569	\$6,516,740	\$515,495
BEGINNING FUND BALANCE					\$0		
TOTAL FUND REVENUES		\$475,285	\$488,974	\$475,285	\$488,974	\$6,616,740	\$480,811
TOTAL FUND EXPENSES		\$510,626	\$516,569	\$510,626	\$516,569	\$6,516,740	\$515,495
FUND SURPLUS (DEFICIT)		(\$35,341)	(\$27,595)	(\$35,341)	(\$27,595)	\$100,000	(\$34,684)
ENDING FUND BALANCE					(\$27,595)		

HOFFMAN ESTATES PARK DISTRICT
 DETAILED REVENUE & EXPENSE REPORT

SUMMARIZED BY DEPARTMENT

FUND: 07-IMRF
 FOR 1 PERIODS ENDING JANUARY 31, 2016

ACCOUNT NUMBER	DESCRIPTION	JANUARY BUDGET	JANUARY ACTUAL	FISCAL YEAR-TO-DATE BUDGET	FISCAL YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	PRIOR YEAR-TO-DATE ACTUAL
<hr/>							
REVENUES							
ADMINISTRATION		\$70	\$0	\$70	\$0	\$565,841	\$0
TOTAL REVENUES		\$70	\$0	\$70	\$0	\$565,841	\$0
<hr/>							
EXPENSES							
ADMINISTRATION		\$37,488	\$37,488	\$37,488	\$37,488	\$449,841	\$37,651
TOTAL EXPENSES		\$37,488	\$37,488	\$37,488	\$37,488	\$449,841	\$37,651
<hr/>							
BEGINNING FUND BALANCE					\$0		
TOTAL FUND REVENUES		\$70	\$0	\$70	\$0	\$565,841	\$0
TOTAL FUND EXPENSES		\$37,488	\$37,488	\$37,488	\$37,488	\$449,841	\$37,651
FUND SURPLUS (DEFICIT)		(\$37,418)	(\$37,488)	(\$37,418)	(\$37,488)	\$116,000	(\$37,651)
ENDING FUND BALANCE					(\$37,488)		

HOFFMAN ESTATES PARK DISTRICT
 DETAILED REVENUE & EXPENSE REPORT

SUMMARIZED BY DEPARTMENT

FUND: 08-DEBT SERVICE
 FOR 1 PERIODS ENDING JANUARY 31, 2016

ACCOUNT NUMBER	DESCRIPTION	JANUARY BUDGET	JANUARY ACTUAL	FISCAL YEAR-TO-DATE BUDGET	FISCAL YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	PRIOR YEAR-TO-DATE ACTUAL
REVENUES							
ADMINISTRATION		\$123,750	\$122,500	\$123,750	\$122,500	\$4,760,000	\$108,333
2010 A ALTERNATE BONDS		\$0	\$0	\$0	\$0	\$151,400	\$0
2016 BOND ISSUE		\$0	\$0	\$0	\$0	\$1,725,000	\$0
TOTAL REVENUES		\$123,750	\$122,500	\$123,750	\$122,500	\$6,636,400	\$108,333
EXPENSES							
SERIES 2006 LIMITED BONDS		\$0	\$0	\$0	\$0	\$240,000	\$0
2010 A ALTERNATE BONDS		\$0	\$0	\$0	\$0	\$466,268	\$0
2010 B ALTERNATE BONDS		\$0	\$0	\$0	\$0	\$1,038,880	\$0
2010 C ALTERNATE BONDS		\$0	\$0	\$0	\$0	\$269,302	\$0
2013 ALTERNATE BONDS		\$0	\$0	\$0	\$0	\$809,738	\$0
2014 ALTERNATE BONDS		\$0	\$0	\$0	\$0	\$719,062	\$0
2015 BOND ISSUE		\$0	\$0	\$0	\$0	\$2,853,150	\$0
TOTAL EXPENSES		\$0	\$0	\$0	\$0	\$6,396,400	\$0
BEGINNING FUND BALANCE					\$0		
TOTAL FUND REVENUES		\$123,750	\$122,500	\$123,750	\$122,500	\$6,636,400	\$108,333
TOTAL FUND EXPENSES		\$0	\$0	\$0	\$0	\$6,396,400	\$0
FUND SURPLUS (DEFICIT)		\$123,750	\$122,500	\$123,750	\$122,500	\$240,000	\$108,333
ENDING FUND BALANCE					\$122,500		

HOFFMAN ESTATES PARK DISTRICT
 DETAILED REVENUE & EXPENSE REPORT

SUMMARIZED BY DEPARTMENT

FUND: 09-SPECIAL RECREATION
 FOR 1 PERIODS ENDING JANUARY 31, 2016

ACCOUNT NUMBER	DESCRIPTION	JANUARY BUDGET	JANUARY ACTUAL	FISCAL YEAR-TO-DATE BUDGET	FISCAL YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	PRIOR YEAR-TO-DATE ACTUAL
REVENUES							
ADMINISTRATION		\$36	\$0	\$36	\$0	\$630,435	\$0
TOTAL REVENUES		\$36	\$0	\$36	\$0	\$630,435	\$0
EXPENSES							
ADMINISTRATION		\$7,155	\$7,155	\$7,155	\$7,155	\$390,435	\$7,155
2016 ADA PROJECTS		\$0	\$0	\$0	\$0	\$205,000	\$0
TOTAL EXPENSES		\$7,155	\$7,155	\$7,155	\$7,155	\$595,435	\$7,155
BEGINNING FUND BALANCE					\$0		
TOTAL FUND REVENUES		\$36	\$0	\$36	\$0	\$630,435	\$0
TOTAL FUND EXPENSES		\$7,155	\$7,155	\$7,155	\$7,155	\$595,435	\$7,155
FUND SURPLUS (DEFICIT)		(\$7,119)	(\$7,155)	(\$7,119)	(\$7,155)	\$35,000	(\$7,155)
ENDING FUND BALANCE					(\$7,155)		

HOFFMAN ESTATES PARK DISTRICT
 DETAILED REVENUE & EXPENSE REPORT

SUMMARIZED BY DEPARTMENT

FUND: 10-FICA
 FOR 1 PERIODS ENDING JANUARY 31, 2016

ACCOUNT NUMBER	DESCRIPTION	JANUARY BUDGET	JANUARY ACTUAL	FISCAL YEAR-TO-DATE BUDGET	FISCAL YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	PRIOR YEAR-TO-DATE ACTUAL
REVENUES							
ADMINISTRATION		\$178	\$0	\$178	\$0	\$567,140	\$0
TOTAL REVENUES		\$178	\$0	\$178	\$0	\$567,140	\$0
EXPENSES							
ADMINISTRATION		\$44,763	\$44,763	\$44,763	\$44,763	\$537,140	\$44,984
TOTAL EXPENSES		\$44,763	\$44,763	\$44,763	\$44,763	\$537,140	\$44,984
BEGINNING FUND BALANCE					\$0		
TOTAL FUND REVENUES		\$178	\$0	\$178	\$0	\$567,140	\$0
TOTAL FUND EXPENSES		\$44,763	\$44,763	\$44,763	\$44,763	\$537,140	\$44,984
FUND SURPLUS (DEFICIT)		(\$44,585)	(\$44,763)	(\$44,585)	(\$44,763)	\$30,000	(\$44,984)
ENDING FUND BALANCE					(\$44,763)		

HOFFMAN ESTATES PARK DISTRICT
 DETAILED REVENUE & EXPENSE REPORT

SUMMARIZED BY DEPARTMENT

FUND: 11-PSSWC
 FOR 1 PERIODS ENDING JANUARY 31, 2016

ACCOUNT NUMBER	DESCRIPTION	JANUARY BUDGET	JANUARY ACTUAL	FISCAL YEAR-TO-DATE BUDGET	FISCAL YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	PRIOR YEAR-TO-DATE ACTUAL
REVENUES							
ADMINISTRATION		\$33,598	\$33,791	\$33,598	\$33,791	\$372,267	\$33,527
FITNESS		\$198,423	\$199,235	\$198,423	\$199,235	\$2,387,347	\$196,411
RECREATION		\$3,361	\$3,006	\$3,361	\$3,006	\$40,458	\$2,632
AQUATICS		\$11,759	\$10,744	\$11,759	\$10,744	\$191,993	\$11,354
TOTAL REVENUES		\$247,141	\$246,776	\$247,141	\$246,776	\$2,992,065	\$243,924
EXPENSES							
ADMINISTRATION		\$161,459	\$162,553	\$161,459	\$162,553	\$1,845,867	\$154,059
ADVERTISING & MARKETING		\$19,765	\$19,880	\$19,765	\$19,880	\$74,430	\$12,073
MAINTENANCE		\$27,432	\$27,723	\$27,432	\$27,723	\$293,830	\$26,847
FITNESS		\$38,869	\$40,637	\$38,869	\$40,637	\$580,217	\$51,982
RECREATION		\$2,115	\$1,766	\$2,115	\$1,766	\$30,223	\$1,733
AQUATICS		\$7,652	\$8,122	\$7,652	\$8,122	\$115,398	\$6,775
2016 CAPITAL IMPROVEMENTS		\$0	\$0	\$0	\$0	\$39,600	\$0
TOTAL EXPENSES		\$257,292	\$260,681	\$257,292	\$260,681	\$2,979,565	\$253,469
BEGINNING FUND BALANCE					\$0		
TOTAL FUND REVENUES		\$247,141	\$246,776	\$247,141	\$246,776	\$2,992,065	\$243,924
TOTAL FUND EXPENSES		\$257,292	\$260,681	\$257,292	\$260,681	\$2,979,565	\$253,469
FUND SURPLUS (DEFICIT)		(\$10,151)	(\$13,905)	(\$10,151)	(\$13,905)	\$12,500	(\$9,545)
ENDING FUND BALANCE					(\$13,905)		

HOFFMAN ESTATES PARK DISTRICT
 DETAILED REVENUE & EXPENSE REPORT

SUMMARIZED BY DEPARTMENT

FUND: 12-CAPITAL
 FOR 1 PERIODS ENDING JANUARY 31, 2016

ACCOUNT NUMBER	DESCRIPTION	JANUARY BUDGET	JANUARY ACTUAL	FISCAL YEAR-TO-DATE BUDGET	FISCAL YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	PRIOR YEAR-TO-DATE ACTUAL
REVENUES							
ADMINISTRATION		\$1,274	\$69	\$1,274	\$69	\$1,015,290	\$7,475
TOTAL REVENUES		\$1,274	\$69	\$1,274	\$69	\$1,015,290	\$7,475
EXPENSES							
ADMINISTRATION		\$11,494	\$16,761	\$11,494	\$16,761	\$137,290	\$10,679
2014 CAPITAL PROJECTS		\$0	\$0	\$0	\$0	\$0	\$79,119
2015 CAPITAL IMPROVEMENTS		\$0	\$0	\$0	\$0	\$0	\$95
2016 CAPITAL IMPROVEMENTS		\$38,170	\$38,170	\$38,170	\$38,170	\$2,136,500	\$0
TOTAL EXPENSES		\$49,664	\$54,931	\$49,664	\$54,931	\$2,273,790	\$89,893
BEGINNING FUND BALANCE					\$0		
TOTAL FUND REVENUES		\$1,274	\$69	\$1,274	\$69	\$1,015,290	\$7,475
TOTAL FUND EXPENSES		\$49,664	\$54,931	\$49,664	\$54,931	\$2,273,790	\$89,893
FUND SURPLUS (DEFICIT)		(\$48,390)	(\$54,862)	(\$48,390)	(\$54,862)	(\$1,258,500)	(\$82,418)
ENDING FUND BALANCE					(\$54,862)		

HOFFMAN ESTATES PARK DISTRICT
 DETAILED REVENUE & EXPENSE REPORT

SUMMARIZED BY DEPARTMENT

FUND: 14-BPC
 FOR 1 PERIODS ENDING JANUARY 31, 2016

ACCOUNT NUMBER	DESCRIPTION	JANUARY BUDGET	JANUARY ACTUAL	FISCAL YEAR-TO-DATE BUDGET	FISCAL YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	PRIOR YEAR-TO-DATE ACTUAL
REVENUES							
ADMINISTRATION		\$9,139	\$8,985	\$9,139	\$8,985	\$140,163	\$10,121
FOOD & BEVERAGE		\$10,738	\$9,160	\$10,738	\$9,160	\$1,006,425	\$11,648
GOLF OPERATIONS		\$5	\$990	\$5	\$990	\$1,382,849	\$1,727
TOTAL REVENUES		\$19,882	\$19,135	\$19,882	\$19,135	\$2,529,437	\$23,496
EXPENSES							
ADMINISTRATION		\$56,602	\$59,606	\$56,602	\$59,606	\$734,157	\$47,122
MAINTENANCE		\$100,710	\$91,652	\$100,710	\$91,652	\$606,062	\$91,441
FOOD & BEVERAGE		\$41,935	\$35,133	\$41,935	\$35,133	\$735,779	\$25,550
GOLF OPERATIONS		\$7,809	\$9,760	\$7,809	\$9,760	\$288,173	\$5,567
2013 CAPITAL PROJECT LEASES		\$0	\$0	\$0	\$0	\$131,016	\$0
2016 CAPITAL IMPROVEMENTS		\$0	\$0	\$0	\$0	\$34,250	\$0
TOTAL EXPENSES		\$207,056	\$196,151	\$207,056	\$196,151	\$2,529,437	\$169,680
BEGINNING FUND BALANCE					\$0		
TOTAL FUND REVENUES		\$19,882	\$19,135	\$19,882	\$19,135	\$2,529,437	\$23,496
TOTAL FUND EXPENSES		\$207,056	\$196,151	\$207,056	\$196,151	\$2,529,437	\$169,680
FUND SURPLUS (DEFICIT)		(\$187,174)	(\$177,016)	(\$187,174)	(\$177,016)	\$0	(\$146,184)
ENDING FUND BALANCE					(\$177,016)		