



*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**  
**SPECIAL ADMIN & FINANCE COMMITTEE MEETING**  
**TUESDAY, NOVEMBER 10, 2015**  
**Immediately following 7pm Recreation Committee Meeting**

1. ROLL CALL
2. APPROVAL OF AGENDA
3. COMMENTS FROM THE AUDIENCE
4. OLD BUSINESS
5. NEW BUSINESS
  - A. 2016 Budget Format / M15-148
    - Budget Overview
    - Budget Goals & Objectives
      - Administration & Finance
    - 2016 HEPD Budget
      - Fund 01 (Admin) and Special Revenue Funds
  - B. Job Description revisions / M15-157
  - C. Tax Levy Ordinance in tentative form O15-018/M15-155
  - D. Budget & Appropriation Ordinance in tentative form O15-019/M15-156
6. COMMITTEE MEMBER COMMENTS
7. 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.

## MEMORANDUM NO. M15-148

**TO:** All Committees / Park Board  
**FROM:** Dean Bostrom, Executive Director  
Craig Talsma, Deputy Director/Director A&F  
Mike Kies, Director Recreation & Facilities  
John Giacalone, Director Park Services/Dev & Risk Mgmt  
Gary Buczkowski, Director of Planning & Development  
Brian Bechtold, Director of Golf Operations  
**SUBJECT:** 2016 Budget Format  
**DATE:** October 30, 2015

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### Introduction

Staff is pleased to present its recommendations for the Hoffman Estates Park District 2016 Budget. The process by which the Budget is being presented will be the same as last year in that each of the district's committees will review sections of the budget that pertain to them in a meeting format that allows input from other community representatives and board members present at the meetings.

As was done last year, the budget is presented and reviewed at the Class level, which is the same level of detail that the quarterly financial statements are presented in. This document is presented by individual departments, showing department revenues then expenses. The summary sheet reflects the entire fund operations as a whole.

At the Tuesday, November 3<sup>rd</sup> Buildings and Grounds Committee meeting, the Maintenance portion of the General Fund (01-20), the Capital Fund (12), and the Special Recreation Fund (9) will be reviewed.

At the Tuesday November 10<sup>th</sup> meeting, the Recreation Committee will review the Recreation Fund (02), the PSS&WC Fund (11), and the BPC Fund (14). Immediately following the Recreation Committee meeting will be the Special A&F Committee meeting which will review the Administration portion of the General Fund (01-10) and the remaining Special Revenue Funds, as well as the overall levy and other general matters relating to the budget as a whole.

Finally, immediately following the Special A&F Committee meeting, the Board will approve the tentative Budget and Appropriation Ordinance and the estimated tax levy amount at the special board meeting.

### Budget Review Process

The purpose of the committee meetings is to review and have discussion as needed on each fund within the budget in order to reach a consensus. The review process in essence is a process of formulating consensus on each area presented within the budget. In order to facilitate this process, staff will present in detail each fund's annual

objectives (actions) that will meet the District goals for 2016. The budget is the financial means to ensure the overall achievement of our staff's actions and the District's goals. The actions highlight specific items and areas that will be different or specialized for 2016 rather than regular on-going operations.

Discussion will be held at the time the fund is being presented in order to reach a consensus on the fund budget that is being presented. Formal votes will only be taken throughout the committee meetings when disagreements exist on a particular item brought up for discussion. When an informal consensus cannot be reached, voice vote of all committee members will be taken to determine through consensus whether items should be added, deleted or amended as part of the budget. The goal of the committee meetings should be to work towards developing consensus on each fund in order to present a preliminary budget to the Board of Commissioners.

After all committee meetings, the preliminary portions of the budget presented will be recommended for approval by the full board at the special board meeting on November 10, 2015. This preliminary budget will be available for public review through December 13<sup>th</sup>. A December 1<sup>st</sup> public hearing will be scheduled to allow for any additional public input on the budget or the preliminary tax levy estimate. Since the overall projected levy has less than a five percent increase over last year's extended levy, it does not require a truth in taxation hearing. The board is scheduled to approve the 2016 budget, the Budget and Appropriation Ordinance and the Tax Levy at the board meeting on December 15, 2015, to allow time to file the documents with Cook County by the required deadlines.

### **2016 Budget Overview**

The proposed 2016 budget documents are presented showing the 2015 actual budget, the nine-month operating actuals for January through September of 2015, the 2015 operating projections (the amount staff believes the year-end numbers will finish at), and the recommended 2016 budget.

**All committee and board members are encouraged to attend and participate at all of the committee meetings during this budget process.**

The 2016 budget was formulated based on a number of different factors. These influencing factors are as follows:

#### **1. *Comprehensive Master Plan***

The district's mission, values and long-range goals were formulated through the development of the Comprehensive Master Plan (CMP). Staff focused on the mission, values, long-range goals and initiatives of the CMP to serve as the foundation upon which the 2016 budget is built. The CMP utilizes a balanced scorecard approach whereby each objective has a specific measure to determine and track the degree of success in which the objective is

accomplished. All expenditures and revenues should be consistent with and support the district's current CMP.

## **2. Comprehensive Asset Management Plan (CAMP)**

The 2014-2019 CMP included a 5 year Capital Improvement Replacement Plan (CIRP) that identified existing capital assets of the district that had a projected replacement/repair schedule within a 5 year period (thru 2019). In order to project out our CIRP beyond 5 years, staff completed a comprehensive inventory and evaluation of all district assets and created a repair/replacement schedule extending to 10 years and beyond. The CAMP inventoried and evaluated all district assets with a minimum value of \$5,000 by the following categories within the district:

- Vehicles and maintenance equipment (excluding BPC)
- HVAC systems (all facilities)
- Facilities and mechanical operating equipment (excluding Ice)
- Hard surfaces (includes all hard surface courts, walking paths and parking lots)
- General park amenities
- BPC (excluding HVAC systems, parking lots and roof)
- Ice operations
- Facilities – General, (excludes BPC and Ice)
- Administration & Finance (computers, technology, etc.)

Each identified project was assigned an estimated replacement/repair year which was determined based on a number of different variables, including current condition, manufactured life expectancy, and staff's assessment based on environmental impacts. Only projects scheduled to be accomplished in 2016 are included in the 2016 budget for approval.

### Financing Plan for CAMP

As part of the CAMP process it has been recognized that we have numerous capital items to be funded in future years. The long-range debt service plan which provides these funds was based on an original allocation of \$1 million from our annual bond's proceeds. The remaining funds from the annual bond help pay existing debt service.

Additionally our plan relies on the repayment of original infrastructure costs from our three largest revenue centers that were financed with bond issues (PSSWC construction, Rec-Ice renovation, and BPC renovation). These amounts were estimated to be \$1.5 million annually with a 5% increase each year.

The current plan is working well; however it is realized that as we move forward to future years that all require funding in excess of \$1 million, the District must rely more heavily on all operations to help fund their own capital items. The 2016 budget has over \$200,000 of capital items funded through operations.



This budget has also taken a more aggressive approach to maximizing revenues and minimizing expenses than in prior years. This process must be the new criteria as we develop our budgets each year, in that the need for operations to fund even more capital items will be needed for future sustainability.

The funding of existing assets in addition to the reduction of long-term debt remains the District's priority before any new projects or facilities can be funded. Projects identified as "new projects/facilities" within the CMP were not included in the five-year CIRP, and they are not included in the CAMP.

These new projects or facilities such as the TC Renovation, off-ice training, Chino Park, and a north-side water feature should only be funded if the project is a high priority, the return on investment (ROI) is favorable, and if sufficient funding is available from current sources.

Fund balance reserves should only be looked at as a possible means to fund projects that meet the aforementioned criteria once all existing CAMP items are funded and that drawing down any reserves is in line with the District's Fund Balance Reserve Policy.

### **3. *Actions (Objectives)***

To fulfill the mission, values and goals, staff annually prepares objectives which are reported as actions as part of the budget process. The 2016 division actions are tied directly to each of the district's four long range goals and the district initiatives created to accomplish these goals. The budget as presented is consistent with the actions and provides the financial means to support these actions.

Staff actions are presented by each of the divisions. Actions represent larger projects or operational plans and larger scope work. The day-to-day normal operational functions are not included as actions. The actions will be presented with the appropriate sections of the budget to the committees to which they pertain. Actions represent major projects and changes to operations that are planned for the upcoming year. The budget supports these actions and all of the day-to-day operations that our district plans to accomplish in 2016.

### **4. *Accounting Basis***

The district uses accrual-based accounting. Accrual accounting, which is a legal requirement as mandated by the Governing Auditing Standards Board (GASB 34), is the best way of matching expenses to related revenues. GASB 34 requires the use of depreciation. Depreciation expense, a non-cash item, is accounted for during the annual audit and is not presented as a budgeted item.

## **5. Zero Based Budgeting**

In formulating the 2016 budget, no 2015 budget amount was assumed to be the same or even necessary, and was therefore not automatically included in the 2016 budget. Each 2016 budget line item includes staff's best attempt to project the actual expenses and revenues required to achieve the district's goals and 2016 actions. All revenues and expenditures in the 2016 budget have been thoroughly reviewed by all appropriate staff.

## **6. Charge Backs**

The 2016 budget utilizes the District's inter-fund charge back system for maintenance, administration and communication and marketing expenses. The inter-fund charges for administration and maintenance are presented as revenues within the general fund and expenses in the related funds. The C&M charges are revenues to the recreation fund and expenses to the other funds.

This system prevents the actual expense item from being buried within various funds. This system also provides the district with the most optimal method of tracking and comparing expenses from year to year as well as analyzing departmental operation performance. The amount of charge back is based on either an operating pro-rata percentage or a percentage derived from the number of full-time staff in a given fund. A copy of the proposed interfunds charge amounts is attached.

There are also additional chargeback items for allocations of IMRF expenses and FICA expenses. The amount of money for these expenses is charged directly to the operations where the personnel are located. This process better measures an operation's actual costs. The monies to pay for these charges, however, are collected through the tax levy in their respective funds, IMRF (Fund 09) and Social Security and Medicare (Fund 10). Inter-fund allocations are utilized to re-apportion these dollars.

As mentioned before, there are additional interfunds between PSSWC, Rec/Ice, BPC and Debt Service in the budget to allocate portions of the respective debt service payments to those specific operations and to allow for the long-term capital and debt service structure of the District to be obtained.

In 2015 the Debt Service Fund was budgeted to receive \$550,000 from PSSWC (which was a decrease of almost \$100,000 due to the refinancing of the original bond issue), \$750,000 from Rec/Ice, and \$100,000 from BPC. These transfers basically represent the anticipated operational surplus excluding debt that will be available to make bond payments.

If the fund does not realize their entire estimated bottom-line then the adjustment is made here to ensure that we do not have a deficit operation in

these areas. In 2015 the BPC payment was not made. In 2016 each of these payments was increased by 5%.

In 2015 the District abolished the Working Cash. This money was transferred to the General Fund, which allowed a transfer to IMRF to help pay off our unfunded actuarial accrued liability (UAAL) for our IMRF pension. This amount is basically derived from the recession effects on IMRF investments. For perspective in 2001 the District was overfunded by \$819,421; in 2006 we were unfunded by \$16,104; we were unfunded (at the end of 2014) by \$1,226,321. This amount has decreased from its high of a \$1,496,686 liability in 2011. Staff anticipates this number will continue to decrease due to a more favorable market for IMRF investments. In 2015 we paid off \$1 million of this amount to reflect the anticipated balance at the end of 2015.

The District had been earning less than 1.5% on its Working Cash Fund investments but is paying an imputed 7.5% interest on the UAAL. Starting with the 2016 Comprehensive Annual Financial Report (CAFR) this UAAL will need to be presented as a liability on the District Wide Balance Sheet.

At year end 2015, after the transfer to the General Fund of the Working Cash funds, the General Fund will transfer \$800,000 to the IMRF Fund for this UAAL payment. 2015 also budgeted for the General Fund to transfer \$275,000 to the Special Recreation Fund to offset the 2015 proposed operational deficit for ADA projects that would be created without the transfer.

In 2016 there is a budgeted transfer of \$100,000 from the General Fund to the Special Recreation Fund to once again prevent a deficit in that fund and to allow for the scheduled ADA projects.

## **7. Personnel**

The 2016 proposed budget includes a total of 74 full-time employees for 77 approved positions, which compares to 75 employees in 2015. The number reflects the following changes within the organizational structure.

- A. A Maintenance Facilities and Aquatics Supervisor position has been added to the park division in order to more effectively manage and maintain the aging infrastructure of all district facilities and aquatic operations. This position was previously approved by the B&G Committee and Park Board.
- B. A full-time Advertising & Sponsorship Manager has been proposed. The part-time Sponsorship Coordinator position which is currently vacant is changing to a full-time position. This position will be responsible for securing advertising and sponsorships to support both district as well as Friends of HE Parks Foundation operations. This position will shift within the organizational structure from the C&M department within the Recreation

division to the Finance & Administration division (General Fund 01) under the supervision of the Deputy Director/Director of Finance.

- C. With several of the adult and youth athletic program areas trending towards lower participation numbers, the two athletic manager positions have been combined into one position and will be additionally supported by the Superintendent of Recreation. The other athletic manager will not be filled but this individual has accepted the vacant Seascape and PSSWC Aquatic Manager position.
- D. The Skating Manager is shifting from full time status to part-time. This reduction in hours was implemented in August 2015 prior to the start of the fall skating sessions and has proven to be an effective transition. This will currently be treated as part-time.
- E. A new focus utilizing part time server captains with additional support from the part-time Special Event Sales Coordinator will be utilized in restructuring the full-time BPC Banquet & Service Manager position.

A revised organizational structure that reflects the changes noted above is attached for approval as part of the 2016 budget.

#### Compensation

The District will receive a tax based increase of 0.08% for CPI. Included in the 2016 budget is a merit wage increase of 2%, which is the same as last year. A polling of comparable park districts shows that most are budgeting for wage increases between 2% and 3%. The full-time salary ranges are attached and included for approval as part of the 2016 budget. The full-time salary ranges reflect a 2% increase over the approved 2015 salary ranges.

### **8. Tax Levy**

Attached is a levy worksheet that illustrates last year's tax levy and next year's anticipated levy which is \$8,440,000. This is comparable to last year's extended levy of \$8,492,924.

The District has comprised its levy into only the major funds and collects taxes for General, Recreation, IMRF and FICA in our capped funds. We also collect the legal maximum for Debt Service and Special Recreation for purposes of the tax extension law. Debt Service now increases by CPI and Special Recreation is a direct percentage of our Equalized Assessed Evaluation (EAV).

As in prior years the District will over levy in our funds to ensure collection of the taxes we are entitled to and that we budget. We anticipate a reduction due to the tax cap and this is illustrated on the levy worksheet. The budgeted amount of property taxes reflects the reduced amounts we believe we will collect after being adjusted for loss in cost, TIF payments and refunds.

## **Budget Variance Notes**

The following is a brief snapshot of line items that either have large variances either from the 2015 budget or year-end projected numbers to the proposed 2016 proposed budget numbers.

These notes should be used in conjunction when reviewing the detailed budget report; they will help answer question on any large variations from year-to-year. Please feel free to contact us for additional clarification or items will also be discussed during the budget review process

### **General Fund (01)**

#### **Administration**

##### **Revenues**

Interfund charges have decreased significantly due to the one time interfunds transfer of the working cash fund balance into the General Fund due to the board approved abolishment.

Advertising Revenue is now in the General Fund instead of the Recreation Fund due to the change in supervision of this area to the Deputy Director, Director of Finance. This amount has been projected to increase over \$100,000 next year due to the proposed hiring of a full-time staff person.

Rental Income has decreased due to the one time T-Mobile payment of \$110k received in 2015.

Miscellaneous Income has decreased due the separation of the NIHL Hockey league from the District. The league is still with us but now operates more independently and no longer pays for registration or business services with the District.

##### **Expenses**

Interfund Charges have decreased due to the one time transfer to IMRF in 2015.

Advertising Expense is for costs associated to the sale of marquee advertising with the new position in Administration.

Payroll has increased due to the proposed addition of a full-time Advertising & Sponsorship Manager for the sale of advertising. The costs for the part-time position were previously in the Recreation Fund.

Employee Benefits increased due to the increase in medical insurance rates.

Contracted Services came in substantially under budget in 2015 due to the new IT Manager's limited use of outside support. The budget reflects a much lower cost than previous year's budget even though an increase from year-end projections.

Service & Rental Agreements have increased due to additional support contracts on the new IT equipment put in place in 2015 that will be out of warranty, including the new phone system, switches and servers.

Technology has increased due to the addition of "capital" items included here including the required credit card PCI compliance hardware (\$24,000).

## **Maintenance**

### **Expenses**

Payroll has increased due to the addition of the Facilities and Aquatics Foreman. Additionally wages previously budgeted in Seascapes for maintenance support are now fully in here and administered by the chargeback.

Utilities were over budget in 2015 due to the water leak at Vogelie, They are budget back in accordance with expectations.

Facility Maintenance has decreased due to the splitting of all facility repairs to be charged directly to the facility they are for. Other areas now budget this directly.

## **2015 Capital Improvements**

The District software Conversion is now budgeted to be done in 2016 and is budgeted in the Capital Fund.

## **Recreation Fund (02)**

### **Administration**

#### **Revenues**

Miscellaneous Income is now gone due to the NIHL departing (same as General Fund).

#### **Administration Expenses**

Payroll has decreased due to the reallocation of one of the Athletic Managers.

Facility Maintenance has increased due to charges being budgeted within the facilities.

## **Communications & Marketing**

### **Revenues**

Corporate Relations revenue is now budgeted as Advertising Revenue in the General Fund.

### **Expenses**

Printing & Publication was over budget in 2015 due to the 2015 winter guide being included as a 2015 expense instead of 2014. 2016 is now correct.

## **General Leisure Services**

### **Revenues**

Dance has increased due to the splitting of in-house and dance company with an expected growth from the dance company next year.

## **Early Childhood**

### **Revenues**

Grant Revenue was a one-time grant that is not expected in 2016.

### **Expenses**

Star Program no longer has Kinderstar which eliminates the need for busing service. Regular Star will take its place so there is no loss in revenue but a savings in the bus fee.

## **Seascope Aquatic Center**

### **Revenues**

Memberships & Daily fees are reapportioned and offset each other based on average expectations.

### **Expenses**

Equipment Maintenance & Repair was over budget in 2015 due to work to find an early season leak. 2016 is budgeted as expected.

## **Ice Rink**

### **Revenues**

Lessons and Camps are both budgeted lower due to the loss of four weeks ice time for the capital project and ice take down and set-up.

Youth Leagues are budgeted higher in the expectation of increased numbers based on fall registration and the expected addition of three teams next year.

### **Expenses**

Interfund Transfers have increased by five percent for the debt repayment.

### **2015 Capital Improvements**

The Ice Equipment gates will be done in-house when the ice is taken down for the 2016 cooling tower replacement.

The WRC entry ceilings have been done in-house.

The Ice brine Inhibitor will be part of the 2015 capital project.

## **IMRF Fund (07)**

### **Revenues**

Interfund transfers had a one-time transfer in 2015 from the General Fund for the UAAL payment.

### **Expenses**

The 2015 IMRF expense is the one-time payment.

### **Debt Service Fund (08)**

This includes all of the required bond and interest payments including the repayment of the 2014 bond and the proceeds from the 2015 Bond.

### **Special Recreation Fund (09)**

This includes the carry-over of the ADA Shoe Factory Bike Trail to 2016 and the other proposed capital projects.

### **Prairie Stone Sports & Wellness Center (PSSWC) Fund (11)**

#### **Administration**

#### **Expenses**

Interfund Transfers

The debt repayment increased by five percent.

Rental Expense

Reduction in part-time rental wages to be covered by full-time staff

#### **Fitness**

#### **Revenues**

Membership Fees will include a \$2 per member price increase in October 2016.

Guest Services is down due to less personal training and massage. Focus on these areas provides some increase in 2016 from 2015 projections.

#### **Expenses**

Guest services decreased as most of these are contractual and lower revenue means lower direct expenses.

#### **Recreation**

#### **Revenues**

Both sports programs and early Childhood were down this year. 2016 has a new independent contractor providing many of these programs so the revenues and expenses in this area are budgeted at the higher level again in 2016.

### **Capital Fund (12)**

#### **Administration**

#### **Revenues**

Marquee sign revenue and expense are now in the General Fund.

Builder Donations were due to the annexations done in 2015

Grant reimbursement was due to a Village co-op for landscaping by our District for the NW railway.



### **2014 Capital Improvements**

The Park Portal is currently not being pursued due to very limited public interest.

The phone system additional funds were a timing difference from 2014. The entire project came in at budget.

### **2015 Capital Improvements**

Ice refrigeration/brine pump is now part of the proposed 2016 ice capital project.

The PSSWC locker rooms will have tile and grouting done this year as well as the development of plans for the planned 2017 renovation instead of the originally budgeted 2015 larger project.

Ice grate board renovation no longer needs to be done. This was originally recommended by PDRMA as a pass through to keep scorekeepers off ice but it is not operationally cost efficient.

### **Bridges of Poplar Creek (BPC)**

#### **Administration**

##### **Expenses**

Payroll

Increase from 2015 budget due to the restructuring for the Division Director of BPC position.

#### **Food & Beverage**

Revenues and associated costs fell short of budget and are budgeted higher than 2015 projections but lower than the 2015 budget.

#### **Golf Operations**

##### **Revenue**

Resident ID Card line item includes new discount pass sales for golf discount and multi-use cards.

Green fees were down in 2015 and are budgeted higher than 2015 projections but lower than 2015 budget.

#### **Golf Operations**

##### **Expenses**

Multi items budgeted at slightly lower amounts for cost saving efficiencies.

### **2015 Capital Improvements**

BPC Main entry banquet doors have been put on hold and scheduled for 2017.

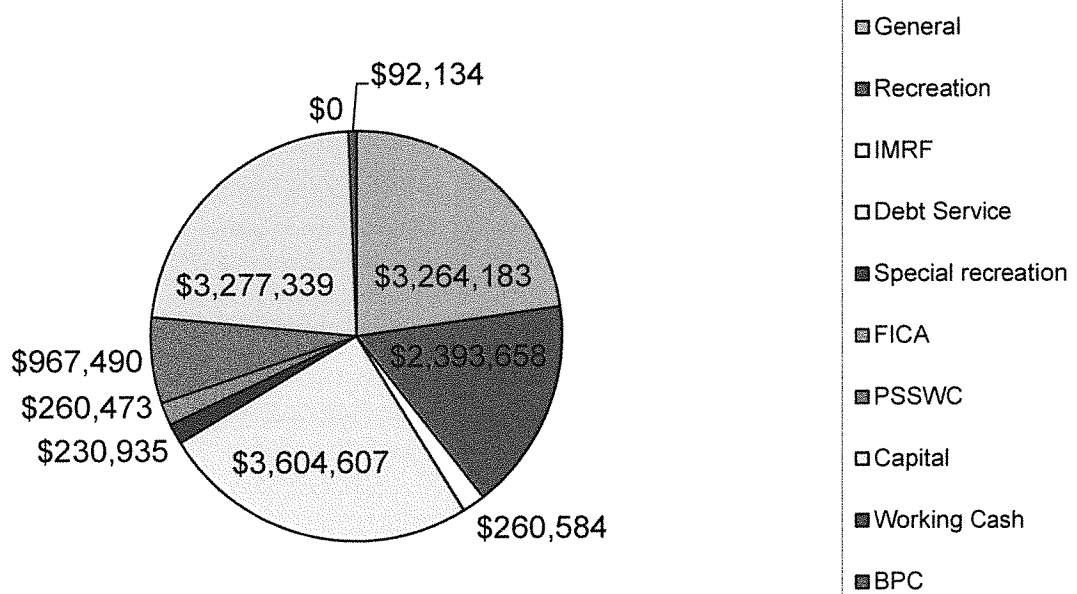
### **Overview of District Fund Balances and Operations**

Attached are graphs that illustrate the projected operations and beginning and ending fund balances for 2015 and 2016 based on the 2016 budget as presented.

**Hoffman Estates Park District  
2016 Proposed Budget  
2015 Fund Balance Summary**

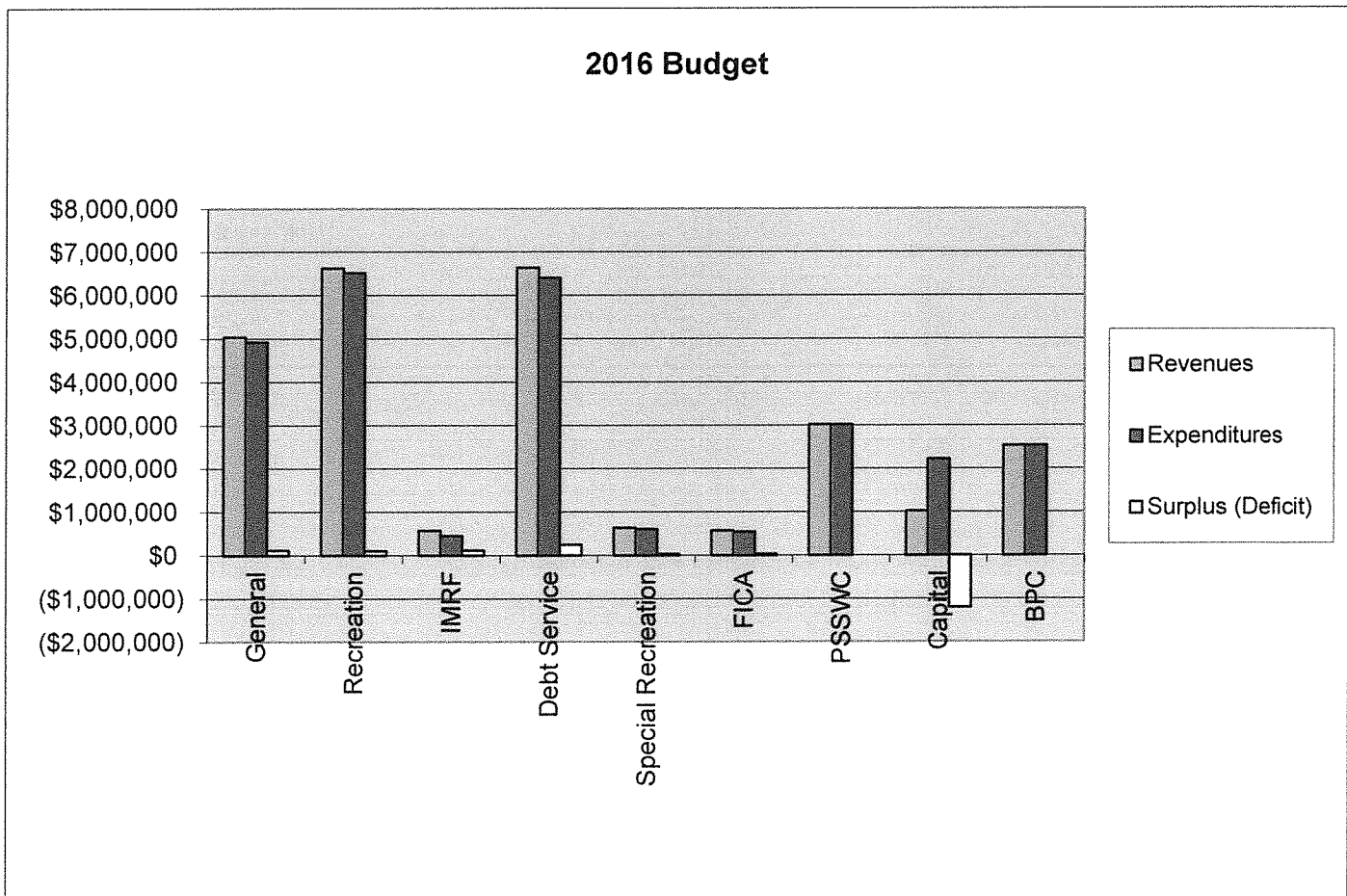
<u>Fund</u>	<u>Beginning 2015 Fund Balance</u>	<u>Projected 2015 Net Income (Loss)</u>	<u>Projected 2015 Ending Fund Balance</u>
General	\$2,964,183	\$300,000	\$3,264,183
Recreation	\$2,218,658	\$175,000	\$2,393,658
IMRF	\$235,584	\$25,000	\$260,584
Debt Service	\$3,549,607	\$55,000	\$3,604,607
Special recreation	\$209,435	\$21,500	\$230,935
FICA	\$220,473	\$40,000	\$260,473
PSSWC	\$967,490	\$0	\$967,490
Capital	\$3,554,839	(\$277,500)	\$3,277,339
Working Cash	\$1,078,598	(\$1,078,598)	\$0
BPC	\$167,134	(\$75,000)	\$92,134
<b>Total</b>	<b>\$15,166,001</b>	<b>(\$814,598)</b>	<b>\$14,351,403</b>

**2015 Fund Balance**



**Hoffman Estates Park District**  
**2016 Proposed Budget**  
**2016 P & L Summary**

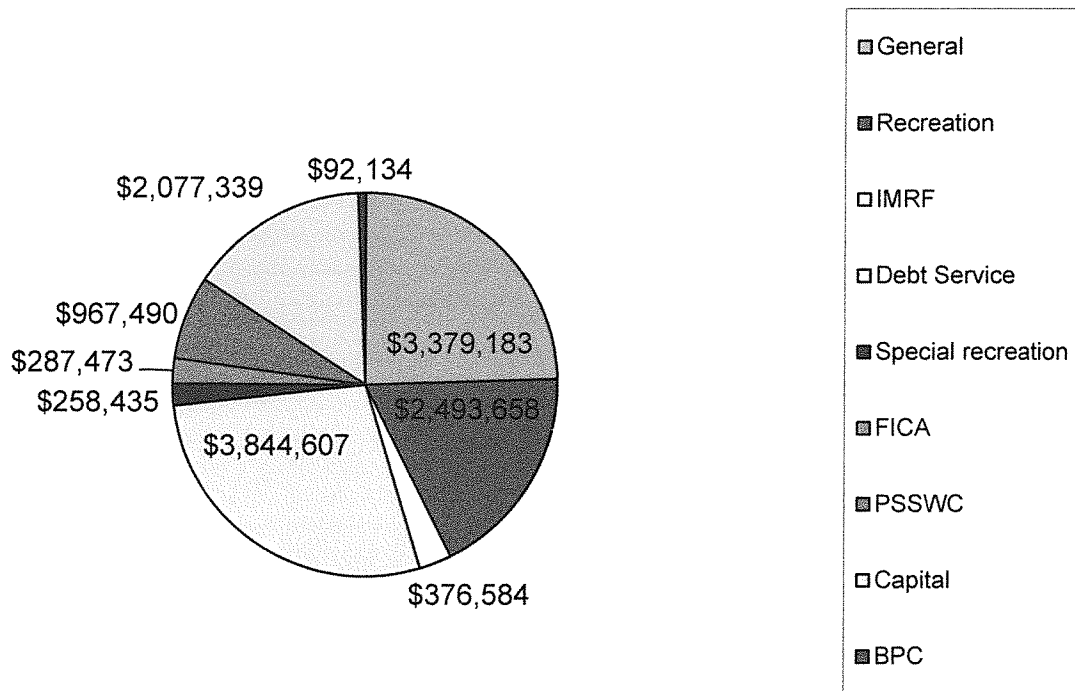
<u>Fund</u>	<u>Budgeted 2016 Revenues</u>	<u>Budgeted 2016 Expenditures</u>	<u>Budgeted 2016 Surplus (Deficit)</u>
General	\$5,037,641	\$4,922,641	\$115,000
Recreation	\$6,616,740	\$6,516,740	\$100,000
IMRF	\$565,841	\$449,841	\$116,000
Debt Service	\$6,636,400	\$6,396,400	\$240,000
Special Recreation	\$630,435	\$602,935	\$27,500
FICA	\$566,255	\$539,255	\$27,000
PSSWC	\$3,009,180	\$3,009,180	\$0
Capital	\$1,015,290	\$2,215,290	(\$1,200,000)
BPC	<u>\$2,529,437</u>	<u>\$2,529,437</u>	<u>\$0</u>
<b>Total</b>	<b>\$26,607,219</b>	<b>\$27,181,719</b>	<b>(\$574,500)</b>



**Hoffman Estates Park District  
2016 Proposed Budget  
2016 Fund Balance Summary**

<u>Fund</u>	<u>Projected 2016 Beginning Fund Balance</u>	<u>Projected 2016 Net Surplus (Deficit)</u>	<u>Projected 2016 Ending Fund Balance</u>
General	\$3,264,183	\$115,000	\$3,379,183
Recreation	\$2,393,658	\$100,000	\$2,493,658
IMRF	\$260,584	\$116,000	\$376,584
Debt Service	\$3,604,607	\$240,000	\$3,844,607
Special Recreation	\$230,935	\$27,500	\$258,435
FICA	\$260,473	\$27,000	\$287,473
PSSWC	\$967,490	\$0	\$967,490
Capital	\$3,277,339	(\$1,200,000)	\$2,077,339
BPC	<u>\$92,134</u>	<u>\$0</u>	<u>\$92,134</u>
<b>Total</b>	<b>\$14,351,403</b>	<b>(\$574,500)</b>	<b>\$13,776,903</b>

**2015 Fund Balance**

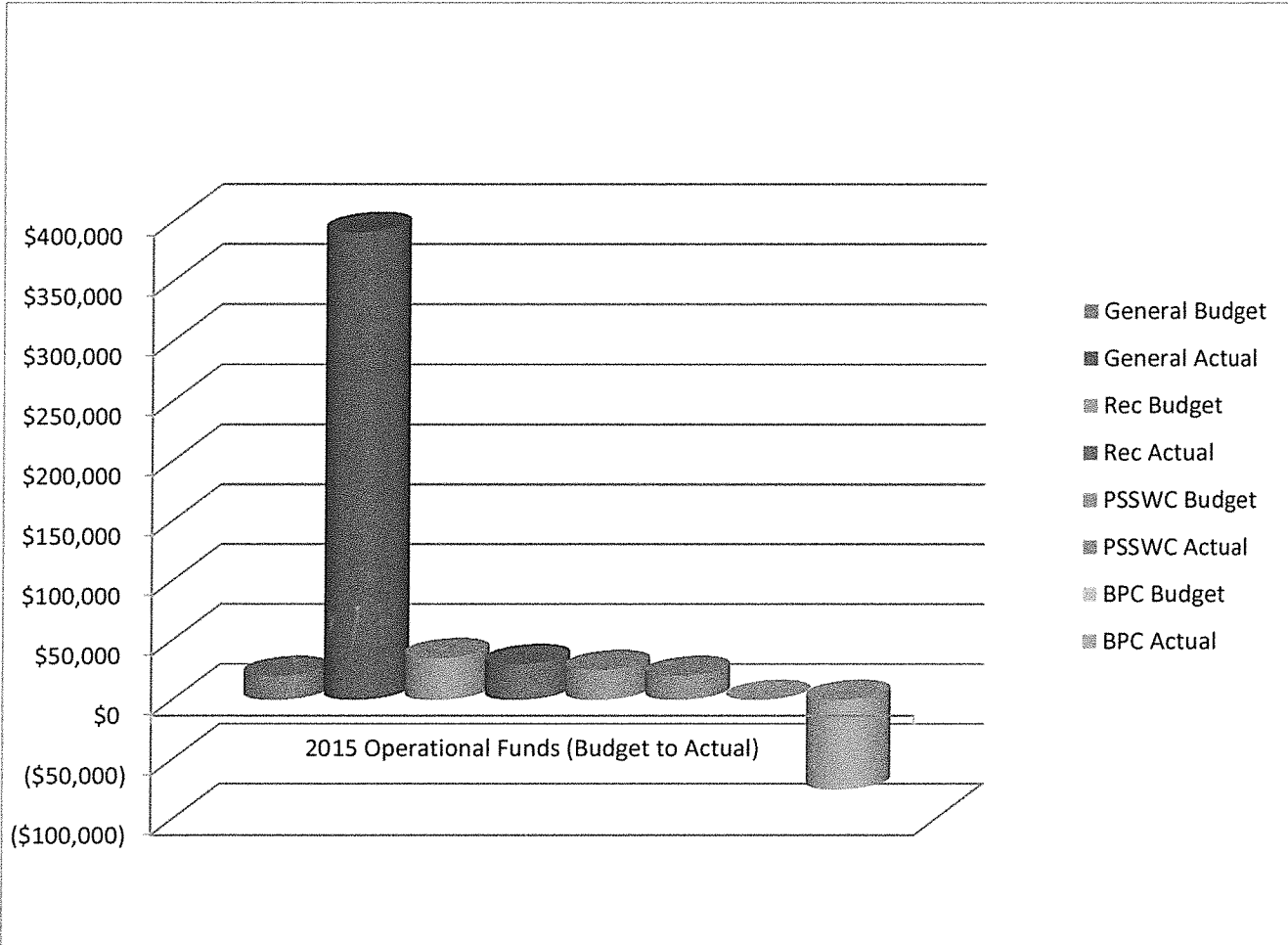


**Hoffman Estates Park District  
2015 Proposed Budget  
2015 Operational Fund's Results**

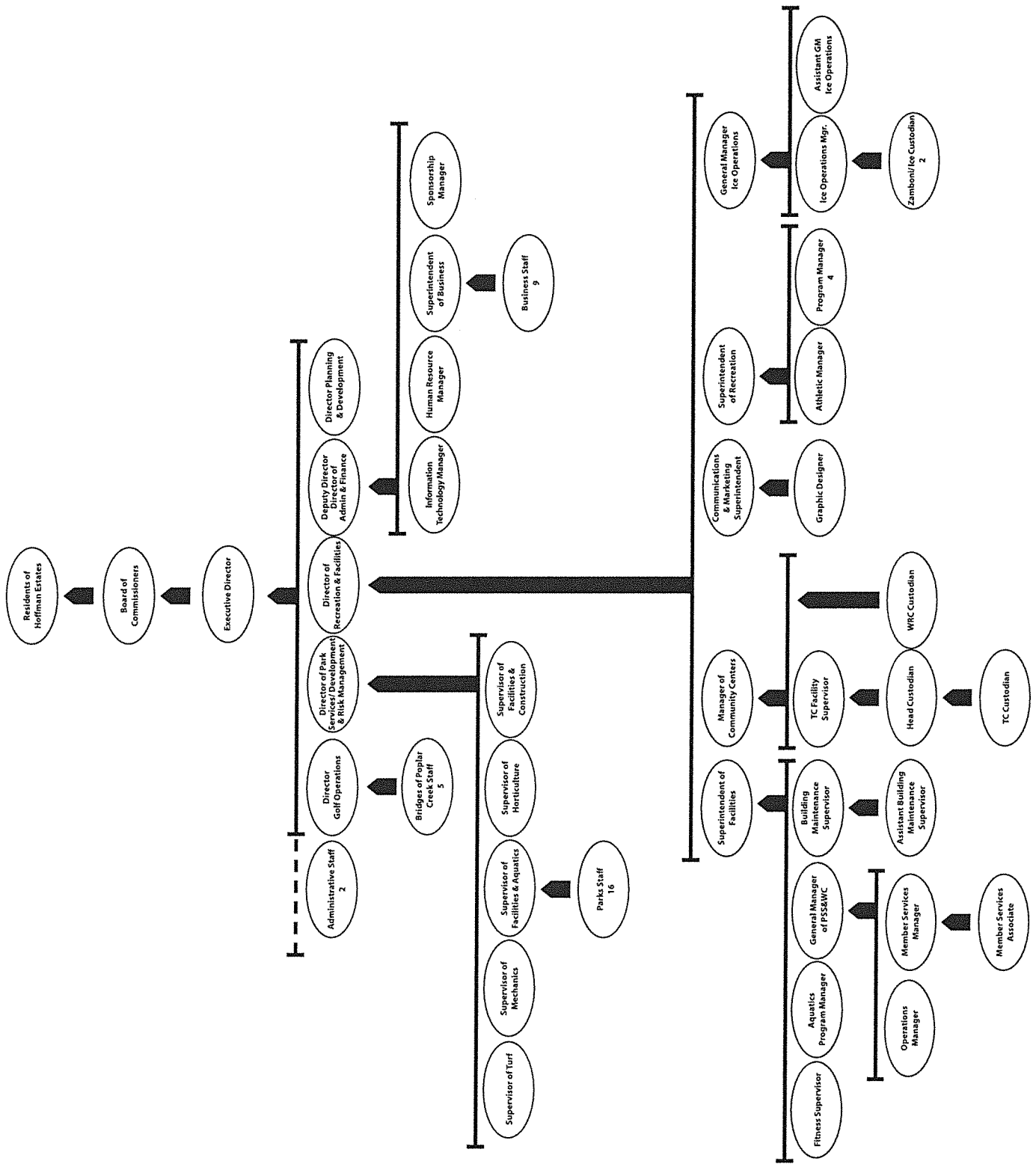
**2015 Operational Funds (Budget to Actual)**

<b><u>Fund</u></b>	<b><u>2015 Budget</u></b>	<b><u>2015 Projected</u></b>	<b><u>2015 Surplus</u></b>
General	\$20,000	\$300,000	\$280,000
Recreation	\$35,000	\$175,000	\$140,000
PSSWC	\$25,000	\$0	(\$25,000)
BPC*	<u>\$0</u>	<u>(\$75,000)</u>	<u>(\$75,000)</u>
<b>Total</b>	<b>\$80,000</b>	<b>\$400,000</b>	<b>\$320,000</b>

\*BPC Interfund transfer to debt service of \$100,000 was not made.



# **HOFFMAN ESTATES PARK DISTRICT Table of Organization - Full Time Employees**



**Full-time Salary Ranges 2016**

<b><u>Position</u></b>	<b><u>Minimum</u></b>	<b><u>Mid-Point Per Contract</u></b>	<b><u>Maximum</u></b>
<b>Executive Director</b>			
<b><u>Division Director</u></b>	\$90,780	\$118,884	\$146,988
Deputy Director/Admin & Finance			
Recreation & Facilities			
Planning & Development			
Parks/Risk Management			
Golf			
	\$64,999	\$81,249	\$97,498
<b><u>Superintendents/General Managers</u></b>			
Superintendent of Business			
Superintendent of Comm & Marketing			
Information Technology Manager			
Superintendent of Facilities			
General Manager of Ice Operations			
Superintendent of Recreation			
General Manager of PSSWC			
<b><u>Senior Manager</u></b>	\$50,142	\$62,678	\$75,213
Park Foreman Parks			
Assistant General Manager Ice			
Human Resource Manager			
Park Foreman Horticulture			
Park Foreman Mechanics			
Senior Facilities Manager			
Park Foreman Grounds			
Administrative Assistant			
BPCC Kitchen Supervisor			
Executive Assistant			
Ice Maintenance Manager			
Park Foreman Facilities & Aquatics			
Advertising/Sponsorship Manager			
<b><u>Senior Supervisor/Manager</u></b>			
Aquatic & Program Manager			
Mechanic	\$40,000	\$49,799	\$59,597
Groundswoker III			
BPCC Banquet & Bar Service Manager			
Operations Manager (PSSWC)			
Business Supervisor BPCC			
Building Maintenance Supervisor (PSSWC)			
Athletic Program Manager II			
Building Maintenance Supervisor (TC)			
Program Manager I			
Sales & Catering Supervisor			
Ice Skating Manager			
Athletic Program Manager I			
Active Adults Program Manager I			
Early Childhood Program Manager			
STAR Program Manager			
<b><u>Associate/Supervisor</u></b>	\$35,000	\$43,988	\$52,976
Groundswoker II			
Fitness Services Supervisor (PSSWC)			
Accounting Associate			
Billing Associate			
Graphic Designer			
Groundswoker II			
Business Supervisor PSSWC			
Building Maintenance (BPCC)			
Sous Chef (BPCC)			
Groundswoker II			
Disbursement Associate			
Groundswoker II			
Building Maintenance (WRC)			
Registrar II			
Groundswoker II			
Cash Control Associate			
Groundswoker II			
Member Services Associate (PSSWC)			
Building Maintenance (PSSWC)			
Assistant Golf Professional (BPCC)			
Facility Supervisor			
Member Services Supervisor (PSSWC)			
	\$26,488	\$33,110	\$39,732
<b><u>Support</u></b>			
Registrar I			
ICE Custodian-TC			
Groundswoker I			
Registrar I			
Groundswoker I			
Custodian-TC			
Groundswoker I			
Groundswoker II			
Groundswoker I			
Groundswoker I			
Groundswoker I			
Building Tech			
ICE Custodian-TC			



**HEPD INTER-FUND CHARGES FISCAL YEAR 2016**

<b><u>Account Number</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>	<b><u>02-10 Recreation</u></b>	<b><u>11-10 PSSWC</u></b>	<b><u>12-10 Capital</u></b>	<b><u>14-10 PCCC</u></b>	<b><u>Total</u></b>
<b><u>Administration Inter-fund Charges</u></b>							
01-10-70-6000	FT Admin Wages	\$1,125,750	\$309,581	\$28,144	\$ 112,575	\$28,144	
01-10-71-5000	Health Insurance	\$550,000	\$150,333	\$68,750	\$ 2,004	\$51,333	
01-10-73-5050	Inf. Sys. Support	\$24,000	\$6,560	\$3,040	\$ 87	\$2,240	
01-10-74-5050	Inf. Sys. Serv. Agree.	\$48,000	\$13,120	\$6,080	\$ 175	\$4,480	
01-10-75-5000	Office Supplies	\$15,000	\$6,150				
01-10-83-5000	Computer/Phone Equip.	\$69,850	\$19,092	\$8,848	\$ 255	\$6,519	
<b>Total Administration Expense</b>			<b>\$504,837</b>	<b>\$114,861</b>	<b>\$115,096</b>	<b>\$92,716</b>	<b>\$827,511</b>
<b><u>Maintenance Inter-fund Charges</u></b>							
01-20-63-5000	Loss Prevention Exams	\$20,650	\$10,324	\$3,614		\$3,614	
01-20-70-6000	FT Maint Wages	\$1,052,000	\$263,000	\$28,930		\$13,150	
01-20-70-6020	Seasonal Maint Wage	\$297,440	\$118,976	\$7,436		\$3,718	
01-20-70-6040	Overtime Wages	\$44,550	\$11,138				
01-20-84-5020	Athletic Field Supplies	\$30,000	\$22,500				
<b>Total Maintenance Expense</b>			<b>\$425,938</b>	<b>\$39,980</b>		<b>\$20,482</b>	<b>\$486,400</b>
<b><u>Comm. &amp; Marketing Inter-fund Charges</u></b>							
			<b><u>01-10 Corporate</u></b>	<b><u>11-10 PSSWC</u></b>		<b><u>14-10 PCCC</u></b>	
Revenue to Recreation C&M	\$327,600	\$49,140		\$24,570		\$14,742	\$88,452
<b><u>Debt Service Inter-fund Charges</u></b>							
			<b><u>02-85 Recreation</u></b>	<b><u>11-10 PSSWC</u></b>		<b><u>14-10 PCCC</u></b>	
Revenue to Debt Service	\$1,470,000	\$ 787,500	\$ 577,500			\$ 105,000	\$1,470,000

Additioanl transfer of \$100,000 from the General Fund to the Special Recreation Fund.

**HOFFMAN ESTATES PARK DISTRICT LEVY**  
2014 Levy (collected 2015)      2015 TAX LEVY (collected 2016)

FUND	Max Rate	Levy	Extended Levy	Actual Rate	Percent	Projected	Levy	Extended Levy	Estimated Rate	Percent	Limited Levy at 97.5% collection*	Actual Rate	Percent
01 General	0.100	\$2,750,000	\$2,752,414	0.218	32.41%	\$2,809,996	\$2,775,000	\$ 2,858,250	0.2177	32.74%	\$2,864,066	0.218	32.33%
02 Recreation	0.075	\$1,000,000	\$1,001,222	0.079	11.79%	\$1,022,168	\$990,000	\$ 1,019,700	0.0777	11.68%	\$1,021,775	0.078	11.53%
03 Insurance		\$0		0.000	0.00%		\$0		0.0000	0.00%	\$0	0.000	0.00%
06 Audit	0.005	\$0		0.000	0.00%		\$0		0.0000	0.00%	\$0	0.000	0.00%
07 IMRF		\$500,000	\$501,242	0.040	5.90%	\$511,728	\$550,000	\$ 566,500	0.0432	6.49%	\$567,653	0.043	6.41%
08 Bond & Interest		\$3,034,800	\$3,186,540	0.252	37.52%	\$3,253,204	\$3,060,000	\$ 3,213,000	0.2400	36.11%	\$3,308,693	0.240	37.35%
09 Special Recreation	0.040	\$550,000	\$501,024	0.040	5.90%	\$511,506	\$550,000	\$ 510,000	0.0432	6.49%	\$528,887	0.043	5.97%
10 FICA		\$550,000	\$550,482	0.044	6.48%	\$561,998	\$550,000	\$ 566,500	0.0432	6.49%	\$567,653	0.043	6.41%
TOTAL		\$8,384,800	\$8,492,924	0.673	100%		\$8,475,000	\$8,733,950	0.6648	100%	\$8,858,726	0.665	100%
Less Non Cap Funds		-\$3,590,000	-\$3,687,564	-0.292			-\$3,610,000	-\$3,723,000	-0.2832		-\$3,837,580	-0.283	
Total Cap Funds Levy		\$4,800,000	\$4,805,360	0.381			\$4,865,000	\$5,010,950	0.3816		\$5,021,146	0.382	
		2014 EAV	\$1,262,575,231			Proj 2015 EAV - \$1,275,000,000							

Tax Cap				NOTES			
2014 Extended Capped Funds Tax Levy		\$4,805,360		2014 Tax Extension		\$8,492,924	
x CPI	0.008	\$4,843,803 (a)		Limiting Amount		\$8,917,570	
Projected 2015 EAV (w/o new growth)	Divided by	\$1,270,000,000 (b)		2015 Tax Levy		\$8,475,000	
2015 Limiting Rate	a/(b/100)	0.3814		Percent Increase is		-0.21%	
Estimated 2015 New Growth	times	\$5,000,000					
Projected 2015 EAV (with new growth)		\$1,275,000,000		2015 Levy not subject to Truth in Taxation Hearing			
2015 Limited Levy (Cap Funds)		\$4,862,873					
Proj 2015 Extended Levy (Cap Funds)		\$5,010,950					
Proj 2015 Levy Reduction		\$148,077		Projected Reduction		All Funds by %	

\* Includes \$600,000 in TIF/EDA Payments

**Tax Cap**

**NOTES**

**Truth in Taxation**

## CAPITAL ITEM JUSTIFICATIONS

1995 Chevy 4x4 pick-up	\$32,000
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Replace – has 113,000 miles and numerous mechanical problems.

2003 John Deer skid loader	\$60,000
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Replace – has 3,000 very hard operating hours and many mechanical problems.

<b>Tennis Court Crack fill/Color</b>	<b>\$20,000</b>
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Crack fill and color coat Victoria tennis and basketball courts; crack fill all other locations.

<b>Facility Concrete Walk</b>	<b>\$25,000</b>
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Replace concrete walks adjacent to parking lots with major cracking or vertical alignment issues.

<b>Parking lot patch/crack fill</b>	<b>\$73,000</b>
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Resurface BPC entry drive from Village ROW to 1<sup>st</sup> parking lot entrance; patch and sealcoat TC parking lot. Patch others as needed.

<b>Parks GIS Mapping Facility Inv</b>	<b>\$85,500</b>
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Purchase database software that will assist in the inventory and management of the district's infrastructure and/or assets. The system will allow for real time global mapping of assets and utilization of database sets for quantitative decision making.

<b>PSSWC Pool Filter Tanks</b>	<b>\$125,000</b>
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Replace - The filter tanks are leaking.

PSSWC Pool RTU 10	\$300,000
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Replace - Is a Dectron dehumidification unit for PSSWC activity pool. Has been malfunctioning for a number of years due to the corrosive nature of the atmosphere.

PSSWC Pool RTU 9	\$300,000
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Replace - Is a Dectron dehumidification unit for PSSWC lap pool. Has been malfunctioning for a number of years due to the corrosive nature of the atmosphere.

<b>Shell/Tube Condenser Cooling Tower</b>	<b>\$340,000</b>
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Replace inefficient condenser with new high efficient refrigerant condenser and replace existing cooling tower that is presently leaking and operating inefficiently.

<b>Admin Accounting Software</b>	<b>\$140,000</b>
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Replace - The District's accounting software MSI is 17 years old, and while once a local leader in the accounting software industry, enhancements to keep this software on the cutting edge of technology are being discontinued. Staff has been researching accounting software options for over the last 2 years and anticipate being able to select a comprehensive financial software that meets CAFR and GASB requirements while offering users greater access to financial information.

**Vogelei Barn Flooring** **\$12,000**

Replacing all vinyl tile within the barn on the upper and lower levels. Cost is for materials only; Park maintenance will install.

**Vogelei House Furnaces (2)** **\$8,000**

Replace – existing units highly inefficient and requires extensive repairs.

**Canterbury Playground** **\$150,000** **ADA portion: \$72,500**

Replace – was originally constructed in 2001 (school site).

**Sheffield Playground** **\$105,000** **ADA portion: \$30,750**

Replace – was last renovated in 2000 (neighborhood site).

**Victoria N Playground** **\$190,000** **ADA portion: \$94,250**

Replace – was last renovated in 2001 (community site).

**Shoe Factory Bike Path** **ADA portion: \$7,500**

Continued contribution for development of the Shoe Factory Bike Trail partnered with the Village and Cook County Forest Preserve.

**Bergman property** **\$300,000**

Intergovernmental agreement with Palatine Park District to allow for annexation into HEPD.

Facility	Location	Item	Year Bought	Qty	Estimated Unit Cost	Estimated Total Cost	Year Replaced	(C)-Cap (O)-Oper (A)-ADA	Cap/Operating Account Number
ADMIN	Credit Cards	Credit Card PCI Compliance Equip		1	\$ 23,500	\$ 23,500	2016	O	01-10-83-5000
BPC	Kitchen, Main	Stove Top Oven	1992	1	\$ 6,500	\$ 6,500	2016	O	14-96-01-5000
BPC	Maint	Utility Vehicle	2001	1	\$ 20,000	\$ 20,000	2016	O	14-96-02-5000
BPC	Range	Ball Dispensing Machine		1	\$ 7,750	\$ 7,750	2016	O	14-96-03-5000
ADMIN	Desks	Touchscreens - (TC 2,WRC 2,PSSW	2011	9	\$ 575	\$ 5,175	2016	O	01-10-83-5000
ADMIN	Desks	Computer Desktop Replacement		10	\$ 750	\$ 7,500	2016	O	01-10-83-5000
PARKS	Parks	Replace Park Rule Signage		1	\$ 28,000	\$ 28,000	2016	O	01-20-84-5050
PSSWC	Service Desk	Service desk Carpet		1	\$ 5,000	\$ 5,000	2016	O	11-96-01-5000
PSSWC	Gym	Floor Resurface		3	\$ 3,200	\$ 9,600	2016	O	11-96-04-5000
PSSWC	Fitness Area	Fitness Equipment	2000	5	\$ 5,000	\$ 25,000	2016	O	11-96-03-5000
SFAC	Pool	Rebuild Pump #5	2014	1	\$ 5,750	\$ 5,750	2016	O	02-96-01-5000
TC	Admin	TC-Video Security Upgrades		1	\$ 5,000	\$ 5,000	2016	O	02-96-02-5000
TC	Admin	HEPD-Boardroom Laptops	2009	7	\$ 750	\$ 5,250	2016	O	01-10-83-5000
TC	Admin	Computer Servers	2013	3	\$ 2,000	\$ 6,000	2016	O	01-10-83-5000
TC/WRC	Fitness Area	Fitness Equipment		2	\$ 5,000	\$ 10,000	2016	O	02-96-03-5000
TC	Admin	VSI RecTrac V3 Upgrade	1985	1	\$ 12,000	\$ 12,000	2016	O	01-10-83-5000
TC/ICE	Ice Arena	Ice Compressor Rebuild		1	\$ 10,000	\$ 10,000	2016	O	02-96-04-5000
VOG	House	A/C units	2003	2	\$ 2,500	\$ 5,000	2016	O	02-96-05-5000
WRC	Admin	Copier	2012	1	\$ 5,000	\$ 5,000	2016	O	02-96-06-5000
WRC	Facility Interior (Meeting)	Flooring Carpet & Tile	2003	1	\$ 10,000	\$ 10,000	2016	O	02-96-07-5000
						\$ 212,025			
PARKS	Vehicle	532 Chevy 4x4 pick-up	1995	1	\$ 32,000	\$ 32,000	2016	C	12-96-02-5000
PARKS	Equipment	821 John Deere Skid Steer	2003	1	\$ 60,000	\$ 60,000	2016	C	12-96-03-5000
PARKS	Tennis Court	Crackfill/Color		1	\$ 20,000	\$ 20,000	2016	C	12-96-04-5000
PARKS	Concrete Walk	Replace		1	\$ 25,000	\$ 25,000	2016	C	12-96-05-5000
PARKS	TC/BPC	Lot patch/crackfill		1	\$ 73,000	\$ 73,000	2016	C	12-96-06-5000
PARKS	Parks & Facilities	GIS Mapping Facility Inventory		1	\$ 85,500	\$ 85,500	2016	C	12-96-07-5000
PSSWC	Pool	Pool filter tanks	2000	2	\$ 62,500	\$ 125,000	2016	C	12-96-10-5000
PSSWC	Pool	Unit RTU-10	2000	1	\$ 300,000	\$ 300,000	2016	C	12-96-11-5000
PSSWC	Pool	Unit RTU-9	2000	1	\$ 300,000	\$ 300,000	2016	C	12-96-12-5000
TC	Ice	Shell/Tube Condensor/Cooling To	2004	1	\$ 340,000	\$ 350,000	2016	C	12-96-14-5000
TC	Admin	HEPD-Accounting Software	1997	1	\$ 140,000	\$ 140,000	2016	C	12-96-15-5000
VOG	Barn	Flooring Replace	2003	1	\$ 12,000	\$ 12,000	2016	C	12-96-17-5000
VOG	House	Furnaces (2)	2003	2	\$ 4,000	\$ 8,000	2016	C	12-96-18-5000
PARKS	Bergman	Annexation Agreement		1	\$ 300,000	\$ 300,000	2016	C	12-96-23-5000
PARKS	Canterbury	Playground replace		1	\$ 150,000	\$ 77,500	2016	C	12-96-19-5000
PARKS	Sheffield	Playground replace		1	\$ 105,000	\$ 74,250	2016	C	12-96-20-5000
PARKS	Victoria N	Playground replace		1	\$ 190,000	\$ 95,750	2016	C	12-96-21-5000
						\$ 2,078,000			
PARKS	Canterbury	Playground replace		%		\$ 72,500		A	09-96-19-5000
PARKS	Sheffield	Playground replace		%		\$ 30,750		A	09-96-20-5000
PARKS	Victoria N	Playground replace		%		\$ 94,250		A	09-96-21-5000
PARKS	Shoe Factory Bike Trail	Building New		1		\$ 7,500		A	09-96-22-5000
						\$ 205,000			
ADMIN	Desks	Annual Desktop Replacement		10	\$ 750	\$ 7,500	2017	O	
BPC	Maint	Utility Cart	2008	1	\$ 5,000	\$ 5,000	2017	O	
BPC	Poplar room	Doors		6	\$ 3,250	\$ 19,500	2017	O	
PARKS	Parks Rules signs	Replace		1	\$ 28,000	\$ 28,000	2017	O	
PSSWC	Pool	Pump#3 activity pool	2012	1	\$ 2,100	\$ 2,100	2017	O	
PSSWC	Group Exercise Studio	Floors Resurface	2000	1	\$ 3,000	\$ 3,000	2017	O	
PSSWC	Lap Pool	Walls Repaint	2000	4	\$ 750	\$ 3,000	2017	O	
PSSWC	Lap Pool	Pool Crack Repair/ Repaint	2000	1	\$ 5,000	\$ 5,000	2017	O	
PSSWC	Fitness	Fitness Equipment		5	\$ 5,000	\$ 25,000	2017	O	
PSSWC	Pool	Ceiling Repaint	2000	1	\$ 40,000	\$ 40,000	2017	O	
SEA	Pool	Pump#3 body slide	2014	1	\$ 4,700	\$ 4,700	2017	O	
SEA	Admin	Seascape-Video Security -		1	\$ 5,000	\$ 5,000	2017	O	
TC	Gym	Sound System	2000	1	\$ 5,000	\$ 2,000	2017	O	
TC	Ice	Condensor Water Pump Seal Repl	2004	2	\$ 1,250	\$ 2,500	2017	O	
TC	Ice	20 HP Condensor Water Pump Mc	2004	2	\$ 1,500	\$ 3,000	2017	O	

TC	Kitchen	Flooring	2004	1	\$	3,000	\$	3,000	2017	O	
TC	Ice	Edger Replace	2004	1	\$	3,500	\$	3,500	2017	O	
TC	Admin	TC - Gestetner Bulk Copier (evalua	2007	1	\$	6,000	\$	6,000	2017	O	
TC	Ice	100 HP Compressor Replace	4 (2) 200	3	\$	2,000	\$	6,000	2017	O	
TC/WRC	Fitness	Fitness Equipment		2	\$	5,000	\$	10,000	2017	O	
WRC	Dance/Aerobics	Comp RTU-2	2007	1	\$	1,500	\$	1,500	2017	O	
WRC	Fitness	Comp RTU-5	2007	1	\$	1,500	\$	1,500	2017	O	
WRC	Game/Teen	Comp RTU-4	2007	1	\$	1,500	\$	1,500	2017	O	
WRC	Meeting	Comp RTU-3	2007	1	\$	1,500	\$	1,500	2017	O	
WRC	Gym	Comp RTU-1	2007	1	\$	5,000	\$	5,000	2017	O	
WRC	Office/Hallway	Comp RTU-6	2007	1	\$	6,000	\$	6,000	2017	O	
WRC	Maint	Comp BLR-1	2000	1	\$	6,500	\$	6,500	2017	O	
							\$	207,300			
PARKS	Victoria South	Path Repair		1	\$	8,000	\$	8,000	2017	C&A	
PARKS	Sycamore	Path Repair		1	\$	60,000	\$	60,000	2017	C&A	
PARKS	Armstrong	Playground Replace		1	\$	75,000	\$	75,000	2017	C&A	
PARKS	Birch	Playground Replace		1	\$	103,000	\$	103,000	2017	C&A	
PARKS	Colony	Playground Replace		1	\$	103,000	\$	103,000	2017	C&A	
PARKS	Victoria South	Playground Replace		1	\$	103,000	\$	103,000	2017	C&A	
PARKS	Evergreen	Path Repair		1	\$	111,050	\$	111,050	2017	C&A	
BPC	Maint	Greens King VI	2000	2	\$	28,000	\$	56,000	2017	C	
PARKS	Equipment	410 Graco riding striper	2002	1	\$	14,000	\$	14,000	2017	C	
PARKS	Valley	Basketball court rebuild		1	\$	19,300	\$	19,300	2017	C	
PARKS	Equipment	563 Toro Z-Turn mower	2007	1	\$	20,000	\$	20,000	2017	C	
PARKS	Courts	Court Crackfill		1	\$	21,152	\$	21,152	2017	C	
PARKS	Vehicle	509 Chevy pickup	1988	1	\$	33,000	\$	33,000	2017	C	
PARKS	Vehicle	917 Chevy S-10 pickup	1997	1	\$	33,000	\$	33,000	2017	C	
PARKS	Vehicle	450 Chevy pickup extended cab	1993	1	\$	35,000	\$	35,000	2017	C	
PARKS	Vehicle	912 Chevy 1Ton pickup	1996	1	\$	39,295	\$	39,295	2017	C	
PARKS	Eisenhower	Track Resurface		1	\$	60,000	\$	60,000	2017	C	
PARKS	Parking Lots	Parking lot patch		1	\$	103,000	\$	103,000	2017	C	
PARKS	Eisenhower	Track Resurface		1	\$	60,000	\$	60,000	2017	C	
PSSWC	Lockerroom	Reconstrucion		1	\$	300,000	\$	300,000	2017	C	
WRC	Gym	Comp RTU-1	2007	1	\$	10,000	\$	10,000	2017	C	
WRC	Classrooms	Comp Multi Unit	2007	1	\$	10,000	\$	10,000	2017	C	
WRC	Gym	Unit RTU-1	2007	1	\$	23,000	\$	23,000	2017	C	
WRC	Office/Hallway	Unit RTU-6	2007	1	\$	25,000	\$	25,000	2017	C	
							\$	1,651,097			
ADMIN	Desks	Annual Desktop Replacement		10	\$	750	\$	7,500	2018	O	
ADMIN	IT	Recabling Remote Facilities		1	\$	20,000	\$	20,000	2018	O	
BPC	Maint	Tractor Cage	1900	1	\$	5,000	\$	5,000	2018	O	
PARKS	Equipment	723 Shop welder	1988	1	\$	5,000	\$	5,000	2018	O	
PARKS	Admin	Video Security Upgrade		1	\$	5,000	\$	5,000	2018	O	
PSSWC	Pool	Pump#1 lap pool	2014	1	\$	2,100	\$	2,100	2018	O	
PSSWC	Gym	Curtains	2010	4	\$	750	\$	3,000	2018	O	
PSSWC	Admin	PSSWC - Copier	2011	1	\$	8,500	\$	8,500	2018	O	
PSSWC	Main Hall Fitness	Flooring (Carpet) Replace	2000	1	\$	15,000	\$	15,000	2018	O	
PSSWC	Gym	Gym curtain divider	2000	2	\$	10,000	\$	20,000	2018	O	
PSSWC	Lockerroom	Lock system	2000	1	\$	20,000	\$	20,000	2018	O	
PSSWC	Fitness Area	Fitness equipment	2008	5	\$	5,000	\$	25,000	2018	O	
PSSWC	Free Wt Area	Flooring Replace	2000	1	\$	35,000	\$	35,000	2018	O	
SEA	Pool	Pump#4 activity pool	2013	1	\$	4,750	\$	4,750	2018	O	
SEA	Pool	Pump#1 filter	2015	1	\$	5,850	\$	5,850	2018	O	
TC	Dance Room	Wood floor resurface	2005	1	\$	4,000	\$	4,000	2018	O	
TC	Admin	Virtual Computer Server (HEPD-AF	2013	3	\$	2,000	\$	6,000	2018	O	
TC	Admin	TC - Toshiba Color Copier	2014	1	\$	8,000	\$	8,000	2018	O	
TC	Admin	Microsoft Office Pro / Standard	2010	90	\$	100	\$	9,000	2018	O	
TC	Admin	HEPD - Comcast Upgrade Remote		1	\$	10,000	\$	10,000	2018	O	
TC	Admin	HEPD-Computer Server VH04 (MS	2013	1	\$	12,000	\$	12,000	2018	O	
TC	Admin	TC District copier - Kyocera 6500i	2013	1	\$	16,000	\$	16,000	2018	O	
TC	Admin	Windows 7 Pro	2010	90	\$	200	\$	18,000	2018	O	
							\$	264,700			
PARKS	Armstrong	Path repair		1	\$	14,340	\$	14,340	2018	C&A	

PARKS	Charlemagne	Path repair		1	\$ 18,500	\$ 18,500	2018	C&A	
PARKS	S. Ridge	Playground replace		1	\$ 103,000	\$ 103,000	2018	C&A	
PARKS	Huntington	Playground replace		1	\$ 175,000	\$ 175,000	2018	C&A	
WRC	WRC	Playground replace		1	\$ 105,000	\$ 105,000	2018	C&A	
BPC	Maint	Sweep Star 60	1990	1	\$ 15,000	\$ 15,000	2018	C	
BPC	Maint	JD 4100 (range Tractor)	1900	1	\$ 20,000	\$ 20,000	2018	C	
BPC	Maint	Sandpro 5020	1994	2	\$ 15,000	\$ 30,000	2018	C	
PARKS	Equipment	558 Toro walk behind mower	1998	1	\$ 5,615	\$ 5,615	2018	C	
PARKS	Equipment	208 Tire machine	1993	1	\$ 6,000	\$ 6,000	2018	C	
PARKS	Equipment	209 Tire balancer	1995	1	\$ 6,000	\$ 6,000	2018	C	
PARKS	Equipment	Oil and grease delivery system	1993	1	\$ 10,000	\$ 10,000	2018	C	
PARKS	Equipment	556 Toro Z-turn mower	2009	1	\$ 20,000	\$ 20,000	2018	C	
PARKS	Vehicle	527 Chevy 4-door pickup	1991	1	\$ 28,070	\$ 28,070	2018	C	
PARKS	Vehicle	500 Ford explorer	2008	1	\$ 35,000	\$ 35,000	2018	C	
PARKS	Vehicle	513 Dodge 1Ton pickup	1998	1	\$ 39,295	\$ 39,295	2018	C	
PARKS	Courts	Court Crackfill		1	\$ 68,165	\$ 68,165	2018	C	
PARKS	Equipment	570 Toro 580D 4X4 mower	2003	1	\$ 80,000	\$ 80,000	2018	C	
PARKS	Parking Lots	Parking Lot Patch/Repair		1	\$ 130,358	\$ 130,358	2018	C	
SEA	Parking Lot	Patch		1	\$ 13,000	\$ 13,000	2018	C	
TC	Maint	Domestic hot water heater	1986	1	\$ 25,000	\$ 25,000	2018	C	
TC	Ice	Zamboni	2004	2	\$ 85,000	\$ 170,000	2018	C	
TC/WRC	Fitness Area	Fitness equipment	2008	2	\$ 5,000	\$ 10,000	2018	C	
VOG	Barn	Exterior siding	2003	1	\$ 25,000	\$ 25,000	2018	C	
						\$ 1,152,343			
ADMIN	Desks	Annual Desktop Replacement		10	\$ 750	\$ 7,500	2019	O	
BPC	Maint	Exterior building paint	1989	1	\$ 12,000	\$ 12,000	2019	O	
BPC	Maint	Domestic hot water heater	1989	1	\$ 15,000	\$ 15,000	2019	O	
BPC	Maint	Fire suppression system	1989	1	\$ 15,000	\$ 15,000	2019	O	
BPC	Maint	Security alarm system	1989	1	\$ 15,000	\$ 15,000	2019	O	
BPC	Poplar Room	Carpet	2009	1	\$ 25,000	\$ 25,000	2019	O	
BPC	Maint	Elevator	1989	1	\$ 50,000	\$ 50,000	2019	O	
PARKS	Equipment	541 Samson mowing trailer	1989	1	\$ 4,015	\$ 4,015	2019	O	
PARKS	Equipment	403 Stripping trailer	1979	1	\$ 4,500	\$ 4,500	2019	O	
PSSWC	Climbing Wall	Fall absorption surface replace	2000	1	\$ 8,000	\$ 8,000	2019	O	
PSSWC	Service Desk	Furniture	2000	40	\$ 500	\$ 20,000	2019	O	
PSSWC	Fitness Area	Fitness equipment		5	\$ 5,000	\$ 25,000	2019	O	
SEA	Pool	Pump#5 tube slide	2015	1	\$ 4,800	\$ 4,800	2019	O	
SEA	Pool	Pump #2 filter	2014	1	\$ 5,950	\$ 5,950	2019	O	
SEA	Pool	Deep end filter grates	2010	1	\$ 9,500	\$ 9,500	2019	O	
TC	Ice	Jacket cooling pump	2004	1	\$ 4,000	\$ 4,000	2019	O	
TC	Admin	Virtual computer servers (HEPD-R	2014	3	\$ 2,000	\$ 6,000	2019	O	
TC	Admin	HEPD - director laptops	2015	6	\$ 1,200	\$ 7,200	2019	O	
TC	Ice	Cold Brine Pump Impeller	2004	3	\$ 2,666	\$ 7,998	2019	O	
TC	Ice	Warm Brine Pump Impeller Replace	2004	3	\$ 2,666	\$ 7,998	2019	O	
TC	Ice	Warmfloor heat ExchangerReplace	2004	1	\$ 8,000	\$ 8,000	2019	O	
TC	Ice	Water Pump ImpellerReplace	2004	2	\$ 4,000	\$ 8,000	2019	O	
TC	Admin	HP P2000 G3 MSA (Mod San Array	2014	1	\$ 9,000	\$ 9,000	2019	O	
TC/WRC	Fitness	Fitness equipment	2000	2	\$ 5,000	\$ 10,000	2019	O	
WRC	Admin	Video security upgrade		1	\$ 5,000	\$ 5,000	2019	O	
						\$ 294,461			
PARKS	Huntington	Path rebuild		1	\$ 25,065	\$ 25,065	2019	C&A	
PARKS	Olmstead	Path rebuild		1	\$ 25,558	\$ 25,558	2019	C&A	
PARKS	Fabbrini	Fitness area replace		1	\$ 30,000	\$ 30,000	2019	C&A	
PARKS	S. Ridge	Fitness area replace		1	\$ 30,000	\$ 30,000	2019	C&A	
PARKS	Princeton	Splashpad replace		1	\$ 45,000	\$ 45,000	2019	C&A	
PARKS	Pine	Tot lot replace		1	\$ 54,000	\$ 54,000	2019	C&A	
PARKS	Fabrini N. Oakdale	Playground replace		1	\$ 103,000	\$ 103,000	2019	C&A	
PARKS	Princeton	Playground replace		1	\$ 103,000	\$ 103,000	2019	C&A	
PARKS	Fabbrini McArthur	Playground replace		1	\$ 150,000	\$ 150,000	2019	C&A	
PARKS	S. Ridge	Path rebuild		1	\$ 315,000	\$ 315,000	2019	C&A	
BPC	Maint	Ground master 3150	2003	2	\$ 30,000	\$ 60,000	2019	C	
BPC	Maint	Roof flat	1989	1	\$ 60,000	\$ 60,000	2019	C	
PARKS	Huntington	Path patch		1	\$ 3,800	\$ 3,800	2019	C	
PARKS	Equipment	539 Ideal trailer	1989	1	\$ 5,870	\$ 5,870	2019	C	
PARKS	Equipment	465 Graco riding striper	2005	1	\$ 13,475	\$ 13,475	2019	C	

PARKS	Vehicle	515 Dodge dakota pickup	1999	1	\$	20,240	\$	20,240	2019	C	
PARKS	Equipment	567 Toro Z-turn mower	2011	2	\$	20,000	\$	40,000	2019	C	
PARKS	Vehicle	492 Ford explorer limited	2014	1	\$	46,350	\$	46,350	2019	C	
PARKS	Basketball/Tennis Court	Court Crackfill		1	\$	70,837	\$	70,837	2019	C	
PARKS	Equipment	559 Toro 580D mower	1999	1	\$	80,835	\$	80,835	2019	C	
PARKS	Parking Lots	Parking lot patch		1	\$	107,835	\$	107,835	2019	C	
TC	Ice	Ice Brine Chiller and Surge Drum R	2004	1	\$	55,000	\$	55,000	2019	C	
TC	Ice	Brine Chiller and Surge Drum Repl	2004	1	\$	100,000	\$	100,000	2019	C	
							\$	1,544,865			
ADMIN	Desks	Annual Desktop Replacement		10	\$	750	\$	7,500	2020	O	
BPC	Admin	BPC - Kyocera 4501i Copier	2015	1	\$	5,500	\$	5,500	2020	O	
BPC	Main Kitchen	Freezer	1900	1	\$	5,500	\$	5,500	2020	O	
BPC	Maint	Exterior building paint	2000	1	\$	12,000	\$	12,000	2020	O	
PARKS	Equipment	451 Perma green fert/sprayer	2003	1	\$	5,615	\$	5,615	2020	O	
PSSWC	Pool	Pump#2 activity pool	2015	1	\$	2,150	\$	2,150	2020	O	
PSSWC	Lockerroom-family	Comp RTU-11	2000	1	\$	3,500	\$	3,500	2020	O	
PSSWC	Tennis	Furniture	2012	5	\$	700	\$	3,500	2020	O	
PSSWC	Admin	Video security upgrades		1	\$	5,000	\$	5,000	2020	O	
PSSWC	Maint	Domestic hot water heater	2000	1	\$	9,000	\$	9,000	2020	O	
PSSWC	Track hallway	Carpet Replace	2000	1	\$	10,000	\$	10,000	2020	O	
PSSWC	Maint	Steam room mechanical equipme	2000	1	\$	11,000	\$	11,000	2020	O	
PSSWC	Lockerrooms	Funriture	2012	6	\$	2,000	\$	12,000	2020	O	
PSSWC	Group Exercise Studio	Mirror replace	2000	13	\$	1,000	\$	13,000	2020	O	
PSSWC	Maint	Domestic hot water heater	2000	1	\$	15,000	\$	15,000	2020	O	
PSSWC	Tennis Area	Flooring Resurface	2000	3	\$	6,000	\$	18,000	2016	O	
PSSWC	Fitness Area	Fitness equipment	2000	5	\$	5,000	\$	25,000	2020	O	
PSSWC	Tennis Area	Net/Dividers Replace	2010	7	\$	5,000	\$	35,000	2020	O	
SEA	Pool Amenities	Facility Sign	1995	1	\$	5,000	\$	5,000	2020	O	
SEA	Maint	Exterior building paint	2005	1	\$	5,000	\$	5,000	2020	O	
SEA	Maint	Irrigation system	2000	1	\$	5,000	\$	5,000	2020	O	
SEA	Maint	Domestic hot water heater	2000	1	\$	7,500	\$	7,500	2020	O	
TC	Ice	Sound System	2005	2	\$	1,500	\$	3,000	2020	O	
TC	Admin	Virtual Computer Servers (HEPD-C	2015	2	\$	2,500	\$	5,000	2020	O	
TC	Admin	TC N - Kyocera 4501i Copier	2015	1	\$	5,500	\$	5,500	2020	O	
TC	Maint	Whirlpool mechanical system	2000	1	\$	7,000	\$	7,000	2020	O	
TC	Admin	HEPD - Cisco Firewall/Barracuda S	2015	3	\$	3,000	\$	9,000	2020	O	
TC	Ice	Zamboni Doors	2005	2	\$	5,000	\$	10,000	2020	O	
TC	Admin	HEPD Computer Server-VH03 (Rec	2015	1	\$	12,000	\$	12,000	2020	O	
TC	Admin	SHOREDIR (Shoretel Phone Server	2015	1	\$	12,000	\$	12,000	2020	O	
TC	Admin	HEPD - Network Switches, Routers	2015	13	\$	2,750	\$	35,750	2020	O	
TC/WRC	Fitness Area	Fitness Equipment	2000	2	\$	5,000	\$	10,000	2020	O	
VOG	Barn Upper Level	Kitchen Windows	2003	3	\$	1,000	\$	3,000	2020	O	
VOG	House Upper Level	Doors	2003	3	\$	1,200	\$	3,600	2020	O	
VOG	Barn Upper Level	Office Windows	2003	5	\$	1,000	\$	5,000	2020	O	
VOG	House	Replace flooring	2003	2	\$	3,000	\$	6,000	2020	O	
VOG	House Lower Level	Windows	2003	7	\$	1,000	\$	7,000	2020	O	
WRC	Main Doors	Replace	2003	4	\$	1,500	\$	6,000	2020	O	
WRC	Locker Room West	Tile Floor Replace	2003	1	\$	10,000	\$	10,000	2020	O	
WRC	Office General	Cubicals	2003	2	\$	5,000	\$	10,000	2020	O	
							\$	380,615			
PARKS	N. Ridge	Path replace		1	\$	13,000	\$	13,000	2020	C&A	
PARKS	Pine	Path replace		1	\$	13,888	\$	13,888	2020	C&A	
PARKS	Community	Fitness area replace		1	\$	38,000	\$	38,000	2020	C&A	
PARKS	Community	Playground replace		1	\$	103,000	\$	103,000	2020	C&A	
PARKS	Cannon	Path replace		1	\$	103,258	\$	103,258	2020	C&A	
PARKS	Community	Splashpad replace		1	\$	118,000	\$	118,000	2020	C&A	
BPC	Maint	Road reconstruction		1	\$	26,000	\$	26,000	2020	C	
BPC	Maint	Toro Mult-Pro 1250 Sprayer	2005	1	\$	40,000	\$	40,000	2020	C	
PARKS	Courts	Court Crackfill		1	\$	11,500	\$	11,500	2020	C	
PARKS	Equipment	546 Toro Z-turn mower	2013	1	\$	20,000	\$	20,000	2020	C	
PARKS	Equipment	547 Toro Z-turn mower	2013	1	\$	20,000	\$	20,000	2020	C	
PARKS	Vehicle	508 Ford E250 van	2008	1	\$	22,660	\$	22,660	2020	C	
PARKS	Vehicle	495 Ford explorer	2005	1	\$	32,750	\$	32,750	2020	C	
PARKS	Victoria	Tennis court replace		1	\$	85,000	\$	85,000	2020	C	



PARKS	Parking Lots	Lot Patch Crackfill		1	\$	128,450	\$	128,450	2020	C	
PARKS	Fabbrini	Tennis court replace		1	\$	130,000	\$	130,000	2020	C	
PSSWC	Member lockerroom	Unit RTU-4	2000	1	\$	20,000	\$	20,000	2020	C	
PSSWC	Tennis Courts	Unit RTU-3	2000	1	\$	25,000	\$	25,000	2020	C	
PSSWC	Gym	Comp RTU-1	2000	1	\$	35,000	\$	35,000	2020	C	
PSSWC	Service Desk	Comp RTU-2	2000	1	\$	35,000	\$	35,000	2020	C	
PSSWC	Maint	Exterior painting	2000	1	\$	60,000	\$	60,000	2020	C	
PSSWC	Maint	Roof	2000	1	\$	125,000	\$	125,000	2020	C	
SEA	Maint	Fire suppresion system	2000	1	\$	15,000	\$	15,000	2020	C	
SEA	Maint	Security alarmsystem	2000	1	\$	15,000	\$	15,000	2020	C	
SEA	Pool	Water play feature	2000	1	\$	23,000	\$	23,000	2020	C	
VOG	Barn Lower Level	Teen Center Office Windows	2003	16	\$	1,500	\$	24,000	2020	C	
WRC	Maint	Sky lights	1981	1	\$	45,000	\$	45,000	2020	C	
							\$	1,327,506			
ADMIN	Desks	Annual Desktop Replacement		10	\$	750	\$	7,500	2021	O	
BPC	Admin	BPC-Video Security -		1	\$	5,000	\$	5,000	2021	O	
BPC	Maint	HV100 Press	1985	1	\$	5,000	\$	5,000	2021	O	
BPC	Maint	Utility Cart	2013	1	\$	5,000	\$	5,000	2021	O	
BPC	Maint	Turf 2	2001	1	\$	6,000	\$	6,000	2021	O	
BPC	Maint	Turf 2	1999	1	\$	6,000	\$	6,000	2021	O	
BPC	Maint	Turf 2	1999	1	\$	6,000	\$	6,000	2021	O	
BPC	Bar & Grill	TVS	2011	5	\$	1,500	\$	7,500	2021	O	
PARKS	Equipment	212 Toro snowblower 621R	2011	1	\$	465	\$	465	2021	O	
PARKS	Equipment	402 Ballfield trailer big	2001	1	\$	4,500	\$	4,500	2021	O	
PARKS	Equipment	404 Water trailer	2001	1	\$	4,500	\$	4,500	2021	O	
PARKS	Courts	Court Crackfill		1	\$	8,600	\$	8,600	2021	C	
PARKS	Equipment	476 Graco riding striper	2011	1	\$	13,475	\$	13,475	2021	C	
PARKS	Equipment	545 Toro Z-turn mower	2013	1	\$	20,000	\$	20,000	2021	C	
PARKS	Vehicle	519 Dodge ram 2500 pickup	2001	1	\$	22,454	\$	22,454	2021	C	
PARKS	Vehicle	517 Chevy van	2001	1	\$	25,853	\$	25,853	2021	C	
PARKS	Vehicle	511 Dodge 2500 4x4 pickup	2001	1	\$	30,000	\$	30,000	2021	C	
PARKS	Vehicle	533 Ford E250	2011	1	\$	33,000	\$	33,000	2021	C	
PARKS	Equipment	571 Toro 580D 4x4 mower	2006	1	\$	80,000	\$	80,000	2021	C	
PARKS	Cipri	Playground replace		1	\$	105,000	\$	105,000	2021	C	
PARKS	Parking Lots	Parking lot patch		1	\$	125,000	\$	125,000	2021	C	
PARKS	Westbury	Path replace		1	\$	51,120	\$	51,120	2021	C&A	
PARKS	Charlemagne	Tennis court replace		1	\$	85,000	\$	85,000	2021	C	
PARKS	S. Ridge	Tennis court replace		1	\$	85,000	\$	85,000	2021	C	
PARKS	Highland	Playground replace		1	\$	103,000	\$	103,000	2021	C&A	
PARKS	Hoffman	Playground replace		1	\$	103,000	\$	103,000	2021	C&A	
PARKS	Hunter's Ridge E	Playground replace		1	\$	103,000	\$	103,000	2021	C&A	
PARKS	Tall Oaks	Playground replace		1	\$	105,000	\$	105,000	2021	C&A	
PSSWC	Fitness Area	Fitness equipment	2013	5	\$	5,000	\$	25,000	2021	O	
PSSWC	PSSWC	Playground replace		1	\$	103,000	\$	103,000	2021	C&A	
SEA	Pool	Guard chair replace	2010	4	\$	8,000	\$	32,000	2021	C	
SEA	Pool	Pool water heaters (2)	2000	2	\$	75,000	\$	150,000	2021	C	
TC	Roof & Panels	Replace	1985	1	\$	400,000	\$	400,000	2021	C	
TC/WRC	Fitness	Fitness Equipment		2	\$	5,000	\$	10,000	2021	O	
VOG	Path	Path replace		1	\$	38,480	\$	38,480	2021	C&A	
ADMIN	Desks	Annual Desktop Replacement		10	\$	750	\$	7,500	2022	O	
BPC	Maint	Freedom NB	2012	1	\$	5,000	\$	5,000	2022	C	
BPC	Kitchen, Main	Fryers	1900	2	\$	3,500	\$	7,000	2022	C	
BPC	Kitchen, Upstairs	Broiler	1900	1	\$	7,500	\$	7,500	2022	C	
PARKS	Work Area	Comp furnace	2002	1	\$	1,500	\$	1,500	2022	O	
PARKS	Mechanic Area	Comp furnace	2002	1	\$	1,500	\$	1,500	2022	O	
PARKS	Wash Bay	Comp furnace	2002	1	\$	1,500	\$	1,500	2022	O	
PARKS	Work Area	Unit furnace	2002	1	\$	1,500	\$	1,500	2022	O	
PARKS	Mechanic Area	Unit furnace	2002	1	\$	1,500	\$	1,500	2022	O	
PARKS	Wash Bay	Unit furnace	2002	1	\$	1,500	\$	1,500	2022	O	
PARKS	Equipment	223 Wacker compactor	2012	1	\$	1,960	\$	1,960	2022	O	
PARKS	Equipment	812 Ryan aerator	1992	1	\$	2,810	\$	2,810	2022	O	
PARKS	Break/Conf Room	Comp RTU-1	2002	1	\$	3,000	\$	3,000	2022	O	
PARKS	Dir office/Reception	Comp RTU-2	2002	1	\$	3,000	\$	3,000	2022	O	
PARKS	Supervisor Area	Comp RTU-3	2002	1	\$	3,000	\$	3,000	2022	O	
PARKS	Break/Conf Room	Unit RTU-1	2002	1	\$	3,000	\$	3,000	2022	O	
PARKS	Dir office/Reception	Unit RTU-2	2002	1	\$	3,000	\$	3,000	2022	O	

PARKS	Supervisor Area	Unit RTU-3	2002	1	\$	3,000	\$	3,000	2022	O
PARKS	Maint	Fuel pump mechanical	2002	3	\$	2,333	\$	6,999	2022	C
PARKS	Courts	Crackfill		1	\$	9,028	\$	9,028	2022	C
PARKS	Equipment	422 Kifco water reel	2010	1	\$	9,270	\$	9,270	2022	C
PARKS	Parking Lots	Crackfill		1	\$	15,000	\$	15,000	2022	C
PARKS	Maint	Fuel pumps	2002	3	\$	6,000	\$	18,000	2022	C
PARKS	Maint	Exterior service doors	2002	6	\$	3,333	\$	19,998	2022	C
PARKS	Equipment	576 Toro Z-turn mower	2015	1	\$	20,000	\$	20,000	2022	C
PARKS	Equipment	577 Toro Z-turn mower	2015	1	\$	20,000	\$	20,000	2022	C
PARKS	Equipment	578 Toro Z-turn mower	2015	1	\$	20,000	\$	20,000	2022	C
PARKS	Vehicle	512 GMC 2500 4x4 pickup	2002	1	\$	25,853	\$	25,853	2022	C
PARKS	Vehicle	518 Dodge Ram 1500 van	2002	1	\$	29,000	\$	29,000	2022	C
PARKS	Vehicle	506 Dodge Ram 1500 van	2002	1	\$	29,500	\$	29,500	2022	C
PARKS	Vehicle	493 Ford Escape hybrid	2012	1	\$	33,070	\$	33,070	2022	C
PARKS	Maint	Fencing	2002	1	\$	35,000	\$	35,000	2022	C
PARKS	Maint	Overhead door openers	2002	5	\$	7,000	\$	35,000	2022	C
PARKS	Canterbury Park Place	Path repair		1	\$	35,409	\$	35,409	2022	C&A
PARKS	Maint	Overhead doors	2002	5	\$	10,000	\$	50,000	2022	C
PARKS	Maint	Roof	2002	1	\$	80,000	\$	80,000	2022	C
PARKS	Maint	Underground fuel tanks	2002	2	\$	40,000	\$	80,000	2022	C
PARKS	Evergreen	Tennis court replace		1	\$	85,000	\$	85,000	2022	C
PARKS	Olmstead	Tennis court replace		1	\$	85,000	\$	85,000	2022	C
PARKS	Blackbear	Playground replace		1	\$	103,000	\$	103,000	2022	C&A
PARKS	Cipri	Playground replace		1	\$	103,000	\$	103,000	2022	C&A
PSSWC	Massage Room East	Floors Replace	2010	1	\$	5,000	\$	5,000	2022	O
PSSWC	Massage West	Carpet Replace	2010	1	\$	5,000	\$	5,000	2022	O
PSSWC	1st Floor Heat/AC	Comp AH-2	2002	1	\$	25,000	\$	25,000	2022	C
PSSWC	Fitness	Fitness equipment		5	\$	5,000	\$	25,000	2022	O
SEA	Maint	Roll up doors	2000	2	\$	8,500	\$	17,000	2022	C
SEA	Concessions	Concession picnic tables	2000	7	\$	2,500	\$	17,500	2022	O
TC	Dance Room	Flooring Resurface	2014	2	\$	500	\$	1,000	2022	O
TC	Gym	Flooring Resurface	2014	2	\$	4,000	\$	8,000	2022	C
TC	Ice	Dehumidification Unit Dessicant V	2014	2	\$	20,500	\$	41,000	2022	C
TC	Ice	Dehumidification Unit	2014	2	\$	60,000	\$	120,000	2022	C
TC/WRC	Fitness	Fitness equipment		2	\$	5,000	\$	10,000	2022	O
VOG	Barn	1st floor - Comp AH-1	2002	1	\$	20,000	\$	20,000	2022	C
VOG	Barn	2nd floor - Unit AH-1	2002	1	\$	25,000	\$	25,000	2022	C
BPC	Maint	Cleanup Aerification	1900	1	\$	6,000	\$	6,000	2023	C
BPC	Maint	7200 Zero Turn	2007	1	\$	18,000	\$	18,000	2023	C
BPC	Maint	YM 336	1900	1	\$	20,000	\$	20,000	2023	C
PARKS	Equipment	213 Toro snow blower	2013	1	\$	465	\$	465	2023	O
PARKS	Equipment	460 Honda water pump	2013	1	\$	515	\$	515	2023	O
PARKS	Equipment	910 Bradco trencher	2003	1	\$	3,820	\$	3,820	2023	O
PARKS	Equipment	903 Alitec stump grinder	2003	1	\$	4,490	\$	4,490	2023	O
PARKS	Courts	Crackfill		1	\$	8,088	\$	8,088	2023	C
PARKS	Equipment	426 Kifco water reel	2003	1	\$	9,270	\$	9,270	2023	C
PARKS	Equipment	706 Sulair air compressor	2003	1	\$	10,920	\$	10,920	2023	C
PARKS	Equipment	425 Genie boom lift	2003	1	\$	13,475	\$	13,475	2023	C
PARKS	Parking Lots	Crackfill		1	\$	15,000	\$	15,000	2023	C
PARKS	Hunter's Ridge	Path repair		1	\$	24,272	\$	24,272	2023	C&A
PARKS	Vehicle	523 Chevy 2500 crew cab	2003	1	\$	25,850	\$	25,850	2023	C
PARKS	Vehicle	528 Chevy 2500 crew cab	2003	1	\$	25,850	\$	25,850	2023	C
PARKS	Vehicle	524 Ford F350 dump w/plow	2003	1	\$	39,295	\$	39,295	2023	C
PARKS	Vehicle	510 Freightline bus	2003	1	\$	84,202	\$	84,202	2023	C
PARKS	Victoria	Tennis court replace		1	\$	85,000	\$	85,000	2023	C
PARKS	Charlemagne	Playground replace		1	\$	100,000	\$	100,000	2023	C&A
PARKS	Equipment	542 International plow/spreader	2013	1	\$	118,450	\$	118,450	2023	C
PARKS	Sycamore	Playground replace		1	\$	150,000	\$	150,000	2023	C&A
PARKS	Canterbury Fields	Playground replace		1	\$	175,000	\$	175,000	2023	C&A
PARKS	Blackbear	Path repair		1	\$	72,131	\$	72,131	2023	C&A
PSSWC	Fitness	Fitness Equipment		5	\$	5,000	\$	25,000	2023	C
SEA	Maint	Fencing replace	2000	1	\$	49,000	\$	49,000	2023	C
SEA	Playground	Playground replace		1	\$	135,000	\$	135,000	2023	C&A
TC/WRC	Fitness	Fitness Equipment		2	\$	5,000	\$	10,000	2023	C
VOG	House	Basement floor paint		1	\$	3,000	\$	3,000	2023	O
VOG	House	Fire suppression system	2003	1	\$	5,000	\$	5,000	2023	C
VOG	House	Security alarm system	2003	1	\$	5,000	\$	5,000	2023	C

VOG	House	Exterior painting	2003	1	\$ 7,500	\$ 7,500	2023	C	
VOG	House	Flat roof	2003	1	\$ 7,500	\$ 7,500	2023	C	
VOG	House	Shingle roof	2003	1	\$ 15,000	\$ 15,000	2023	C	
VOG	Barn	Exterior painting	2003	1	\$ 40,000	\$ 40,000	2023	C	
VOG	Barn	Shingle roof	2003	1	\$ 70,000	\$ 70,000	2023	C	
WRC	Tennis Court	Replace tennis court		1	\$ 85,000	\$ 85,000	2023	C	
BPC	Maint	Blower	2004	1	\$ 5,000	\$ 5,000	2024	C	
BPC	Kitchen, Main	Line Cooler	2009	1	\$ 5,000	\$ 5,000	2024	C	
BPC	Maint	GroundsMaster 4000D	2009	1	\$ 60,000	\$ 60,000	2024	C	
PARKS	Equipment	834 Classic trailer	1994	1	\$ 4,490	\$ 4,490	2024	O	
PARKS	Courts	Crackfill		1	\$ 7,925	\$ 7,925	2024	C	
PARKS	Equipment	915 Bobcat auger	1994	1	\$ 9,270	\$ 9,270	2024	C	
PARKS	Parking Lots	Patch		1	\$ 15,000	\$ 15,000	2024	C	
PARKS	Cannon	Tennis court replace		1	\$ 42,000	\$ 42,000	2024	C	
PARKS	Walnut Pond	Path Repair		1	\$ 42,753	\$ 42,753	2024	C&A	
PARKS	Victoria N.	Path Repair		1	\$ 47,365	\$ 47,365	2024	C&A	
PARKS	Olmstead	Playground Replace		1	\$ 100,000	\$ 100,000	2024	C&A	
PARKS	Sundance	Playground Replace		1	\$ 100,000	\$ 100,000	2024	C&A	
PARKS	Fairview	Playground Replace		1	\$ 150,000	\$ 150,000	2024	C&A	
PARKS	Bode-Salem	Playground Replace		1	\$ 100,000	\$ 100,000	2024	C&A	
PSSWC	Fitness	Fitness Equipment		5	\$ 5,000	\$ 25,000	2024	C	
PSSWC	Maint	Elevator	2000	1	\$ 50,000	\$ 50,000	2024	C	
TC	Server Room	Comp CU-IT	2004	1	\$ 1,800	\$ 1,800	2024	O	
TC	Server Room	Unit CU-IT	2004	1	\$ 1,800	\$ 1,800	2024	O	
TC	Whirlpool	Comp CU-14	2004	1	\$ 2,800	\$ 2,800	2024	O	
TC	Whirlpool	Unit CU-14	2004	1	\$ 2,800	\$ 2,800	2024	O	
TC	Aerobics Room	Comp RTU-2	2004	1	\$ 4,500	\$ 4,500	2024	O	
TC	Aerobics Room	Unit RTU-2	2004	1	\$ 4,500	\$ 4,500	2024	O	
TC	Lower Level North	Comp RTU-13	2004	1	\$ 4,500	\$ 4,500	2024	O	
TC	Lower Level North	Unit RTU-13	2004	1	\$ 4,500	\$ 4,500	2024	O	
TC	Office Exterior	Comp RTU-6	2004	1	\$ 4,500	\$ 4,500	2024	O	
TC	Office Exterior	Unit RTU-6	2004	1	\$ 4,500	\$ 4,500	2024	O	
TC	Wolves Upper Level	Comp RTU-8	2004	1	\$ 4,500	\$ 4,500	2024	O	
TC	Wolves Upper Level	Unit RTU-8	2004	1	\$ 4,500	\$ 4,500	2024	O	
TC	Lobby Lower Level	Comp RTU-10	2004	1	\$ 5,500	\$ 5,500	2024	C	
TC	Lobby Lower Level	Unit RTU-10	2004	1	\$ 5,500	\$ 5,500	2024	C	
TC	Lockerrooms	Comp RTU-3	2004	1	\$ 5,500	\$ 5,500	2024	C	
TC	Lockerrooms	Unit RTU-3	2004	1	\$ 5,500	\$ 5,500	2024	C	
TC	Upper Level North	Comp RTU-12	2004	1	\$ 5,500	\$ 5,500	2024	C	
TC	Upper Level North	Unit RTU-12	2004	1	\$ 5,500	\$ 5,500	2024	C	
TC	Lobby Upper Level	Comp RTU-11	2004	1	\$ 20,000	\$ 20,000	2024	C	
TC	Lobby Upper Level	Unit RTU-11	2004	1	\$ 20,000	\$ 20,000	2024	C	
TC	Office Interior	Comp RTU-7	2004	1	\$ 20,000	\$ 20,000	2024	C	
TC	Office Interior	Unit RTU-7	2004	1	\$ 20,000	\$ 20,000	2024	C	
TC	Wolves Lower Level	Comp RTU-9	2004	1	\$ 20,000	\$ 20,000	2024	C	
TC	Wolves Lower Level	Unit RTU-9	2004	1	\$ 20,000	\$ 20,000	2024	C	
TC	Fitness Center	Comp RTU-1	2004	1	\$ 25,000	\$ 25,000	2024	C	
TC	Fitness Center	Unit RTU-1	2004	1	\$ 25,000	\$ 25,000	2024	C	
TC/WRC	Fitness	Fitness Equipment		2	\$ 5,000	\$ 10,000	2024	C	
VOG	Barn	Lower level elevator	2003	1	\$ 15,000	\$ 15,000	2024	C	
VOG	Barn	Elevator	2000	1	\$ 25,000	\$ 25,000	2024	C	
WRC	Facility Interior (Main L	Flooring Carpet & Tile	2013	1	\$ 10,000	\$ 10,000	2024	C	
WRC	Maint	Elevator	2000	1	\$ 50,000	\$ 50,000	2024	C	
BPC	Maint	JR Sod Cutter	1998	1	\$ 5,000	\$ 5,000	2025	C	
BPC	Maint	Brush Mower	1900	1	\$ 7,500	\$ 7,500	2025	C	
BPC	Kitchen, Upstairs	Coolers	1900	2	\$ 4,500	\$ 9,000	2025	C	
BPC	Maint	VertiDrain 7316	2008	1	\$ 20,000	\$ 20,000	2025	C	
BPC	Maint	Comp RTU-5	2005	1	\$ 20,000	\$ 20,000	2025	C	
BPC	Maint	JD 1070	1990	1	\$ 25,000	\$ 25,000	2025	C	
BPC	Maint	Greens	2008	1	\$ 30,000	\$ 30,000	2025	C	
BPC	Maint	Greens Master 3150	2008	1	\$ 30,000	\$ 30,000	2025	C	
BPC	Maint	Skid Steer 873	1995	1	\$ 30,000	\$ 30,000	2025	C	
BPC	Maint	Grinding	1998	1	\$ 35,000	\$ 35,000	2025	C	
PARKS	Equipment	464 Billy goat sod cutter	2005	1	\$ 1,685	\$ 1,685	2025	O	
PARKS	Equipment	401 Ball field trailer	1995	1	\$ 4,500	\$ 4,500	2025	O	
PARKS	Equipment	457 1ST Products seed-a-tor	2005	1	\$ 7,300	\$ 7,300	2025	C	
PARKS	Equipment	203 Water reel	1995	1	\$ 7,520	\$ 7,520	2025	C	

PARKS	Equipment	456 Quick pass top dresser	2005	1	\$	10,095	\$	10,095	2025	C	
PARKS	Vehicle	520 Dodge dakota pickup	2005	1	\$	19,650	\$	19,650	2025	C	
PARKS	Canterbury Fields	Path Repair		1	\$	33,966	\$	33,966	2025	C&A	
PARKS	Vehicle	491 Ford F150 4x4	2015	1	\$	36,050	\$	36,050	2025	C	
PARKS	Vehicle	475 Ford F250 w/plow	2015	1	\$	36,050	\$	36,050	2025	C	
PARKS	Beacon Pt Wetlands	Path repair		1	\$	79,920	\$	79,920	2025	C&A	
PARKS	Cannon	Playground Replace		1	\$	175,000	\$	175,000	2025	C&A	
PSSWC	Laundry Room	Dryer	2005	3	\$	4,000	\$	12,000	2025	C	
PSSWC	Laundry Room	Washer	2010	3	\$	4,000	\$	12,000	2025	O	
PSSWC	Cimbing Wall	Panel replacement	2000	10	\$	2,000	\$	20,000	2025	C	
PSSWC	Fitness	Fitness equipment		5	\$	5,000	\$	25,000	2025	O	
PSSWC	Family Changing Room	Tile Floors	2000	1	\$	40,000	\$	40,000	2025	C	
PSSWC	Family Changing Room	Walls Repaint	2000	4	\$	10,000	\$	40,000	2025	C	
PSSWC	Iddor track	Track replace	2000	1	\$	120,000	\$	120,000	2025	C	
SEA	Manager's Office	Doors	1995	1	\$	2,000	\$	2,000	2025	C	
SEA	Guard Lounge	Lockers	1995	1	\$	2,500	\$	2,500	2025	O	
SEA	Maint	Exit turn style	2000	1	\$	5,500	\$	5,500	2025	C	
SEA	Restroom	Sinks / Faucets	1995	6	\$	1,000	\$	6,000	2025	O	
SEA	Maint	Sump pump	2015	1	\$	8,500	\$	8,500	2025	C	
SEA	Mechanical Closet	Doors	1995	9	\$	2,000	\$	18,000	2025	O	
SEA	Ceilings	Paint	1995	7	\$	3,000	\$	21,000	2025	C	
SEA	Maint	Sled hill fencing	2005	1	\$	37,500	\$	37,500	2025	C	
SEA	Pool	Underwater pool lights	2015	8	\$	11,000	\$	88,000	2025	C	
SEA	Maint	Perimeter fencing	2000	1	\$	105,000	\$	105,000	2025	C	
TC	Room 105 Child Care	Sink	2005	1	\$	300	\$	300	2025	O	
TC	Kitchen	Plumbing / Sink	2005	1	\$	400	\$	400	2025	O	
TC	Break room	Walls	2005	1	\$	500	\$	500	2025	O	
TC	SR Center Kitchen	Sinks	2005	3	\$	233	\$	699	2025	O	
TC	Board Room	Walls	2005	1	\$	1,000	\$	1,000	2025	O	
TC	Break room	Counters & Cabinets	2005	1	\$	1,000	\$	1,000	2025	O	
TC	Room Kiln	Walls	2005	1	\$	1,000	\$	1,000	2025	O	
TC	Custodial Room	Doors	2005	1	\$	1,250	\$	1,250	2025	O	
TC	Locker Room Men's	Doors	2005	1	\$	1,250	\$	1,250	2025	O	
TC	Locker Room Womens	Doors	2005	1	\$	1,250	\$	1,250	2025	O	
TC	PS Rooms 102, 103, 104	Restroom Toilet / Sink	2005	5	\$	250	\$	1,250	2025	O	
TC	Restroom Mens	Doors	2005	1	\$	1,250	\$	1,250	2025	O	
TC	Restroom Women Gen	Doors	2005	1	\$	1,250	\$	1,250	2025	O	
TC	Room 110	Door	2005	1	\$	1,250	\$	1,250	2025	O	
TC	Room 111	Door	2005	1	\$	1,250	\$	1,250	2025	O	
TC	Gym Shelf	Fountain	2005	1	\$	1,500	\$	1,500	2025	O	
TC	Locker Room Men's	Dryers	2005	3	\$	500	\$	1,500	2025	O	
TC	Locker Room Womens	Dryers	2005	3	\$	500	\$	1,500	2025	O	
TC	Restrooms	Plumbing, Precelin, Sink, Toilets	2005	2	\$	750	\$	1,500	2025	O	
TC	Room Kiln	Flooring Tile	2005	1	\$	1,500	\$	1,500	2025	O	
TC	Gym	Goal Padding	2012	2	\$	800	\$	1,600	2025	O	
TC	Locker Room Men's	Mirrors	2005	3	\$	600	\$	1,800	2025	O	
TC	Locker Room Womens	Mirrors	2005	3	\$	600	\$	1,800	2025	O	
TC	Board Room	Carpet	2005	1	\$	2,000	\$	2,000	2025	O	
TC	Break room	Flooring	2005	1	\$	2,000	\$	2,000	2025	O	
TC	Gallery	Walls Paint	2005	1	\$	2,000	\$	2,000	2025	O	
TC	Gym Storage Space	Fence Caging		1	\$	2,000	\$	2,000	2025	O	
TC	Locker Room Men's	Benches	2005	4	\$	500	\$	2,000	2025	O	
TC	Pro Shop	Walls	2005	1	\$	2,000	\$	2,000	2025	O	
TC	Room 105 Child Care	Walls Paint	2005	1	\$	2,000	\$	2,000	2025	O	
TC	Room 106 Child Care	Walls Paint	2005	1	\$	2,000	\$	2,000	2025	O	
TC	Room 110	Walls Paint	2005	1	\$	2,000	\$	2,000	2025	O	
TC	Room 111	Walls	2005	1	\$	2,000	\$	2,000	2025	O	
TC	Room Art	Counters & Cabinets	2005	1	\$	2,000	\$	2,000	2025	O	
TC	Room Art	Flooring Tile	2005	1	\$	2,000	\$	2,000	2025	O	
TC	Room Art	Floors	2005	1	\$	2,000	\$	2,000	2025	O	
TC	Room Billiards	Walls	2005	1	\$	2,000	\$	2,000	2025	O	
TC	Locker Room Men's	Shower Fixtures	2005	7	\$	300	\$	2,100	2025	O	
TC	Locker Room Womens	Shower Fixtures	2005	7	\$	300	\$	2,100	2025	O	
TC	Board Room	Doors	2005	2	\$	1,250	\$	2,500	2025	O	
TC	Room 105 Child Care	Doors	2005	2	\$	1,250	\$	2,500	2025	O	
TC	Room 106 Child Care	Doors	2005	2	\$	1,250	\$	2,500	2025	O	
TC	Room Art	Doors	2005	2	\$	1,250	\$	2,500	2025	O	

TC	Room Billiards	Doors	2005	2	\$	1,250	\$	2,500	2025	O	
TC	Running Track	Door		2	\$	1,250	\$	2,500	2025	O	
TC	Ice	Scoreboards	2005	4	\$	750	\$	3,000	2025	O	
TC	PS Rooms 102, 103, 104	Carpet	2012	1	\$	3,000	\$	3,000	2025	O	
TC	PS Rooms 102, 103, 104	Floor Tile	2005	1	\$	3,000	\$	3,000	2025	O	
TC	PS Rooms 102, 103, 104	Walls Paint	2005	2	\$	1,500	\$	3,000	2025	O	
TC	Restroom Mens	Countertops	2005	1	\$	3,000	\$	3,000	2025	O	
TC	Restroom Mens	Sinks, Faucets, Toilets, Urinals	2005	6	\$	500	\$	3,000	2025	O	
TC	Restroom Women Gen	Countertops	2005	1	\$	3,000	\$	3,000	2025	O	
TC	Room 111	flooring, Carpet	2005	1	\$	3,000	\$	3,000	2025	O	
TC	Room Game	Walls Paint	2005	1	\$	3,000	\$	3,000	2025	O	
TC	SR Center Kitchen	Flooring	2005	1	\$	3,000	\$	3,000	2025	O	
TC	Whirlpool/Sauna	Doors (into Locker Rooms)	2005	2	\$	1,500	\$	3,000	2025	O	
TC	Gallery	Door	2005	3	\$	1,250	\$	3,750	2025	O	
TC	Gym Shelf	Door	2005	3	\$	1,250	\$	3,750	2025	O	
TC	Restroom Womens	Partitions	2005	3	\$	1,333	\$	3,999	2025	O	
TC	Dance Room	Sound System	2005	1	\$	4,000	\$	4,000	2025	O	
TC	Gallery	Cabinets & Cubbies	2005	1	\$	4,000	\$	4,000	2025	O	
TC	Gallery	Flooring	2005	1	\$	4,000	\$	4,000	2025	O	
TC	Gym Shelf	Walls	2005	1	\$	4,000	\$	4,000	2025	O	
TC	PS Rooms 102, 103, 104	Restroom Floor	2005	1	\$	4,000	\$	4,000	2025	O	
TC	Room 105 Child Care	Flooring, Tile	2005	1	\$	4,000	\$	4,000	2025	O	
TC	Room 106 Child Care	Flooring, Tile	2005	1	\$	4,000	\$	4,000	2025	O	
TC	Room Billiards	Flooring	2005	1	\$	4,000	\$	4,000	2025	O	
TC	SR Center Kitchen	Walls Panels	2005	15	\$	300	\$	4,500	2025	O	
TC	Gym Shelf	Ceiling Fans	2005	4	\$	1,200	\$	4,800	2025	O	
TC	Restroom Women Gen	Sinks, Faucets, Toilets	2005	12	\$	416	\$	4,992	2025	O	
TC	Admin/Registration Area	Walls	2015	1	\$	5,000	\$	5,000	2025	C	
TC	Board Room	Closets	2005	4	\$	1,250	\$	5,000	2025	O	
TC	Gallery	Counters	2005	1	\$	5,000	\$	5,000	2025	O	
TC	Gym	Scoreboard	2000	2	\$	2,500	\$	5,000	2025	C	
TC	Locker Room Men's	Countertops	2005	1	\$	5,000	\$	5,000	2025	C	
TC	Locker Room Men's	Walls Paint	2005	1	\$	5,000	\$	5,000	2025	C	
TC	Locker Room Womens	Countertops	2005	1	\$	5,000	\$	5,000	2025	C	
TC	Locker Room Womens	Walls Paint	2005	1	\$	5,000	\$	5,000	2025	C	
TC	Pro Shop	Flooring	2005	1	\$	5,000	\$	5,000	2025	C	
TC	PS Rooms 102, 103, 104	Cabinets	2005	5	\$	1,000	\$	5,000	2025	C	
TC	PS Rooms 102, 103, 104	Counters	2005	5	\$	1,000	\$	5,000	2025	C	
TC	PS Rooms 102, 103, 104	Doors	2005	4	\$	1,250	\$	5,000	2025	O	
TC	Restroom Mens	Partitions	2005	1	\$	5,000	\$	5,000	2025	O	
TC	Restroom Mens	Partitions	2005	2	\$	2,500	\$	5,000	2025	O	
TC	Restroom Mens	Sinks, Toilets, Mirrors, Change Tbl	2005	8	\$	625	\$	5,000	2025	O	
TC	Restroom Womens	Sinks, Toilets, Mirrors, Change Tbl	2005	8	\$	625	\$	5,000	2025	O	
TC	Room 105 Child Care	Cabinets	2005	1	\$	5,000	\$	5,000	2025	C	
TC	Room 106 Child Care	Cabinets	2005	1	\$	5,000	\$	5,000	2025	C	
TC	Room 106 Child Care	Cabinets	2005	1	\$	5,000	\$	5,000	2025	C	
TC	Room 110	Flooring	2005	1	\$	5,000	\$	5,000	2025	O	
TC	Room Game	Flooring	2005	1	\$	5,000	\$	5,000	2025	C	
TC	SPA/WHIRLPOOL	HOT WATER HEATERS	2005	2	\$	2,500	\$	5,000	2025	O	
TC	Admin/Registration Area	Counters, Cabinets	2005	2	\$	3,000	\$	6,000	2025	C	
TC	Admin/Registration Area	Tile	2005	1	\$	6,000	\$	6,000	2025	C	
TC	Gym Shelf	Curtain / Divider	2005	1	\$	6,000	\$	6,000	2025	O	
TC	Gym Shelf	Wall Padding	2005	1	\$	6,000	\$	6,000	2025	O	
TC	Gym Storage Space	Shelving		2	\$	3,000	\$	6,000	2025	C	
TC	Locker Room Men's	Partitions	2005	1	\$	6,000	\$	6,000	2025	C	
TC	Locker Room Womens	Partitions	2005	1	\$	6,000	\$	6,000	2025	C	
TC	SR Center Kitchen	Counters / Cabinets	2005	10	\$	600	\$	6,000	2025	C	
TC	Dance Room	Doors	2005	5	\$	1,250	\$	6,250	2025	C	
TC	Fitness Center Room 1	Doors	2005	5	\$	1,250	\$	6,250	2025	C	
TC	Dance Room	Mirrors	2005	6	\$	1,200	\$	7,200	2025	C	
TC	Room Game	Doors	2005	6	\$	1,250	\$	7,500	2025	C	
TC	Fitness Center Room 1	Flooring Carpet	2005	1	\$	8,000	\$	8,000	2025	C	
TC	Fitness Center Room 1	Flooring Weight Room	2005	1	\$	8,000	\$	8,000	2025	C	
TC	Gym Shelf	Flooring	2005	1	\$	8,000	\$	8,000	2025	C	
TC	Hallways/Common Area	Walls Paint	2005	1	\$	8,000	\$	8,000	2025	O	
TC	Restroom Women Gen	Partitions	2005	1	\$	8,000	\$	8,000	2025	O	
TC	SR Center Main Space	Walls Paint	2005	1	\$	8,000	\$	8,000	2025	C	

TC	Whirlpool/Sauna	Sauna Heater	2012	1	\$	8,000	\$	8,000	2025	C
TC	Fitness Center Room 1	Mirrors	2005	6	\$	1,500	\$	9,000	2025	C
TC	Fitness Center Room 1	Walls Paint	2005	1	\$	10,000	\$	10,000	2025	C
TC	Gym	Bleachers	2012	2	\$	5,000	\$	10,000	2025	C
TC	Gym	Curtain	2013	1	\$	10,000	\$	10,000	2025	C
TC	Lobby Main/Reception	Counters	2005	1	\$	10,000	\$	10,000	2025	C
TC	PS Rooms 102, 103, 104	Carpet	2005	2	\$	5,000	\$	10,000	2025	C
TC	Restroom Mens	Flooring	2005	1	\$	10,000	\$	10,000	2025	C
TC	Restroom Mens	Flooring	2005	1	\$	10,000	\$	10,000	2025	C
TC	Restroom Women Gen	Floor	2005	1	\$	10,000	\$	10,000	2025	C
TC	Restroom Womens	Flooring	2005	1	\$	10,000	\$	10,000	2025	C
TC	Running Track	Walls & Railing Paint		1	\$	10,000	\$	10,000	2025	C
TC	Whirlpool/Sauna	Sauna Room Wood	2005	1	\$	10,000	\$	10,000	2025	C
TC	Whirlpool/Sauna	Tile Floor	2005	1	\$	10,000	\$	10,000	2025	C
TC	Admin	HEPD - APC Symmetra Battery Tow	2015	1	\$	11,000	\$	11,000	2025	O
TC	Gym	Basketball Standards	2000	6	\$	2,000	\$	12,000	2025	C
TC	Lobby North	Counters	2005	1	\$	12,000	\$	12,000	2025	C
TC	SR Center Main Space	Flooring	2005	1	\$	12,000	\$	12,000	2025	C
TC	Stairwells Track (2)	Paint, replace rubber steps		2	\$	6,000	\$	12,000	2025	C
TC	SR Center Main Space	Doors	2005	11	\$	1,250	\$	13,750	2025	C
TC	Admin/Registration Area	Carpet	2015	1	\$	15,000	\$	15,000	2025	C
TC	Hallways/Common Area	Railing	2005	1	\$	15,000	\$	15,000	2025	C
TC	Restroom Mens	Walls	2005	1	\$	15,000	\$	15,000	2025	C
TC	Restroom Womens	Walls	2005	1	\$	15,000	\$	15,000	2025	C
TC	Whirlpool/Sauna	Retile	2005	1	\$	15,000	\$	15,000	2025	C
TC	Maint	Fire suppression system	2005	1	\$	15,000	\$	15,000	2025	C
TC	Maint	Pond railing	2005	1	\$	15,000	\$	15,000	2025	C
TC	Maint	Secruity alarm system	2005	1	\$	15,000	\$	15,000	2025	C
TC	Gym Shelf	Mirrors	2005	16	\$	1,000	\$	16,000	2025	C
TC	Lobby North	Doors Main	2005	8	\$	2,000	\$	16,000	2025	C
TC	Dance Room	Mirrors	2005	12	\$	1,500	\$	18,000	2025	C
TC	Admin/Registration Area	Cubicles	2015	3	\$	6,333	\$	18,999	2025	C
TC	Fitness Center Room 1	Fountains	2005	5	\$	4,000	\$	20,000	2025	C
TC	Hallways/Common Area	Tile	2005	1	\$	20,000	\$	20,000	2025	C
TC	Admin/Registration Area	Doors	2005	19	\$	1,250	\$	23,750	2025	C
TC	Hallways/Common Area	Carpet	2005	1	\$	30,000	\$	30,000	2025	C
TC	Locker Room Men's	Ceramic Tile Floor	2005	1	\$	30,000	\$	30,000	2025	C
TC	Locker Room Womens	Ceramic Tile Floor	2005	1	\$	30,000	\$	30,000	2025	C
TC	Maint	Exterior wood fencing	2005	1	\$	30,000	\$	30,000	2025	C
TC	Lobby Main/Reception	Floor Tile	2005	1	\$	35,000	\$	35,000	2025	C
TC	Locker Room Men's	Lockers	2005	1	\$	35,000	\$	35,000	2025	C
TC	Locker Room Womens	Lockers	2005	1	\$	35,000	\$	35,000	2025	C
TC	Running Track	Flooring		1	\$	60,000	\$	60,000	2025	C
TC	Maint	Exterior building paint	2005	1	\$	60,000	\$	60,000	2025	C
TC	Maint	Domestic hot water heater	2005	2	\$	35,000	\$	70,000	2025	C
TC	Doors Interior	Replace		65	\$	1,200	\$	78,000	2025	C
TC	Admin	Shoretel VOIP Phone System	2015	1	\$	99,000	\$	99,000	2025	O
TC	Ice	Sports Floor	2005	1	\$	100,000	\$	100,000	2025	O
TC	Maint	Exterior metal fencing	2005	1	\$	100,000	\$	100,000	2025	C
TC	ADMIN/ICE	Hot water heaters	2005	4	\$	30,000	\$	120,000	2025	C
TC	Lobby Main/Reception	Doors	2005	12	\$	13,333	\$	159,996	2025	C
TC	Maint	Flat roof (2)	2005	2	\$	112,500	\$	225,000	2025	C
TC/WRC	Fitness	Fitness equipment		2	\$	5,000	\$	10,000	2025	O
VOG	House	Rec Area Light		5	\$	200	\$	1,000	2025	O
VOG	Barn	Kitchen Cabinets	2003	3	\$	1,000	\$	3,000	2025	O
VOG	House	Lower level flooring	2016	6	\$	500	\$	3,000	2025	O
VOG	House	Replace lighting	2003	30	\$	150	\$	4,500	2025	O
VOG	House	Upper level floors	2016	3	\$	1,500	\$	4,500	2025	O
VOG	House	Front Porch		1	\$	5,000	\$	5,000	2025	C
VOG	House	Upper level doors/windows	2003	6	\$	1,000	\$	6,000	2025	O
VOG	House	Lower level doors		7	\$	1,200	\$	8,400	2025	O
VOG	Barn	Teen Center Doors	2003	6	\$	1,500	\$	9,000	2025	C
VOG	Barn	Replace lighting	2003	50	\$	200	\$	10,000	2025	C
VOG	Barn	Upper level doors	2003	9	\$	1,200	\$	10,800	2025	C
WRC	Preschool	Counters	1981	1	\$	500	\$	500	2025	O
WRC	Tot Room	Sink	2003	1	\$	500	\$	500	2025	O
WRC	Facility All Interior	Cabinets	2003	1	\$	5,000	\$	5,000	2025	C



WRC	Racq Ct 1 Upper North	Emergency Doors	2003	2	\$	2,500	\$	5,000	2025	O	
WRC	Hallway Main Lower Le	Emergency Exit Doors	1981	2	\$	2,500	\$	5,000	2025	O	
WRC	Gym Mini	Emergency Exit Doors	2003	3	\$	2,500	\$	7,500	2025	O	
WRC	Facility Interior (Main C	Closet Doors	2003	8	\$	1,250	\$	10,000	2025	O	
WRC	Gym	Emergency Exit Doors	2003	4	\$	2,500	\$	10,000	2025	O	
WRC	Maint	Domestic hot water heater	2000	1	\$	11,000	\$	11,000	2025	C	
WRC	Maint	Exterior building paint	2000	1	\$	20,000	\$	20,000	2025	C	
WRC	Maint	Exterior metal fascia	1981	1	\$	30,000	\$	30,000	2025	C	
WRC	Facility Interior	Doors	2013	25	\$	1,250	\$	31,250	2025	O	
WRC	Maint	Roof	2005	1	\$	95,000	\$	95,000	2025	C	
BPC	Maint	Toro Pro Core 660	2006	1	\$	15,000	\$	15,000	2026	C	
BPC	Maint	Grinding	2001	1	\$	20,000	\$	20,000	2026	C	
BPC	Maint	Comp RTU-2	2006	1	\$	20,000	\$	20,000	2026	C	
BPC	Maint	Unit RTU-2	2006	1	\$	20,000	\$	20,000	2026	C	
PARKS	Equipment	321 Bluebird slit seeder	2006	1	\$	1,735	\$	1,735	2026	O	
PARKS	Equipment	924 Ryan sod cutter	2006	1	\$	3,255	\$	3,255	2026	O	
PARKS	Equipment	911 Redi-hauler trailer	1996	1	\$	5,165	\$	5,165	2026	C	
PARKS	Equipment	705 Bradco brush cutter	2006	1	\$	6,180	\$	6,180	2026	C	
PARKS	Vehicle	485 Ford explorer	2016	1	\$	36,050	\$	36,050	2026	C	
PARKS	Brittany	Playground replace		1	\$	100,000	\$	100,000	2026	C&A	
PARKS	Lincoln	Playground replace		1	\$	100,000	\$	100,000	2026	C&A	
SEA	Pool	Tube slide drop slides	2000	2	\$	15,000	\$	30,000	2026	C	
SEA	Pool	Body slide	2000	1	\$	50,000	\$	50,000	2026	C	
BPC	Maint	Ditch Witch 2300	1979	1	\$	15,000	\$	15,000	2027	C	
BPC	Maint	Toro Mult-Pro 5800 Sprayer	2012	1	\$	40,000	\$	40,000	2027	C	
PARKS	Equipment	643 Honda generator	2007	1	\$	2,060	\$	2,060	2027	O	
PARKS	Equipment	540 Big tex trailer	2007	1	\$	5,150	\$	5,150	2027	C	
PARKS	Equipment	204 Water reel	1997	1	\$	7,520	\$	7,520	2027	C	
PARKS	Vehicle	516 Dodge dakota pickup	2007	1	\$	20,600	\$	20,600	2027	C	
PARKS	Vehicle	453 Ford explorer	2007	1	\$	32,000	\$	32,000	2027	C	
PARKS	Canterbury Fields	Playground replace		1	\$	175,000	\$	175,000	2027	C&A	
TC	Senior Ctr/East Hall	Unit CU-2	2009	1	\$	25,000	\$	25,000	2027	C	
TC	North	Hot water heaters	2007	1	\$	50,000	\$	50,000	2027	C	
WRC	Server Room	Comp ACCU-1	2007	1	\$	1,800	\$	1,800	2027	O	
WRC	Dance/Aerobics	Unit RTU-2	2007	1	\$	5,500	\$	5,500	2027	C	
WRC	Fitness Center	Unit RTU-5	2007	1	\$	5,500	\$	5,500	2027	C	
WRC	Game/Teen Room	Unit RTU-4	2007	1	\$	5,500	\$	5,500	2027	C	
WRC	Meeting Room	Unit RTU-3	2007	1	\$	5,500	\$	5,500	2027	C	
WRC	Server Room	Unit ACCU-1	2007	1	\$	18,002	\$	18,002	2027	C	
WRC	Classrooms	Unit MULTI	2007	1	\$	100,000	\$	100,000	2027	C	
BPC	Maint	Unit RTU-1	2008	1	\$	4,500	\$	4,500	2028	O	
BPC	Kitchen, Upstairs	Convection Oven	1900	1	\$	6,500	\$	6,500	2028	C	
BPC	Maint	Unit RTU-4	2008	1	\$	25,000	\$	25,000	2028	C	
BPC	Maint	Reel Master 5210	2013	1	\$	50,000	\$	50,000	2028	C	
BPC	Maint	Reel Master 5210	2013	1	\$	50,000	\$	50,000	2028	C	
PARKS	Victoria	Bridge	1998	1	\$	25,000	\$	25,000	2028	C	
PARKS	Equipment	641 Morbark chipper	2008	1	\$	40,685	\$	40,685	2028	C	
PARKS	Equipment	591 New holland backhoe	2013	1	\$	92,700	\$	92,700	2028	C	
WRC	Maint	Comp RTU-1	2008	1	\$	4,500	\$	4,500	2028	O	
WRC	Maint	Comp RTU-4	2008	1	\$	25,000	\$	25,000	2028	C	
BPC	Maint	Greens Roller 1240	2014	1	\$	10,500	\$	10,500	2029	C	
BPC	Kitchen, Upstairs	Coolers	1900	3	\$	4,500	\$	13,500	2029	O	
BPC	2nd Floor Ballroom	Comp RTU-7	2009	1	\$	25,000	\$	25,000	2029	C	
BPC	2nd Floor Ballroom	Unit RTU-7	2009	1	\$	25,000	\$	25,000	2029	C	
BPC	Maint	Groundsmaster 4700D	2014	1	\$	72,000	\$	72,000	2029	C	
Maint	Vehicle	522 FORD PICK-UP 2500 W/PLOW	2009	1	\$	30,900	\$	30,900	2029	C	
Maint	Equipment	575 TORO 4100 MOWER	2014	1	\$	61,800	\$	61,800	2029	C	
TC	Ice	Oil Separators	2004	3	\$	1,666	\$	4,998	2029	O	
TC	Senior Ctr/East Hall	Comp CU-2	2009	1	\$	18,000	\$	18,000	2029	C	
TC	Classrooms/West Hall	Comp CU-1	2009	1	\$	20,000	\$	20,000	2029	C	
TC	Classrooms/West Hall	Unit CU-1	2009	1	\$	20,000	\$	20,000	2029	C	
TC	Maint	Comp RTU-6	2009	1	\$	25,000	\$	25,000	2029	C	
TC	Gym North	Comp RTU-3	2009	1	\$	40,000	\$	40,000	2029	C	
TC	Gym North	Unit RTU-3	2009	1	\$	40,000	\$	40,000	2029	C	
TC	Gym South	Comp RTU-4	2009	1	\$	40,000	\$	40,000	2029	C	
TC	Gym SOut	Unit RTU-4	2009	1	\$	40,000	\$	40,000	2029	C	
TC	Ice	Vilter 456XL Compressor	2004	3	\$	16,666	\$	49,998	2029	C	

BPC	Cart Barn Area	Over Head Door	1900	1	\$	5,000	\$	5,000	2030	C	
BPC	Pro Shop	Carpet	2010	1	\$	10,000	\$	10,000	2030	C	
BPC	2nd Floor Restrooms	Comp RTU-9	2010	1	\$	20,000	\$	20,000	2030	C	
BPC	Maint	Equipment Lift	2002	1	\$	20,000	\$	20,000	2030	C	
BPC	2nd Floor Restrooms	Unit RTU-9	2010	1	\$	20,000	\$	20,000	2030	C	
BPC	Maint	Procore 648	2010	1	\$	25,000	\$	25,000	2030	C	
BPC	Lobby	Unit RTU-2	2000	1	\$	35,000	\$	35,000	2030	C	
BPC	Maint	Roof flat	2010	1	\$	50,000	\$	50,000	2030	C	
BPC	Maint	Roof shingle	2010	1	\$	75,000	\$	75,000	2030	C	
PARKS	Equipment	544 Belshe trailer	1990	1	\$	10,000	\$	10,000	2030	C	
PARKS	Equipment	892 Smithco superstar	2010	1	\$	15,500	\$	15,500	2030	C	
PARKS	Vehicle	538 Ford F250 4x4 w/plow	2011	1	\$	25,750	\$	25,750	2030	C	
PARKS	Vehicle	593 Toro workman	2010	1	\$	25,750	\$	25,750	2030	C	
PARKS	Equipment	592 Ford tractor w/bucket	1990	1	\$	47,150	\$	47,150	2030	C	
PARKS	Vehicle	534 Ford entourage bus	2010	1	\$	80,580	\$	80,580	2030	C	
PSSWC	Lockerrooms	Comp RTU-4	2000	1	\$	5,000	\$	5,000	2030	C	
PSSWC	Whirlpool	Whirlpool water heater	2010	1	\$	5,000	\$	5,000	2030	C	
PSSWC	Maint	Fire suppression system	2000	1	\$	15,000	\$	15,000	2030	C	
PSSWC	Maint	Security alarm system	2000	1	\$	15,000	\$	15,000	2030	C	
PSSWC	Pool	Pool water heaters (3)	2010	2	\$	8,000	\$	16,000	2030	C	
PSSWC	Tennis Courts	Comp RTU-3	2000	1	\$	25,000	\$	25,000	2030	C	
PSSWC	Gym	Unit RTU-1	2000	1	\$	35,000	\$	35,000	2030	C	
SEA	Pool	Pool sand filter tanks	2000	2	\$	60,000	\$	120,000	2030	C	
BPC	Bar & Grill	Beer Coolers	2011	2	\$	4,000	\$	8,000	2031	O	
BPC	Bar & Grill	Carpet	2011	1	\$	10,000	\$	10,000	2031	C	
BPC	Entryway & Hallway	Carpet	2011	1	\$	15,000	\$	15,000	2031	C	
BPC	Fairway Room	Carpet	2011	1	\$	20,000	\$	20,000	2031	C	
BPC	2nd Floor Ballroom	Comp RTU-8	2011	1	\$	25,000	\$	25,000	2031	C	
BPC	Event Area	Turf	2011	1	\$	45,000	\$	45,000	2031	C	
PARKS	Equipment	724 Combo plane	1991	1	\$	11,230	\$	11,230	2031	C	
PARKS	Vehicle	505 Ford F350 Dump Truck	2011	1	\$	34,615	\$	34,615	2031	C	
PARKS	Maint	Fire suppression system	2002	1	\$	15,000	\$	15,000	2032	C	
PARKS	Maint	Security alarm system	2002	1	\$	15,000	\$	15,000	2032	C	
PARKS	Maint	Comp RTU-3	2012	1	\$	20,000	\$	20,000	2032	C	
PARKS	Maint	Unit RTU-3	2012	1	\$	20,000	\$	20,000	2032	C	
PARKS	Equipment	890 John Deere Hydro	2013	1	\$	20,600	\$	20,600	2033	C	
PARKS	Vehicle	504 Ford F150 4X4	2013	1	\$	25,750	\$	25,750	2033	C	
PARKS	Vehicle	503 Ford F250 W/Plow/Lift Gate	2013	1	\$	36,050	\$	36,050	2033	C	
PARKS	Equipment	587 Ford Tractor 250C 4X4	1993	1	\$	44,908	\$	44,908	2033	C	
PARKS	Equipment	836 Big Tex Trailer	2014	1	\$	3,915	\$	3,915	2034	O	
PARKS	Equipment	893 7' Unique Rake	1994	1	\$	6,175	\$	6,175	2034	C	
PARKS	Equipment	835 Imperial Trailer	2014	1	\$	6,180	\$	6,180	2034	C	
PARKS	Equipment	894 Toro Aerator	1994	1	\$	6,965	\$	6,965	2034	C	
PARKS	Equipment	470 Ford Tractor 345D	1994	1	\$	50,520	\$	50,520	2034	C	
PSSWC	Maint	Exterior Banner Lights	2014	1	\$	25,000	\$	25,000	2034	C	
TC	Maint	Electronic Programable Sign	2014	1	\$	800,000	\$	800,000	2034	C	
PARKS	Vehicle	543 Ford F250 W/Plow	2015	1	\$	30,900	\$	30,900	2035	C	
TC	Maint	Elevator	2005	2	\$	50,000	\$	100,000	2035	C	
BPC	Main Office	Desks and Work Stations	2011	5	\$	2,500	\$	12,500	2036	O	
PARKS	Equipment	722 Kifco Water Reel	2007	1	\$	10,815	\$	10,815	2037	C	
PARKS	Equipment	446 Tracker Boat	2008	1	\$	900	\$	900	2038	O	
PARKS	Equipment	447 Boat Motor	2008	1	\$	3,500	\$	3,500	2038	O	
SEA	Maint	Buidling Roof (3)	2013	3	\$	30,000	\$	90,000	2038	C	
BPC	Bar & Grill	Tables & Chairs	2010	11	\$	750	\$	8,250	2040	O	
BPC	Pro Shop	Fixtures	2010	1	\$	40,000	\$	40,000	2040	C	
PARKS	Shop	Rinsate Station	2010	1	\$	40,000	\$	40,000	2040	C	
BPC	Event Area	Gazaboo	2011	1	\$	15,000	\$	15,000	2041	C	
PARKS	Maint	Outdoor Storage Bins	2002	4	\$	12,500	\$	50,000	2042	C	
TC	Maint	Pond Walls	2005	1	\$	35,000	\$	35,000	2045	C	



## 2016 BUDGET GOALS, OBJECTIVES & INITIATIVES

### DISTRICT GOAL 1: PROVIDE HEALTHY AND ENJOYABLE EXPERIENCES FOR ALL PEOPLE

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

CMP Initiative	Division Action	Measure/Timeline
Expand marketing communications with the use of social media and mobile applications	Provide useful public landscaping information through the park perspective social media and web site. Update minimum 4 times.	Update a minimum of 4 times per year.
Increase volunteer involvement in District operations	Conduct a garlic mustard removal event	By 2 <sup>nd</sup> quarter
	Conduct a teasel removal event	By 3 <sup>rd</sup> quarter
	Conduct a wild flower seed collection event	By 3 <sup>rd</sup> quarter
	Conduct an Adopt a Park program	Increase by 2 sites
	Conduct a dog park mulch spreading event	By 4 <sup>th</sup> quarter

### DISTRICT GOAL 2: DELIVER FINANCIAL STEWARDSHIP

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

CMP Initiative	Division Action	Measure/Timeline
Achieve District annual budget to maintain fluid balance reserves	Administrate the Parks Division budget	Meet 100% of the timelines established by the finance division
	Develop the Parks and Risk Mgt sections of the 2015 CMP	Complete by the district's adopted schedule
Perform internal control audits	Monitor budget to ensure expenses do not exceed budget and are in line with revenue projections and revenues are meeting financial goals and objectives.	Meet budget expectations.

#### District Objective 3: Utilize our resources effectively and efficiently

CMP Initiative	Division Action	Measure/Timeline
Utilize best practices to maximize operational efficiencies as a District	Replace Seascape ice maker	Complete by end of 1 <sup>st</sup> quarter
	Replace 1995 CHEVY 4X4 PICK-UP	Complete by end of 4 <sup>th</sup> quarter
	Replace 2003 JOHN DEERE SKID STEER	Complete by end of 4 <sup>th</sup> quarter
	Seascape rebuild pumps #1 & #5	Complete by end of 4 <sup>th</sup> quarter
	Replace 2003 Redi-haul trailer	Complete by end of 4 <sup>th</sup> quarter
Perform a capacity usage analysis	Purchase and plant trees, shrubs, and flowers throughout district	Complete by end of 4 <sup>th</sup> quarter

Retrofit facilities with green / energy efficient solutions with primary focus on lighting	Retro fit existing facilities with Green/Energy efficient solutions with primary focus on lighting	Complete by end of 4 <sup>th</sup> quarter
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### **DISTRICT GOAL 3: ACHIEVE OPERATIONAL EXCELLENCE AND ENVIRONMENTAL AWARENESS**

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

<b>CMP Initiative</b>	<b>Division Action</b>	<b>Measure/Timeline</b>
Implement best practices for allowable expansion of natural areas	Enhance high visibility natural areas by adding additional wild flower seeds	Complete by end of 4 <sup>th</sup> quarter per budget allowance.
Continue to address park and recreation needs according to the district's ADA transition plan	Complete assigned ADA projects	Complete by end of 4 <sup>th</sup> quarter

#### **District Initiative 2: Utilize best practices**

<b>CMP Initiative</b>	<b>Division Action</b>	<b>Measure/Timeline</b>
Enhance overall quality of natural areas	Enhance natural areas by controlling invasive plants to 20% or less	Maintain/monitor on quarterly basis for compliance.
	Control burns at Black Bear, Hunters Ridge and Roherson Parks.	Annually

#### **District Objective 3: Advance environmental and safety awareness**

<b>CMP Initiative</b>	<b>Division Action</b>	<b>Measure/Timeline</b>
Implement best practices to maintain a minimum score of 95% in the District-wide IPRA environmental report card	Maintain Park Division's compliance with IPRA's Environmental Report Card	Complete by end of 4 <sup>th</sup> quarter

### **DISTRICT GOAL 4: PROMOTE QUALITY LEADERSHIP AND SERVICES**

#### **District Objective 1: Develop leadership that ensures workforce readiness**

<b>CMP Initiative</b>	<b>Division Action</b>	<b>Measure/Timeline</b>
Develop a new hire training program that addresses District policies and procedures	Hire Supervisor of Aquatics and Facilities	Complete by end of 1 <sup>st</sup> quarter
Continue to evaluate and create procedures and training to promote a high level of internal customer service	Train and document 100% of all staff on job specific and mandatory training within the Park's division	Within one month of their employment start date

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

<b>CMP Initiative</b>	<b>Division Action</b>	<b>Measure/Timeline</b>
Continue emphasis on cross-training and ensure workforce readiness	Instruct & train members of the training committee on district wide trainings	Complete by end of March
Promote furthering educational opportunities of staff by encouraging participation in workshops, conferences and other educational opportunities	Conduct two Parks Division team building events	Complete by the end of the 2 <sup>nd</sup> and 4 <sup>th</sup> quarters

## 2016 BUDGET GOALS, OBJECTIVES & INITIATIVES

### DISTRICT GOAL 1: PROVIDE HEALTHY AND ENJOYABLE EXPERIENCES FOR ALL PEOPLE

\*Denotes new initiative to achieve district objectives and goals

#### District Objective 1: Offer healthy and enjoyable experiences that promote equal access

CMP Initiative	Division Action	Measure/Timeline
Develop plans to meet increased program needs 50+ population	Maximize the use of existing space for active adults / rental programs based of a ROI evaluation. Redesign space to convert more effective and efficient use.	As part of the Triphahn Architectural study that will be completed in the spring of 2016.

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

CMP Initiative	Division Action	Measure/Timeline
*Provide parks, facilities and opportunities that promote healthy and enjoyable experiences.	Renovate and rebuild Victoria, Canterbury Park Place and Sheffield playgrounds.	Complete projects by August 1 <sup>st</sup> 2016

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

CMP Initiative	Division Action	Measure/Timeline
*Solicit input and engage residents in the planning process.	Conduct public input meetings on all projects that involve a new addition or alteration to an existing facility.	Meetings October for 2016 projects.
	Incorporate if possible and/ or practical in plans for renovation and update of parks and playgrounds	Meetings fall 2016 for 2017 projects.

### DISTRICT GOAL 2: DELIVER FINANCIAL STEWARDSHIP

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

CMP Initiative	Division Action	Measure/Timeline
Achieve District annual budget to maintain fund balance reserves.	Complete all overseen capital projects at or below budget amounts.	September 2016
	Monitor all projects and adjust program plans to maintain projects with budgeted amounts.	On a weekly basis

**District Objective 2: Generate alternative revenue**

<b>CMP Initiative</b>	<b>Division Action</b>	<b>Measure/Timeline</b>
Achieve District annual budget to maintain fund balance reserves.	Oversee and maintain Community marquee signs in operational order.	Ongoing
Develop strategies to attract additional sponsors and new partnerships	Continually monitor and track operational performance so as to provide constant programming ability for communication of district and community events.	Ongoing

**District Objective 3: Utilize our resources effectively and efficiently**

<b>CMP Initiative</b>	<b>Division Action</b>	<b>Measure/Timeline</b>
Achieve District annual budget to maintain fund balance reserves.	Come up with a plan to reuse playground equipment and refurbish same. Replace only items that have worn out or have no future purpose. Victoria Park Playground redevelopment.	
		Renovate playground by the end of July 2016

**DISTRICT GOAL 3: ACHIEVE OPERATIONAL EXCELLENCE AND ENVIRONMENTAL AWARENESS**

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

<b>CMP Initiative</b>	<b>Measure/Timeline</b>	<b>Measure/Timeline</b>
*Maintain district infrastructure to utilize proven best practices that provide first class parks and facilities	Replace Victoria Playground	Completed by July 2016
	Replace Canterbury Playground	Completed by August 2016
	Replace Sheffield Playground	Completed by July 2016
	Repair and color coat Fabbrini Tennis courts	Completed by July 2016
	Repair and color coat Victoria Tennis courts	Completed by July 2016
	Repair and color coat Victoria Basketball Court	Completed by July 2016
	Repave BOPC Roadway	Completed by July 2016
	Patch and sealcoat Triphahn Center parking lots	Completed by July 2016
	Crack fill all parking lots (ongoing process)	Completed by July 2016
	Coordinate architectural study /Triphahn north wing renovation plans.	Completed by May 2016
	Coordinate architectural study	Construction 2017

**District Initiative 2: Utilize best practices**

<b>CMP Initiative</b>	<b>Division Action</b>	<b>Measure/Timeline</b>
Specify environmental sound programs and opportunities on environmental best practices.	Work with outside contractors involved with district projects to reduce garbage and require contractors to have metal waste picked up by scrapers. Offer mulch to the public for residential garden use.	Locally dispose of 85% existing mulch materials. Utilize 10% organic waste mulch to improve soils on the former site of the Summit (Essex Park) residence.

**District Objective 3: Advance environmental and safety awareness**

<b>CMP Initiative</b>	<b>Division Action</b>	<b>Measure/Timeline</b>
Specify environmental sound programs and opportunities on environmental best practices.	Develop and implement a best use practice to utilize the existing rubber tire fall surface at Victoria Park playground.	Reuse 95% of existing material

**DISTRICT GOAL 4: PROMOTE QUALITY LEADERSHIP AND SERVICES**

**District Objective 1: Develop leadership that ensures workforce readiness**

<b>CMP Initiative</b>	<b>Division Action</b>	<b>Measure/Timeline</b>
Promote further educational opportunities of staff by encouraging participation in workshops conferences and other educational opportunities.	Coordinate the registration of personnel to attend the 2016 IL Landscape Contractors Association Meeting and conference in Schaumburg. Requires training budget for registrations.	Involve two staff members minimum.

**District Objective 2: Build organization culture based on I-2 CARE Values**

<b>CMP Initiative</b>	<b>Division Action</b>	<b>Measure/Timeline</b>
Continually expand and update Hoffman University training curriculum to enhance workforce knowledge and readiness.	Lead one Hoffman Workshop program	One minimum in 2016

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

	<b>Division Action</b>	<b>Measure/Timeline</b>
Promote further educational opportunities of staff by encouraging participation in workshops conferences and other educational opportunities	Attend ILCA conference (Participate in a minimum of 18 CEU hrs.)	Spring 2016
	Attend either ASLA or NRPA conference	Fall 2016
	Attend 2 training programs or classes	By end of 2016

## 2016 BUDGET GOALS, OBJECTIVES & INITIATIVES

### DISTRICT GOAL 1: PROVIDE HEALTHY AND ENJOYABLE EXPERIENCES FOR ALL PEOPLE

#### District Objective 1: Offer healthy and enjoyable experiences that promote equal access

CMP Initiative	Division Action	Measure/Timeline
Develop performance measurement system to evaluate value in programming structure ( <i>short term</i> )	(ICE) Evaluate DROP IN ice time programs – freestyle, private hockey, public skate, and drop in hockey time. Time adjustments for alternate programming options will be considered.	Complete by the end of Q2.
Expand Marketing communications with the use of social media and mobile applications. ( <i>short term</i> )	(FAC) Develop interactive contests to enhance member retention. Utilize social media to promote monthly events and contests. TC/WRC	Develop contests and begin offering in Q1, Q2, Q3 & Q4. Offer 4 contests by the end of Q4.
Develop plans to renovate Chino Park to meet community needs ( <i>short/mid-term</i> )	(REC) Research the possibility of adding Community Garden Plots to Chino Park. Research the possibility of working with the village on this as a joint program.	Determine a number of plots if the ROI suggests that it is a feasible project by Q2. Make recommendation in Q3.
Improve the overall health outcomes of programs offered ( <i>annually</i> )	(DIVISION) Research, improve and expand on recreation, service and programming opportunities.	Benchmark other organizations that are providing programs and services that are on the uptrend in specific areas. Each department should benchmark 2 new programs/services by Q3.
	(FAC) Increase the number of health & wellness programs to the community.	Develop 5 new programs and have 2 new successful programs running by Q4. Create new programs to replace phased out fitness programs by Q4.
Expand facility based special events that promote greater facility usage ( <i>annually</i> )	(REC) Offer additional quality special events/activities with local partners and/or new partners.	Offer 3 new partnered events/activities that run with at least the minimum number of participants.
	(REC) Research & develop one new special event to incorporate into 2017 budget.	Recommend new special event to incorporate into 2017 budget by Q2.
Create recreational programs and opportunities to target underserved “demographic populations” ( <i>annually</i> )	(REC) Increase the number of demographically targeted programs.	Offer 2 new programs by Q4.
	(REC/C&M) Partner with Hoffman Estates Police Department for National Night Out. Create a large community outreach program at 1 HEPD location.	Hold event in Q3.
Evaluate facility space utilization to accommodate growing programming needs.	(DIVISION) Evaluate and work with Williams Architects to create a study to determine the	Complete direction by Q4.

<i>(mid-term)</i>	direction with the north side of the Triphahn Center and Off Ice Training program.	
Develop program life cycle model for all programs to assess meeting community needs and desires <i>(short/mid-term)</i>	(DIVISION) Develop a systematic approach to identifying trends in the different industries as it relates to customer preferences.	Benchmark 3 state and national recreation agencies. Obtain at least 2 models to compare by Q2. Develop recommendations by 3Q on programs to phase out in 2016/17.
Expand specialized programming opportunities that utilize partnerships and contractual agreements <i>(mid-term)</i>	(DIVISION) Contact local colleges to establish partnerships for additional programming, i.e. Harper College, Judson University, Roosevelt, etc.	Contact colleges by Q1; develop 1 new partnership with a local college and/or university.
	(REC) Increase the number of programs offered to the community.	Develop 5 new programs and have 2 new successful programs running by Q4. Create new programs to replace all phased out programs by Q4.
	(REC) Research opportunities to offer a Fall Boy Scouts Skills Challenge Course at Fabbrini Park.	Complete by end of Q3, if applicable institute at end of 2016.

#### **District Objective 2: Achieve customer satisfaction and loyalty**

<b>CMP Initiative</b>	<b>Division Action</b>	<b>Measure/Timeline</b>
Expand Marketing communications with the use of social media and mobile applications <i>(short term)</i>	(FAC) Work with C&M to develop and integrate a fitness member survey, to assess member's needs for TC and WRC Fitness Centers.	Q1-Develop survey Q2&Q4-Administer survey
	(C&M) Develop an easy, quick, but quality online survey to measure customer satisfaction for special events and programming.	Create an online survey by Q2, implement in Q3.
Develop brand identification and tagline to increase community awareness of District parks, programs, facilities and services <i>(mid-term)</i>	(C&M) Measure satisfaction with the overall quality and user-friendliness of the website particularly as it relates to registration and a means for communication.	Create an ongoing online short survey by Q3, no more than 12 questions, implement in Q4.
Develop plans to meet increased program needs of 50+ population.	(REC) Partner with the Village of Hoffman estates and the Hoffman Estates Chamber of Commerce to start our "Providing a community for lifelong living" initiative. HEPD- recreation and activity, VOHE – health screening and services; HECC – resources for 50+ needs.	Complete by Q4
Expand Pickleball opportunities and evaluate need for additional courts.	(REC) Evaluate the expansion of Pickleball courts to Victoria Park during 2016 resurfacing project.	Complete by Q3 if applicable.



Educate parents regarding the child development benefits in our programs and services.	(REC) Provide training for preschool aged children on our new Handwriting Without Tears learning curriculum and DHS update trainings for State families.	Complete by Q3 – Handwriting with Tears Orientation Complete by Q2 and Q3 – DHS Orientation
Utilize best practices to maximize operational efficiencies as a District ( <i>annually</i> )	(ICE) Complete ice compressor rebuild.	Complete by Q4.
	(FAC) Purchase Fitness Equipment and/or move fitness equipment from PSS&WC.	Complete by Q4.
	(FAC) Replace interior carpet and tile in rooms 2, 3, 4 and the general conference room.	Complete by Q4.
	(ICE) Replace and rebuild cooling tower and tube condenser.	Complete by Q3.
	(FAC) Replace vinyl tile in the Vogeley Barn.	Complete by Q4.

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

<b>CMP Initiative</b>	<b>Division Action</b>	<b>Measure/Timeline</b>
Expand specialized programming opportunities that utilize partnerships and contractual agreements ( <i>mid-term</i> )	(ICE) Institute new USFS High School skating program.	Staff will be meeting with area high schools with regard to the program and how to become involved complete meeting by Q1. If feasible implement by Q3.
	(REC) Partner with the Village of Hoffman Estates block party coordinator to add a recreational component in their block party scheduling. (Ex. various contests, sound system with dance along options).	Q1 – Schedule a meeting with VOHE coordinator. Participate in 50% of the block parties with this new recreational component by Q3.
	(REC) Work collaboratively with other groups within our community to offer value added services	Offer one and/or add on to one special event by Q4 that incorporates the Village and Chamber.
	(REC) Program outdoor sport adventure programs at various parks. Expand LL Bean partnership with Paddleboard to include kayaking and canoe training. Add additional archery programs and research cycling programs.	Complete by end of Q2
Expand facility based special events that promote greater facility usage. ( <i>annually</i> )	(FAC) Work with C&M to develop ways to utilize social media to promote community centers, (membership, rentals and personal training).	Work with C&M in Q1, create measures in Q2 and determine if results were successful in Q4.
Expand Marketing communications with the use of social media and mobile applications. ( <i>short</i>	(C&M) Utilize video on web and social media to engage and educate the community on green,	Develop at least one new video each month, create 12 total by Q4.

<i>term)</i>	social equity and health and wellness. (C&M) Measure the attrition rate of mobile application users.	Determine a baseline by end of Q2; decide if this application is of value at that time.
Increase volunteer involvement in District operations ( <i>annually</i> )	(DIVISION) Benchmark other volunteer program to determine appropriate measures as it relates to levels of volunteer engagement.	Determine a number of hours per year as a baseline by Q4. Increase volunteer participation as a district in hours by 2% from 2015.
Develop program life cycle model for all programs to assess meeting community needs and desires ( <i>short/mid-term</i> )	(REC) Develop a formal special event total attendance template that can also track demographic information that may be important for targeted markets and/or event ideas/decisions.	Develop by end of Q2.
Develop brand identification and tagline to increase community awareness of District parks, programs, facilities and services ( <i>mid-term</i> )	(C&M) Actively account for social media subscribers and increase engagement.	Increase engagement by 3%, by Q4.
Create recreational programs and opportunities to target underserved demographic populations ( <i>annually</i> ).	(REC) Expand iCompete into an Elementary School in D15 and potentially another D54 school.	Q2 – propose to school districts Q3 – Run program throughout school year
	(ICE) Research and Develop a Hockey Mentorship program to families of Hoffman Estates	Q1 – Develop program parameters Q2- Recruitment Q3 – Kickoff

## **DISTRICT GOAL 2: DELIVER FINANCIAL STEWARDSHIP**

### **District Objective 1: Achieve annual and long range financial plans**

<b>CMP Initiative</b>	<b>Division Action</b>	<b>Measure/Timeline</b>
Achieve District annual budget to maintain fund balance reserves ( <i>annually</i> )	(DIVISION) Maintain minimum operating standards for all program areas	Complete by Q4.
Secure additional alternative sources of revenue to support financial goals ( <i>annually</i> )	(REC) Reach out to special interest groups to provide contractual services to reduce costs while providing new programming and service opportunities for residents and guests.	Partner with 2 new special interest groups to provide 2 new contractual services for programming opportunities. Complete by Q4.

### **District Objective 2: Generate alternative revenue**

<b>CMP Initiative</b>	<b>Division Action</b>	<b>Measure/Timeline</b>
Secure additional alternative sources of revenue to support financial goals ( <i>annually</i> )	(ICE) Evaluate offering a house league hockey program at Pine Park	Complete by end of Q1
	(DIVISION) Measure the total net surplus in the	Complete by Q4.

	02 from 2015 to 2016. (FAC) Increase facility rental revenue by across the district by a minimum of 3%, from 2015 to 2016.	Complete by Q4.
Support Friends of HE Parks to expand level of financial support provided to District and our residents for scholarships and special projects <i>(annually)</i>	(C&M) Promote the Giving Tree and other Friends of HE Parks events, programs and services to the community.	Utilize all marketing and communication channels, increase overall exposure by 3% from 2015.
Achieve District annual budget to maintain fund balance reserves <i>(annually)</i>	(DIVISION) Increase the revenue ratios and reduce the expense ratios from 2015 to 2016.	Complete for 100% of all major program areas by Q4.
Continue to evaluate and apply for grant revenues to support District's operations and capital projects <i>(annually)</i>	(C&M/REC) Increase the number of grant seeking opportunities.	Apply for 2 more grants in 2016 than in 2015, complete by Q4.

### **District Objective 3: Utilize our resources effectively and efficiently**

<b>CMP Initiative</b>	<b>Division Action</b>	<b>Measure/Timeline</b>
Perform a capacity usage analysis of facilities <i>(annually)</i>	(ICE) Continue to work with the SEARS CENTRE regarding open ice options	Connect quarterly meetings to determine availability. Complete by Q4.
	(ICE) Conduct a space analysis of the ice arena area – skate rental / party room/ Coaches area/ 3 office spaces. Ensure that space is being utilized to the optimum potential.	Complete in Q1
Secure additional alternative sources of revenue to support financial goals <i>(annually)</i>	(ICE) Evaluate the possibility of moving the Pine park ice rink to TC to add additional sheet of ice in the fall/winter	Complete by end of Q2, make recommendation in Q3.
	(REC) Increase program participation by 1% overall from 2015 to 2016.	Complete by Q4.
	(FAC) Increase total membership sales at TC & WRC by 1% from 2015 to 2016.	Complete by Q4.
Reduce utility expenses in parks and facilities by converting to alternative energy sources <i>(annually)</i>	(FAC) Research cost-cutting, sustainable initiatives within the facilities that create energy efficient upgrades.	Complete by Q4, implement 1 new initiative during 2016.

## **DISTRICT GOAL 3: ACHIEVE OPERATIONAL EXCELLENCE AND ENVIRONMENTAL AWARENESS**

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

<b>CMP Initiative</b>	<b>Division Action</b>	<b>Measure/Timeline</b>
Enhance District signage to inform and educate	(C&M) Update district educational signage.	Add to, revise and reprint (where necessary)

guests. <i>(short/mid-term)</i>		educational signs. Complete by Q4.
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### District Initiative 2: Utilize best practices

CMP Initiative	Division Action	Measure/Timeline
Continue to promote operation safety excellence utilizing procedures and best practices to maintain PDRMA accreditation. <i>(annually)</i>	(SFAC) Facilitate Starguard lifeguard recertification, new lifeguard training, and in-services to ensure all aquatic team members meet or exceed program requirements. Complete Starguard operational reviews of PSSWC and SFAC.	Plan aquatic trainings within Q1 and complete 4 outside audits by Starguard by Q4. Pass 90% of all audits conducted by Starguard.
Utilize best practices to maximize operational efficiencies as a District <i>(annually)</i>	(FAC) Review the changing demands of the facilities as the demographics and community continues to change.	Review schedules in Q1 & Q2 make any recommended changes in Q3, based on participation numbers and demand.
	(FAC) Work with local vendors to obtain the best pricing for our custodial supplies. Try to utilize mass purchasing amongst all facilities. TC&WRC	Q1- Set up facility supervisor and head custodial Mtg. to identify supplies needed and potential vendors. Q1 & Q2- Obtain quotes from identified vendors. Implement changes in Q3 if able and the program is cost effective.

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

CMP Initiative	Division Action	Measure/Timeline
Continue to promote operation safety excellence utilizing procedures and best practices to maintain PDRMA accreditation. <i>(annually)</i>	(FAC) Provide Medic AED, CPR, First Aid Course educational training opportunities to all HEPD team. Establish HEPD as an independent training center, beginning in 2016.	Confirm the establishment of HEPD as an independent training center within Q1. Offer quarterly trainings for all HEPD team members, 1/quarter. Educate 50% of all new hires.
	(FAC) Achieve PDRMA accreditation process, achieving scores which meet or exceeds expectations	Complete PDRMA review within scheduled time frame for 2016.
Develop additional programs and processes to support conservation, green initiatives <i>(annually)</i>	(ICE) Continue to look for ways to improve energy efficiency measures in the ice arena area	Complete 4 reviews by Q4.
Provide educational programs and opportunities on environmental best practices <i>(annually)</i>	(C&M) Educate residents through the Park Perspective on renewable resources, environmental stewardship and sustainability practices within our community.	Complete by Q4.

## **DISTRICT GOAL 4: PROMOTE QUALITY LEADERSHIP AND SERVICES**

### **District Objective 1: Develop leadership that ensures workforce readiness**

<b>CMP Initiative</b>	<b>Division Action</b>	<b>Measure/Timeline</b>
Continue emphasis on cross-training and ensure workforce readiness.	(FAC) Provide ongoing training to service desk team members. Continue cross training new staff between TC & WRC.	Combined Quarterly staff meetings and conduct 4 total by end of Q4.
Promote furthering educational opportunities of staff by encouraging participation in workshops, conferences and other educational opportunities ( <i>annually</i> )	(REC) Create a HE-Skills program for high school volunteers and employees providing them specific training in workforce readiness. A bi-monthly training will be conducted as a part of this program.	Q1 – research topics/operations Q2 – create training calendar Q3 – implement program
	(DIVISION) Train front line service desk associates in upselling and cross selling for all district programs and services.	Complete in by end of Q1.
Continue to foster openness in communication District-wide ( <i>annually</i> )	(ICE) Institute a 360 Assessment Program for hockey and ice skating staff. To be used for Quarterly staff assessments with compilation of information to be used at yearly reviews.	Have in place by Q3.

### **District Objective 2: Build organization culture based on I-2 CARE Values**

<b>CMP Initiative</b>	<b>Division Action</b>	<b>Measure/Timeline</b>
Continually expand and update Hoffman University training curriculum to enhance workforce knowledge and readiness. ( <i>annually</i> )	(FAC) Provide CHEER customer service training and promote attendance of all new HEPD team members within first 3 months of employment	Provide 4 CHEER training opportunities by end of Q4.
Promote healthy lifestyles through work environment best practices ( <i>annually</i> )	(DIVISION) Continue to strive to enhance the internal work culture that remains honest and ethical with principles that foster strong integrity and trust.	Complete by Q4.

### **District Objective 3: Promote continuous learning and encourage innovative thinking**

<b>CMP Initiative</b>	<b>Division Action</b>	<b>Measure/Timeline</b>
Promote furthering educational opportunities of staff by encouraging participation in workshops, conferences and other educational opportunities. ( <i>annually</i> )	(FAC) TC facility supervisor and Community Center Manager, to attend and become more involved in IPRA Facility Management Sections.	Complete in Q1 and in Q4.
Continue to foster openness in communications District-wide. ( <i>annually</i> )	(C&M) Identify one new channel for district-wide internal communications.	Complete by Q2.

Create and maintain succession plan to prepare employees for advancement and prepare organization for personnel changes ( <i>annually</i> )	(Division) Provide responsible leadership opportunities to engage team members who are looking to advance their professional careers within the organization.	Complete Monthly.
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## 2016 BUDGET GOALS, OBJECTIVES & INITIATIVES

### DISTRICT GOAL 1: PROVIDE HEALTHY AND ENJOYABLE EXPERIENCES FOR ALL PEOPLE

#### District Objective 1: Offer healthy and enjoyable experiences that promote equal access

CMP Initiative	Division Action	Measure/Timeline
Expand facility based special events that promote greater facility usage ( <i>annually</i> )	(PSS&WC) Develop wellness and fitness opportunities, services to engage customers and build rapport.	Develop 1 new retention program in Q1.
Increase cooperative efforts with neighborhoods and community associations on health related issues ( <i>annually</i> )	(PSS&WC) Strengthen partnership opportunities with organizations, such as Alexian Brothers, AthletiCo and the Chamber to provide community based fitness programs and services	Provide 2 fitness opportunities in the community in collaboration with community partnerships by Q3.

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

CMP Initiative	Division Action	Measure/Timeline
Expand facility based special events that promote greater facility usage ( <i>annually</i> )	(PSS&WC) Provide innovative group fitness classes and special events.	Add 1 new class format and implement 2 retention events. Complete by Q4.
	(PSS&WC) Develop member retention programs that build customer retention.	Develop 2 programs by Q4. Achieve a customer attrition rating by Q4 of 0.45%. Baseline 2016 budget 0.468%
	(PSS&WC) Enhance current Member Rewards/Referral system with addition of a Charter Member Rewards program (for members with 5+ years of consistent active membership status).	Research and plan in Q1 and Q2; implement enhancement by Q3.
	(PSS&WC) Sell 1,565 memberships during 2016, achieve membership cancellations of 1,515	Net membership effect +50 complete by Q4.
Develop performance measurement system to evaluate value in programming structure ( <i>short term</i> )	(PSS&WC) Create evaluation system for the group swim lesson program to assess customer satisfaction. Modify swim lessons according to feedback and needs expressed through customer satisfaction survey	Develop a 10 to 12 quick question satisfaction survey with the C&M department for the swim lesson program within Q2 to implement within Q3. Utilize an online data gathering system that creates a measured baseline. Conduct 1 onsite automated survey questionnaire visit in Q3 & Q4.
	(PSS&WC) Develop and incorporate new online member survey to assess member needs and initiate targeted responsiveness.	Initiate 1 survey in early Q2 and 1 survey in Q4.

Utilize best practices to maximize operational efficiencies as a District ( <i>annually</i> )	(PSS&WC) Purchase and install service desk carpet.	Complete by Q4.
	(PSS&WC) Resurface gymnasium floor.	Complete by Q4.
	(PSS&WC) Contract with outside provider to obtain design plans for member locker room renovations.	Complete by Q4.
	(PSS&WC) Purchase Fitness Equipment.	Complete by Q4.
	(PSS&WC) Repaint activity pool surface and touch up activity pool ceiling.	Complete by end of Q3.

### **District Objective 3: Connect and engage our community**

<b>CMP Initiative</b>	<b>Division Action</b>	<b>Measure/Timeline</b>
Increase volunteer involvement in District operations ( <i>annually</i> )	(PSS&WC) Develop 1 new high school volunteer program.	Plan and develop in Q1 & Q2 Implement program in Q3. Engage 5 high school volunteers in the new program by Q4.
Improve overall health outcomes of programs offered ( <i>annually</i> )	(PSS&WC) Develop and implement a 12 month wellness calendar based on monthly activities and events within the club and in Kids Korner to engage, educate, and enlighten members.	Plan quarterly 2 initiatives with input from front line team members beginning in Q1. Complete 8 initiatives by Q4.
Expand marketing communications with the use of social media and mobile applications ( <i>short term</i> )	(PSS&WC) Establish a social media campaign program to connect with prospective and current members to enhance communication and increase “touch points” with engaging, fun, and informative initiatives.	Launch in Q1 with continued emphasis throughout Q2, Q3 & Q4. Produce and communicate at least 1 message via social media each week. Measure results monthly through Google Analytics, complete by Q4.

## **DISTRICT GOAL 2: DELIVER FINANCIAL STEWARDSHIP**

### **District Objective 1: Achieve annual and long range financial plans**

<b>CMP Initiative</b>	<b>Division Action</b>	<b>Measure/Timeline</b>
Achieve District annual budget to maintain fund balance reserves ( <i>annually</i> )	Achieve FY16 net membership goal.	Achieve net member total of 50 by end of Q4.
	(PSS&WC) Monitor budget to ensure practices continue to support the achievement of budgetary revenue and expense goals and aims.	Meet and/or exceed departmental budgeted bottom line for fund 11.
	(PSS&WC) Monitor PSS&WC operational budgets both from revenue and expense standpoint to ensure that projections are meeting and/or exceeding the budgetary aims of the district.	Meet bi-monthly throughout the year, with the GM, Supt. of Facilities and Director of Rec/Fac. to ensure that the annual budget is meeting expectations. Complete 18 meetings prior to the end of Q4.



Develop new business plan structure, including cost recover goals, program trends, markets served, and competition ( <i>annually</i> )	(PSS&WC) Enhance current corporate membership program while increasing corporate membership base.	Grow the membership base by 3% in 4 existing corporate accounts beginning in Q1; sign up 1 new company by the end of Q1.
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### District Objective 2: Generate alternative revenue

<b>CMP Initiative</b>	<b>Division Action</b>	<b>Measure/Timeline</b>
Secure additional alternative sources of revenue to support financial goals ( <i>annually</i> )	(PSS&WC) Enhance Personal Training revenue generating opportunities.	Increase PT revenues by 3.19% by Q4 from actual 2015.
	(PSS&WC) Increase annual aquatic pass fees by 5%.	Implement in Q4.
	(PSS&WC) Increase tennis private and semi-private lesson fees	Complete by the end of Q3. Increase gross revenue by 4.8% from actual 2015.
	(PSS&WC) Research the option of adding an additional charge i.e. membership fee for Kids Korner for those members who utilize the service.	Complete research by end of Q2 with a recommendation by end of Q3.
	(PSS&WC) Conduct a fee increase in October of 2016.	Complete by end of Q4.
	(PSS&WC) Research the ability to drop the tennis membership and go to a court time only charge program.	Complete research by end of Q3 and recommend a direction by start of Q4.
Develop new business plan structure, including cost recover goals, program trends, markets served, and competition ( <i>annually</i> )	(PSS&WC) Research capabilities of RecTrac to accommodate a “house charge” payment for members.	If feasible implement in Q3, for services such as PT, massage, guest passes, etc.
Develop strategies to attract additional sponsors and new partnerships. ( <i>short-term</i> )	(PSS&WC) Establish a contractual service for early childhood sports programs that include non-traditional active programming, i.e. fencing, etc.	Secure 1 outside contractor to provide programs and/or services within Q1 that will offer sports specific classes and non-traditional sports.

### District Objective 3: Utilize our resources effectively and efficiently

<b>CMP Initiative</b>	<b>Division Action</b>	<b>Measure/Timeline</b>
Develop new business plan structure, including cost recover goals, program trends, markets served, and competition ( <i>annually</i> )	(PSS&WC) Initiate website conversion to WordPress platform to allow for enhanced responsiveness, blog pieces, and improved design/layout.	Complete by end of Q2. Produce 1 blog piece per quarter in Q3 & Q4. Post a total of 2 blogs by Q4.
Perform internal control audits ( <i>annually</i> )	(PSS&WC) Manage payroll to meet personnel budget to ensure maximum operational efficiency	Meet or exceed payroll budget by end of Q4. Monitor IMRF, ACA and PT1 team member hours per (26) payroll to maintain budgeted levels and aims.

Develop strategies to attract additional sponsors and new partnerships ( <i>short term</i> )	(PSS&WC) Work collaboratively with the district Communication and Marketing department to effectively promote and market facility and services for additional sponsorship and partnership opportunities.	Obtain 2 new sponsors for the facility that support an event, amenity and/or program by Q4.
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### **DISTRICT GOAL 3: ACHIEVE OPERATIONAL EXCELLENCE AND ENVIRONMENTAL AWARENESS**

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

<b>CMP Initiative</b>	<b>Division Action</b>	<b>Measure/Timeline</b>
Utilize best practices to maximize operational efficiencies as a District ( <i>annually</i> )	(PSS&WC) Replace carpet within the service desk, adjacent office spaces and member services area	Purchase carpet, as planned within the operating capital funds, within Q2 and replace within Q3
	(PSS&WC) Complete tennis court enhancement within 2016.	Complete project by Q3
	(PSS&WC) Complete the repainting of the ceiling and resurfacing of the activity pool floor	Complete project, as planned within the district capital budget, by Q4
	(PSS&WC) Complete the steam room repairs, as planned within the district capital funds	Complete men's and women's club locker room steam room repairs by Q4.
	(PSS&WC) Meet and exceed the member and customer expectations as it relates to facility cleanliness.	Conduct daily opening and closing MOD walk through checklists, weekly manager walk through and bi-monthly walk through with contractual cleaning service. Complete by Q4.
	(PSS&WC) Log and follow up on 90% of all member comment cards as it relates to a facility concerns.	Complete by Q4.
Implement best practices to maintain a minimum score of 95% in the District-wide IPRA environmental report card ( <i>annually</i> )	(PSS&WC) Evaluate fitness equipment needs, selecting and purchasing energy efficient equipment (when applicable), and purchasing new equipment to continue to upgrade aging equipment and stay current on industry trends. Planned within capital budget, 2016.	Complete by end of Q3.
	(PSS&WC) Achieve all needed facility requirements to achieve a minimum score of 95% on the District-wide environmental report card.	Complete by Q4.

**District Initiative 2: Utilize best practices**

<b>CMP Initiative</b>	<b>Division Action</b>	<b>Measure/Timeline</b>
Continue to promote operational safety excellence utilizing procedures and best practices to maintain PDRMA accreditation ( <i>annually</i> )	(PSS&WC) Schedule and complete the annual climbing wall inspection by Experiential Climbing Systems or other PDRMA recommended climbing wall organization.	Schedule within Q2, complete inspection by Q3
	(PSS&WC) Facilitate Starguard lifeguard recertification, new lifeguard training, and in-services to ensure all aquatic team members meet or exceed program requirements. Complete Starguard operational reviews of PSSWC and SFAC.	Successfully complete operational reviews throughout each quarter, complete program by Q4. Pass and/or exceed 90% of all Starguard audits by Q4.

**District Objective 3: Advance environmental and safety awareness**

<b>CMP Initiative</b>	<b>Division Action</b>	<b>Measure/Timeline</b>
Continue to promote operational safety excellence utilizing procedures and best practices to maintain PDRMA accreditation ( <i>annually</i> )	(PSS&WC) Provide Medic AED, CPR, First Aid Course educational training opportunities to all HEPD team. Establish HEPD as an independent training center, beginning in 2016.	Establish HEPD as an independent training center within Q1. Offer a total of 4 trainings by end of Q4.
	(PSS&WC) Achieve PDRMA accreditation process, achieving scores which meet or exceeds expectations	Complete PDRMA review within scheduled time frame for 2016. Achieve a score that exceeds PDRMA's minimum standards.

**DISTRICT GOAL 4: PROMOTE QUALITY LEADERSHIP AND SERVICES**

**District Objective 1: Develop leadership that ensures workforce readiness**

<b>CMP Initiative</b>	<b>Division Action</b>	<b>Measure/Timeline</b>
Promote furthering educational opportunities for staff by encouraging participation in workshops, conferences, and other educational opportunities. ( <i>annually</i> )	(PSS&WC) Develop engaging educational opportunities for team development to enhance knowledge of the fitness industry and facility services to better serve members.	Conduct 4 internal PSSWC trainings quarterly, complete by Q4.
	(PSS&WC) Promote staff educational development and professional development among team by attendance of industry recognized conferences and seminars, included the IPRA, PDRMA, Club Industry and NRPA.	Create an annual plan prior to the end of Q1 that includes all FT team members and what external educational opportunities they will be attending that fits within the financials means of the budget.
	(PSS&WC) FT team members participate in	FT team members as a facility attend 10

	Hoffman U sessions and also conduct Hoffman U sessions as well.	Hoffman U sessions and conduct and/or assist in at least 2 sessions as a facility.
Incorporate incentive programs for healthy habits for employees ( <i>short/mid-term</i> )	(PSS&WC) Enhance the staff through the development of an incentive program and participation within fitness services.	Implement in Q1; obtain 25% of all FT team members participating in the incentive program by the end of Q4.
Continue emphasis on cross-training and ensure workforce readiness. ( <i>annually</i> )	(PSS&WC) Utilize Member Services Team to assist in training the Facility Team Members at other district sites on sales.	Assist outside consultant in upselling and cross selling training by end of Q2.

**District Objective 2: Build organization culture based on I-2 CARE Values**

	<b>Division Action</b>	<b>Measure/Timeline</b>
Promote healthy lifestyles through work environment best practices ( <i>annually</i> )	(PSS&WC) Engage team members at PSS&WC using the CHEER customer service initiative. Forming “teams” of PT team members to carry out the CHEER culture, rewarding those that do.	Implement by Q2.
Continually expand and update Hoffman U training curriculum to enhance workforce knowledge and readiness ( <i>annually</i> )	(PSS&WC) Set expectation for all PSSWC new team members to complete CHEER training within 2016	Have 75% of all new hires trained in the CHEER program prior to the first 3 months of employment.
Continue to foster openness in communication District-wide ( <i>annually</i> )	(PSS&WC) FT team members attend monthly Recreation & Facility Division all team mtgs.	Complete by Q4.

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

<b>CMP Initiative</b>	<b>Division Action</b>	<b>Measure/Timeline</b>
Continue to evaluate and create procedures and training to promote a high level of internal customer service ( <i>annually</i> )	(PSS&WC) Plan offsite gathering of PSSWC Leadership Team to assess performance of previous quarter and share ideas for upcoming quarters.	Start by Q2; complete at least 2 meetings by Q4.
Continue emphasis on cross-training and ensure workforce readiness ( <i>annually</i> )	(PSS&WC) Hold quarterly departmental meetings to connect and share updates and information with team members.	Conduct 4 meetings by Q4, with 90% attendance at each meeting, per department.
Continually expand and update Hoffman University training curriculum to enhance workforce knowledge and readiness ( <i>annually</i> )	(PSS&WC) Encourage PSSWC team members to attend Hoffman U training	Have all FT team members attend at least 3 non mandatory Hoffman U trainings and have at least 2 FT PSS&WC team host 1 Hoffman U.

## 2016 BUDGET GOALS, OBJECTIVES & INITIATIVES

### **DISTRICT GOAL 1: PROVIDE HEALTHY AND ENJOYABLE EXPERIENCES FOR ALL PEOPLE**

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

<b>CMP Initiative</b>	<b>Division Action</b>	<b>Measure/Timeline</b>
Expand facility based special events that promote greater facility usage ( <i>annually</i> )	Increase Outing Rounds by 30%	4,149 Outing Rounds (2,879 Outing rounds in 2015)
	Provide 32 Preferred Tee Times	32 Preferred Tee Time Groups (30 Groups in 2015)
	Provide 3,400 League	Goal is 3,400 League Rounds (2,989 rounds in 2015)
	Host 8 outside wedding ceremony only events.	Goal is 8 ceremony only events. (4 in 2015)
	Introduce an Annual Golf Pass & Discount Pass to increase golf rounds.	Goal is to sell 100 passes.
	Host 5 Wedding Receptions	Goal is 5 Wedding Receptions (5 in 2015)
	Host 20 Ceremony & Reception Weddings.	Goal is 20 Ceremony & Reception Weddings (18 in 2015)
	Expand & Provide Jr. Program Classes in Spring, Summer & Fall to 150 participants.	Goal is 150 participants. (88 participants in 2015)
	Expand & Provide Group Lessons to include 50 students for all ages in Spring, Summer & Fall.	Goal is 50 students. (74 Students in 2015)

#### **District Objective 2: Achieve customer satisfaction and loyalty**

<b>CMP Initiative</b>	<b>Division Action</b>	<b>Measure/Timeline</b>
Expand marketing communications with the use of social media and mobile applications ( <i>short term</i> )	Receive 10 Five Star Reviews on the Knott for Weddings	Goal is 10 Reviews receiving 5 Stars (8 in 2015)

#### **District Objective 3: Connect and engage our community**

<b>CMP Initiative</b>	<b>Division Action</b>	<b>Measure/Timeline</b>
Expand facility based special events that promote greater facility usage ( <i>annually</i> )	Provide 6 Special Golf Events with 360 participants.	Goal is 6 Events with 360 participants. (5 events with 348 participants with 1 remaining event 2015.)
	Provide 2 Holiday Event Brunches with 675 guests.	Goal is 2 Events with 675 Guests. (261+ Breakfast with Santa in 2015).

	Host 8 Special Event Nights	Goal is 8 Events (6 events in 2015)
Increase volunteer involvement in district operations ( <i>annually</i> )	Expand volunteers to help maintain event area and golf course.	Secure a minimum of 80 hours of volunteer work to help garden the event area and maintain the golf course.

## **DISTRICT GOAL 2: DELIVER FINANCIAL STEWARDSHIP**

### **District Objective 1: Achieve annual and long range financial plans**

<b>CMP Initiative</b>	<b>Division Action</b>	<b>Measure/Timeline</b>
Achieve District annual budget to maintain fund balance reserves ( <i>annually</i> )	Monitor Golf budget to ensure expenses do not exceed budget and are in line with revenue projections and revenues are meeting financial goals and objectives.	Meet or exceed Golf Department Budget bottom line.
	Monitor F&B budget to ensure expenses do not exceed budget and are in line with revenue projections and revenues are meeting financial goals and objectives.	Meet or exceed F&B Department Budget bottom line.
	Reduce Golf Maintenance expense and monitor to ensure expenses do not exceed budget and are in line with revenue projections.	Meet or exceed Golf Maintenance Department Budget bottom line.
	Provide 32,656 Rounds	32,656 rounds in the 2016 Season (26,354 thru 10/1 in 2015)
	Rebrand the Bar & Grill giving it a unique name along with creating a more price conscious menu to create greater volume with lower cost point.	Have new menu in place with a unique bar & grill name by end of 1 <sup>st</sup> qtr.
	Monitor Cook County 3% Amusement Tax	Implement tax increase pending Cook County legislation approval.
	Research and Analyze Golf Cart Lease for 2017 season.	Complete bid process by end of 3 <sup>rd</sup> Qtr.
	Research and Analyze ROI for Lease on GPS units for 2017 season.	Monitor for 2017 budget process
	Research and Analyze ROI for Billy Casper Golf Course Maintenance Contract for 2017 season.	Develop recommendation by end of 2nd Qtr.

### **District Objective 2: Generate alternative revenue**

<b>CMP Initiative</b>	<b>Division Action</b>	<b>Measure/Timeline</b>
Secure additional alternative sources of revenue	Increase the marketing and updating	Increase golfnw.com rounds by 3%. (4,283

to support financial goals ( <i>annually</i> )	golfnow.com to increase golf now rounds to produce additional revenue during slow periods.	Rounds Thru Sept in 2015).
	Increase F&B business in bar & grill by 3% over prior year by capturing golfer's on site with daily specials, promotions and Special Events.	Increase bar and grill sales by 3%. (\$128K Thru Sept in 2015).

**District Objective 3: Utilize our resources effectively and efficiently**

<b>CMP Initiative</b>	<b>Division Action</b>	<b>Measure/Timeline</b>
Utilize best practices to maximize operational efficiencies as a District ( <i>annually</i> )	Work with Parks Department for annual burns, tree stump removal, and other maintenance projects to save from additional expenses from renting equipment.	Use parks department machines 5 different times for the season to minimize renting equipment.
	Purchase a heavy duty utility cart for golf maintenance.	Purchase 1 <sup>st</sup> Qtr.
	Purchase a Stove Top Oven for the main kitchen line.	Purchase 1 <sup>st</sup> Qtr.
	Purchase a Range Ball Dispenser with a credit card processor. The machine will reduce payroll by \$15,373.	Purchase 1 <sup>st</sup> Qtr.
Achieve District annual budget to maintain fund balance reserves ( <i>annually</i> )	Manage payroll to meet or exceed personnel budget to ensure maximize operational efficiency.	Meet or exceed Payroll Budget.
	Monthly budget monitoring to maintain at or below projected budget expenses.	Not to exceed budget expenses.
Perform internal control audits ( <i>annually</i> )	Monthly budget monitoring and proper costing out on menus to maintain a 32% food cost and 26% beverage cost.	32% food cost and 26% beverage cost.

**DISTRICT GOAL 3: ACHIEVE OPERATIONAL EXCELLENCE AND ENVIRONMENTAL AWARENESS**

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

<b>CMP Initiative</b>	<b>Division Action</b>	<b>Measure/Timeline</b>
Utilize best practices to maximize operational efficiencies as a District ( <i>annually</i> )	Provide a clean and well maintained clubhouse facility and equipment consistent with district standards.	Complete daily checklist and rectify and identify deficiencies and remedy as necessary. 90% Completion Rate.
	Provide a well-manicured golf course consistent with adopted 2015 maintenance goals.	Weekly inspection with golf course superintendent, identify deficiencies and remedy as necessary. 90% Completion Rate.

**District Initiative 2: Utilize best practices**

<b>CMP Initiative</b>	<b>Division Action</b>	<b>Measure/Timeline</b>
Enhance overall quality of natural areas ( <i>annually</i> )	Maintain a portion of the natural areas by the use of the goats.	Complete by 3 <sup>rd</sup> Qtr.

**District Objective 3: Advance environmental and safety awareness**

<b>CMP Initiative</b>	<b>Division Action</b>	<b>Measure/Timeline</b>
Implement best practices to maintain a minimum score of 95% in the District-wide IPRA environmental report card ( <i>annually</i> )	Maintain IPRA's Environmental Report Card.	By end of 4 <sup>th</sup> quarter.

**DISTRICT GOAL 4: PROMOTE QUALITY LEADERSHIP AND SERVICES****District Objective 1: Develop leadership that ensures workforce readiness**

<b>CMP Initiative</b>	<b>Division Action</b>	<b>Measure/Timeline</b>
Develop a new hire training program that addresses District policies and procedures ( <i>short-term</i> )	Train all Part Time employees in all departments on service plan.	Train 100% PT Employees in all departments by March. Train All new hires after March with 15 days of hire.
Utilize best practices to maximize operational efficiencies as a District ( <i>annually</i> )	Train staff in selling/upselling opportunities and services available at BPC.	Train key staff by end of 2 <sup>nd</sup> Qtr.
Incorporate incentive programs for healthy habits for employees ( <i>short/mid-term</i> )	Have key staff attend HEPD AED & CPR training.	Have at least 24 key staff members maintain certification by end of 2 <sup>nd</sup> Qtr.

**District Objective 2: Build organization culture based on I-2 CARE Values**

<b>CMP Initiative</b>	<b>Division Action</b>	<b>Measure/Timeline</b>
Continue to foster openness in communication District-wide ( <i>annually</i> )	Conduct weekly staff meetings during prime season with key personal to discuss operations, golf events and special events.	40 weekly meetings.

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

<b>CMP Initiative</b>	<b>Division Action</b>	<b>Measure/Timeline</b>
Promote furthering educational opportunities of staff by encouraging participation in workshops, conferences and other educational opportunities ( <i>annually</i> )	All F&B Employees become BASSET Certified & Food Serve Safe.	100% of all F&B Employees.



## 2016 BUDGET GOALS, OBJECTIVES & INITIATIVES

### DISTRICT GOAL 1: PROVIDE HEALTHY AND ENJOYABLE EXPERIENCES FOR ALL PEOPLE

#### District Objective 1: Offer healthy and enjoyable experiences that promote equal access

CMP Initiative	Division Action:	Measure/Timeline
Develop performance measurement system to evaluate value in programming structure.	Establish ROI by evaluating and recommending chargeback procedure for internal programming usage of marquee signage.	Develop and recommend by 2 <sup>nd</sup> qtr.

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

CMP Initiative	Division Action:	Measure/Timeline
Educate residents regarding District financial stewardship and transparency.	Provide financial/budget overview for Park Perspectives.	March 2016 for Spring issue.
	Maintain FOIA compliance and transparency aspects of the District to ensure Illinois Policy Institute Sunshine award status.	Post within 30 days of approval.

### DISTRICT GOAL 2: DELIVER FINANCIAL STEWARDSHIP

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

CMP Initiative	Division Action:	Measure/Timeline
Achieve District annual budget to maintain fund balance reserves.	Achieve District annual budget to ensure maintaining fiscal year projected fund balance reserves.	Achieve by December 2016.
	Create 2017 annual balanced budget.	Achieve by November 2016.
	Conduct budget preparation Hoffman U session for all staff.	Achieve by July 2016.
Develop new business plan structure, including cost recovery goals, program trends, markets served, and competition.	Collaborate with recreation and facilities divisions to determine program ROI and subsidized programs and percentage level of support.	Achieve by July 2016.

#### District Objective 2: Generate alternative revenue

CMP Initiative	Division Action:	Measure/Timeline
Secure additional alternative sources of revenue to support financial goals.	Evaluate opportunities to work with an independent grant writer.	Achieve recommendation by 1 <sup>st</sup> qtr.
Support Friends of HE Parks to expand level of	Submit accumulated American Express points	Achieve semi-annually in April and

financial support provided to District and our residents for scholarship and special projects.	for donation to Friends of HE Parks.	October.
	DD to act as staff liaison for Friends of HE Parks and provide usage of sponsorship coordinator.	Attend 80% of board meetings and events.
Develop strategies to attract additional sponsors and new partnerships.	Hire a FT sponsorship coordinator.	Achieve by 2 <sup>nd</sup> qtr.
	Generate additional \$150,000 of advertising/sponsorship/marquee revenue.	Achieve; March 2016      \$25,000 June 2016       \$35,000 September 2016 \$40,000 December 2016 \$50,000
	Expand and develop community relationships by attending local community events and meetings.	Attend minimum of 12 community meetings and events.

**District Objective 3: Utilize our resources effectively and efficiently**

<b>CMP Initiative</b>	<b>Division Action:</b>	<b>Measure/Timeline</b>
Perform internal control audits.	Conduct random cash audits at all facilities. Utilize video as needed.	Conduct monthly at all service desks.
	Conduct surprise audits of program personnel and independent contractors to ensure classes are held with properly registered participants meeting minimum numbers. Utilize video as needed.	Conduct monthly taking into account seasonality of programming.
	Conduct ledger audits to ensure financial integrity.	Conduct quarterly.
	Conduct trial balance audits to reduce District receivable exposure.	Conduct monthly by providing statements to program managers.
	Conduct program revenue audits including waitlists and minimum/maximum requirements to ensure cost recovery.	Conduct twice monthly.
	Conduct facility usage and membership audits, utilizing video as necessary to ensure cost recovery.	Conduct monthly at all facilities.
Reduce utility expenses in parks and facilities by converting to alternative energy resources.	Maintain offline audit control of all utility usage to monitor abnormalities.	Prepare monthly.

### **DISTRICT GOAL 3: ACHIEVE OPERATIONAL EXCELLENCE AND ENVIRONMENTAL AWARENESS**

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

<b>CMP Initiative</b>	<b>Division Action:</b>	<b>Measure/Timeline</b>
Maintain environmental best practice certification.	Ensure administrative and finance division section compliance with IPRA Environmental Scorecard.	Achieve annually maintaining 100% compliance.
Enhance Wi-Fi services at District facilities.	Evaluate new access points and PTP at remote sites to ensure connectivity.	Monitor monthly and ensure 98% hardware up time.
Evaluate implications of a smoke-free District policy.	Collaborate with staff and other districts best practices to determine implications of a smoke free District wide practice.	Achieve recommendation by 3 <sup>rd</sup> qtr.

#### **District Initiative 2: Utilize best practices**

<b>CMP Initiative</b>	<b>Division Action:</b>	<b>Measure/Timeline</b>
Continue to promote operational safety excellence utilizing procedures and best practices to maintain PDRMA accreditation.	Administrative and finance division to achieve excellent score for PDRMA accreditation section.	Prepare accreditation materials by 4 <sup>th</sup> qtr. to achieve an excellent score in 2017.
	HR manager to cross train with safety coordinator to ensure work force readiness.	Cross training process to begin 4 <sup>th</sup> qtr. for accreditation in 2017.
Ensure operational compliance with legal mandates.	Attend legal symposium.	Achieve by November 2016.
	Attend legislative conference.	Achieve by May 2016.
	Monitor state and federal legal mandates and implement policies as needed.	Approve policies within 45 days of any legal mandates.
Maintain and develop operational processes required to achieve accreditation status for CAPRA and Illinois Distinguished Agency standards.	Maintain all A&F related District reaccreditation for Illinois Distinguished Agency standards to ensure 100% compliance with CAPRA standards.	Achieve by 3 <sup>rd</sup> qtr.
Maintain financial accreditation CAFR.	Prepare CAFR for previous fiscal year.	Achieve by June 2016.
Maintain operations through software updates and enhancements for desktop and network infrastructure.	Upgrade and implement VSI RecTrac V3, if recommended.	Achieve by 4 <sup>th</sup> qtr.
	TC video security- upgrade server and purchase 10 additional cameras.	Achieve by 3 <sup>rd</sup> qtr.
	Purchase and install virtual computer servers (HEPD-APPS01, HEPD-ACCT, HEPD-RECV3)	Achieve by 3 <sup>rd</sup> qtr.
	Purchase, image and deploy replacement desktop computers.	Achieve by 4 <sup>th</sup> qtr.

	Purchase and replace (10) computer monitors District wide.	Achieve by 3 <sup>rd</sup> qtr.
	Purchase and replace boardroom laptop computers.	Achieve by 4 <sup>th</sup> qtr.
	Purchase and replace copiers (WRC/Business).	Achieve by 3 <sup>rd</sup> qtr.
	Purchase and install scanners (HR/Business)	Achieve by 3 <sup>rd</sup> qtr.
	Purchase and install required PCI compliant (2016) credit card encrypted mag stripe, bar code readers, and VeriFone machines District wide to minimize vulnerability to customer and District.	Achieve by 4 <sup>th</sup> qtr.
	Achieve PCI certification by completing PCI self-assessment.	Achieve by 4 <sup>th</sup> qtr.
	Complete electronic systems operating scans with Trust Keeper to be alerted to potential vulnerabilities.	Achieve a “pass” rating quarterly.
	Update the IPRA salary system for online use for all full and part time staff.	Update annually by 2 <sup>nd</sup> qtr.
	Purchase and replace computer touchscreens (TC/WRC/PS)	Achieve by 2 <sup>nd</sup> qtr.
	Purchase and replace Freedom Run firewall.	Achieve by 2 <sup>nd</sup> qtr.
	Purchase and replace District server room AC unit.	Achieve by 2 <sup>nd</sup> qtr.
Maintain PRORAGIS database to ensure compliance with CAPRA and National Gold Medal standards.	Ensure required input for CAPRA.	Achieve by 4 <sup>th</sup> qtr.
Monitor employee hours worked to ensure legal compliance with state and federal mandates.	Implement FinTrac Scheduling for all non-exempt employees District wide.	Achieve by April 2016.
	Monitor IMRF eligible staff and educate managers/supervisors regarding the 30 hour threshold.	Achieve monthly.
	Monitor PT employees hours worked regarding the PPACA compliance.	Achieve monthly.
	Implement benefit scheduling and tracking software in conjunction with new accounting software.	Achieve by 3 <sup>rd</sup> qtr.
	Complete all IRS reporting required for PPACA.	Achieve 1095C by January 2016. Achieve 1094C by February 2016.

Utilize best practices to maximize operational efficiencies as a District.	Continue to research processes and opportunities with other Districts to ensure operating at a high level and utilizing industry best practices.	Achieve research with new accounting software by 1 <sup>st</sup> qtr. and achieve as new opportunities are presented.
Develop a redundancy plan for virtual servers to enhance District disaster recovery plan.	Update District disaster recovery policy.	Achieve by 1 <sup>st</sup> qtr.
Replace District accounting software.	Purchase, implement and train on new accounting software.	Go LIVE by November 2016.

### **District Objective 3: Advance environmental and safety awareness**

<b>CMP Initiative</b>	<b>Division Action:</b>	<b>Measure/Timeline</b>
Develop additional programs and processes to support conservation and green initiatives.	Investigate opportunities within new accounting software to scan accounts payable invoices and human resource records to minimize paper storage and further District green initiatives.	Achieve by December 2016.
	Promote electronic payments for vendors willing to accept ACH payment to further green initiatives.	Achieve with 25% of vendors electing electronic payment.

## **DISTRICT GOAL 4: PROMOTE QUALITY LEADERSHIP AND SERVICES**

### **District Objective 1: Develop leadership that ensures workforce readiness**

<b>CMP Initiative</b>	<b>Division Action:</b>	<b>Measure/Timeline</b>
Continually expand and update Hoffman U training curriculum to enhance workforce knowledge and readiness.	Conduct and continually expand Hoffman U training curriculum with training in purchasing, IMRF, PDRMA, budget, IT, ROI in programming, registration and accounting software.	Achieve annually with a minimum of 8 calendar offerings.
Continue emphasis on cross-training and ensure workforce readiness.	Continue to review and enhance division succession plans.	Evaluate and revise by meeting monthly with staff.
	DD to cross train with ED to ensure work force readiness for CAPRA and Distinguished Agency accreditations.	Achieve distinguished agency accreditation by meeting monthly to prepare for 4 <sup>th</sup> qtr. accreditation process.
	Continue emphasis on cross training within division to ensure work force readiness.	Achieve continually by performing tasks and having a bi-annually touch base to ensure any changes in processing are learned.
Continue to evaluate and create procedures and	Evaluate, modify and develop District	Review all business, human resource, and

training to promote a high level of internal customer service.	procedures to ensure operating at a high level of customer service.	IT procedures and revise as deemed appropriate by September 2016.
	Evaluate and update the written review procedure.	Achieve by July 2016.
Create action plan to reduce unemployment costs.	Develop a procedure to outline alternate or modified light duty work plans.	Achieve by 2 <sup>nd</sup> qtr.
Enhance IT support to promote quality and timely delivery of internal and external services.	Ensure staff usage of <a href="mailto:support@heparks.org">support@heparks.org</a> for optimal response time.	Achieve by ensuring 90% of all IT needs requested through portal.
	Provide continuation of IT PT support.	Achieve by 1 <sup>st</sup> qtr,
Investigate District-wide cooperative purchasing opportunities.	Establish internal cooperative purchasing procedure.	Achieve recommendation by 2 <sup>nd</sup> qtr.

#### **District Objective 2: Build organization culture based on I-2 CARE Values**

<b>CMP Initiative</b>	<b>Division Action:</b>	<b>Measure/Timeline</b>
Continue to foster openness in communication District-wide.	Divisionally, at minimum, one staff will sit on District Team Committee.	Achieve continually.
Promote healthy lifestyles through work environment best practices.	Promote PDRMA PATH program.	Achieve annually with 70% participation of all FT staff.

#### **District Objective 3: Promote continuous learning and encourage innovative thinking**

<b>CMP Initiative</b>	<b>Division Action:</b>	<b>Measure/Timeline</b>
Promote furthering educational opportunities of staff by encouraging participation in workshops, conferences and other educational opportunities.	Attend legislative conference.	Achieve by May 2016.
	DD attend Year 2 Director's school.	Achieve by November 2016.
	SB achieve CPRP.	Achieve by November 2016.
	Attend IPRA/IAPD conference.	Achieve by 1 <sup>st</sup> qtr.
	Attend NRPA Congress.	Achieve by 3 <sup>rd</sup> qtr.
	Attend PDRMA risk management institute.	Achieve by November 2016.
Develop a new hire training program that addresses District policies and procedures.	Reevaluate District orientation process.	Update procedure by May 2016.

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HOFFMAN ESTATES PARK DISTRICT  
DETAILED BUDGET REPORT

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FUND: 01-GENERAL

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015		2016	
		BUDGETED	ACTUAL 9 MO.	PROJECTED	REQUESTED BUDGET
BEGINNING BALANCE					3,264,183
ADMINISTRATION					
REVENUES					
INTERFUND CHARGES		2,804,193	1,285,641	2,794,527	1,738,865
TAXES		2,841,000	2,720,879	2,866,000	2,921,000
INVESTMENT INCOME		50,000	95,613	51,070	50,000
DONATIONS		0	0	0	0
ADVERTISING REVENUE		0	0	0	224,000
GRANT REIMBURSEMENT		0	0	0	0
RENTAL INCOME		60,576	45,202	170,780	88,776
MISCELLANEOUS		15,000	35,776	35,776	15,000
TOTAL REVENUES: ADMINISTRATION		5,770,769	4,183,111	5,918,153	5,037,641
ADMINISTRATION					
EXPENSES					
INTERFUND CHARGES		1,141,000	49,500	1,141,000	149,140
ADVERTISING EXPENSE		0	0	0	8,400
PROPERTY & LIABILITY INSURANCE		152,760	76,378	152,756	159,075
EMPLOYMENT INSURANCE		150,085	75,036	150,080	144,430
UNEMPLOYMENT INSURANCE		85,000	56,149	85,000	85,000
LOSS PREVENTION		5,500	5,917	6,300	6,600
AUDIT SERVICE		22,225	22,225	22,225	22,895
PAYROLL		1,232,894	932,642	1,252,195	1,380,612
EMPLOYEE BENEFITS		547,850	384,521	528,850	561,850
EDUCATION & TRAINING		14,750	10,843	13,000	15,050
CONTRACTED SERVICES		85,000	16,713	24,400	49,000
SERVICE & RENTAL AGREEMENTS		36,285	32,337	34,800	55,729
SUPPLIES		20,000	10,987	16,500	20,000
DUES & SUBSCRIPTIONS		20,985	15,842	20,500	20,225
ADMINISTRATIVE EXPENSES		33,450	23,553	28,575	34,470
UTILITIES		7,476	7,859	10,740	11,256
EQUIPMENT		7,305	1,810	3,250	4,400
TECHNOLOGY		49,050	21,081	35,000	69,850
MISCELLANEOUS		0	527	527	0
TOTAL EXPENSES: ADMINISTRATION		3,611,615	1,743,920	3,525,698	2,797,982

MAINTENANCE  
REVENUES

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HOFFMAN ESTATES PARK DISTRICT  
DETAILED BUDGET REPORT

PAGE: 2

FUND: 01-GENERAL

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015		2016	
		BUDGETED	9 MO. ACTUAL	PROJECTED	REQUESTED BUDGET
MAINTENANCE					
REVENUES					
GRANT REIMBURSEMENT		14,500	5,000	5,000	0
MISC. INCOME		0	500	500	0
TOTAL REVENUES: MAINTENANCE					
		14,500	5,500	5,500	0
MAINTENANCE					
EXPENSES					
LOSS PREVENTION		20,625	14,435	18,500	20,625
PAYROLL		1,509,985	1,085,876	1,485,503	1,621,848
EMPLOYEE BENEFITS		9,400	8,339	9,400	10,000
EDUCATION & TRAINING		7,500	3,679	5,000	5,400
CONTRACTED SERVICES		12,760	11,290	12,360	12,760
SERVICE & RENTAL AGREEMENTS		0	0	0	0
SUPPLIES		18,500	8,101	15,500	18,500
DUES & SUBSCRIPTIONS		1,450	1,880	1,865	2,000
ADMINISTRATIVE EXPENSES		2,250	1,614	2,436	3,000
UTILITIES		100,484	101,467	123,820	96,228
EQUIPMENT		6,000	3,483	6,000	6,000
EQUIPMENT MAINTENANCE & REPAIR		78,500	71,225	84,500	83,500
FACILITY MAINTENANCE		83,500	86,968	100,000	31,098
PROPERTY & FIELD MAINTENANCE		164,500	91,704	125,905	128,500
FUEL & LUBRICANTS		101,200	59,535	81,000	85,200
TOTAL EXPENSES: MAINTENANCE					
		2,116,654	1,549,596	2,071,789	2,124,659
2014 CAPITAL PROJECTS					
EXPENSES					
COMPRESSOR REPLACEMENT		0	0	0	0
TOTAL EXPENSES: 2014 CAPITAL PROJECTS					
		0	0	0	0



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HOFFMAN ESTATES PARK DISTRICT  
DETAILED BUDGET REPORT

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FUND: 01-GENERAL

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	----- 2015 -----	9 MO. ACTUAL	PROJECTED	--2016-- REQUESTED BUDGET
2015 CAPITAL PROJECTS					
EXPENSES					
	REPLACE UPS BATTERY ARRAY	11,000	0	11,000	0
	DISTRICT SOFTWARE CONVERSION	7,000	0	0	0
	DISTRICT FACILITY WI-FI	10,000	6,315	6,315	0
	COPIER REPLACEMENT	9,000	8,851	8,851	0
TOTAL EXPENSES: 2015 CAPITAL PROJECTS		37,000	15,166	26,166	0
TOTAL FUND REVENUES & BEG. BALANCE		5,785,269	4,188,611	5,923,653	8,301,824
TOTAL FUND EXPENSES		5,765,269	3,308,682	5,623,653	4,922,641
FUND SURPLUS (DEFICIT)		20,000	879,929	300,000	3,379,183

FUND: 02-RECREATION

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 9 MO. ACTUAL	PROJECTED	2016-- REQUESTED BUDGET
BEGINNING BALANCE				2,393,658
ADMINISTRATION				
REVENUES				
INTERFUND CHARGES		332,757	427,086	415,213
TAXES		971,513	1,020,000	1,020,000
INVESTMENT INCOME		0	11,120	9,608
GRANT REIMBURSEMENT		0	0	0
FACILITY RENTALS		73,314	89,425	90,522
MERCHANDISE RESALE		976	1,200	1,200
MISCELLANEOUS		9,287	9,287	0
TOTAL REVENUES: ADMINISTRATION		1,387,847	1,558,118	1,536,543
ADMINISTRATION				
EXPENSES				
INTERFUND CHARGES		684,108	912,143	930,776
RENTAL EXPENSES		0	0	800
PAYROLL		485,171	651,818	635,842
EMPLOYEE BENEFITS		0	1,000	1,000
EDUCATION & TRAINING		7,579	8,750	8,950
CONTRACTED SERVICES		30,948	38,580	38,216
SERVICE & RENTAL AGREEMENTS		18,138	18,138	18,078
SUPPLIES		20	30	400
DUES & SUBSCRIPTIONS		2,640	3,500	3,228
ADMINISTRATIVE EXPENSES		804	750	3,000
UTILITIES		393,961	522,620	552,924
EQUIPMENT		232	1,000	5,932
FACILITY MAINTENANCE		606	5,000	24,197
MISCELLANEOUS		51,228	67,200	68,500
TOTAL EXPENSES: ADMINISTRATION		1,675,435	2,230,529	2,291,843
COMMUNICATIONS & MARKETING				
REVENUES				
CORPORATE RELATIONS		44,088	52,187	0
TOTAL REVENUES: COMMUNICATIONS & MARKETING		44,088	52,187	0
COMMUNICATIONS & MARKETING				
EXPENSES				

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FUND: 02-RECREATION

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015		9 MO.	PROJECTED	REQUESTED
		BUDGETED	ACTUAL			BUDGET
COMMUNICATIONS & MARKETING						
EXPENSES						
CORPORATE RELATIONS		7,050	531	831		0
PAYROLL		186,583	142,118	188,980		192,145
PROFESSIONAL EDUCATION		3,800	2,744	2,655		3,300
CONTRACTUAL SERVICE		4,120	4,508	5,007		4,960
SUPPLIES		1,650	4,205	4,304		2,970
DUES & SUBSCRIPTIONS		6,282	7,102	7,467		8,757
POSTAGE		40,558	32,502	40,701		39,800
PRINTING & PUBLICATION		66,500	68,117	83,793		67,910
ADVERTISING		14,257	7,147	8,208		7,758
TOTAL EXPENSES: COMMUNICATIONS & MARKETING		330,800	268,974	341,946		327,600
MAINTENANCE						
EXPENSES						
PAYROLL		194,153	145,278	195,029		196,396
SUPPLIES		18,594	17,800	17,800		17,594
TOTAL EXPENSES: MAINTENANCE		212,747	163,078	212,829		213,990
TRIPHAHN CENTER						
REVENUES						
RENTALS		35,645	23,975	33,055		35,795
MEMBERSHIPS		229,365	167,938	223,950		228,901
GUEST SERVICES		6,989	6,035	7,438		8,305
GENERAL PROGRAMS		0	0	0		6,000
FITNESS PROGRAM REVENUE		11,060	6,474	7,932		8,400
TOTAL REVENUES: TRIPHAHN CENTER		283,059	204,422	272,375		287,401
TRIPHAHN CENTER						
EXPENSES						
RENTALS		2,940	1,712	2,545		2,847
GUEST SERVICES		1,688	1,755	2,035		2,080

FUND: 02-RECREATION

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 9 MO.		2016 REQUESTED BUDGET	
		BUDGETED	ACTUAL	PROJECTED	
TRIPHAHN CENTER					
EXPENSES					
GENERAL PROGRAMS		0	0	0	4,200
FITNESS PROGRAM EXPENSE		5,899	4,013	5,490	6,119
PAYROLL		111,805	79,941	107,570	109,219
EMPLOYEE BENEFITS		1,695	1,824	1,824	1,755
SUPPLIES		11,480	6,291	8,400	9,000
PROMOTIONAL EXPENSES		1,856	979	1,500	1,756
FITNESS EQUIPMENT		0	0	0	0
MAINTENANCE & REPAIR		8,599	3,689	4,850	9,749
TOTAL EXPENSES: TRIPHAHN CENTER					
		145,962	100,204	134,214	146,725
WILLOW RECREATION CENTER					
REVENUES					
RENTALS		136,835	98,206	120,327	127,760
MEMBERSHIPS		98,126	75,269	98,416	100,904
GUEST SERVICES		3,827	4,151	5,210	6,040
COURT TIME		10,205	7,676	10,500	10,515
MERCHANDISE RESALE		309	89	150	280
LESSONS		2,375	1,047	1,200	2,350
LEAGUES & TOURNAMENTS		3,920	2,628	3,600	3,780
FITNESS PROGRAM REVENUE		23,924	19,498	27,000	26,968
TOTAL REVENUES: WILLOW RECREATION CENTER					
		279,521	208,564	266,403	278,597
WILLOW RECREATION CENTER					
EXPENSES					
RENTALS		21,928	10,872	14,738	17,565
MEMBERSHIPS		7,360	2,471	3,500	3,500
GUEST SERVICES		560	1,242	1,507	1,679
MERCHANDISE RESALE		254	0	250	254
LESSONS		1,360	539	840	1,395
LEAGUES & TOURNAMENTS		650	290	500	650
FITNESS PROGRAM EXPENSE		15,407	12,947	16,449	17,399
PAYROLL		92,043	52,817	66,977	68,945
EMPLOYEE BENEFITS		1,380	148	1,380	1,400

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FUND: 02-RECREATION

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	-----2015----- 9 MO. ACTUAL	PROJECTED	---2016--- REQUESTED BUDGET
WILLOW RECREATION CENTER				
EXPENSES				
SUPPLIES		1,660	2,800	3,351
PROMOTIONAL EXPENSES		1,026	1,700	1,516
FITNESS EQUIPMENT		725	2,200	2,200
MAINTENANCE & REPAIR		2,200	3,000	3,575
FACILITY MAINTENANCE		2,852	3,200	12,700
TOTAL EXPENSES: WILLOW RECREATION CENTER		89,789	119,041	136,129
GENERAL LEISURE SERVICES				
REVENUES				
RENTALS		2,100	2,100	5,000
GENERAL PROGRAMS		13,326	18,809	21,771
DAYCAMPS		92,578	92,567	99,958
DANCE		90,767	118,500	137,517
GYMNASTICS		69,657	91,000	91,100
ARTS & CRAFTS		3,694	4,242	5,040
MARTIAL ARTS		86,998	110,255	112,294
TEEN PROGRAMS/EVENTS		0	0	0
SPECIAL EVENTS		10,988	15,008	15,945
TOTAL REVENUES: GENERAL LEISURE SERVICES		370,108	452,481	488,625
GENERAL LEISURE SERVICES				
EXPENSES				
RENTALS		1,598	1,598	2,960
GENERAL PROGRAMS		4,429	7,806	12,190
DAYCAMPS		48,851	48,849	51,021
DANCE		55,354	71,809	77,579
GYMNASTICS		48,358	65,700	66,770
ARTS & CRAFTS		2,448	2,837	3,528
MARTIAL ARTS		55,184	77,305	80,064
VOGUELEI PROGRAMS		4,123	5,329	5,038
SPECIAL EVENTS		30,665	39,922	43,330
TOTAL EXPENSES: GENERAL LEISURE SERVICES		251,010	321,155	342,480
SENIOR				
REVENUES				

FUND: 02-RECREATION

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015		2016	
		BUDGETED	9 MO. ACTUAL	PROJECTED	REQUESTED BUDGET
-----					
SENIOR					
REVENUES					
MEMBERSHIPS		12,000	5,529	7,500	8,100
SENIOR PROGRAMS		80,603	70,878	81,494	84,200
-----					
TOTAL REVENUES: SENIOR		92,603	76,407	88,994	92,300
-----					
SENIOR					
EXPENSES					
SENIOR PROGRAMS		60,509	60,310	70,489	71,638
-----					
TOTAL EXPENSES: SENIOR		60,509	60,310	70,489	71,638
-----					
EARLY CHILDHOOD					
REVENUES					
GRANT REVENUE		0	10,644	10,644	0
GENERAL PROGRAMS		53,573	38,349	51,632	53,707
DAYCAMPS		237,913	247,503	247,503	250,260
PRESCHOOL		242,527	158,898	245,741	239,174
PARENT/TOT		17,873	13,626	17,000	18,373
STAR PROGRAMS		727,760	508,291	754,414	764,824
FULL DAY CARE		267,514	228,836	295,000	305,003
-----					
TOTAL REVENUES: EARLY CHILDHOOD		1,547,160	1,206,147	1,621,934	1,631,341
-----					
EARLY CHILDHOOD					
EXPENSES					
GRANT EXPENSE		0	2,500	2,500	0
GENERAL PROGRAMS		30,680	20,949	29,441	28,793
DAYCAMPS		119,432	120,521	120,521	119,026
PRESCHOOL		148,855	102,011	138,029	137,749
PARENT/TOT		9,495	7,307	9,495	9,495
STAR PROGRAMS		392,176	247,113	360,156	342,242
FULL DAY CARE		154,331	136,082	181,745	181,242
-----					
TOTAL EXPENSES: EARLY CHILDHOOD		854,969	636,483	841,887	818,547
-----					
YOUTH BASEBALL & SOFTBALL					
REVENUES					

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FUND: 02-RECREATION

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015		9 MO.	PROJECTED	REQUESTED BUDGET
		BUDGETED	ACTUAL			
YOUTH BASEBALL & SOFTBALL						
REVENUES						
BOYS BASEBALL		51,480	39,454	39,454	45,160	
GIRLS SOFTBALL		5,800	4,365	4,365	4,500	
BOYS TRAVEL BASEBALL		4,320	0	4,140	4,140	
TOTAL REVENUES: YOUTH BASEBALL & SOFTBALL		61,600	43,819	47,959	53,800	
YOUTH BASEBALL & SOFTBALL						
EXPENSES						
BOYS BASEBALL		23,667	16,129	16,360	20,155	
GIRLS SOFTBALL		948	1,528	2,066	2,365	
TOTAL EXPENSES: YOUTH BASEBALL & SOFTBALL		24,615	17,657	18,426	22,520	
ADULT ATHLETICS						
REVENUES						
GENERAL PROGRAMS		3,440	1,120	1,120	3,440	
BASKETBALL LEAGUES		40,320	26,579	34,560	38,000	
SOFTBALL LEAGUES		19,660	11,022	13,240	15,620	
FOOTBALL LEAGUES		18,720	5,580	9,540	11,080	
TOTAL REVENUES: ADULT ATHLETICS		82,140	44,301	58,460	68,140	
ADULT ATHLETICS						
EXPENSES						
GENERAL PROGRAMS		2,214	0	0	2,408	
BASKETBALL LEAGUES		30,967	18,671	22,149	23,277	
SOFTBALL LEAGUES		9,080	4,101	5,620	7,074	
FOOTBALL LEAGUES		12,311	2,896	6,508	6,679	
TOTAL EXPENSES: ADULT ATHLETICS		54,572	25,668	34,277	39,438	
YOUTH ATHLETICS						
REVENUES						

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FUND: 02-RECREATION

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 9 MO.			2016-- REQUESTED BUDGET
YOUTH ATHLETICS					
REVENUES					
GENERAL PROGRAMS		14,000	8,645	9,209	12,010
ATHLETIC CAMPS		20,960	19,198	21,150	21,815
YOUTH VOLLEYBALL		9,720	0	6,500	8,270
YOUTH BASKETBALL		49,500	42,056	42,056	44,250
SOCCER - IN HOUSE LEAGUES		81,050	44,398	60,830	59,800
SOCCER - TRAVEL		20,625	16,593	25,200	29,345
TOTAL REVENUES: YOUTH ATHLETICS		195,855	130,890	164,945	175,490
YOUTH ATHLETICS					
EXPENSES					
GENERAL PROGRAMS		9,842	2,883	7,903	7,923
ATHLETIC CAMPS		12,488	11,753	14,062	13,962
YOUTH VOLLEYBALL		3,973	216	2,492	3,014
YOUTH BASKETBALL		27,396	23,709	23,222	23,987
SOCCER - IN HOUSE LEAGUES		40,945	20,152	23,921	26,696
SOCCER - TRAVEL		2,260	0	0	0
TOTAL EXPENSES: YOUTH ATHLETICS		96,904	58,713	71,600	75,582
SEASCAPE AQUATIC CENTER					
REVENUES					
RENTALS & PRIVATE PARTIES		19,940	23,003	23,003	23,014
MEMBERSHIPS		81,950	67,149	67,244	78,775
DAILY FEES		116,300	127,263	127,263	117,000
MERCHANDISE RESALE		180	9	9	100
CONCESSION SALES/RENTAL		3,100	2,741	2,741	2,800
GENERAL PROGRAMS		43,345	34,003	34,003	39,870
SPECIAL EVENT		2,100	1,600	1,600	2,000
TOTAL REVENUES: SEASCAPE AQUATIC CENTER		266,915	255,768	255,863	263,559
SEASCAPE AQUATIC CENTER					
EXPENSES					
GENERAL PROGRAMS		12,089	13,784	13,781	16,122



FUND: 02-RECREATION

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 9 MO.		2016 REQUESTED BUDGET	
		BUDGETED	ACTUAL	PROJECTED	
SEASCAPE AQUATIC CENTER					
EXPENSES					
SPECIAL EVENT					
PAYROLL		1,040	847	847	850
EMPLOYEE BENEFITS		204,745	161,931	164,403	158,575
EDUCATION & TRAINING		3,080	3,153	3,153	3,080
CONTRACTED SERVICES		6,012	9,215	9,215	9,010
SUPPLIES		4,210	4,479	4,956	5,010
DUES & SUBSCRIPTIONS		18,745	23,997	23,997	21,445
PROMOTIONAL EXPENSES		375	15	15	375
UTILITIES		2,500	649	649	2,500
EQUIPMENT		92,500	79,859	85,720	90,810
EQUIPMENT MAINTENANCE & REPAIR		1,865	1,251	1,251	4,645
FACILITY MAINTENANCE & REPAIRS		2,481	9,912	10,912	8,872
		7,274	4,845	6,000	7,265
TOTAL EXPENSES: SEASCAPE AQUATIC CENTER					
		356,916	313,937	324,899	328,559
ICE RINK					
REVENUES					
RENTALS		706,295	434,144	695,460	696,495
DAILY ADMISSIONS		70,020	42,535	59,600	60,800
PRO SHOP		9,600	7,425	9,600	9,600
CONCESSIONS		10,715	5,683	7,700	10,500
LESSONS		370,885	317,133	388,050	366,650
CAMPS		57,500	50,088	54,000	29,400
ADULT LEAGUES		90,000	38,395	67,000	72,000
YOUTH LEAGUES		447,300	302,096	449,975	492,300
SPECIAL EVENTS		4,700	2,600	3,840	3,200
TOTAL REVENUES: ICE RINK					
		1,767,015	1,200,099	1,735,225	1,740,945
ICE RINK					
EXPENSES					
INTERFUND TRANSFERS		750,000	562,500	750,000	787,500
RENTALS		4,000	903	3,000	3,000
LESSONS		157,047	118,735	160,151	145,869
CAMPS		8,351	20,357	21,046	13,819

FUND: 02-RECREATION

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015		9 MO.		2016	
		BUDGETED	ACTUAL	PROJECTED	REQUESTED	BUDGET	BUDGET
ICE RINK							
EXPENSES							
ADULT LEAGUES		8,397	4,033	5,167		5,167	
YOUTH LEAGUES		223,154	165,820	230,466		234,220	
SPECIAL EVENTS		3,000	0	0		0	
PAYROLL		436,963	320,212	426,063		420,894	
UNIFORMS		3,000	1,198	1,400		1,500	
PROFESSIONAL EDUCATION		1,000	413	542		500	
CONTRACTED SERVICES		16,000	9,724	14,000		14,000	
SUPPLIES		1,750	0	800		3,360	
DUES & SUBSCRIPTIONS		525	240	525		525	
MILEAGE REIMBURSEMENT		600	444	600		600	
ADVERTISING		3,500	937	2,000		3,000	
UTILITIES		6,240	4,524	6,600		6,600	
EQUIPMENT		2,010	2,922	2,922		1,590	
EQUIPMENT MAINTENANCE		2,973	5,247	5,500		5,051	
FACILITY MAINTENANCE		3,500	2,879	3,000		3,750	
TOTAL EXPENSES: ICE RINK		1,632,010	1,221,088	1,633,782		1,650,945	
2014 CAPITAL PROJECTS							
EXPENSES							
REPLACE TCIA GYM DOORS		0	0	0		0	
SEASCAPE POOL PUMP REBUILDS		0	0	0		0	
ICE COMPRESSOR REBUILDS		0	0	0		0	
TCIA PAINT FITNES CTR CEILING		0	0	0		0	
TCIA ENTRANCE GRATINGS		0	0	0		0	
REPLACE TCIA SKATE SHARPENER		0	0	0		0	
REPLACE WRC ONE MAN LIFT		0	0	0		0	
TCIA GYM FLOOR REFINISH		0	0	0		0	
TOTAL EXPENSES: 2014 CAPITAL PROJECTS		0	0	0		0	
2015 CAPITAL IMPROVEMENTS							
EXPENSES							

FUND: 02-RECREATION

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015		2016	
		BUDGETED	9 MO. ACTUAL	PROJECTED	REQUESTED BUDGET
2015 CAPITAL IMPROVEMENTS					
EXPENSES					
	REPLACE FITNESS EQUIPMENT	10,500	9,273	9,273	0
	REPLACE ICE EQUIP GATE/POST (2)	11,000	0	0	0
	REPLACE SEA PUMPS 1 & 2	14,000	26,190	26,190	0
	REPAIR WRC N/S ENTRY CEILINGS	8,000	0	0	0
	ICE BHRINE INHIB & 240 VOLT	9,000	0	0	0
	REBUILD ICE COMPRESSOR	10,500	9,407	9,407	0
TOTAL EXPENSES: 2015 CAPITAL IMPROVEMENTS					
		63,000	44,870	44,870	0

2016 CAPITAL IMPROVEMENTS					
EXPENSES					
SEA REBUILD PUMP #5		0	0	0	5,750
TC VIDEO SECURITY UPGRADES		0	0	0	5,000
TC/WRC FITNESS EQUIPMENT RPLC		0	0	0	10,000
ICE ARENA COMPRESSOR REBUILD		0	0	0	10,000
VOG A/C UNIT (2) REPLACE		0	0	0	5,000
WRC COPIER REPLACE		0	0	0	5,000
WRC FLOORING CARPET/TILE		0	0	0	10,000
TOTAL EXPENSES: 2016 CAPITAL IMPROVEMENTS		0	0	0	50,750

TOTAL FUND REVENUES & BEG. BALANCE	6,677,874	5,172,460	6,574,944	9,010,399
TOTAL FUND EXPENSES	6,642,874	4,927,216	6,399,944	6,516,746
FUND SURPLUS (DEFICIT)	35,000	245,244	175,000	2,493,653

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FUND: 07-IMRF

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015		2016	
		BUDGETED	9 MO. ACTUAL	PROJECTED	REQUESTED BUDGET
BEGINNING BALANCE					260,584
ADMINISTRATION					
REVENUES					
INTERFUND TRANSFERS		800,000	0	800,000	0
TAXES		505,000	486,369	510,000	565,000
INVESTMENT INCOME		1,816	0	1,238	841
TOTAL REVENUES: ADMINISTRATION		1,306,816	486,369	1,311,238	565,841
ADMINISTRATION					
EXPENSES					
INTERFUND CHARGES		451,816	338,859	436,238	449,841
IMRF		950,000	0	850,000	0
TOTAL EXPENSES: ADMINISTRATION		1,401,816	338,859	1,286,238	449,841
TOTAL FUND REVENUES & BEG. BALANCE		1,306,816	486,369	1,311,238	826,425
TOTAL FUND EXPENSES		1,401,816	338,859	1,286,238	449,841
FUND SURPLUS (DEFICIT)		(95,000)	147,510	25,000	376,584

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FUND: 08-DEBT SERVICE

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	-----2015----- 9 MO. ACTUAL	PROJECTED	--2016-- REQUESTED BUDGET
BEGINNING BALANCE				3,604,607
ADMINISTRATION				
REVENUES				
INTERFUND TRANSFERS		1,049,994	1,300,000	1,465,000
PROPERTY TAXES		3,091,987	3,250,000	3,275,000
INVESTMENT INCOME		0	17,957	20,000
TOTAL REVENUES: ADMINISTRATION		4,141,981	4,567,957	4,760,000
SERIES 2004 DEBT CERTIFICATES				
EXPENSES				
BOND PRINCIPAL PAYMENTS		0	0	0
BOND INTEREST PAYMENTS		0	0	0
TOTAL EXPENSES: SERIES 2004 DEBT CERTIFICATES		0	0	0
SERIES 2005				
EXPENSES				
BOND INTEREST PAYMENTS		0	0	0
TOTAL EXPENSES: SERIES 2005		0	0	0
SERIES 2006 LIMITED BONDS				
EXPENSES				
BOND INTEREST PAYMENTS		120,000	240,000	240,000
TOTAL EXPENSES: SERIES 2006 LIMITED BONDS		240,000	240,000	240,000
2010 A ALTERNATE BONDS				
REVENUES				
2010 ALT BOND (BAB) REBATE		75,640	151,280	151,400
TOTAL REVENUES: 2010 A ALTERNATE BONDS		75,640	151,280	151,400
2010 A ALTERNATE BONDS				
EXPENSES				

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FUND: 08-DEBT SERVICE

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	----- 2015 9 MO. ACTUAL	PROJECTED	---2016--- REQUESTED BUDGET
-----	-----	-----	-----	-----
2010 A ALTERNATE BONDS EXPENSES				
BOND INTEREST PAYMENTS		233,133	466,266	466,268
TOTAL EXPENSES: 2010 A ALTERNATE BONDS		233,133	466,266	466,268
2010 B ALTERNATE BONDS EXPENSES				
BOND INTEREST PAYMENTS		519,440	1,038,880	1,038,880
TOTAL EXPENSES: 2010 B ALTERNATE BONDS		519,440	1,038,880	1,038,880
2010 C ALTERNATE BONDS EXPENSES				
BOND PRINCIPAL PAYMENT		0	0	195,000
BOND INTEREST PAYMENTS		37,151	74,302	74,302
TOTAL EXPENSES: 2010 C ALTERNATE BONDS		37,151	74,302	269,302
2013 LIMITED BONDS EXPENSES				
SERIES 2012 PRINCIPAL PAYMENTS		0	0	0
SERIES 2012 INTEREST PAYMENTS		0	0	0
TOTAL EXPENSES: 2013 LIMITED BONDS		0	0	0
2013 ALTERNATE BONDS EXPENSES				
2013 INTEREST PAYMENTS		404,869	809,737	809,738
TOTAL EXPENSES: 2013 ALTERNATE BONDS		404,869	809,737	809,738
2014 LIMITED BONDS REVENUES				

FUND: 08-DEBT SERVICE

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	----- 2015 9 MO. ACTUAL	----- PROJECTED	----- 2016-- REQUESTED BUDGET
2014 LIMITED BONDS REVENUES				
2014 LIMITED BOND PROCEEDS		0	0	0
TOTAL REVENUES: 2014 LIMITED BONDS		0	0	0
2014 LIMITED BONDS EXPENSES				
2014 PRINCIPAL PAYMENTS		0	2,740,000	0
2014 INTEREST PAYMENTS		27,400	54,800	0
BOND ISSUE COSTS		0	0	0
TOTAL EXPENSES: 2014 LIMITED BONDS		27,400	2,794,800	0
2014 ALTERNATE BONDS REVENUES				
2014 ALTERNATE BOND PROCEEDS		0	0	0
TOTAL REVENUES: 2014 ALTERNATE BONDS		0	0	0
2014 ALTERNATE BONDS EXPENSES				
2014 PRINCIPAL PAYMENTS		0	100,000	100,000
2014 INTEREST PAYMENTS		281,203	562,407	619,062
BOND ISSUE COSTS		0	0	0
TOTAL EXPENSES: 2014 ALTERNATE BONDS		281,203	662,407	719,062
2015 BOND ISSUE REVENUES				
2015 LIMITED BOND PROCEEDS		0	1,457,155	0
TOTAL REVENUES: 2015 BOND ISSUE		0	1,457,155	0
2015 BOND ISSUE EXPENSES				

FUND: 08-DEBT SERVICE

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	----- 2015 9 MO. ACTUAL	----- PROJECTED	----- 2016 REQUESTED BUDGET
2015 BOND ISSUE EXPENSES				
2015 PRINCIPAL PAYMENT		0	0	2,790,000
2015 INTEREST PAYMENTS		0	0	30,000
BOND ISSUE COSTS		37,212	35,000	33,150
TOTAL EXPENSES: 2015 BOND ISSUE		37,212	35,000	2,853,150
2016 BOND ISSUE REVENUES				
2016 BOND ISSUE		0	0	1,725,000
TOTAL REVENUES: 2016 BOND ISSUE		0	0	1,725,000
2016 BOND ISSUE EXPENSES				
2016 PRINCIPAL PAYMENT		0	0	0
2016 INTEREST PAYMENTS		0	0	0
TOTAL EXPENSES: 2016 BOND ISSUE		0	0	0
TOTAL FUND REVENUES & BEG. BALANCE		4,217,621	6,176,392	10,241,007
TOTAL FUND EXPENSES		1,623,196	6,121,392	6,396,400
FUND SURPLUS (DEFICIT)		2,594,425	55,000	3,844,607



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FUND: 09-SPECIAL RECREATION

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 BUDGETED	2015 9 MO. ACTUAL	PROJECTED	2016 REQUESTED BUDGET
BEGINNING BALANCE					230,935
ADMINISTRATION					
REVENUES					
INTERFUND TRANSFER		275,000	0	275,000	100,000
TAXES		505,000	486,157	510,000	530,000
INVESTMENT INCOME		360	0	267	435
TOTAL REVENUES: ADMINISTRATION		780,360	486,157	785,267	630,435
ADMINISTRATION					
EXPENSES					
NWSRA ASSESSMENT		315,000	150,387	300,774	304,575
ADA		0	0	0	0
SPEC REC RENTAL ALLOCATION		85,860	64,395	85,600	85,860
TOTAL EXPENSES: ADMINISTRATION		400,860	214,782	386,374	390,435
2014 ADA CAPITAL PROJECTS					
EXPENSES					
ADA WRC PLAYGROUND		0	0	0	0
ADA POPLAR PARK PLAYGROUND		0	0	0	0
ADA COTTONWOOD PK PLAYGROUND		0	0	0	0
ADA OLMSTEAD SO WALK SLOPE		0	0	0	0
ADA SHOE FACTORY BIKE TRAIL		7,500	0	0	7,500
ADA LOCUST PLAYGROUND		0	0	0	0
ADA DISTRICT FITNESS EQUIP		3,000	0	0	0
TOTAL EXPENSES: 2014 ADA CAPITAL PROJECTS		10,500	0	0	7,500
2015 ADA CAPITAL PROJECTS					
EXPENSES					
ADA - PATCH PARKING LOTS		10,000	11,052	11,052	0
ADA - EVERGREEN PLAYGROUND		52,000	50,537	50,537	0
ADA - VALLEY PLAYGROUND		29,000	30,278	30,278	0
ADA - MAPLE PLAYGROUND		28,000	27,997	27,997	0

FUND: 09-SPECIAL RECREATION

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015		2016	
		BUDGETED	9 MO. ACTUAL	PROJECTED	REQUESTED BUDGET
2015 ADA CAPITAL PROJECTS					
EXPENSES					
ADA - HIGHPOINT WALKS/PATHS		250,000	257,529	257,529	0
TOTAL EXPENSES: 2015 ADA CAPITAL PROJECTS					
		369,000	377,393	377,393	0
2016 ADA PROJECTS					
EXPENSES					
ADA-CANTERBURY PLAYGROUND RPLC		0	0	0	72,500
ADA-SHEFFIELD PLAYGROUND RPLC		0	0	0	30,750
ADA-VICTORIA N. PLAYGROUND RPL		0	0	0	94,250
ADA-SHOE FACTORY BIKE TRAIL		0	0	0	7,500
TOTAL EXPENSES: 2016 ADA PROJECTS					
		0	0	0	205,000
TOTAL FUND REVENUES & BEG. BALANCE					
TOTAL FUND EXPENSES		780,360	486,157	785,267	861,370
FUND SURPLUS (DEFICIT)		780,360	592,175	763,767	602,935
		0	(106,018)	21,500	258,435

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FUND: 10-FICA

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015		2016	
		BUDGETED	9 MO. ACTUAL	PROJECTED	REQUESTED BUDGET
BEGINNING BALANCE					260,473
ADMINISTRATION					
REVENUES					
INTERFUND TRANSFER		0	0	0	0
PROPERTY TAXES		550,000	534,148	560,000	565,000
INVESTMENT INCOME		4,800	0	2,020	1,255
TOTAL REVENUES: ADMINISTRATION		554,800	534,148	562,020	566,255
ADMINISTRATION					
EXPENSES					
INTERFUND TRANSFERS		539,800	404,856	522,020	539,255
TOTAL EXPENSES: ADMINISTRATION		539,800	404,856	522,020	539,255
TOTAL FUND REVENUES & BEG. BALANCE		554,800	534,148	562,020	826,728
TOTAL FUND EXPENSES		539,800	404,856	522,020	539,255
FUND SURPLUS (DEFICIT)		15,000	129,292	40,000	287,473

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FUND: 11-PSSWC

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	----- 2015 ----- 9 MO. ACTUAL	PROJECTED	--2016-- REQUESTED BUDGET
BEGINNING BALANCE				967,490
ADMINISTRATION				
REVENUES				
INTERFUND TRANSFER		142,417	140,055	138,772
INVESTMENT INCOME		0	3,000	3,000
RENTAL INCOME		208,920	214,000	217,810
MERCHANDISE RESALE		7,465	5,000	4,800
MISCELLANEOUS		0	0	0
TOTAL REVENUES: ADMINISTRATION		273,512	362,055	364,382
ADMINISTRATION				
EXPENSES				
INTERFUND TRANSFERS		731,195	731,195	756,911
RENTAL EXPENSE		32,184	41,123	20,923
PAYROLL		667,054	667,555	673,694
EMPLOYEE BENEFITS		3,270	3,270	3,270
PROFESSIONAL EDUCATION		3,750	4,215	6,850
CONTRACTED SERVICES		8,330	8,370	8,370
EQUIPMENT RENTAL & AGREEMENTS		750	805	910
SUPPLIES		7,158	6,400	6,085
DUES & SUBSCRIPTIONS		25,530	24,300	23,066
ADMINISTRATIVE EXPENSES		100	32	100
UTILITIES		292,944	281,700	293,288
EQUIPMENT		2,100	2,100	2,400
MISCELLANEOUS		50,750	49,400	50,000
TOTAL EXPENSES: ADMINISTRATION		1,350,875	1,820,465	1,845,867
ADVERTISING & MARKETING				
EXPENSES				
CONTRACTED SERVICES		2,400	3,100	5,700
PRINTING & PUBLICATION		56,320	56,750	57,830
ADVERTISING		8,900	10,355	10,900
TOTAL EXPENSES: ADVERTISING & MARKETING		67,620	70,205	74,430
MAINTENANCE				
EXPENSES				

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FUND: 11-PSSWC

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 9 MO.		2016-- REQUESTED BUDGET	
		BUDGETED	ACTUAL	PROJECTED	
MAINTENANCE					
EXPENSES					
PAYROLL					
	CONTRACTED SERVICES	112,457	86,651	114,700	109,280
	SUPPLIES	137,707	101,588	135,450	135,450
	EQUIPMENT	16,000	15,481	18,000	18,000
	EQUIPMENT MAINTENANCE	2,750	2,194	2,195	1,000
	FACILITY MAINTENANCE	5,100	3,989	5,100	5,100
		8,000	7,047	13,382	25,000
TOTAL EXPENSES: MAINTENANCE					
		282,014	216,950	288,827	293,830
FITNESS					
REVENUES					
RENTAL INCOME					
	MEMBERSHIP FEES	9,218	4,959	6,400	6,520
	GUEST SERVICES	1,855,000	1,434,779	1,896,500	1,950,000
	MERCHANDISE RESALE	249,532	139,210	182,021	191,127
	TENNIS LESSONS	600	295	400	400
		278,000	203,638	262,933	264,300
TOTAL REVENUES: FITNESS					
		2,392,350	1,782,881	2,348,254	2,412,347
FITNESS					
EXPENSES					
GUEST SERVICES EXPENSE					
	MERCHANDISE RESALE COGS	205,566	125,642	166,096	175,003
	FITNESS PROGRAM EXPENSES	400	237	300	300
	TENNIS LESSONS	117,662	92,673	122,447	124,058
	PAYROLL	196,350	136,244	186,291	186,975
	SUPPLIES	31,228	22,797	30,279	34,971
	EQUIPMENT MAINTENANCE	67,884	49,537	63,884	65,994
		22,840	15,580	22,840	22,680
TOTAL EXPENSES: FITNESS					
		641,930	442,710	592,137	609,981
RECREATION					
REVENUES					

FUND: 11-PSSWC

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	----- 2015 ----- BUDGETED	9 MO. ACTUAL	PROJECTED	--2016-- REQUESTED BUDGET
RECREATION REVENUES					
CLIMBING WALL REVENUE		7,840	7,083	9,270	8,218
SPORTS PROGRAMS		20,560	11,464	13,600	16,250
EARLY CHILDHOOD		18,092	4,198	6,700	15,990
TOTAL REVENUES: RECREATION		46,492	22,745	29,570	40,458
RECREATION EXPENSES					
CLIMBING WALL EXPENSE		10,146	9,388	11,567	9,676
SPORTS PROGRAM WAGES		21,536	6,569	8,449	9,367
EARLY CHILDHOOD		11,609	3,201	4,875	11,180
TOTAL EXPENSES: RECREATION		43,291	19,158	24,891	30,223
AQUATICS REVENUES					
MEMBERSHIP FEES		17,000	12,041	16,050	17,000
SWIM PROGRAM REVENUE		185,050	134,283	170,000	174,993
TOTAL REVENUES: AQUATICS		202,050	146,324	186,050	191,993
AQUATICS EXPENSES					
SWIM PROGRAM EXPENSE		76,798	67,264	88,689	96,836
POOL SUPPLIES		11,290	9,929	12,200	12,743
EQUIPMENT MAINTENANCE		2,136	4,015	4,015	5,670
TOTAL EXPENSES: AQUATICS		90,224	81,208	104,904	115,249
2014 CAPITAL PROJECTS EXPENSES					
REPLACE PSSWC CARPET		0	0	0	0
TOTAL EXPENSES: 2014 CAPITAL PROJECTS		0	0	0	0
2015 CAPITAL IMPROVEMENTS EXPENSES					

FUND: 11-PSSWC

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015		2016	
		BUDGETED	9 MO. ACTUAL	PROJECTED	REQUESTED BUDGET
2015 CAPITAL IMPROVEMENTS					
EXPENSES					
FITNESS EQUIPMENT					
		24,500	0	24,500	0
TOTAL EXPENSES: 2015 CAPITAL IMPROVEMENTS					
		24,500	0	24,500	0
2016 CAPITAL IMPROVEMENTS					
EXPENSES					
SERVICE DESK CARPET REPLACE					
		0	0	0	5,000
FITNESS EQUIPMENT REPLACE					
		0	0	0	25,000
GYM FLOOR RESURFACING					
		0	0	0	9,600
TOTAL EXPENSES: 2016 CAPITAL IMPROVEMENTS					
		0	0	0	39,600
TOTAL FUND REVENUES & BEG. BALANCE					
		2,999,694	2,225,462	2,925,929	3,976,670
TOTAL FUND EXPENSES					
		2,974,694	2,160,597	2,925,929	3,009,180
FUND SURPLUS (DEFICIT)					
		25,000	64,865	0	967,490

FUND: 12-CAPITAL

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 9 MO. ACTUAL	PROJECTED	REQUESTED BUDGET
-----				
BEGINNING BALANCE				3,277,239
-----				
ADMINISTRATION				
REVENUES				
INTERFUND TRANSFERS		639	713	825
INVESTMENT INCOME		0	10,887	14,465
BUILDER DONATIONS		51,276	51,276	0
MARQUEE SIGNS		25,268	60,000	0
GRANT REIMBURSEMENT		15,976	15,976	0
BOND PROCEEDS		0	1,110,000	1,000,000
-----				
TOTAL REVENUES: ADMINISTRATION		93,159	1,248,852	1,015,290
-----				
ADMINISTRATION				
EXPENSES				
INTERFUND CHARGES		92,250	123,000	114,465
MARQUEE SIGNS		2,738	12,000	0
CONTRACTED SERVICES		14,163	18,787	22,825
-----				
TOTAL EXPENSES: ADMINISTRATION		109,151	153,787	137,290
-----				
2014 CAPITAL PROJECTS				
EXPENSES				
MARQUEE SIGNS		42,343	42,343	0
PARK PORTAL		0	0	0
REPLACE WRC PLAYGROUND		0	0	0
REPLACE POPLAR PK PLAYGROUND		0	0	0
REPLACE COTTONWOOD PK PLAY		0	0	0
COURT CRACK/FILL/COAT		0	0	0
PARKING LOT ASPHALT REPAIRS		0	0	0
ADDITIONAL SECURITY CAMERAS		0	0	0
PARKING LOT STRIP/SEALCOAT		0	0	0
REPLACE LOCUST PLAYGROUND		0	0	0
REPLACE FORD EXPEDITION		0	0	0
REPLACE CHEVY TRUCK W/PLOW		0	0	0
REPLACE TORO MOWER		0	0	0
REPLACE TRAILERS (2)		0	0	0
REPLACE COLOR COPIER		0	0	0



FUND: 12-CAPITAL

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015			--2016--	
		BUDGETED	ACTUAL 9 MO.	PROJECTED	REQUESTED BUDGET	
2014 CAPITAL PROJECTS						
EXPENSES						
	REPLACE BOARDROOM MTG CHAIRS	0	0	0	0	
	REPLACE DISTRICT PHONE SYSTEM	100,000	94,843	105,950	0	
	REPLACE PSSWC LCKR RM FLOORING	0	0	0	0	
	REPLACE DISTRICT FITNESS EQUIP	0	0	0	0	
	PSSWC EXTERIOR SIGN	0	18	0	0	
	REPLACE WRC LOWER LEV CARPET	0	0	0	0	
	REPLACE TCIA CARPETING	0	0	0	0	
	PURCHASE SUMMIT	0	1,712	1,712	0	
	EISENHOWER GRANT PROJECT	0	0	0	0	
	BPC HOLE 10 WALL/PATHS	45,000	48,215	48,215	0	
-----						
TOTAL EXPENSES: 2014 CAPITAL PROJECTS		196,400	187,131	198,220	0	
-----						
2015 CAPITAL IMPROVEMENTS						
EXPENSES						
	VIRTUALIZED SERVER HOST APPS01	12,500	0	7,500	0	
	BPC REPLACE TORO MOWER (2)	60,000	61,479	61,479	0	
	PATCH PARKING LOTS	175,000	165,525	174,925	0	
	PATCH COURTS	62,500	61,242	61,242	0	
	REPLACE EVERGREEN PLAYGROUND	125,000	80,601	80,800	0	
	REPLACE VALLEY PLAYGROUND	72,000	69,220	68,420	0	
	REPLACE MAPLE PLAYGROUND	87,000	54,832	56,902	0	
	WRC-REPLACE CONCRETE APRON/WLK	50,000	47,854	47,855	0	
	REPLACE HIGHPOINT WALKS/PATHS	160,000	138,863	138,863	0	
	TC-REPLACE CONCRETE APRON/WALK	55,000	45,963	48,753	0	
	REPLACE #454 07 FORD EXPLORER	35,000	34,903	34,903	0	
	REPLACE #453 07 FORD EXPLORER	35,000	32,229	32,229	0	
	REPLACE TORO Z TURN MOWER (3)	44,000	34,932	34,932	0	
	REPLACE 89 CHEVY CREW CAB	31,000	28,042	28,042	0	
	REPLACE CARPET - TC ADMIN	40,000	35,136	40,000	0	
	REPLACE HVAC	135,000	85,234	135,000	0	
	ICE REFRIG/BHRINE PUMP	75,000	0	0	0	
	PSSWC LOCKER ROOMS	50,000	0	35,000	0	
	PSSWC POOL PUMP CONTROL	17,500	0	17,500	0	
	ICE GRATE/BOARD RENOVATION	17,500	0	0	0	

FUND: 12-CAPITAL

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015		2016	
		BUDGETED	9 MO. ACTUAL	PROJECTED	REQUESTED BUDGET
-----					
2015 CAPITAL IMPROVEMENTS					
EXPENSES					
BRADWELL PROPERTY					
		0	70,000	70,000	0
-----					
TOTAL EXPENSES: 2015 CAPITAL IMPROVEMENTS		1,339,000	1,046,055	1,174,345	0
-----					
2016 CAPITAL IMPROVEMENTS					
EXPENSES					
	PARKS 4X4 PICKUP REPLACE	0	0	0	32,000
	PARKS SKID STEER REPLACE	0	0	0	60,000
	TENNIS COURT CRACKFILL/COLOR	0	0	0	20,000
	FACILITY CONCRETE WALK REPLACE	0	0	0	25,000
	PARKING LOT PATCH/CRACKFILL	0	0	0	73,000
	PARKS GIS MAPPING FACILITY INV	0	0	0	85,500
	PSSWC POOL FILTER TANK REPLACE	0	0	0	125,000
	PSSWC POOL RTU10 REPLACE	0	0	0	300,000
	PSSWC POOL RTU9 REPLACE	0	0	0	300,000
	ICE SHELL & TUBE CONDENSOR RPL	0	0	0	350,000
	ADMIN ACCOUNTING SOFTWARE RPLC	0	0	0	140,000
	VOG BARN FLOORING REPLACE	0	0	0	12,000
	VOG HOUSE FURNACE (2) REPLACE	0	0	0	8,000
	CANTERBURY PLAYGROUND RPLC	0	0	0	77,500
	SHEFFIELD PLAYGROUND REPLACE	0	0	0	74,250
	VICTORIA N. PLAYGROUND RPLC	0	0	0	95,750
	BERGMAN PROPERTY	0	0	0	300,000
-----					
TOTAL EXPENSES: 2016 CAPITAL IMPROVEMENTS		0	0	0	2,078,000

TOTAL FUND REVENUES & BEG. BALANCE	1,200,853	93,159	1,248,852	4,292,529
TOTAL FUND EXPENSES	1,725,853	1,342,337	1,526,352	2,215,290
FUND SURPLUS (DEFICIT)	(525,000)	(1,249,178)	(277,500)	2,077,239

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FUND: 13-WORKING CASH

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	----- 2015 ----- 9 MO. ACTUAL	PROJECTED	--2016-- REQUESTED BUDGET
BEGINNING BALANCE				0
ADMINISTRATION				
REVENUES		912	925	0
INVESTMENT INCOME				
TOTAL REVENUES: ADMINISTRATION		912	925	0
ADMINISTRATION				
EXPENSES				
INTERFUND TRANSFER				
TOTAL EXPENSES: ADMINISTRATION		0	1,079,523	0
TOTAL FUND REVENUES & BEG. BALANCE				
TOTAL FUND EXPENSES		912	925	0
FUND SURPLUS (DEFICIT)		0	1,079,523	0
		912	(1,078,598)	0

FUND: 14-BPC

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 BUDGETED	9 MO. ACTUAL	PROJECTED	2016-- REQUESTED BUDGET
BEGINNING BALANCE					92,134
ADMINISTRATION					
REVENUES					
INTERFUND CHARGES		111,785	83,844	97,191	97,783
INVESTMENT INCOME		0	1,170	1,500	1,500
ADVERTISING INCOME		2,865	56	56	9,450
RENTAL INCOME		20,180	6,885	20,180	20,180
VENDING CONCESSIONS		5,625	2,302	2,750	3,750
MISCELLANEOUS		10,000	5,077	6,850	7,500
TOTAL REVENUES: ADMINISTRATION		150,455	99,334	128,527	140,163
ADMINISTRATION					
EXPENSES					
INTERFUND CHARGES		238,976	179,226	138,976	232,940
PAYROLL		245,603	210,605	276,815	287,243
EMPLOYEE BENEFITS		1,000	896	896	840
EDUCATION & TRAINING		1,500	1,284	1,270	850
CONTRACTED SERVICES		18,560	14,104	18,561	18,560
SERVICE & RENTAL AGREEMENTS		767	217	250	450
SUPPLIES		8,995	5,476	7,176	8,800
DUES & SUBSCRIPTIONS		10,605	9,739	10,150	10,855
ADMINISTRATIVE EXPENSES		0	100	100	0
UTILITIES		127,184	93,887	119,005	121,120
EQUIPMENT		8,250	5,958	5,737	1,500
FACILITY MAINTENANCE & REPAIR		12,000	6,175	7,500	17,000
MISCELLANEOUS		34,000	27,474	33,000	34,000
TOTAL EXPENSES: ADMINISTRATION		707,440	555,141	619,436	734,158
MAINTENANCE					
EXPENSES					
MAINTENANCE MANAGEMENT		434,110	336,155	418,092	438,612
EMPLOYEE BENEFITS		1,000	1,611	1,612	1,000
TRAINING & EDUCATION		2,750	1,616	1,866	1,000
CONTRACTED SERVICES		2,000	3,184	5,850	850
RENTAL & SERVICE AGREEMENTS		1,200	0	1,200	1,200

FUND: 14-BPC

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015 9 MO.		2016	
		BUDGETED	ACTUAL	PROJECTED	REQUESTED BUDGET
MAINTENANCE					
EXPENSES					
SUPPLIES		2,500	4,067	4,068	3,500
DUES & SUBSCRIPTIONS		1,600	820	1,340	1,250
ADMINISTRATIVE EXPENSES		250	250	250	300
UTILITIES		38,900	27,286	35,025	35,600
EQUIPMENT MAINTENANCE & REPAIR		20,500	25,395	26,913	25,500
FACILITY MAINTENANCE & REPAIR		1,000	950	1,497	0
COURSE MAINTENANCE		91,500	92,253	94,235	80,250
FUEL & LUBRICANTS		20,000	9,118	18,368	17,000
TOTAL EXPENSES: MAINTENANCE		617,310	502,705	610,316	606,062
FOOD & BEVERAGE					
REVENUES					
RENTALS		58,750	45,781	47,106	51,500
MERCHANDISE RESALE		2,925	0	0	2,925
FOOD SALES		543,300	374,042	431,665	484,000
BEVERAGE SALES		402,300	305,346	342,108	350,000
GRATUITIES/SERVICE CHARGES		123,130	83,955	106,000	118,000
MISCELLANEOUS		0	68	0	0
TOTAL REVENUES: FOOD & BEVERAGE		1,130,405	809,192	926,879	1,006,425
FOOD & BEVERAGE					
EXPENSES					
RENTALS		3,500	2,395	3,100	4,500
MERCHANDISE RESALE		1,900	0	0	1,700
FOOD COST OF GOODS SOLD		173,856	123,284	138,133	154,880
BEVERAGE COST OF GOODS SOLD		112,644	73,172	95,790	91,000
PAYROLL		501,295	309,489	393,592	391,495
EMPLOYEE BENEFITS		3,750	2,586	2,587	2,750
CONTRACTED SERVICES		14,314	8,575	13,814	15,554
SERVICE & RENTAL AGREEMENTS		32,000	21,951	23,500	28,500
SUPPLIES		25,800	10,658	14,039	20,000
ADMINISTRATIVE EXPENSES		1,500	1,450	1,450	1,700
PROMOTIONAL EXPENSES		19,200	20,610	20,611	18,700

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015			2016	
		BUDGETED	ACTUAL	PROJECTED	REQUESTED	BUDGET
----- 2015 ----- 2016 -----						
9 MO.						
FOOD & BEVERAGE EXPENSES						
EQUIPMENT						
EQUIPMENT MAINTENANCE & REPAIR		2,500	3,228	3,229		0
		5,500	4,084	4,250		5,000
-----						
TOTAL EXPENSES: FOOD & BEVERAGE		897,759	581,482	714,095		735,779
-----						
GOLF OPERATIONS REVENUES						
RENTALS						
RESIDENT ID CARD		436,650	344,612	373,327		411,375
GUEST SERVICES		1,400	970	955		17,544
GREEN FEES - RESIDENT		9,000	7,190	7,190		8,880
GREEN FEES - NON RESIDENT		68,116	50,081	53,299		58,678
MERCHANDISE RESALE		477,800	417,772	453,619		470,134
GENERAL PROGRAMS		95,475	74,349	82,423		84,175
TOURNAMENTS & OUTINGS		32,014	24,315	24,748		33,906
DRIVING RANGE FEES		179,022	116,845	136,408		165,042
MISCELLANEOUS		141,070	117,330	123,735		131,815
		1,200	1,368	1,193		1,300
-----						
TOTAL REVENUES: GOLF OPERATIONS		1,441,747	1,154,832	1,256,897		1,382,849
-----						
GOLF OPERATIONS EXPENSES						
RENTALS						
LIGHTING SYSTEM PASS		8,000	2,358	5,377		6,750
MERCHANDISE RESALE		6,000	7,252	7,500		6,000
GENERAL PROGRAMS		68,376	61,495	67,188		66,127
TOURNAMENTS & OUTINGS		11,750	8,306	8,422		9,500
PAYROLL		14,370	10,947	18,223		19,534
EMPLOYEE BENEFITS		175,323	135,502	159,184		161,012
EDUCATION & TRAINING		4,320	2,876	2,876		2,960
CONTRACTED SERVICES		3,600	1,028	1,028		1,000
SUPPLIES		1,500	0	850		1,250
ADMINISTRATIVE EXPENSES		13,925	10,307	10,614		2,900
PROMOTIONAL EXPENSES		2,800	2,472	2,473		2,450
EQUIPMENT PURCHASES		10,532	10,839	11,000		4,500
		5,550	4,550	4,550		3,640

DATE: 10/30/2015  
 TIME: 13:42:49  
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HOFFMAN ESTATES PARK DISTRICT  
 DETAILED BUDGET REPORT

PAGE: 33

FUND: 14-BPC

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	----- 2015 9 MO. ACTUAL	PROJECTED	--2016-- REQUESTED BUDGET
-----				
GOLF OPERATIONS				
EXPENSES				
EQUIPMENT MAINTENANCE & REPAIR		678	678	550
TOTAL EXPENSES: GOLF OPERATIONS		258,610	299,963	288,173
-----				
2013 CAPITAL PROJECT LEASES				
EXPENSES				
BPC GPS LEASE		53,664	53,664	53,664
BPC CART LEASE		77,352	77,352	77,352
TOTAL EXPENSES: 2013 CAPITAL PROJECT LEASES		131,016	131,016	131,016
-----				
2014 CAPITAL PROJECTS				
EXPENSES				
LANDSCAPE WALL #14 TEE		0	0	0
REPLACE JACOBSEN ROLLERS		0	0	0
BPC TOPDRESSER		0	0	0
TOTAL EXPENSES: 2014 CAPITAL PROJECTS		0	0	0
-----				
2015 PCCC CAPITAL IMPROVEMENTS				
EXPENSES				
BPC COPIER		5,477	5,477	0
BPC ICE MACHINES		0	7,000	0
BPC MAIN ENTRY BANQUET DOORS		0	0	0
TOTAL EXPENSES: 2015 PCCC CAPITAL IMPROVEMENTS		5,477	12,477	0
-----				
2016 CAPITAL IMPROVEMENTS				
EXPENSES				

DATE: 10/30/2015  
TIME: 13:42:49  
ID: BP430000.CHP

HOFFMAN ESTATES PARK DISTRICT  
DETAILED BUDGET REPORT

PAGE: 34

FUND: 14-BPC

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	----- 2015 ----- 9 MO. BUDGETED ACTUAL PROJECTED	--2016-- REQUESTED BUDGET
-----			
2016 CAPITAL IMPROVEMENTS			
EXPENSES			
WORKMAN CARTS (2)		0 0 0	6,500
BROILER STOVE TOP		0 0 0	20,000
BALL DISPENSING MACHINE		0 0 0	7,750
-----			
TOTAL EXPENSES: 2016 CAPITAL IMPROVEMENTS		0 0 0	34,250
-----			
TOTAL FUND REVENUES & BEG. BALANCE		2,722,607 2,063,358 2,312,303	2,621,571
TOTAL FUND EXPENSES		2,722,607 2,021,537 2,387,303	2,529,438
FUND SURPLUS (DEFICIT)		0 41,821 (75,000)	92,133



**MEMORANDUM NO. M15-157**

TO: Administration and Finance Committee  
FROM: Dean R. Bostrom, Executive Director  
Craig Talsma, Deputy Director/Director A&F  
Mike Kies, Director Recreation and Facilities  
SUBJECT: Revised/New Job Descriptions  
DATE: November 6, 2015

Background

Attached are three job descriptions which were presented as part of the 2016 Budget:  
(1) Athletic Manager, revised; (2) Aquatic and Program Manager, revised; (3)  
Sponsorship Coordinator, new.

Recommendation

The A&F Committee recommends that the board approve the three job descriptions as presented.

**HOFFMAN ESTATES PARK DISTRICT  
JOB DESCRIPTION  
Full-Time Athletic Manager  
FLSA JOB CLASSIFICATION – EXEMPT**

Function

The Athletic Manager is responsible for the planning, operation, organization and evaluation of programs with the Hoffman Estates Park District including, but not limited to, youth, adult athletics, contractual services/classes, camps and special events.

Supervision Received

Work is performed under the direct supervision of the Superintendent of Recreation.

Supervision Exercised

The Athletic Manager directly supervises seasonal staff, program instructors, contractual agreements, sports officials and volunteers.

Essential Functions/Responsibilities

**A. Administration**

1. Prepare and implement specific facility and program budgets within adopted guidelines.
2. Research, analyze, review, recommend and interpret program fees and appropriate policies.
3. Monitor and review appropriate financial reports.
4. Develop and implement goals and objectives for assigned areas of responsibility.
5. Purchase and maintain inventory of supplies and merchandise as required and within adopted guidelines.
6. Attend professional educational training and remain informed on current trends and issues in related responsibilities.
7. Prepare and present written and verbal reports as assigned.
8. Work a flexible schedule including weekends and holidays as needed.
9. Work assigned special events.
10. Perform all other duties as assigned.

**B. Personnel Management**

1. Direct supervision of the following
  - a. Seasonal staff
  - b. Program instructors

- c. Sports officials including recruitment, selection, hiring, training, evaluation and dismissal according to policies.
  - d. Volunteers.
- 2. Conduct appropriate safety training for staff.
- 3. Conduct appropriate customer service training for staff.
- 4. Establish personnel quality control systems for ensuring customer satisfaction.
- 5. Maintain accurate payroll and personnel records.
- 6. Maintain accurate scheduling, field assignment and set-up specifics, coordinating with parks department.
- 7. Maintain online athletic field light scheduling per rental/league/program needs.
- 8. Scheduling of all travel and in-house games and practices.

**C. *Planning***

- 1. Evaluate customer and community interests and assess needs; make recommendations on future programs.
- 2. Plan and implement capital repairs and improvements for equipment according to adopted guidelines.
- 3. Submit appropriate program reports as requested or as need requires.
- 4. Develop and implement appropriate Master Plan objectives.

**D. *Program Management***

- 1. Research, plan, develop, implement and evaluate programs as proposed and approved.
- 2. Prepare appropriate budget, marketing and staffing schedules.
- 3. Develop new and innovative programs where need exists.
- 4. Review and modify existing programs to meet current and future community needs.

**E. *Public Relations***

- 1. Develop and maintain effective internal and external public relations with staff, customers, press (as needed), vendors, other agencies and the community.
- 2. Maintain daily written and verbal communication with customers, staff, agencies, organizations and individuals.
- 3. Encourage and maintain inter-departmental communications within the District through meetings and written correspondence.
- 4. Develop and maintain high standards of quality for customer service.
- 5. Liaison between HEPD and Hoffman United Soccer Club (HUSC).
- 6. Liaison between HEPD and inter-village sport leagues.

**F. *Marketing***

- 1. Develop and implement effective marketing plans for programs.
- 2. Evaluate and revise marketing plans on a regular basis.
- 3. Develop and implement appropriate user surveys for marketing

- purposes.
4. Prepare accurate and appropriate program information for seasonal brochures and other public information.

**G. Safety, Health, and Loss Control**

1. Support, promote and make recommendations regarding all safety, health and loss control policies as adopted by the park district.
2. Be familiar with the Employee Safety Manual.
3. Be familiar with the safe operation of any equipment necessary in accomplishing required tasks.
4. Responsible for providing all injury, illness and health information required by the Hoffman Estates Park District.

Marginal Functions/Responsibilities

1. Travel to various locations to observe the operation of programs, facilities and services.
2. Communicate with residents, employees and vendors via telephone.
3. Use a computer keyboard to develop plans, reports and correspondence.

Psychological Considerations

1. The employee must be able to handle questions, complaints and concerns from the public in a professional manner.
2. The employee must be able to work with coworkers.
3. The employee must be able to handle crisis situations.
4. The employee must be able to respond to deadlines.

Physiological Considerations

1. The employee must be able to spend up to 30% of working hours working on a computer.
2. The employee must be able to drive to required meetings and workshops as well as to remote district facilities.
3. The employee must be able to spend extended time working at a desk and/or handling telephone calls.

Environmental Considerations

1. The employee will perform responsibilities indoors and outdoors.
2. Indoor considerations include lighting and temperature.
3. Outdoor considerations include sun, inclement weather and temperature fluctuations.

### Cognitive Considerations

1. The employee must be able to follow direction given by the supervisor and complete responsibilities as described.
2. The employee must exhibit good analytical skills and problem solving ability in completing responsibilities.
3. The employee must use good judgment.

### Requirements

1. Skill in oral and written communications.
2. Skill in supervisory techniques and management.
3. Ability to develop comprehensive programs for all ages.
4. Knowledge of budget and fiscal accountability.
5. Ability to problem-solve and interpret situations.
6. Ability to identify and interpret community needs, demographics, economic structure and interests in order to develop programs to meet these needs.
7. Must have valid Illinois Driver's License.
8. CPR/AED First Aid Certification.
9. Certified Leisure Professional status (preferred).

### Experience

1. A minimum of 2 years programming experience required.

### Education

1. Bachelor's Degree required in Recreation, Park or Leisure Service Administration.

Board Approved: \_\_\_\_\_

**HOFFMAN ESTATES PARK DISTRICT  
JOB DESCRIPTION  
Full-Time Aquatic and Program Manager  
FLSA JOB CLASSIFICATION - EXEMPT**

Function

The Aquatic and Program Manager is responsible for the planning, operation, organization and evaluation of Seascope Family Aquatic Center and programs with the Hoffman Estates Park District including, but not limited to, aquatics, climbing wall, children and teen programs, adult programs, special events, and select contractual programs.

Supervision Received

Work is performed under the direct supervision of the Superintendent of Facilities.

Supervision Exercised

The Aquatic and Program Manager directly supervises the Seascope aquatic, PSS&WC aquatic, climbing, and programming staff. Employee provides supervision and direction to select contractual service providers.

Essential Functions/Responsibilities

**A. Administration**

1. Prepare and implement specific facility and program budgets within adopted guidelines.
2. Research, analyze, review, recommend and interpret program fees and appropriate policies.
3. Monitor and review appropriate financial reports.
4. Develop and implement goals and objectives for assigned areas of responsibility.
5. Purchase and maintain inventory of supplies and merchandise as required and within adopted guidelines.
6. Attend professional educational training and remain informed on current trends and issues in related responsibilities.
7. Prepare and present written and verbal reports as assigned.
8. Perform all other duties as assigned.
9. Work a flexible schedule, including weekends and holidays as needed.
10. Work with communications and marketing to promote programs.

**B. Personnel Management**

1. Direct supervision including recruitment, selection, hiring, training,

evaluation and dismissal according to policies of the designated positions.

2. Conduct appropriate safety training for staff.
3. Conduct appropriate customer service training for staff.
4. Establish personnel quality control systems for ensuring customer satisfaction.
5. Maintain accurate payroll and personnel records.

**C. Planning**

1. Evaluate customer and community interests and assess needs; make recommendations on future programs.
2. Plan and implement capital repairs and improvements for equipment according to adopted guidelines.
3. Submit appropriate program reports as requested or as need requires.
4. Develop and implement appropriate Master Plan objectives.

**D. Program Management**

1. Research, plan, develop, implement and evaluate programs as proposed and approved.
2. Prepare appropriate budget, marketing and staffing schedules.
3. Develop new and innovative programs where need exists.
4. Review and modify existing programs to meet current and future community needs.

**E. Public Relations**

1. Develop and maintain effective internal and external public relations with staff, customers, press (as needed), vendors, other agencies and the community.
2. Maintain daily written and verbal communication with customers, staff, agencies, organizations and individuals.
3. Encourage and maintain inter-departmental communications within the District through meetings and written correspondence.
4. Develop and maintain high standards of quality for customer service.
5. Handle community member's questions, concerns, and suggestions.

**F. Marketing**

1. Assists with the development of the PSS&WC & SFAC Business Plans.
2. Assists with the development and implementation of effective marketing plans for programs.
3. Evaluate and revise business/marketing plans on a regular basis.
4. Prepare accurate and appropriate program information for seasonal brochures and other public information.

**G. Safety, Health and Loss Control**

1. Support, promote and make recommendations regarding all safety, health and loss control policies as adopted by the park district.
2. Be familiar with the Employee Safety Manual.

3. Be familiar with the safe operation of any equipment necessary in accomplishing required tasks.
4. Responsible for providing all injury, illness and health information required by the Hoffman Estates Park District.

#### Marginal Functions/Responsibilities

1. Travel to various locations to observe the operation of programs, facilities and services.
2. Communicate with residents, employees and vendors via telephone.
3. Use a computer keyboard to develop plans, reports and correspondence.

#### Physiological Considerations

1. The employee must be able to spend up to 30% of working hours working on a computer.
2. The employee must be able to drive to required meetings and workshops as well as to remote district facilities.
3. The employee must be able to spend extended time working at a desk and/or handling telephone calls.

#### Environmental Considerations

1. The employee will perform responsibilities indoors and outdoors.
2. Indoor considerations include lighting and temperature.
3. Outdoor considerations include sun, inclement weather and temperature fluctuations.

#### Cognitive Considerations

1. The employee must be able to follow direction given by the supervisor and complete responsibilities as described.
2. The employee must exhibit good analytical skills and problem solving ability in completing responsibilities.
3. The employee must use good judgment.

#### Psychological Considerations

1. The employee must be able to handle questions, complaints and concerns from the public in a professional manner.
2. The employee must be able to work with coworkers.
3. The employee must be able to handle crisis situations.
4. The employee must be able to respond to deadlines.



## Requirements

1. Certified Pool Operator or similar certification required within one year of hiring.
2. Skills in supervisory techniques, leadership, program development.
3. Ability to develop comprehensive programs for all ages.
4. Ability to identify and interpret community needs and demographics, economic structure and interests in order to develop programs to meet these needs.
5. Must have valid Illinois Driver's License.
6. CPR/AED First Aid Certification.
7. Certified Leisure Professional status (preferred).

## Experience

1. A minimum of two years programming and/or aquatic experience required.
2. Preferred two years experience in account management, customer service, and/or sales in the wellness and fitness industry.

## Education

1. Bachelor's Degree required in Recreation, Park or Leisure Service Administration.

Approved: \_\_\_\_\_

**HOFFMAN ESTATES PARK DISTRICT – JOB DESCRIPTION**  
**SPONSORSHIP COORDINATOR**  
**FLSA CLASSIFICATION: EXEMPT**  
**Full-Time/IMRF Eligible**

**Position Function/Summary**

Promote, advertise, and generate revenue for the Hoffman Estates Park District by negotiating and securing mutually beneficial partnerships, grants, sponsorships, in-kind or cash donations, and advertising in HEPD media.

**Supervision Received**

Work is performed under the direct supervision of the Director of Administration and Finance.

**Supervision Exercised**

Supervision of contractual services and vendors as it pertains to corporate agreements.

**Essential Functions/Responsibilities**

**A. Administration – Park District**

1. Generate revenue from sales of advertisement space on the HEPD marquis signs.
2. Generate advertising revenue in all forms of District media by marketing all District assets, including but not limited to: programs, facilities, memberships, and special events.
3. Create HEPD standards for corporate sponsorships, and donations; establish sponsorship valuation criteria for Park District assets and opportunities in keeping with the Park District's mission, goals and objectives.
4. Identify, write, and or coordinate grant submissions as appropriate.
5. Identify potential corporate partners at the local, regional, or national levels; develop and execute a systematic methodology to establish mutually beneficial relationships with them, including bartering of services.
6. Develop Corporate Relations presentation packet to be used for securing and negotiating corporate sponsorship, donation and partnership agreements.
7. Negotiate, implement, and manage corporate agreements for sponsorships, advertising commitments, and other partnership opportunities, in conjunction with HEPD legal, business, and other appropriate program staff. This includes but is not limited to coordination of payment schedule, marketing/pr commitments, and other partner benefits.

8. Create HEPD standards for corporate relations reports and recognition for sponsorships, donations, and partnerships.
9. Maximize return on investment for both Corporate Partners and HEPD by identifying mutual goals and audiences, and hosting sponsor summit meetings and workshops.
10. Represent and protect the interests of HEPD in regards to, but not limited to, agreements with intergovernmental, affiliate, event rentals, and food/beverage.
11. Educate, train, and provide resources to key staff for purposes of securing sponsorships or donations for pre-determined Park District events, programs, and/or activities.
12. Prepare long-range sponsorship/donation plan for HEPD, and set annual objectives, budget, and revenue projections in coordination with annual budget and plan. Oversee and approve expenditures pertaining to sponsorship/partnership agreements.
13. Attend and promote Districtwide special events.
14. Act as a professional/courteous representative of HEPD within the community.

## **Marginal Functions/Responsibilities**

### ***A. Administration***

1. Attends and/or participates in local Chamber and community events.
2. Performs additional Park District duties as assigned.
3. Stay current on fundraising, sponsorship, and corporate partnership trends through educational training, workshops, and reading.

### ***B. Safety, Health, and Loss Control***

1. Support, promote and make recommendations regarding all safety, health and loss control policies as adopted by the Park District.
2. Be familiar with the Employee Safety Manual.
3. Be familiar with the safe operation of any equipment necessary in accomplishing required tasks.
4. Support and promote all safety and loss control policies adopted by the district and assist in ensuring the safety of employees, customers and property.
5. Responsible for providing all injury, illness and health information required by the Hoffman Estates Park District in its effort to assign tasks within an individual's capacity to prevent potential injury/illness.
6. Responsible for notification of injury or illness relating to a task assignment as described with the Employee Safety Manual.
7. Travel to various locations to observe the operation of programs, facilities and services.
8. Communicate with residents, employees and vendors via telephone, email, and social media.

9. Use computer/keyboard, as well as other technological equipment necessary to perform duties assigned.

### ***C. Customer Service Responsibilities***

1. Staff will greet all visitors, customers, and business acquaintances in a friendly manner.
2. Staff will be courteous at all times.
3. Voice mailbox and e-mail will be checked daily and messages will be returned within 24-hours.
4. Staff will provide the customers with accurate information in all park district communications.

### **Psychological Considerations**

1. Must be able to handle questions, complaints and concerns from the public in a professional manner.
2. Must be able to work/collaborate with coworkers.
3. Must be able to manage multiple tasks and deadlines.

### **Physiological Considerations**

1. Must be able to spend extended periods of time at a desk on the computer.
2. Must be able to drive to required meetings and workshops as well as to remote district facilities.
3. Must be able to spend extended time working at a desk and/or handling telephone calls.
4. Must have excellent writing, editing, and proofreading skills.
5. Must be able to spend extended periods of time traveling to local businesses and establishments to further the goals of this position and the District

### **Cognitive Considerations**

1. Must be able to follow directions given by direct supervisor, as well as facilitate communication with all District staff, including but not limited to division directors, general managers, and superintendents.
2. Must exhibit good analytical skills and problem-solving ability in completing responsibilities.
3. Must use good judgment.

### **Requirements**

1. Skill in oral and written communications.
2. Skill in supervisory techniques and management.
3. Knowledge of budget and fiscal accountability.
4. Must have valid Driver's License and insurance.

5. Expected to work 40 hours per week, with additional hours, including nights and weekends, when necessary.

#### Experience

1. The employee must have at least 3 years experience in fund development, sales/marketing, public relations or a related field.
2. Experience/knowledge of PowerPoint, Word, Excel, as well as Apple/Mac computers.
3. Experience in advertising or marketing with proven ability to generate income/sales.

#### Education

1. Bachelor's Degree in Communications, Marketing, Public Relations, or related field preferred.
2. High School Diploma required.

Board Approved \_\_\_\_\_

## MEMORANDUM NO. 15-155

**TO:** Administration and Finance Committee  
**FROM:** Dean Bostrom, Executive Director  
Craig Talsma, Deputy Director/Director of A&F  
**RE:** Tax Levy Ordinance O-15-018  
**DATE:** November 5, 2015

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### **Background:**

Attached please find the tentative form of the district's 2015 Annual Levy Ordinance O-15-018 to be collected during the fiscal year 2016.

The levy has been presented during the budget workshops and will be available for additional public input at the public hearing on December 1, 2015. The levy is anticipated to be reduced by tax limitations based on the percentage to each funds levy, and the budget reflects the lesser amounts for these and any anticipated shortfalls in collections next year.

### **Implications:**

The final levy will be approved by the board in on December 15<sup>th</sup> and filed with the County Clerk by December 29<sup>th</sup>. This levy was not subject to a Truth and Taxation Hearing.

### **Recommendation:**

That the A&F Committee recommend to the full Board to announce the District's intent to levy \$8,475,000 per the attached 2015 tentative levy ordinance O-15-018.

**ORDINANCE NO. O-15-018**  
**ANNUAL LEVY ORDINANCE FOR THE YEAR 2015**

AN ORDINANCE levying and assessing  
the taxes for the Hoffman Estates  
Park District, Cook County, Illinois  
for the fiscal year beginning January 1, 2016  
and ending December 31, 2016

WHEREAS, on the 10<sup>th</sup> day of November 2015, the Board of Commissioners tentatively approved the annual Budget and Appropriation Ordinance, and passed a Motion to keep said Ordinance on file in the Park District Office for at least thirty (30) days prior to final action thereon; and

WHEREAS, on the 15<sup>th</sup> day of December 2015, the Board of Commissioners of the Hoffman Estates Park District passed the annual Budget and Appropriation Ordinance of said District for the fiscal year beginning January 1, 2016 and ending December 31, 2016, and upon said date the said Ordinance was duly signed and approved by the President of the Board of Commissioners of said District and signed by the Secretary of said Board:

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF  
COMMISSIONERS OF THE HOFFMAN ESTATES PARK DISTRICT AS  
FOLLOWS:

Pursuant of authority invested in them by the Park District Code, Article Five, the Commissioners of the Park Board in meeting assembled, do hereby find and declare that there will be required to be raised by general taxation the amounts hereinafter set down, to be levied upon all the taxable property in said Park District, in order to meet and defray all the necessary expenses and liabilities of the Park District as required by statute or voted by people in accordance with law, and the amounts so required are itemized and needed for uses and purposes as follow, to-wit:

**Amount to be Raised by Taxation****I. Corporate Fund****1. General Purpose**

Communications & Marketing Expense	\$60,000
Property & Liability Insurance	\$125,000
Employment Insurance	\$125,000
Unemployment Insurance	\$40,000
Loss Prevention	\$5,000
Audit	\$20,000
Payroll	\$745,000
Employee Benefits	\$310,000
Contracted Services	\$70,000
Service & Rental Agreements	\$30,000
Supplies	\$15,000
Utilities	\$5,000
Technology Equipment & Service	<u>\$40,000</u>

Total General Purpose \$1,590,000

**2. Maintenance**

Payroll	\$728,000
Contracted Services	\$12,000
Supplies	\$15,000
Utilities	\$80,000
Equipment Maintenance & Repair	\$70,000
Facility Maintenance & Repair	\$60,000
Property & Field Maintenance	\$135,000
Fuel & Lubricants	\$85,000

Total Maintenance \$1,185,000

Total Corporate Fund **\$2,775,000**

**Said amount is hereby levied as the Corporate Fund Tax.**

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**II. Recreation Fund**

Payroll	\$300,000
Contracted Services	\$30,000
Service & Rental Agreements	\$5,000
Utilities	\$350,000
Communications & Marketing Wages	\$75,000
Postage	\$30,000
Printing & Publication	\$50,000
Maintenance Wages	\$65,000
Custodial Supplies	\$10,000
Program Expenses	<u>\$75,000</u>

Total Recreation Fund **\$990,000**

**Said amount is hereby levied as the Recreation Fund Tax.**

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**Amount to be Raised by Taxation****III. Insurance Fund**

Total Insurance Fund	\$0
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**No amount is hereby levied as the Insurance Fund Tax.**

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**IV. Audit Fund**

Total Audit Fund	\$0
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**No amount is hereby levied as the Audit Fund Tax.**

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**V. I.M.R.F. Fund**

I.M.R.F. Contribution Interfund Transfers	<u>\$550,000</u>
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Total Retirement Fund	<b>\$550,000</b>
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**Said amount is hereby levied as the Retirement Fund Tax.**

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**VI. Debt Service**

Bond & Interest Payments	<u>\$3,060,000</u>
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Total Debt Service Fund	<b>\$3,060,000</b>
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**Said amount is hereby levied as the Debt Service Fund Tax.**

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**VII. Special Recreation**

NWSRA Special Assessment	\$300,000
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ADA Improvements/Purchases	\$200,000
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Special Recreation Rental Usage	<u>\$50,000</u>
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Total Special Recreation Fund	<b>\$550,000</b>
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**Said amount is hereby levied as the Special Recreation Fund Tax.**

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**VIII. Social Security Fund**

FICA Tax Interfund Transfers	\$550,000
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Total Social Security Fund	<b>\$550,000</b>
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**Said amount is hereby levied as the Social Security Fund Tax.**

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**Amount to be Raised by Taxation****Recapitulation**

I.	Corporate Fund	\$2,775,000
II.	Recreation Fund	\$990,000
III.	Insurance Fund	\$0
IV.	Audit Fund	\$0
V.	I.M.R.F. Fund	\$550,000
VI.	Debt Service	\$3,060,000
VII.	Special Recreation	\$550,000
VIII.	Social Security	\$550,000
Total taxes to be levied:		\$8,475,000

Making the aggregate sum of Eight Million, Four Hundred Seventy-Five Thousand dollars (\$8,475,000.00) to be raised by taxation and levy on all the taxable property in said Hoffman Estates Park District, for the year 2015, in order to meet and defray all the necessary expenses and liabilities of the Hoffman Estates Park District as required by statute or voted by the people in accordance with the law.

That the secretary is hereby directed to file a certified copy of this Ordinance with the County Clerk of Cook County, within the time specified.

This Ordinance shall be in full force and effect from and after its passage, and approval is required by law.

AYES:

NAYS:

ABSENT:

Passed and Approved this 15<sup>th</sup> day of December, 2015

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President  
Board of Park Commissioners  
Hoffman Estates Park District

ATTEST:

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Secretary  
Hoffman Estates Park District

State of Illinois                     )  
  ) S.S.  
County of Cook                     )

CERTIFICATE

I, Dean R. Bostrom, DO HEREBY CERTIFY THAT I am the Secretary in and for the Hoffman Estates Park District; that the foregoing is a true and correct copy of an Ordinance duly passed by the President and Board of Park Commissioners being entitled: “Annual Levy Ordinance for the Year 2015 at a regular meeting on the 15th day of December, 2015, the Ordinance being a part of the official records of said Hoffman Estates Park District.

DATED: This 15th day of December, 2015

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Secretary  
Board of Commissioners  
Hoffman Estates Park District

**TRUTH IN TAXATION**  
**CERTIFICATE OF COMPLIANCE**

I, Mike Bickham hereby certify that I am the presiding officer of the Hoffman Estates Park District, and as such presiding officer I certify that the Levy Ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with, the provisions of Illinois Property Tax Code – Truth in Taxation Law, 35 ILCS 200/18-60 through 18-8(2002).

This certificate applies to the 2015 levy.

DATED this 15th day of December, 2015.

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Signature of Presiding Officer  
Board of Park Commissioners  
Hoffman Estates Park District

## MEMORANDUM NO. M15-156

**TO:** Administrative & Finance Committee  
**FROM:** Dean R. Bostrom, Executive Director  
Craig Talsma, Deputy Director/ Director of Finance and Admin  
**RE:** Ordinance O-15-019- Budget and Appropriation Ordinance in  
Tentative Form  
**DATE:** November 5, 2015

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### **BACKGROUND**

The district has finished the 2016 Budget workshops. State law requires that we publicly display our Budget and Appropriation Ordinance in tentative form for at least 30 days prior to final approval.

### **IMPLICATIONS**

There will be an advertised public budget meeting on December 1, 2015 at 6:45 p.m. for additional public input on the district's budget. This meeting will be advertised in the Daily Herald at least one week prior. The budget and appropriation ordinance will then be approved in final form at the December 15, 2015 Board Meeting.

### **RECOMMENDATIONS**

That the A&F Committee recommend to the full board approval of Ordinance O-15-019, the Budget and Appropriation Ordinance in tentative form.

**ORDINANCE NO. O-15-019**  
**BUDGET AND APPROPRIATION ORDINANCE**  
**An Ordinance adopting the combined**  
**Annual Budget and Appropriation of Funds for the**  
**Hoffman Estates Park District,**  
**Cook, (County), Illinois,**  
**for the Fiscal Year beginning on**  
**the first (1<sup>st</sup>) day of January, 2016 and**  
**ending on the thirty-first (31<sup>st</sup>) day**  
**of December, 2016**

BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF  
THE Hoffman Estates Park District, Cook County, Illinois:

SECTION I. It is hereby found and determined:

- (a) This Board has heretofore caused to be prepared a combined annual Budget and Appropriation in tentative form, which Ordinance has been conveniently available for public inspection for at least 30 days prior to final action thereon;
- (b) A public hearing was held at the Triphahn Center, 1685 W. Higgins, Hoffman Estates, Illinois on the 1<sup>st</sup> day of December 2015 on said Ordinance, notice of said hearing having been given by publication in The Daily Herald, being a newspaper published within this District, at least one week prior to such hearing; and,
- (c) That all other legal requirements for the adoption of the annual Budget and Appropriation Ordinance of this District for the fiscal year beginning January first (1<sup>st</sup>), 2016 and ending on the thirty-first (31<sup>st</sup>) day of December, 2016, have heretofore been performed.

SECTION II. The following sums of money, or so much thereof as may be authorized by law for the following objects and purposes, be and the same are hereby budgeted and appropriated for the fiscal year beginning the first day of January, 2016 and ending the last day of December 2016.

**I. Corporate Fund**

**Beginning Cash** **\$3,264,183**

**Income****Administration**

Interfund Charges	\$1,738,865
Property Taxes	\$2,921,000
Investment Income	\$50,000
Advertising Income	\$224,000
Rental Income	\$88,776
Miscellaneous	\$15,000

**Maintenance**

Grant Reimbursement	\$0
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**Total Corporate Fund Income** **\$5,037,641**

**Total Corporate Fund Appropriation** **\$8,301,824**

**Budgeted and Appropriated Expenditures****Administration**

Interfund Charge	\$149,140
Advertising Expense	\$8,400
Property & Liability Insurance	\$159,075
Employment Insurance	\$144,430
Unemployment Insurance	\$85,000
Loss Prevention	\$6,600
Audit Service	\$22,895
Payroll	\$1,380,612
Employee Benefits	\$561,850
Education & Training	\$15,050
Contracted Services	\$49,000
Service & Rental Agreements	\$55,729
Supplies	\$20,000
Dues & Subscriptions	\$20,225
Administrative Expenses	\$34,470
Utilities	\$11,256
Equipment	\$4,400
Maintenance & Repair	\$0
Technology Equipment	\$69,850

**Maintenance**

Loss Prevention	\$20,625
Payroll	\$1,621,848
Employee Benefits	\$10,000
Education & Training	\$5,400
Contracted Services	\$12,760
Service & Rental Agreements	\$0
Supplies	\$18,500
Dues & Subscriptions	\$2,000
Administrative Expenses	\$3,000
Utilities	\$96,228
Equipment	\$6,000
Equipment Maintenance & Repair	\$83,500
Facility Maintenance & Repair	\$31,098
Property & Field Maintenance	\$128,500
Fuel and Lubricants	\$85,200

**Total Corporate Fund Expenditures** **\$4,922,641**

**Estimated Ending Cash** **\$3,379,183**



**II. Recreation Fund****Beginning Cash****\$2,393,658****Income****Administration**

Interfund Charges	\$415,213
Property Taxes	\$1,020,000
Investment Income	\$9,608
Field Rentals	\$90,522
Merchandise Resale	\$1,200
Miscellaneous	\$0

**Communications & Marketing**

Corporate Relations Revenue (Sponsorships)	\$0
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**Triphahn Center**

Rentals	\$35,795
Memberships	\$228,900
Guest Services	\$8,305
General Programs	\$6,000
Fitness Programs	\$8,400

**Willow Recreation Center**

Rentals	\$127,760
Memberships	\$100,904
Guest Services	\$6,040
Court Fees	\$10,515
Merchandise Resale	\$280
Lessons	\$2,350
Leagues	\$3,780
Fitness Programs	\$26,968

**General Leisure Services**

Rentals	\$5,000
General Programs	\$21,771
Daycamps	\$99,958
Dance	\$137,517
Gymnastics	\$91,100
Arts & Crafts	\$5,040
Martial Arts	\$112,294
Special Events	\$15,945

**Senior**

Senior Memberships CCIA	\$8,100
Senior Programs	\$84,200

**Early Childhood**

General Programs	\$53,707
Daycamps	\$250,260
Preschool	\$239,174
Parent/Tot	\$18,373
STAR Program	\$764,824
Child Care	\$305,003

**Youth Baseball & Softball**

Boys Baseball	\$45,160
Girls Softball	\$4,500
Boys Travel Baseball	\$4,140

**Adult Athletics**

General Programs	\$3,440
Basketball Leagues	\$38,000
Softball Leagues	\$15,620

Football Leagues	\$11,080
<b>Youth Athletics</b>	
General Programs	\$12,010
Athletic Camps	\$21,815
Volleyball	\$8,270
Basketball	\$44,250
Soccer - In House Leagues	\$59,800
Soccer - Travel	\$29,345
<b>Seascape</b>	
Rentals	\$23,014
Memberships	\$78,775
User Fees	\$117,000
Merchandise Resale	\$100
Concession Rental	\$2,800
General Programs	\$39,870
Special Events	\$2,000
<b>Ice</b>	
Rentals	\$696,495
Daily Admissions	\$60,800
Concession Rental	\$9,600
Vending	\$10,500
Lessons	\$366,650
Camps	\$29,400
Adult Leagues	\$72,000
Youth Leagues	\$492,300
Special Events	\$3,200
<b>Total Recreation Fund Income</b>	<b>\$6,616,740</b>
<b>Total Recreation Fund Appropriation</b>	<b>\$9,010,398</b>
<b><u>Budgeted and Appropriated Expenditures</u></b>	
<b>Administration</b>	
Interfund Charges	\$930,776
Rental Expenses	\$800
Payroll	\$635,842
Employee Benefits	\$1,000
Education & Training	\$8,950
Contracted Services	\$38,216
Service & Rental Agreements	\$18,078
Supplies	\$400
Dues & Subscriptions	\$3,228
Administrative Expenses	\$3,000
Utilities	\$552,924
Equipment	\$5,932
Facility Maintenance & Repair	\$24,197
Credit Card Processing Fees	\$68,500
<b>Communications &amp; Marketing</b>	
Corporate Relations Expense	\$0
Payroll	\$192,145
Professional Education	\$3,300
Contracted Services	\$4,960
Supplies	\$2,970
Dues & Subscriptions	\$8,757
Postage	\$39,800
Printing & Publication	\$67,910
Advertising	\$7,758
<b>Maintenance</b>	

Payroll	\$196,396
Contracted Services	\$0
Custodial Supplies	\$17,594
<b>Triphahn Center</b>	
Rentals	\$2,847
Guest Services	\$2,080
General Programs	\$4,200
Fitness Program Expense	\$6,119
Payroll	\$109,219
Employee Benefits	\$1,755
Supplies	\$9,000
Promotional Expense	\$1,750
Maintenance & Repair	\$9,749
<b>Willow Recreation Center</b>	
Rental Expense	\$17,565
Memberships	\$3,500
Guest Services	\$1,679
Merchandise Resale	\$254
Lessons	\$1,395
Leagues & Tournaments	\$650
Fitness Wages	\$17,399
Payroll	\$68,945
Employee Benefits	\$1,400
Supplies	\$3,351
Promotional Expense	\$1,516
Equipment	\$2,200
Maintenance & Repair	\$3,575
Facility Maintenance & Repair	\$12,700
<b>General Leisure Services</b>	
Rentals	\$2,960
General Programs	\$12,190
Summer Camps	\$51,021
Dance	\$77,579
Gymnastics	\$66,770
Arts & Crafts	\$3,528
Martial Arts	\$80,064
Vogelei Program Expense	\$5,038
Special Events & Trips	\$43,330
<b>Senior</b>	
Senior Programs	\$71,638
<b>Early Childhood</b>	
General Programs	\$28,793
Daycamps	\$119,026
Preschool	\$137,749
Parent/Tot	\$9,495
STAR Program	\$342,242
Full Day day Care	\$181,242
<b>Youth Baseball &amp; Softball</b>	
Boys Baseball	\$20,155
Girls Softball	\$2,365
<b>Adult Athletics</b>	
General Programs	\$2,408
Basketball Leagues	\$23,277
Softball Leagues	\$7,074
Football Leagues	\$6,679
<b>Youth Athletics</b>	
General Programs	\$7,923
Athletic Camps	\$13,962
Volleyball	\$3,014
Basketball	\$23,987

	Soccer - In House Leagues	\$26,696
	Soccer - Travel	\$0
<b>Seascape</b>		
	General Programs	\$16,122
	Special Event	\$850
	Payroll	\$158,575
	Employee Benefits	\$3,080
	Education & Training	\$9,010
	Contracted Services	\$5,010
	Supplies	\$21,445
	Dues & Subscriptions	\$375
	Promotional Expense	\$2,500
	Utilities	\$90,810
	Equipment	\$4,645
	Equipment Maintenance & Repair	\$8,872
	Facility Maintenance & Repair	\$7,265
<b>Ice</b>		
	Debt Service Expense (Debt Payment Transfer)	\$787,500
	Rentals	\$3,000
	Lessons	\$145,869
	Camps	\$13,819
	Adult Leagues	\$5,167
	Youth Leagues	\$234,220
	Special Events	\$0
	Payroll	\$420,894
	Uniforms	\$1,500
	Profesional Education	\$500
	Contracted Services	\$14,000
	Supplies	\$3,360
	Dues & Subscriptions	\$525
	Mileage Reimbursement	\$600
	Promotional Expense	\$3,000
	Propane	\$6,600
	Equipment	\$1,590
	Equipment Maintenance & Repair	\$5,051
	Facility Maintenance & Repair	\$3,750
<b>Capital</b>		
	Sea Rebuild Pump #5	\$5,750
	TC Video Security Upgrades	\$5,000
	TC/WRC Fitness Equipment	\$10,000
	ICE Compressor Rebuild	\$10,000
	VOG AC Unit Replace (2)	\$5,000
	WRC Copier Replace	\$5,000
	WRC Flooring Carpet/Tile	\$10,000
	<b>Total Recreation Fund Expenditures</b>	<b>\$6,516,740</b>
<b>Estimated Ending Cash</b>		<b>\$2,493,658</b>

### III. I.M.R.F. Fund

<b>Beginning Cash</b>	<b>\$260,584</b>
<b><u>Income</u></b>	
Interfund Charges	\$0
Property Taxes	\$565,000
Investment income	<u>\$841</u>
<b>Total I.M.R.F. Fund Income</b>	<b>\$565,841</b>
 <b>Total I.M.R.F. Fund Appropriation</b>	 <b>\$826,425</b>
 <b><u>Budgeted and Appropriated Expenditures</u></b>	
IMRF Interfund Transfers	\$449,841
IMRF Contribution UAAL	<u>\$0</u>
<b>Total I.M.R.F. Fund Expenditures</b>	<b>\$449,841</b>
 <b>Estimated Ending Cash</b>	 <b>\$376,584</b>

### IV. Debt Service

<b>Beginning Cash</b>	<b>\$3,634,607</b>
<b><u>Income</u></b>	
Interfund Transfers	\$1,465,000
Property Taxes	\$3,275,000
Investment Income	\$20,000
BABs Rebates	\$151,400
Bond Proceeds	<u>\$1,725,000</u>
<b>Total Debt Service Fund Income</b>	<b>\$6,636,400</b>
 <b>Total Debt Service Fund Appropriation</b>	 <b>\$10,271,007</b>
 <b><u>Budgeted and Appropriated Expenditures</u></b>	
Bond Issue Costs	\$33,150
Bond Principal & Interest Payments	<u>\$6,363,250</u>
<b>Total Debt Service Fund Expenditures</b>	<b>\$6,396,400</b>
 <b>Estimated Ending Cash</b>	 <b>\$3,874,607</b>

### V. Special Recreation

<b>Beginning Cash</b>	<b>\$230,935</b>
<b><u>Income</u></b>	
Interfund Charges	\$100,000
Property Taxes	\$530,000
Investment Income	<u>\$435</u>
<b>Total Special Recreation Fund Income</b>	<b>\$630,435</b>
 <b>Total Special Recreation Fund Appropriation</b>	 <b>\$861,370</b>
 <b><u>Budgeted and Appropriated Expenditures</u></b>	
NWSRA Special Assessment	\$304,575
ADA Priority Expenditures	\$0
Special Recreation Rental Payments	\$85,860
ADA Canterbury	\$72,500
ADA Sheffield	<u>\$30,750</u>

ADA Victoria N	\$94,250
ADA Shoe Factory Bike Trail	<u>\$7,500</u>

<b>Total Special Recreation Fund Expenditures</b>	<b>\$595,435</b>
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<b>Estimated Ending Cash</b>	<b>\$265,935</b>
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**VI. Social Security Fund**

Beginning Cash	\$260,473
<b><u>Income</u></b>	
Property Taxes	\$565,000
Interest Income	\$1,255
<b>Total Social Security Fund Income</b>	<b>\$566,255</b>
<b>Total Social Security Fund Appropriation</b>	<b>\$826,728</b>
<b><u>Budgeted and Appropriated Expenditures</u></b>	
FICA Interfund Transfers	\$539,255
<b>Total Social Security Fund Expenditures</b>	<b>\$539,255</b>
<b>Estimated Ending Cash</b>	<b>\$287,473</b>

**VII. Prairie Stone Sports & Wellness Fund**

Beginning Cash	\$967,490
<b><u>Income</u></b>	
<b>Administration</b>	
Interfund Transfers	\$138,772
Investment Income	\$3,000
Rentals	\$217,810
Merchandise Resale	\$4,800
<b>Fitness</b>	
Rentals	\$6,520
Membership Fees	\$1,950,000
Guest Services	\$191,127
Pro Shop Sales	\$400
Tennis Lessons	\$264,300
<b>Recreation</b>	
Climbing Wall Programs	\$8,218
Sports Specific Programs	\$16,250
Early Childhood Programs	\$15,990
<b>Aquatics</b>	
Membership Fees	\$17,000
Daily Fees	\$0
Swim Lessons	\$174,993
<b>Total Prairie Stone Sports &amp; Wellness Income</b>	<b>\$3,009,180</b>
<b>Total Prairie Stone Sports &amp; Wellness Appropriation</b>	<b>\$3,976,670</b>
<b><u>Budgeted and Appropriated Expenditures</u></b>	
<b>Administration</b>	
Interfund Transfers	\$756,911
Rental Expense	\$20,923
Payroll	\$673,694
Employee Benefits	\$3,270
Professional Education	\$6,850
Contracted Services	\$8,370
Service Agreements	\$910
Supplies	\$6,085
Dues & Subscriptions	\$23,066
Administrative Expense	\$100
Utilities	\$293,288
Equipment	\$2,400
Credit Card Processing Fees	\$50,000

<b>Communications &amp; Marketing</b>	
Contracted Marketing	\$5,700
Printing & Publication	\$57,830
Advertising	\$10,900
<b>Maintenance</b>	
Payroll	\$109,280
Custodial Service	\$135,450
Supplies	\$18,000
Equipment	\$1,000
Equipment Maintenance	\$5,100
Facility Maintenance	\$25,000
<b>Fitness</b>	
Guest Services	\$175,003
Pro Shop	\$300
Fitness Program Wages	\$124,058
Tennis Lessons	\$186,975
Payroll	\$34,971
Supplies	\$65,994
Equipment Maintenance	\$22,680
<b>Recreation</b>	
Climbing Wall Expense	\$9,676
Sports Specific Programs	\$9,367
Early Childhood Programs	\$11,180
<b>Aquatics</b>	
Swim Lessons	\$96,836
Supplies	\$12,743
Equipment Maintenance	\$5,670
<b>Capital</b>	
Service Desk Carpet Replace	\$5,000
Fitness Equipment	\$25,000
Gym Floor Resurfacing	\$9,600
<b>Total Prairie Stone Sports &amp; Wellness Expenses</b>	<b>\$3,009,180</b>
<b>Estimated Ending Cash</b>	<b>\$967,490</b>

#### **VIII. Capital Improvement Fund**

<b>Beginning Cash</b>	<b>\$3,467,339</b>
<b><u>Income</u></b>	
<b>General</b>	
Interfund Transfer	\$825
Investment Income	\$14,465
Marquee Sign Adv Revenue	\$0
Bond Proceeds	<u>\$1,000,000</u>
<b>Total Capital Improvement Fund Income</b>	<b>\$1,015,290</b>
<b>Total Capital Improvement Fund Appropriation</b>	<b>\$4,482,629</b>

#### **Budgeted and Appropriated Expenditures**

<b>General</b>	
<b>Administration</b>	
Interfund Transfers	\$114,465
Marquee Sign Adv Expense	\$0
Contracted Services	\$22,825
Replace PARKS 4x4 Pickup	\$32,000
Replace PARKS Skid Steer	\$60,000
Tennis Court Crackfill	\$20,000
Facility Concrete Walk Replace	\$25,000
Parking Lot Patch/Crackfill	\$73,000
PARKS GIS Mapping/Facility Inv	\$85,500



PSSWC Pool Filter Tank Replace	\$125,000
PSSWC Pool RTU10 Replace	\$300,000
PSSWC Pool RTU9 Replace	\$300,000
ICE Shell & Tube Condensor Replace	\$350,000
ADMIN Accounting Software	\$140,000
VOG Barn Flooring Replace	\$12,000
VOG House Furnace (2) Replace	\$8,000
Canterbury Playground Replace	\$77,500
Sheffield Playground Replace	\$74,250
Victoria N Playground Replace	\$95,750
Bergman Property	\$300,000

<b>Total Capital Fund Expenditures</b>	<b>\$2,215,290</b>
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<b>Estimated Ending Cash</b>	<b>\$2,267,339</b>
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**IX. Working Cash Fund**

<b>Beginning Cash</b>	<b>\$0</b>
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**Income**

Interest Income	\$0
<b>Total Working Cash Fund Income</b>	<b>\$0</b>

<b>Total Working Cash Fund Appropriation</b>	<b>\$0</b>
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**Budgeted and Appropriated Expenditures**

**Administration**

Interfund Transfer	\$0
<b>Total Working Cash Fund Expenditures</b>	<b>\$0</b>

<b>Estimated Ending Cash</b>	<b>\$0</b>
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**X. Bridges Of Poplar Creek Fund**

<b>Beginning Cash</b>	<b>\$92,134</b>
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**Income**

**Administration**

Interfund Transfer	\$97,783
Investment Income	\$1,500
Advertising	\$9,450
Rental Income	\$20,180
Vending	\$3,750
Miscellaneous	\$7,500

**Food & Beverage**

Rentals	\$51,500
Merchandise Resale - Tobacco	\$2,925
Merchandise Resale - Beverages	\$484,000
Merchandise Resale - Food	\$350,000
Gratuities/Service Charges	\$118,000

**Golf Operations**

Rentals	\$411,375
Memberships	\$17,544
Guest Services	\$8,880
Green Fees - Resident	\$58,678
Green Fees - Non-Resident	\$470,134
Merchandise Resale	\$84,175

Lessons	\$33,906
Tournaments & Outings	\$165,042
Driving Range Fees	\$131,815
Ball Retrieval Fee	<u>\$1,300</u>
<b>Total Golf Course Fund income</b>	<b>\$2,529,437</b>

**Total Golf Course Fund Appropriation** **\$2,621,571**

**Budgeted and Appropriated Expenditures**

**Administration**

Interfund Transfers	\$232,940
Payroll	\$287,243
Uniforms	\$840
Education & Training	\$850
Contracted Services	\$18,559
Service & Rental Agreements	\$450
Supplies	\$8,800
Dues & Subscriptions	\$10,855
Utilities	\$121,120
Equipment	\$1,500
Facility Maintenance & Repair	\$17,000
Credit Card Processing Fees	\$34,000

**Maintenance**

Maintenance Management Services	\$438,612
Employee Benefits	\$1,000
Professional Education	\$1,000
Contracted Services	\$850
Service & Rental Agreements	\$1,200
Supplies	\$3,500
Dues & Subscriptions	\$1,250
Administrative Expenses	\$300
Utilities	\$35,600
Equipment Maintenance & Repair	\$25,500
Facility Maintenance & Repair	\$0
Course Maintenance	\$80,250
Fuel & Lubricants	\$17,000

**Food & Beverage**

Rentals	\$4,500
COG Tobacco	\$1,700
COG Food	\$154,880
COG Beverage	\$91,000
Payroll	\$391,495
Uniforms	\$2,750
General Services	\$15,554
Service & Rental Agreements	\$28,500
Supplies	\$20,000
Administrative Expenses	\$1,700
Advertising	\$18,700
Equipment	\$0
Equipment & Repair	\$5,000

**Golf Operations**

Rentals	\$6,750
Lightning Passes	\$6,000
Merchandise Resale COGS	\$66,127
Programs	\$9,500
Tournaments & Outings	\$19,534
Payroll	\$161,012
Employee Benefits	\$2,960

Education & Training	\$1,000
Contracted Services	\$1,250
Supplies	\$2,900
Administrative Expenses	\$2,450
Advertising	\$4,500
Equipment	\$3,640
Equipment Maintenance & Repair	\$550
<b>Capital</b>	
Golf Cart GPS	\$53,664
Electric Golf Carts	\$77,352
BPC Workman Carts (20	\$6,500
BPC Broiler Stove Top	\$20,000
BPC Ball Dispensing Machine	<u>\$7,750</u>
<b>Total Golf Course Fund Expenditures</b>	<b>\$2,529,437</b>
<b>Estimated Ending Cash</b>	<b>\$92,134</b>

Recapitulation

I. Total Corporate Fund Appropriation	\$8,301,824
II. Total Recreation Fund Appropriation	\$9,010,398
III. Total IMRF Fund Appropriation	\$826,425
IV. Total Debt Service Fund Appropriation	\$10,271,007
V. Total Special Recreation Fund Appropriation	\$861,370
VI. Total FICA Fund Appropriation	\$826,728
VII. Total Prairie Stone Fund Appropriation	\$3,976,670
VIII. Total Capital Fund Appropriation	\$4,482,629
IX. Total Working Cash Fund Appropriation	\$0
X. Total Golf Course Fund Appropriation	\$2,621,571
 TOTAL ALL FUNDS	 \$41,178,622

SECTION III. The following determinations have been made and are hereby made a part of the aforesaid budget:

- (a) **An estimate of the cash on hand at the beginning of the fiscal year is expected to be \$14,571,403.**
- (b) **An estimate of the cash expected to be received during the fiscal year from all sources is \$26,607,219.**
- (c) **An estimate of the expenditures contemplated for the fiscal year is \$27,174,219.**
- (d) **An estimate of the cash expected to be on hand at the end of the fiscal year is \$14,004,403.**
- (e) **An estimate of the amount of taxes to be received during the fiscal year is \$8,876,000.**

Each of said sums of money and the aggregate thereof are deemed necessary by this Board to defray the necessary expenses and liabilities of this District during the fiscal year beginning January 1, 2016 and ending December 31, 2016 for the respective purposes set forth.

SECTION IV. All unexpended balances of the appropriations for the fiscal year ended December 31, 2016 and prior years are hereby specifically reappropriated for the same general purposes for which they were originally made and may be expended in making up any insufficiency of any other items provided in this appropriation ordinance, in making this appropriation in accordance with applicable law.

SECTION V. The receipts and revenue of said District derived from sources other than taxation and not specifically appropriated, shall constitute the general corporate fund and shall first be placed to the credit of such fund.

This Ordinance shall be in full force and effect immediately upon its passage.

Passed by the Board of Park Commissioners of the Hoffman Estates Park District this 15<sup>th</sup> day of December, 2015.

AYES:

NAYS:

ABSENT:

\_\_\_\_\_  
President

Board of Park Commissioners Hoffman Estates Park District

ATTEST:

\_\_\_\_\_  
Secretary

**CERTIFICATION OF ESTIMATE OF  
REVENUE FOR FISCAL YEAR 2016**

I, Lili Kilbridge, do hereby certify that I am the duly qualified Treasurer of the Hoffman Estates Park District and the Chief Fiscal Officer of said Board of Park Commissioner; as such Officer I do further certify that the revenues, by source, anticipated to be received by said District in the fiscal year beginning January 1<sup>st</sup> 2015 and ending on December 31, 2015 are estimated to be as follows:

<u>SOURCE</u>	<u>AMOUNT</u>
<b>Taxes</b>	<b>\$8,876,000</b>
<b>Interest Earned</b>	<b>101,104</b>
<b>Debt Issuance</b>	<b>2,876,400</b>
<b>Grants, Donations, Sponsorship, Advertising</b>	<b>233,450</b>
<b>Memberships</b>	<b>2,401,223</b>
<b>Program and User Fees</b>	<b>4,423,052</b>
<b>Rentals</b>	<b>1,324,272</b>
<b>Merchandise Resale, Vending &amp; Misc.</b>	<b>127,705</b>
<b>Interfund Charges</b>	<b>3,956,458</b>
<b>Golf Course Operations</b>	<b><u>2,287,555</u></b>
<b>TOTAL</b>	<b>\$26,607,219</b>

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the said Hoffman Estates Park District this 15th day of December, 2015.

\_\_\_\_\_  
Treasurer and Chief Fiscal Officer  
Hoffman Estates Park District

STATE OF ILLINOIS                    )  
  ) SS  
COUNTY OF COOK                    )

**CERTIFICATION**

I, Dean R. Bostrom, do hereby certify that I am the duly qualified and acting Secretary of the Hoffman Estates Park District in the county and state aforesaid, and as such Secretary, I am the keeper of records and files of the Board of Park Commissioners of said district.

I do further certify that the attached and foregoing is a true and complete copy of the "Combined Annual Budget and Appropriation Ordinance of the Hoffman Estates Park District, Cook County, Illinois for the Fiscal Year beginning January 1<sup>st</sup>, 2016 and ending December 31<sup>st</sup>, 2016", as adopted by the Board of Park Commissioners at its properly convened meeting held on the 15th day of December, 2015.

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Secretary  
Hoffman Estates Park District