



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

AGENDA
REGULAR BOARD MEETING NO. 1053
TUESDAY, MAY 26, 2020
7:00 p.m.
***REMOTE MEETING VIA ZOOM**

1. ROLL CALL
2. APPROVAL OF AGENDA
3. COMMENTS FROM THE AUDIENCE
4. APPROVAL OF MINUTES (attached)
 - A. Regular Board Minutes 04/28/2020
 - B. Special Board Minutes 05/12/2020
5. PRESIDENT'S REPORT
6. ADOPTION OF EXECUTIVE DIRECTOR'S REPORT
7. OLD BUSINESS
8. NEW BUSINESS
 - A. 2019 Audit / M20-058
 - B. Chicago Wolves Contract Renewal / M20-064
 - C. Phase 3 Programming / M20-066
 - D. The Club at Prairie Stone Locker Room Renovations / M20-060
 - E. The Club Tennis Court / M20-063
 - F. Athletico Rent Deferment at The Club at Prairie Stone / M20-061
 - G. Birch Park (OSLAD) Engineering & Consulting Services / M20-065
 - H. Human Resources Manager and Parks, GIS, Risk Management Administrator Job Descriptions / M20-059
 - I. Appointment of IMRF Authorized Agent R20-002 / M20-057
 - J. Open and Paid Invoice Register: \$775,814.39
 - K. Revenue and Expenditure Report and COVID-19 Impact Statement
9. COMMISSIONER COMMENTS

**For access to remote meetings held via ZOOM, please email jagudelo@heparks.org. You will be provided the link to join the ZOOM and you will be able to participate during the "Comments from the Audience" portion of the meeting. For ease, you may also email your comment prior to the start of the meeting time and your comment will be read aloud on your behalf during the meeting.*



10. EXECUTIVE SESSION

A. Minutes, pursuant to 5 ILCS 120/2 Section 2(c)(21) of the Open Meetings Act

- 05/12/2020

B. Appointment, employment, compensation, discipline, performance or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers, pursuant to 5 ILCS 120/2 Sec. 2(c)(1) of the Open Meetings Act.

11. ADJOURNMENT



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MINUTES
REGULAR BOARD MEETING NO. 1052
April 28, 2020

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Board of Commissioners was held on April 28, 2020 at 7:04 p.m. via ZOOM.

Present: President Kaplan; Commissioners Chhatwani, K. Evans, R. Evans, Kilbridge, Kinnane, and McGinn

Absent: None

Also Present: Executive Director Talsma, Director of Finance and Administration Hopkins, Director of Parks, Planning and Maintenance Hugen, Director of Golf and Facilities Bechtold, Director of Recreation Kapusinski, Executive Assistant Logan

Audience: Community Representatives Friedman, Musial, and Kulkarni

2. Approval of Agenda:

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

3. Comments from the Audience:

None

4. Approval of the Minutes:

Commissioner McGinn made a motion, seconded by Commissioner K. Evans to approve the minutes of the February 25, 2020 Regular Board meeting as presented. Commissioner Kilbridge abstained due to her absence at the Regular Board Meeting on February 25, 2020. The motion carried by voice vote.

Commissioner Kinnane made a motion, seconded by Commissioner R. Evans to approve the minutes of the March 18, 2020 Emergency Board meeting as presented. The motion carried by voice vote.

Commissioner McGinn made a motion, seconded by Commissioner K. Evans to approve the minutes of the March 30, 2020 Emergency Board meeting as presented. The motion carried by voice vote.

5. President's Report:

President Kaplan commended the staff on the production, creativity, and ongoing maintenance of the website during this pandemic.

President Kaplan commended Director Hopkins for her continued analytical support to the district.

6. Executive Director's Report/M20-053:

Executive Director Talsma addressed the board with an update to the Director's Report to note that while the locker rooms at The Club are not able to be used by members due to COVID-19 restrictions, the locker room should be evaluated for needed renovations originally planned for 2021. Staff will conduct a bid for pricing and obtain an estimate for completion of the project. Staff will present the bid results to the board for approval if it is advantageous to move forward with the project this year.

Executive Director Talsma addressed the board with a second update to the Director's Report to note that some of The Club fitness equipment will be moved to The Club tennis court to allow for social distancing restrictions. Staff is looking to make the tennis court area a functional space for members to use the relocated fitness equipment; to do so, they are planning to take down the tennis curtains to make the space as comfortable and functional as possible. Executive Director Talsma added that, as of now, we have twenty tennis members and continuing tennis at the facility is not viable.

Executive Director Talsma addressed the board with a third update to the Director's Report to note beginning May 1, 2020, some virtual programming may be provided at a cost and the rest will continue to be provided for free.

Commissioner K. Evans asked about social distancing at The Club and the layout of the equipment. Executive Director Talsma explained that the set-up of the equipment within The Club will be designed to allow for the safest possible environment while adhering to the restrictions set forth by the Governor and the State of Illinois. We are trying to expand our square footage of functional workout space by moving the exercise equipment to the tennis court and allowing patrons to use it there as well.

Commissioner Kinnane noted that the Village of Hoffman Estates has cancelled the parade and Northwest Fourth Fest.

Commissioner Chhatwani noted she attended Sarah's HIIT class and Pat's virtual session with his children. She participated and commented on the classes to show support for the virtual programming.

Commissioner K. Evans asked about the status of the OSLAD grants. Executive Director Talsma explained there has not been an extension yet, but we anticipate an extension based on the Stay-at-Home order.

Commissioner McGinn asked about the status of the ice rink project. Director Hugen explained the ice rink is on schedule and he anticipates being done by the end of August to finish ahead of the September 6, 2020 deadline.

Commissioner R. Evans asked about the contract with the Wolves. Executive Director Talsma explained that if he has not been contacted by May 1, he will be contacting the Wolves on May 1 with a 30-day notice. At this point, nothing has been discussed.

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

7. **Old Business:**

None

8. **New Business:**

A. Seascape and Splash Pad Closures / M20-051:

Executive Director Talsma reviewed the item noting that it is not possible to enforce the current State of Illinois COVID-19 guidelines in a swimming pool or at park splash pads.

Commissioner K. Evans asked about closing the pools at The Club. Until we receive official direction from the State of Illinois, CDC, or DCEO that swimming pools are safe, we will keep The Club pools closed and that they are currently emptied.

President Kaplan amended M20-051 to include the continued closure of the two pools at The Club.

Commissioner McGinn made a motion, seconded by Commissioner Chhatwani to approve the 2020 closure of Seascape Aquatic Center as presented in M20-051. The motion carried by voice vote.

Commissioner R. Evans made a motion, seconded by Commissioner Kinnane to approve the continued closure of the two pools at The Club until further notice is received from the CDC or the State of Illinois that it is safe for use, as amended to be included in M20-051. The motion carried by voice vote.

Commissioner K. Evans made a motion, seconded by Commissioner Kilbridge to close all outdoor District splash pads for 2020, or until such time as they may be safely operated during the COVID-19 pandemic as presented in M20-051. The motion carried by voice vote.

B. Bridges Opening May 1st / M20-052:

Executive Director Talsma reviewed the item adding we do not plan to open the disc golf course; the disc golf course will be treated the same as other sport courts.

Commissioner R. Evans asked about the status of the driving range. Director Bechtold answered that the driving range is closed until further notice.

President Kaplan asked about push cart rentals at the golf course. Director Bechtold answered that per the DCEO guidelines it is not a possibility to rent the push carts at this time.

President Kaplan asked if handicap players will be able to use the golf carts. Executive Director Talsma addressed the question explaining that individuals who have an ADA limitation or if they are unable to walk 18 holes may use a cart. Historically, there has only been one individual who utilized the ADA cart once or twice per year. Executive Director Talsma does not anticipate there being a lot of people requesting to use the carts by admitting they have a limitation.

According to PDRMA, we could require individuals to present a doctor's note stating that they require a cart to play. Also according to PDRMA, we do not need to do anything that compromises the safety of our staff in order to meet an accessibility. We feel we are unable to maintain the safety of our staff in order to meet this accessibility at the current time in that we cannot safely disinfect the carts after use. Therefore, the carts are not available for rental at this time until we can properly maintain them.

President Kaplan asked how staff will handle patrons drinking in the parking lot after golfing. Executive Director Talsma answered that it is posted in the guidelines that alcohol is not permitted on the course and this will be self-policed by the players on the course; the parking lot drinking will be treated in the same manner.

Commissioner K. Evans noted we have video surveillance of the parking lot, if needed.

Director Bechtold noted tee time statistics for Bridges opening weekend, May 1, 2020; tee times are nearly booked solid for both Friday and Saturday. Overall, very seamless as far as operations goes and positive with patrons prepaying and adhering to the new guidelines.

Commissioner K. Evans asked about Commissioners using the golf course and when are appropriate times to do so. Director Bechtold explained Commissioners have the same

discount at the golf course with the same tee time restrictions as before COVID-19, but noted all golfers can only golf in twosomes. Foursomes are not allowed at this time.

President Kaplan wanted confirmation that it is twosomes as opposed to foursomes. Executive Director Talsma explained that unlike nearby states which are allowing foursomes, in Illinois, it is twosomes only at this time.

Information only; no motion.

C. Open and Paid Invoice Register:

Commissioner McGinn asked about the Minnesota Ice bill. Director Huguenot answered the amount presented is not the final bill and more is still to come.

Commissioner K. Evans thanked Director Hopkins for color coding the invoice register. Executive Director Talsma also commended Director Hopkins her work with the financial reports.

Commissioner McGinn made a motion, seconded by Commissioner K. Evans to approve the Open and Paid Invoice Register for \$1,179,945.23.

On a Roll Call: Carried 7-0-0

Ayes: 7 Chhatwani, K. Evans, R. Evans, Kilbridge, Kinnane, McGinn, Kaplan

Nays: 0

Absent: 0

D. Revenue and Expenditure Report and Financial Analysis:

Executive Director Talsma noted that because of the financial impact of closures due to COVID-19, an amended budget will be done for 2020 at the time the new budget will be prepared for 2021.

Director Hopkins reviewed the Revenue and Expenditure Report and Financial Analysis.

Executive Director Talsma commended the skeleton staff that is currently working to continue to keep the District operating.

Commissioner Kilbridge asked about the number of full-time staff running operations for the District. Executive Director Talsma answered that, aside from the Parks, Planning & Maintenance team, we have approximately twenty full-time employees working to run the operations for the District.

Commissioner Kilbridge made a motion, seconded by Commissioner K. Evans to approve the Revenue and Expenditure Report and Financial Analysis as presented. The motion carried by voice vote.

9. Commissioner Comments:

Commissioner Kinnane thanked the staff for their efforts. He asked for all to stay safe and to stay home and to please take this pandemic seriously.

Commissioner McGinn thanked the staff for their efforts.

Commissioner K. Evans thanked the staff for their efforts and shared that his heart goes out to those that are currently unemployed.

Commissioner Kilbridge noted that hopefully this pandemic changes how people view our facilities and parks and that they develop a new level of appreciation for these. Also, she hopes that people have a new found love for exercise and recreation. She noted that recreation people are adaptable and is hopeful that staff have the stamina to make it through this difficult time.

Commissioner R. Evans thanked the staff for their efforts.

Commissioner Chhatwani thanked the staff for their efforts. She wishes everyone to stay healthy and safe during this time.

President Kaplan thanked the Community Representatives Musial, Freidman and Kulkarni for sitting in the audience for tonight's meeting. He noted Community Representative Friedman had to exit the meeting early to attend another remote meeting. He thanked the staff for their efforts.

10. Adjournment:

Commissioner R. Evans made a motion, seconded by Commissioner Kilbridge to adjourn the meeting at 8:10 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Monica Logan
Executive Assistant



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MINUTES SPECIAL BOARD MEETING May 12, 2020

1. **Roll Call:**

A Special Board Meeting of the Hoffman Estates Park District Board of Commissioners was held on May 12, 2020 at 7:00 p.m. via ZOOM.

Present: President Kaplan; Commissioners Chhatwani, K. Evans, R. Evans, Kilbridge, Kinnane, and McGinn

Absent: None

Also Present: Executive Director Talsma, Director of Finance and Administration Hopkins, Director of Parks, Planning and Maintenance Hugen, Director of Golf and Facilities Bechtold, Director of Recreation Kapusinski

Audience: Community Representative Musial, Friedman, and Wilson

2. **Approval of Agenda:**

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

3. **Comments from the Audience:**

None

4. **Old Business:**

None

5. **New Business:**

A. The Club Locker Room Renovation / M20-054:

Executive Director Talsma reviewed the item for locker replacement in the Club and Community locker room areas. This entails replacement of all lockers in both Men's and Women's locker rooms for Club and Community as well as the family changing area. Additionally, the carpet was not replaced as part of the carpet project in that a new type of floor will be utilized for the locker rooms to minimize the spread of germs and enable better cleaning. The floor/tile surfaces will be bid separately.

Commissioner McGinn asked about the \$85,000 project to update the elevator at Willow Recreation Center. Director Huguenot noted this project has been an item in GIS to be addressed for the last couple of years. With the facility not fully open and no patrons inside of it, staff feels the project can be pushed to 2021. We did pass code and have received our license for the elevator for 2020.

Commissioner K. Evans asked about the material used for the locker room doors. Director Huguenot described the Nanolam sealcoat that will be applied to the locker room doors; a product which deflects ~98% of germs and is easy to clean.

Commissioner K. Evans asked if completing this large expenditure could jeopardize spending for other large projects like Birch Park. Executive Director Talsma explained that the locker room expenditure will not affect the Birch Park project.

Commissioner Chhatwani asked about the funds for this project and whether it will result in a deficit since the District does not have any revenue coming in at present. Executive Director Talsma explained the funds will be coming out of the Capital Fund based on the infrastructure design of it. Funds from the chosen Capital Fund projects originally slated for 2020 that have been moved to 2021 will make funds available for this project. The goal being to take advantage of The Club facility closure and complete the renovation without disturbing members.

President Kaplan asked about the project for ADA at Pine Park. Executive Director Talsma explained that is the ADA portion of the entire Pine park project.

President Kaplan asked about the security cameras that were planned for, but will now be forgone, and whether that will be compromising security because of it. Executive Director Talsma explained these were additional cameras in parking lots and at the maintenance building as well as a few more at The Club. The facilities are vacant at this time, so putting this off until next year will not be an issue.

President Kaplan asked about the limited number of USB chargers in the locker rooms and whether this will create tension or expedite wear-and-tear to the lockers with a USB charger. Executive Director Talsma recommended that the bid for the project include an option to add more USB chargers at a per locker cost.

Commissioner K. Evans noted that technology is constantly evolving and that five years from now these USB chargers may not be useful. Director Bechtold explained the USB chargers are standard ports, like an electrical outlet, that all technology utilizes.

Commissioner Kinnane made a motion, seconded by Commissioner Chhatwani to move forward with the Phase 2 locker room renovations to The Club for a budget amount of \$400,000 including in that we will forgo the 2020 Capital expenditures of \$401,000 as presented in M20-054.

On a Roll Call: Carried 7-0-0

Ayes: 7 Chhatwani, K. Evans, R. Evans, Kilbridge, Kinnane, McGinn, Kaplan

Nays: 0

Absent: 0

B. Outdoor Recreational Usage (Tennis, Pickleball, Basketball, Disc Golf, Dog Parks) / M20-056:

Executive Director Talsma reviewed the item.

Commissioner McGinn asked about the legal liability of opening early. Executive Director Talsma explained that PDRMA has confirmed that if the District does something that is specifically prohibited, PDRMA will not cover it.

Community Representative Musial noted asymptomatic carriers are the biggest concern at this point and these are the root of the restrictions. The Governor's order should be followed until they feel Illinois cases have declined enough that it is safe to reopen. If we decide to remain closed until Phase 3, it is recommended that additional measures are taken to prevent the community from accessing the closed areas during Phase 2 (inline skating, dog parks, etc.).

Executive Director Talsma explained PDRMA does not recommend that we try to become the enforcer for preventing the community from violating the closures. There are "No Trespassing" signs at the golf course that can be added to parks, if we want to take the closures a step further.

Community Representative Wilson agrees with the other park districts that are looking at these amenities as essential functions and feels that the community can police themselves. She recommends more leniency rather than more rules.

Executive Director Talsma noted that while tennis, basketball, Pickleball, etc. may be subject to discussion, playgrounds are still strictly prohibited by the Governor's orders. For those activities possibly in discussion, the rule still applies of no gatherings of more than ten people.

Commissioner Kinnane is in favor of following the Governor's orders.

Commissioner McGinn recommends to follow the Governor's orders.

Commissioner K. Evans asked are we supposing that tennis, Pickleball, inline skating, basketball, disc golf, and our dog parks can be opened because we are interpreting it one way; should we be asking for clarification.

Executive Director Talsma explained the state of Illinois has not come out with clarification yet. Ancel Glink would support either side.

Commissioner K. Evans asked if we vote positively on this tonight and the direction from the Governor changes in the future, will we follow that direction.

Executive Director Talsma explained the recommendation was not written perfectly. What he is looking for from the board is does the board concur with following the directive of the Governor and therefore whatever that phase in allows, we will do.

Commissioner K. Evans expressed his discomfort with that because the Governor is not recommending that we open our tennis courts.

Executive Director Talsma explained that in the order, in Phase 3, "outdoor" is blanketed to include activities in groups of ten (10) or fewer with social distancing. Therefore, as an example, tennis can be done with 10 or less players.

Commissioner K. Evans asked for clarification as to why the playgrounds aren't allowed.

Executive Director Talsma explained that playgrounds were blanketed prohibited in the original stay-at-home order due to the potential to spread Covid.

Commissioner K. Evans asked in regards to the skate parks, etc., are there any options for making them unplayable at this point.

Director Huguen explained that we have that option, to Community Representative Musial's point; however, as soon as we have the green light to open these amenities though, the community will expect immediate access, and there will not be enough time for the maintenance team to clean it up for community use.

Commissioner K. Evans noted that what we approve today is subject to change based on state orders.

President Kaplan confirmed that everything we approve is based on what we know today and that is what is in the recommendation that it is based on current information.

Commissioner Kilbridge is in favor of following the Governor's orders.

Commissioner Kilbridge asked about issuing waivers for patrons to sign as a legal protection should a patron contract COVID-19 while participating in a program or using an amenity. Executive Director Talsma explained that current guidance is that no one can sue for contracting COVID-19 because it is impossible to determine where an individual contracted it from.

Commissioner R. Evans is in favor of following the Governor's orders.

Commissioner Chhatwani is in favor of following the Governor's orders.

President Kaplan is in favor of following the Governor's orders.

Commissioner K. Evans made a motion, seconded by Commissioner Kilbridge to approve the additional outdoor activities of tennis, Pickleball, inline skating, basketball, disc golf, and our dog parks planned to be open during phase 3 based on the current information provided in the Governor Pritzker's stay-at-home order. Motion carried by voice vote.

6. Commissioner Comments:

Commissioner Kinnane thanked the golf course staff for their efforts. He applauded Kyle Goddard on his fishing videos.

Commissioner McGinn thanked the staff for their efforts.

Commissioner K. Evans feels the District is using the closure time well by completing The Club renovation and moving forward with the locker room renovation. He feels there will be confusion in the community as we move forward with the next phases of the reopening plan.

Commissioner Kilbridge also feels there will be confusion in the community as we move forward with the next phases of the reopening plan. She recommends using social media to communicate with the community as much as possible during the transition between phases.

Commissioner R. Evans noted those who are preferred tee time holders have had issues accessing the advantages they pay for.

Director Bechtold addressed this explaining the preferred tee time program has been suspended temporarily. Once the golf course fully reopens and allows for foursomes and carts, staff will evaluate the fees and, if something needs adjusted or prorated, it will be addressed at that time. For the current rates and guidelines, communication has been sent out to patrons and signs have been posted at the golf course. Currently permanent tee time players and league players may make tee times seven days in advance and all others are six days.

President Kaplan asked if we utilize a fogger to disinfect the golf carts, will we be able to use that to start safely renting the push carts. Director Bechtold explained the guidelines specifically prohibit rentals at this time and until that changes, we will not rent push carts. Carts are only available to those with physical limitations and once we have the foggers it will be safe to allow them for ADA usage.

President Kaplan asked how the golf course is handling those who identify as having a physical limitation. Director Bechtold explained the patron will need to acknowledge that he/she has a physical limitation that will prevent him/her from walking a round of golf.

Commissioner Chhatwani applauded the staff for their on-going communication and efforts and she enjoys the virtual programs.

7. Executive Session:

Commissioner McGinn made a motion, seconded by Commissioner Kinnane to move to Executive Session at 8:24 p.m. for the purpose of:

A. Minutes, pursuant to 5 ILCS 120/2 Section 2(c)(21) of the Open Meetings Act

- 02/25/2020
- 03/30/2020

B. Appointment, employment, compensation, discipline, performance or dismissal of an employee, pursuant to 5 ILCS 120/2 Section 2(c)(1) of the Open Meetings Act.

C. The purchase or lease/sale of property owned by the public body (park district) pursuant to Sec 5 ILCS 120/2 Sec. 2(c)(6) of the Open Meetings Act.

On A Roll Call: Carried 7-0-0

Ayes: 7 Chhatwani, K. Evans, R. Evans, Kilbridge, Kinnane, McGinn, Kaplan

Nays: 0

Absent: 0

Commissioner McGinn made a motion, seconded by Commissioner Kilbridge to reconvene to the special board meeting at 9:03 p.m. The motion carried by voice vote.

8. Discussion and Vote from Executive Session:

Nothing to vote on from Executive Session.

9. Adjournment:

Special Board Meeting
May 12, 2020

Commissioner McGinn made a motion, seconded by Commissioner Kinnane to adjourn the meeting at 9:05 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Monica Logan
Executive Assistant

**HOFFMAN ESTATES PARK DISTRICT
REGULAR BOARD MEETING NO. 1053**

EXECUTIVE DIRECTOR'S REPORT

May 2020

Weekly Director's Report for 05.22.2020

Phase 3- Recovery Illinois

Staff is working very hard towards the anticipated move to Phase 3 under the Governor's Recover Illinois plan. Based on the Governor's press briefings it is anticipated that Illinois will move to Phase 3 as of Friday May 29. Currently under Phase 2, the parks and open space of the district are open for walking, biking, jogging, and fishing. We also have our outdoor tennis courts open for single play. Bridges golf course is open for twosomes for walking only.

As we anticipate the move to Phase 3, the District is planning to continue to follow the Governor's protocols. This is anticipated to include allowing golf to return to foursomes with regular tee times, and the opening of the golf range and putting green with 50% capacity. We also will be able to serve food and pro shop items for pickup only at the halfway house and allow limited dining on the patio. The dog parks, skate parks and sports courts (basketball) will also be open. All of these activities do still require social distancing and we will have signage placed where appropriate.

Beside the golf course, we are very excited for the opportunity to return to limited child care and summer programs. Staff has done an excellent job in planning for these limited program opportunities and these are discussed in the Phase 3 programming memo in this month's Board packet. A link is provided highlighting our Phase 3 Recovery programming.

The District facilities will look to slowly reopen in stages. During phase 3 the only fitness programming allowed is for one on one personal training and outdoor fitness classes limited to ten people. We are working on providing both of these services. Both TC and WRC will be open but only for limited programming (no fitness center). The opening of the building and the new programming will allow us to start to bring back certain staff for these roles. Our staffing is still at the very minimal amount and we are only increasing as absolutely needed.

We hope we will move to Phase 4 sometime in mid to late June. Once we are allowed that phase many more programming opportunities will be allowed at a greater capacity. We will continue to offer as much as we can to keep the community involved and enjoying the aspects of park and recreation. Much of what we are doing is continually updated in the weekly Division Updates. Please make sure to read those and ask any questions of me via email that you may have.

Division Updates

Please see attached for the updates in each Division.

Daily Herald Articles

Over the last week, The Daily Herald, along with Pro Publica, have published a series called "The Deal at 30" about the deal that brought Sears to Hoffman Estates and how it has impacted the community. The full version of the series is rather lengthy, but a worthwhile read if you are interested. Please see the following link for the entire seven article series: [Deal at 30](#)

(THE FOLLOWING WAS ATTACHED TO THE EMAIL)

Parks Department

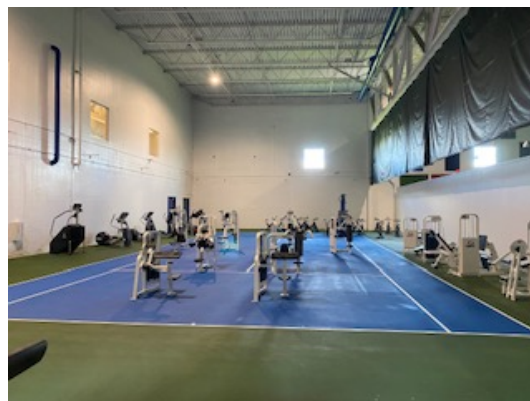
As everyone is very aware, the month of May 2020 set the all-time rainfall amount again, breaking last year's record which broke 2018's record. I would say we have a pattern here! There was flooding throughout the majority of parks that have ponds/lakes with restricted outflows (see photos below). Fabbri Park was the worst followed by Black Bear Park at a close second.

Next week will involve lots of clean-up from the floods. In anticipation of the clean-up, certain areas of the parks opening and the possibility of facilities being able to open, the Parks department is bringing on three more seasonal staff members to work next week.

If, and when, the facilities open, the custodial staff that is currently mowing our parks will shift to help at facilities and these seasonal staff members will allow the department to keep up with mowing while getting areas ready to open. This week, starting on Tuesday, we had every mower that we own out mowing parkways (only area not to wet to mow) and then started actual parks on Wednesday through Friday. To catch up on the mowing, all departments have been helping with mowing.



- Floors at TC are being stripped and wax.
- All walls in the common areas of the admin offices at TC were repaired and painted.
- Carpet was removed from the Wolves' lockers rooms.
- All parks were checked to assure caution tape and signs were still in place. Basketball hoops were checked to make sure all boards were in place and tennis courts to assure locks still existed with signage. Pine Park rink had signs placed and hockey goals removed.
- At The Club, the turf area in the HIIT club was removed, floor was leveled and prepped for the new turf to be installed next week.
- The tennis court area was spaced out with overflow equipment (see photo).



- Continued with stripping and waxing floors at The Club.
- A new door was installed at Bridges between the Pro Shop offices and the halfway house to allow easy access for sales during outings and the current COVID setup (see photo in Bridges update).
- Drone footage of both Princeton and South Ridge was taken and posted to the Parks updates page of the website.
- Planning for the Community locker rooms at The Club and the flooring in the member lockers has begun and bids are planned to be released after Board approval (5/26) of the project. This bid will involve flooring in the member's locker room to replace carpet and tile work in the community locker rooms.

TC Ice Rink – Soil borings and surveys were completed and we are currently waiting on those results. This week, more areas of concrete were removed for piping and clean-up of the rink floor.

Princeton Park – Hacienda Landscaping was able to mulch the entire playground. This was able to happen due to the new drainage system that was installed prior to the rain fall. HEParks staff excavated the remainder of the areas that needed to be prepped for concrete. The installation of all the playground equipment is 90% completed, but waiting on a couple of missing parts from the manufactory to arrive to complete.



South Ridge OSLAD – Rainy wet conditions have hampered progress to a point that all float time in the schedule has been exhausted. Moving forward, any lost time will ultimately push back the schedule completion date. The Utility contractor began installation of the storm sewer network the best he could, considering the conditions.

Recreation Department

This week, the Recreation department has been busy preparing for the new programming that will launch in Phase 3 (also see memo). All Phase 3 guidelines will be followed when determining which programs can be scheduled. Group sizes will be limited to 10 (9 participants & 1 staff) and all rooms will be disinfected before the next group enters. In addition, further guidelines are being created, such as instructors must wear masks, parents will not enter the facility (staff will be doing curbside drop-off/pick-up), and children will bring in their own craft supplies to use.

Once guidelines were reviewed, staff determined a list of programs that can be offered. The “Phase 3” Program Brochure will launch this week and registration opens Tuesday morning. Here is a list of programs that will be included in the June Brochure: drawing, dance, baton/poms, Tae Kwon Do, basketball, fishing, soccer, outdoor fitness, figure skating, and mini hockey clinics. In addition, a mini version of our Explorers Camp will run Monday-Friday from 9am-Noon.

Camp sizes will be limited to nine campers with three age groups for a total of 27 campers at each Triphahn and Willow. Each group will have their own room within the facility to maintain social distancing. Registration will open on Tuesday with a new payment method. Parents will not be required to pay anything at the time of registration, but they must have a stored credit card in their profile. Once the class is confirmed to run, their stored credit card will be charged. This will prevent the District from processing multiple refunds if, by chance, the Phase 3 is not implemented in time for the class to begin.

In addition, to the new in-person classes, many virtual / at-home classes will be offered. Classes offered in the June Brochure include: music, STEM, baton, preschool ballet, sports clinics, cooking, Dungeons & Dragons gaming, FIFA e-sports tournament, and Rocket League e-sports league. For those families who are not comfortable with having their child return to a community setting for camp, the Rec department created four different “Camp in the Box” theme boxes. These boxes will be sold for \$20 and include 2-3 crafts per child (box is filled for two children), plus games families can do together plus some snack recipes. June themes include: Camping/Outdoors, Beach/Summer, Pirates and Unicorns/Mermaids. Registration will require full payment for virtual classes as these will run regardless of whether we enter Phase 3.

The Recreation department also continues to create the daily videos that are posted to social media and our website.

C&M Department

The C&M Department took the lead on this week’s social media family activity theme “Chalk It Up” week. Videos were posted throughout the week with different activities families can do at home with chalk art. An interactive chalk drawing challenge is taking place this week. Finalists will be voted on by the community early next week.

Last week’s “Game week” with the “Pat in the Park” game was a success! Over 50 people went to multiple parks throughout our community to find all the “Pat heads” and submitted their head counts to Pat. Katie and Pat did a fantastic job launching this fun game to get our community outside to our parks.

C&M created signage this week to promote the opening of the tennis & pickleball courts. A community-wide e-blast was also created to highlight important updates regarding the district.

While the IAPD Park Day was cancelled in Springfield this year, we are still participating in a virtual program to highlight HEParks. Katie submitted all the photos and materials for this program.

June 13 is National Fitness Day. Our original plan was to create a new special event on this day that included a pickleball tournament, outdoor fitness court class and walking campaign. We felt it was still important to highlight this special day so a revised special day will be created and launched in the June Brochure. Activities such as walking, basketball shooting challenge and an interactive photo submission of how your family “plays” will be promoted for this day.

C&M department also continues to edit and upload the daily workouts from The Club.

Bridges of Poplar Creek

This week, golf courses around the State received great news! We will be allowed to open to foursomes with individual carts as of 5/29/20. Along with that, we believe the practice facilities will now open including practice range that can operate at 50% capacity. We still need the official DCEO guidelines to confirm range and putting green usage, as well as tee time spacing.

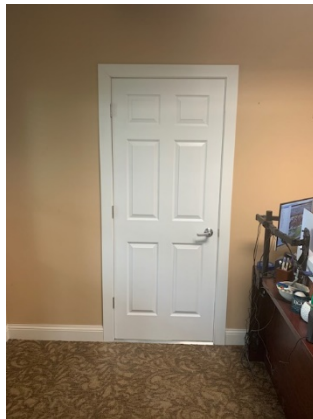
Golf Operations

Staff has been working hard on the following items this past week:

- We finalized plans for the sterilization of golf carts, range balls, and range baskets to accommodate the new guidelines.
- The tee sheet has been adjusted for the month of June to 12 minute intervals for four players, compared to 15 minute intervals for two players which we were mandated to have in May.
- Worked with TEK GPS on a new locking golf cart method to help us control our golf fleet.
- Receiving essential golf product into inventory in preparation for the golf shops opening for curbside pick-up on Friday, May 29th.
- Organized 2019 sale rack and displayed new 2020 items.
- Worked on activating PT staff and securing new staff members with HR as we begin to offer full outside amenities and operations.
- Continued training Carmela in the Golf Shop as Catalina transitioned to training for her new role as HR Manager.

Food & Beverage

- A new door was installed to allow access to the halfway house from the Pro shop to allow us to start operating the halfway house while using Pro shop staff. This will help operations even as we move back to the normal with golf outings to provide assists during the busy times.



- Cleaned and stocked the halfway house with the anticipation of opening on Friday, May 29th.
- Created new modified halfway house menu options.
- Created signs and procedures for operations of halfway house following CDC guidelines.
- Placed product orders and worked with vendor on returning expired product for credit.
- Rotated freezer items by dates and tossed expired frozen items.
- Worked with Bride & Grooms for 8/8 and 10/19 weddings about possibly changing dates.
- Continued working with golf outings and events for July & August with cancelations.

Golf Course Maintenance

This past week, they completed the following tasks:

- Mowed all playing surfaces (23 acres bentgrass, 80+ acres of rough).
- Changed cups and moved tee markers.
- Made chemical applications on greens, tees and fairways.
- Sprayed weeds in beds and started spraying broadleaf weeds in rough.
- Raked bunkers and fixed washouts from storms.
- Cleaning up branches, pumped storm water, and cleaned up flood debris from storms.
- Started mulching beds on course.
- Cleaned up event area and deep cleaned ponds.

- Started trimming tree bases, walls, fences, etc.
- Performed maintenance on equipment.

As the weather has improved, grass and weeds have started to grow at a faster pace, along with the golf course transitioning to full amenities; we brought on an additional two PT seasonal staff for 28hrs/week to assist with standard maintenance items.

The Club

Fitness:

The Club Virtual Workout Series continues with classes posting at 9:00am each day, except Wednesday when we host a live class at 5:30pm, and Sunday, when we post a helpful or motivational tip.

Virtual Class offerings this week:

- Power Inversion Flow
- Cardio Camp – week 3
- Continuous Flow Yoga
- HIIT LIVE (Wed 5:30p) - Tabata
- Pilates - week 3
- Butt and Gut
- Express Morning Flow

Each Sunday, we will be posting a weekly "Immunity Tip" for followers, where we will post tips on how to keep your immune system, body and mental health strong.

At the facility, our HEParks team removed the turf from the new HIIT/Strength area due to a gluing error made by the company that installed it. There were some challenges getting the glue off the asphalt, so this project has taken a bit longer than expected. New turf should be able to be installed by next week.

Club Custodial staff:

Terrazzo Flooring – complete section 4 of 5.

Outside Pool Decking – Power washed.

Tennis Flooring – Deep scrubbed.

Gym Flooring – Deep scrubbed and tack mop rinsed.

Behind service desk areas – Dusted, cleaned and organized.

Locker Room Renovation Project

Locker bids were opened Wednesday, May 20th, via email submission due to the stay-at-home order. Staff has submitted a memo with a full recommendation for the lockers in both the club and community locker rooms.

Reopening Strategies

Planning for on-site fitness! Within the Governor's Phase 3 Plan, there is an allowance to conduct one-on-one personal training at the facility, as well as hold outdoor fitness classes of less than 10 people. We are currently calling all trainers to talk about details and asking them to contact current clients to assess interest. We are also working on an outdoor fitness class program and will have more details on what we will offer soon. When details are finalized early next week, we will send an all member email to give members an update on the Phase 3 options at The Club. Both of these offerings will likely begin as of June 1.

Staff has finished spacing all the fitness equipment in the facility 6 feet apart. We also finalized set-up in the Tennis Court area to provide full circuit training capabilities with all the equipment 8 feet apart for those looking for more of a social fitness opportunity.

We currently have three of the five remaining FT staff at The Club remaining on furlough status, but each of these staff are working four to five hours per week. They are helping with finishing the remaining small tasks to get the facility ready to reopen, as well as covering facility operating hours needed for Athletico Physical Therapy.

Administration & Finance

- Assisted Recreation with questions on section cloning, deleting multiple cloning, answered multiple questions on best practices for section creation, corrected age rules on hockey programs, assisted with cloning, assisted with switching GL/DEF/REC codes
- Dance cancellations are complete except for company
- Camp cancellations in progress
- Created eight new virtual program setup
- Inactivated over 500 23#### series programs
- Working on setting up billing for 82 Phase 3 Live in-person programming
- Cancelled 74 Seascope swim lesson programs
- Preschool/ELC are live online
- Processed 265 credit card refunds and 35 check refunds.

Information Technology

- Routine system maintenance
- User support – 21 issues resolved
- New routers were installed
- New firewalls were configured and deployed

Weekly Director's Report for 05.15.2020

Upcoming Events

[see full calendar](#)

- [May 15 - Virtual Family Bingo](#)
- [May 16 - Virtual Fishing Derby](#)
- [May 18 - Chalk it Up!](#)
- [May 29 - Virtual Family Bingo](#)

Board Updates

Last week the Park Board unanimously approved moving forward with the Club locker room replacement project in hopes of completing it prior to locker rooms being open for usage. Also the Board agreed to wait until Phase 3 of the Illinois re-opening plan to open up our tennis/pickleball courts, basketball courts, disc golf, in-line skate park and dog parks. Hopefully this will happen at the end of this month. Additionally staff will be finalizing a contract for Board approval on May 26, to extend the Wolves agreement by another five years.

IAPD Virtual Parks Day at the Capitol – The Power of Parks in a Pandemic

In lieu of the physical Parks Day at the Capitol event originally scheduled for April 28, 2020, IAPD is offering a “Virtual Parks Day at the Capitol – The Power of Parks in a Pandemic” to those who registered for the 4/28 event. The goal is to showcase the ways that agencies have pivoted in response to the COVID-19 pandemic – this includes sharing photos/videos of virtual classes, virtual programs, virtual program brochures, etc. HE Parks will be sending in a submission sharing what we’ve been up to.

IAPD will create an inspiring video with highlights from all of the submitted items to be shared with the Illinois General Assembly and distributed through their social media outlets. Depending on the responses they receive, they anticipate releasing the final product in early to mid-June. Once they do, we will share the video with you.

Division Updates

Please see attached for the updates in each Division.

(THE FOLLOWING WAS ATTACHED TO THE EMAIL)

Parks Department

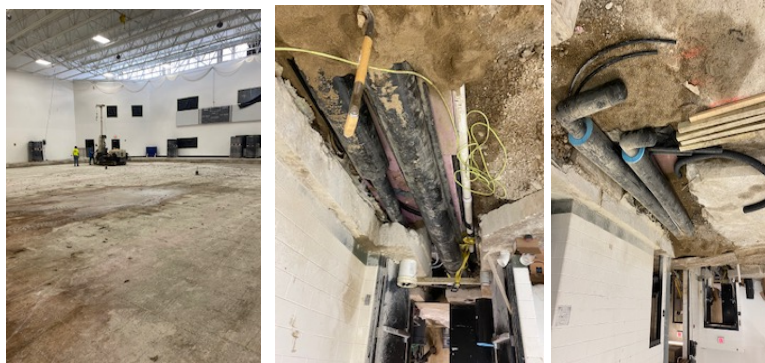
With some dry weather at the beginning of the week the mowing crews were able to get all parks mowed prior the 4 inches of rain on Thursday and Friday. Crews were also busy completing the following:

- Bridges had all tile floors deep cleaned.
- All parks were checked to assure caution tape and signs were still in place. Basketball hoops were checked to make sure all boards were in place and tennis courts to assure locks still existed with signage. Pine Park rink had signs placed and hockey goals removed.
- At The Club the hot tub had all its new tile grouted and sealed.
- Continued with stripping and waxing floors at The Club
- The board room at TC had a chair rail installed, paint, and new commissioner/volunteer sign installed.
- Upgrades to the north shop at South Ridge Park.
- Sound Panels were hung in the yoga studio at The Club.
- All equipment at The Club has been moved around to have at least a six foot distance between each piece of equipment and the tennis court area has been setup as overflow workout area.
- The turf was removed and plan to install the new turf for the HIIT area next week.
- Fabbrini pickle ball renovations moved along this week with HEPD staff setting fence post and getting everything ready for American Sealcoating to finish the surface.

- Drone footage of both Princeton and South Ridge as taken and posted to the parks updates page on the website.



TC Ice Rink – MN Ice was able to complete the removal of the old main lines and install new main lines this week. Along with the mainlines they were able to tie into the drainage that was completed last year. After the four inch rainfall all the drainage was working properly and the pit had no water in it. The heating mats were removed and soil borings and surveys are being completed today.



Princeton Park – The sand volleyball ball area received topsoil and seed prior to the rains this week. Hacienda was able to pour concrete footing for all playground features and start the final installation of those features. HEPD crews set all splash pads features and drains for the splash pad. The location of the splash pad vault was also dug out by in house crew and ready for install.



South Ridge OSLAD – The topsoil has been stripped and stockpiled on the new playground area. The quality and amount of topsoil exceeded original expectations. The sanitary sewer was installed to the proposed area of the restroom / splash pad valve room. Testing of that infrastructure will occur once the building is in place. Staff is currently in review of all submittals for materials and manufactured items. Structural engineering drawings for the

shelter are being completed and will be in HEPD staff's hand the week of May 17th. At that point steel will be ordered for foundation to be constructed early in June.

Recreation and C&M Department Updates

Recreation Department

The Recreation Department continues to create the daily social media posts for the free clinics and lessons to our community. These continue to be well received. After communicating regularly with other park districts, it seems as though HEParks is one of the only districts that is providing this great resource to our community!

The May Virtual Program Guide was launched two weeks ago. Many of the classes did not run due to low interest. We continue to hear that the community is "zoomed" out as children and families are tired of tablet/computer learning. Kyle Thomas' virtual basketball clinic did run with eight enrolled. Participants get live instruction via zoom on Mondays and then compete in exercises via HomeCourt App. There were five participants in the Kid Rock early childhood music class. Our highest enrollment (other than bingo) was a "make & take" wood sign to paint with 19 participants! This has proven to us that the community is looking for more hands-on experiences over virtual experiences.

Looking ahead, the recreation department will be creating a program guide to launch once we enter Phase 3, the recovery phase. In this program guide, a small variety of classes will be offered by maintaining the 10 person group size restrictions. Smaller camps, hockey clinics, figure skating lessons, dance lessons and e-sports programs will be offered in this brochure. This brochure will launch digitally the week of May 26 with classes starting the week of June 8 (as long as we are in Phase 3). In addition, we will be launching our "Camp in a Box" activity kits in this brochure. Camp in a Box is a take-home themed box for families to enjoy camp at home. For those families who may not have interest in returning to programs so soon, we are giving them programs to do at home! In each box will be 2-3 crafts, recipes for snacks and games to do with their family.

C&M Department

The C&M Department has taken the lead on planning this week's Family Theme – Game Week. Game Week concludes with Virtual Family Bingo with over 25 families enrolled. With an average 2-3 players per family, that is another 75+ participants in virtual bingo!

In addition, to the virtual bingo, social media activities included: Quarantine Bingo, Card Game instructions and the launch of "Pat in the Park". Pat in the Park is play off of "Where's Waldo" game. Multiple cartoon faces of our very own, Pat Bodame, were placed around walking paths at five different parks. Families have been challenged to "hunt" for the number of "Pats" they can find at each park. Families have been submitting pictures next to "Pat" as well as their counts to Pat via email. A special heparks lunch bag will be distributed to the winning families at a later date. Next week's family theme is "Chalk it up" with videos on different activities to do with chalk art. We are even including a family challenge to compete in their own sidewalk art.

The Club has launched a new workout challenge this week: Buns, Guns & Abs Challenge. Daily workouts are posted for this challenge. In addition, the Club continues to highlight daily workouts that are posted on social media and online.

Bridges

Staff continues to work on multiply strategies to resume banquet services at the facility when it's allowed. The first focus on F&B will be opening the halfway house with limited items. The parks department will be installing a new door from the halfway house to the Proshop office to provide this service with minimum staff and allow easy access from the golf shop. We look forward to providing a curbside pick-up option for when we are allowed to proceed with 4somes.

Updated Event Information:

Events Cancelled Due to Covid-19			
Date	Event Name/Type	Estimated Gross Loss	
Saturday, March 14, 2020	Bridal Shower	\$ 1,432.90	
Wednesday, March 18, 2020	Le Tip	\$ 416.50	
Wednesday, March 18, 2020	CPO Seminar	\$ -	
Thursday, March 19, 2020	CPO Seminar	\$ 323.68	
Saturday, March 21, 2020	March Madness Golf Outing	\$ -	
Wednesday, March 25, 2020	Le Tip	\$ 416.50	
Saturday, March 28, 2020	Breakfast with Bunny	\$ 3,000.00	
Sunday, March 29, 2020	Bridal Shower	\$ 1,302.82	
Wednesday, April 1, 2020	Le Tip	\$ 800.00	
Saturday, April 4, 2020	Mercy Community Church Luncheon	\$ 1,722.53	
Saturday, April 4, 2020	1st Communion	\$ 2,250.00	possibly rescheduled
Tuesday, April 7, 2020	Hillcrest Property Management	\$ 375.00	possibly rescheduled
Wednesday, April 8, 2020	Par 3 Challenge Golf Event	\$ 375.00	
Wednesday, April 8, 2020	Le Tip	\$ 416.50	
Sunday, April 12, 2020	Easter Brunch	\$ 10,000.00	
Wednesday, April 15, 2020	Le Tip	\$ 416.50	
Wednesday, April 15, 2020	Unocal Meeting	\$ 472.10	
Sunday, April 19, 2020	Wedding	\$ 7,817.11	
Wednesday, April 22, 2020	Le Tip	\$ 416.50	
Friday, April 24, 2020	Edward Jones Meeting	\$ 1,630.30	
Saturday, April 25, 2020	Wedding	\$ 11,712.69	
Saturday, April 25, 2020	Ashby League Golf Outing	\$ 480.00	
Sunday, April 26, 2020	Bridal Shower	\$ 1,071.00	
Sunday, April 26, 2020	Baby Shower	\$ 1,880.20	
Wednesday, April 29, 2020	Le Tip	\$ 416.50	
Saturday, May 2, 2020	Birthday Party	\$ 8,612.50	
Saturday, May 2, 2020	Sister Cities Luncheon	\$ 1,500.00	
Sunday, May 3, 2020	Bridal Shower	\$ 1,487.50	
Monday, May 4, 2020	Winston Knolls Foundation luncheon	\$ 2,380.00	
Wednesday, May 6, 2020	Le Tip	\$ 416.50	
Wednesday, May 13, 2020	Alexian Brothers Golf Outing	\$ 1,484.53	
Wednesday, May 13, 2020	HE Fire Department Meeting	\$ 400.00	
Wednesday, May 13, 2020	Le Tip	\$ 416.50	
Friday, May 15, 2020	HEHS Senior Breakfast	\$ 3,750.00	
Wednesday, May 20, 2020	Windy City Golf Outing	\$ 8,750.00	
Wednesday, May 20, 2020	Le Tip	\$ 416.50	
Saturday, May 23, 2020	Graduation party	\$ 1,383.00	
Monday, May 25, 2020	Zamzini Memorial Golf Outing	\$ 1,100.00	
Sunday, May 31, 2020	Baby Shower	\$ 892.50	
Tuesday, June 2, 2020	VFW Golf Outing	\$ 10,000.00	
Thursday, June 4, 2020	Electric Golf Club Golf Outing	\$ 3,500.00	
Tuesday, June 9, 2020	United Airlines Golf Outing	\$ 6,000.00	
Sunday, June 14, 2020	Sundowners Golf Outing	\$ 1,440.00	
Tuesday, June 16, 2020	CASMI Golf Outing/Tournament	\$ 15,000.00	
Friday, June 19, 2020	Panzino Golf Outing	\$ 33,000.00	
Wednesday, June 24, 2020	HEParks Foundation Golf Outing	\$ 6,500.00	
Thursday, July 9, 2020	CCFBA Golf Outing	\$ 13,500.00	
Sunday, August 2, 2020	80th Birthday	\$ 900.00	
Thursday, August 20, 2020	St. Nectarios Church Golf Outing	\$ 10,500.00	
Saturday, September 19, 2020	MTH Golf Outing	\$ 4,980.00	
Saturday, October 10, 2020	Ceremony/Reception	\$ 15,000.00	
		\$ 202,453.86	
Events Rescheduled Due to Covid-19			
Date	Event Name/Type	Estimated Gross Loss	Rescheduled Date
Saturday, April 18, 2020	Wedding	\$ 8,681.05	8/1/20
Sunday, May 3, 2020	Bridal Shower	\$ 1,500.00	7/12/20
Tuesday, May 5, 2020	Delta Kappa Gamma Dinner	\$ 2,097.38	5/6/21
Saturday, May 30, 2020	Carman Golf Outing	\$ 900.00	TBD
Friday, June 5, 2020	Ceremony/Reception	\$ 18,000.00	12/31/20
Tuesday, June 16, 2020	Chicago Association of Spring Manufacturers Golf Outing	\$ 16,000.00	Sept TBD
Wednesday, June 17, 2020	NIPCC Golf Outing	\$ 10,000.00	8/17/20
Saturday, June 20, 2020	Ceremony/Reception	\$ 7,500.00	6/20/21
Monday, June 22, 2020	CBTA Golf Outing	\$ 10,000.00	9/14/20
Tuesday, June 23, 2020	S R Love and Care Charity Golf Outing	\$ 5,500.00	TBD
Saturday, June 27, 2020	Kelso Burnett Golf Outing	\$ 19,500.00	TBD
Saturday, June 27, 2020	Baby Shower	\$ 1,200.00	7/11/20
Saturday, July 18, 2020	EFF Cancer Golf Outing	\$ 8,500.00	8/15/20
Saturday, July 25, 2020	Ceremony/Reception	\$ 19,000.00	7/17/21
Saturday, August 1, 2020	Wedding Reception	\$ 19,000.00	7/11/20
Friday, September 11, 2020	Team Jeffery for PF Fundraiser	\$ 3,500.00	TBD - 2021
Saturday, September 26, 2020	Ceremony/Reception	\$ 16,000.00	6/5/21
Friday, October 30, 2020	Wedding	\$ 10,000.00	5/29/21
Sunday, October 3, 2021	Wedding	\$ 15,000.00	10/2/21
		\$ 191,878.43	

Golf Operations

- Staff Continued to book, check in, move and cancel tee times
- Updated website with printable scorecard option
- Worked on Rectrac Training for receiving inventory and printing labels
- Kurtis working on golf lesson programs for adults and youth based on future guidelines.

Food & Beverage Operations

- Staff received 2 Knot leads, 2 Course trends leads, and 3 Wedding Wire leads
- For 2020 we still have 8/8, 9/19, 10/9, 10/24, and 12/31 that want to try to stay in 2020 if possible

- We have had a few Bride & Grooms requesting tours. She is recommending using our virtual tour online along with stopping by the facility to see the event area.
- Currently promotions include: Free ceremony, free premium bar upgrade, and up to 100 pieces from our late night snack menu.
- Staff is currently keeping an eye on meat pricing. We will be monitoring closely. We do have verbiage in our contracts that allow for price adjustments for these instances. We have reached out to current events holding on for this year and informed them of possible increase in pricing.
- Currently 7 2021 weddings booked plus four on tentative holds.
- Three 2020 weddings are also looking into alternate dates for fall or 2021.
- Staff is reviewing all banquet pricing and menu options for 2021.

Golf Course Maintenance

Week of 5-11 tasks performed:

- Mowed all playing surfaces (23 acres bent grass, 80+ acres of rough).
- Fixed irrigation leaks.
- Trimmed sprinkler heads (over 600 sprinkler heads).
- Changed cups and move tee markers.
- Made chemical applications on greens, tees and fairways.
- Raked bunkers and fixed washouts from storms.
- Cleaning up branches and flood debris from storms.
- Fill divots on tees, and fairway landing areas, fixed ball marks on greens.
- Performed maintenance on equipment.
- Installed new touchless cup raisers
- Staff pumped several areas around the course after 4.16 inches of in last 28 hours. To provide clear paths on the cart path for walkers.

Tentative plans for week of 5-18:

- Continue fixing irrigation leaks.
- Perform course setup 2-3 times.
- Make preventative fungicide applications on greens, tees and fairways.
- Spray weeds in fescue and rough areas.
- Mow all playing surfaces.
 - Greens 2-3 times
 - Approaches 2 times
 - Tees 1-2 times
 - Fairways 1-2 times
 - Rough, Clubhouse Lawn, Perimeter 1 time
- Finish fixing bunkers from any storm washouts.
- Rake bunkers 1-2 times.
- Spray weeds in beds.
- Start string trimming trees/walls/fences/stairs.

Deferred Maintenance impacts:

- Currently mowing bent grass surfaces with less frequency than normal, however no noticeable difference in surface quality has been observed because of slowed growth rates from PGR's and below average temperatures.
- Labor hours to string trim around trees/walls/fence lines/stairs have not been available yet this year. Hope to start these areas in the near future and continue to address these areas once a month as opposed to the 10-14 day intervals in a normal year.
- We have changed cups on average twice a week vs 5-7 days a week in a normal year.
- Bunker maintenance will be very limited under the deferred maintenance plan.
 - Bunkers will be raked 2-3 days vs 4-5 days in a normal year.
 - Checking sand depth in bunkers was not yet performed this year, as needed bunker sand will be added.

- Edging bunkers and fly mowing bunker faces will be very limited this year only happening 1-2 times all season. This is a very labor-intensive task that is normally performed every 3-4 weeks.
- Ornamental bed maintenance is the other area where the deferred maintenance plan will impact.
 - Beds will see limited time and resources dedicated to them.
 - Mulch that is on hand will be spread on the course when time is available.
 - Weeds will be sprayed with a weed killer vs hand pulled to conserve labor hours.

The Club

The Club Virtual Workout Series continues with classes posting at 9:00am each day, except Wednesday when we host a live class at 5:30pm, and Sunday, when we post a helpful or motivational tip.

Virtual Class offerings this week:

- Restorative Yoga
- Cardio Camp - week 2
- Flow Yoga
- HIIT LIVE (Wed 5:30p) - Kickboxing
- Pilates week 2
- Strength Circuit
- Power Inversion Yoga
- Fitness challenge - week 3

Each Sunday we will be posting a weekly "Immunity Tip" for followers, where we will post tips on how to keep your immune system, body and mental health strong

At the facility, our HEParks team continued with jobs on site.

- Tile repair in the whirlpool and pools was completed
- Replacement turf was delivered and removal of old turf has started
- Sound panels were hung in the Mindbody studio
- Parks team help with the moving of equipment in the tennis court space.

Club maintenance staff

- Cardio Back Areas – Window cleaning and mirrors
- Yoga Studio – Construction clean-up, cleaned wood floors
- Outside Ground Floor Front Windows – Cleaned
- Rock Climbing Back Wall & Main Hallway – High dusting
- Gym – High dusting, backboard glass plates cleaned, dust moped and tack mopped wood flooring

Locker Project

The Club staff and Directors gathered all information necessary to create a bid for the replacement of the lockers at the facility. Bids will be opened on Wednesday, May 20th.

Reopening

The Club staff is closely monitoring the operations of other gyms and fitness facilities in states that have begun to reopen. This will help determine the best route for our operations when we do reopen. Staff will continue to create and modify a “re-opening plan” document as a guide for members and staff upon reopening. Club staff have decided to use the tennis court area as a space we can present to members as one that has even more distance between machines. We have spaced everything in the room at least 8 feet apart. We hope that this may get some of those who are reluctant back into the gym.

When the locker project is finalized and we have an approximate time frame, staff will send communication to members with this update as well as a directive on how to retrieve any belongings they may have in the lockers.

Club staff continue to work on the reservation and scheduling software. The Club member database transfer has been completed.

Administration & Finance

- Worked on logic needed to have preschool registration online.
- Researched options and determined the best method for setting up new programs that will not be charged until the classes begin.
- Modified a form for employees to request leave under the FFCRA and created a fillable PDF version.
- Developed a file that can be uploaded to BS&A for EZLinks transactions.
- Modified the job description for Superintendent of HR to be in line with new responsibilities of HR Manager.
- Worked with staff to close out purchase orders not being used due to facility closure.
- Continuing to contact AP vendors to switch to Credit Card or ACH payments.
- Followed up on business license renewals and made payment.
- Processed 239 credit card refunds and 81 check refunds.

Maintaining financial statement projections to show the impact that the pandemic has had on the District financially. This new statement will be included as part of the monthly financial report.

Information Technology

- Routine system maintenance.
- User support – 20 issues resolved
- Troubleshooting security camera issue determined to be due to a tripped breaker.

Weekly Director's Report for 05.08.2020

May 2020 Board Meetings & Committee Meetings

May 12 – Special Board Meeting at 7:00 p.m. via ZOOM. Materials to be distributed later today.

May 19 – B&G Committee Meeting and Rec Committee Meeting cancelled.

May 26 – A&F Committee Meeting cancelled.

May 26 – Regular Board Meeting via ZOOM.

May 26 – Annual Board Meeting via ZOOM immediately following the Regular Board Meeting.

IAPD Virtual Parks Day at the Capitol – The Power of Parks in a Pandemic

In lieu of the physical Parks Day at the Capitol event originally scheduled for April 28, 2020, IAPD is offering a “Virtual Parks Day at the Capitol – The Power of Parks in a Pandemic” to those who registered for the 4/28 event. The goal is to showcase the ways that agencies have pivoted in response to the COVID-19 pandemic – this includes sharing photos/videos of virtual classes, virtual programs, virtual program brochures, etc. HE Parks will be sending in a submission sharing what we’ve been up to.

IAPD will create an inspiring video with highlights from all of the submitted items to be shared with the Illinois General Assembly and distributed through their social media outlets. Depending on the responses they receive, they anticipate releasing the final product in early to mid-June. Once they do, we will share the video with you.

Update on Shoe Factory Road Path Paving

Please see the following update from Mike Hankey, Director of Transportation & Engineering for Village of Hoffman Estates:

Shoe Factory Road path paving – construction schedule has been pushed back by about one month due to permitting issues. Original start date was May 4 but once permit is received, work should take about 30 days to complete.

Beverly Road path crossing I-90 – Phase I preliminary engineering funded through an Invest in Cook grant will be done by the end of the year. We submitted an application for Phase II engineering, which consists of the construction documents, through Invest in Cook. We will know about this second grant by the end of the summer. If successful, Phase II engineering would begin in 2021.

Central Road path – Paul Douglas Preserve to Pace Park-n-Ride – an application for Access to Transit funds was submitted for construction. The RTA will announce selected projects later this year which are then submitted to CMAP for funding consideration.

Northwest Municipal Conference Multimodal Plan – I served on the committee which oversaw development of this new plan. I think some of you were able to provide input as part of the planning process including at an open house at the Village Public Works Center. The completed plan can be found here <http://www.nwmcmultimodalplan.org/>

Division Updates

Please see attached for the updates in each Division.

(THE FOLLOWING WAS ATTACHED TO THE EMAIL)

Parks Department

Due to last week's weather conditions, this week was catch-up week on mowing. Mowing at 3 ½ inches and not mowing certain detention basins has allowed us to keep up with essential mowing and the crews were able to mow all parks. In addition to mowing at all park locations, the department was able to complete the following, too:

- The kitchens at Bridges had both floors deep cleaned and the main kitchen was re-grouted.
- At The Club, all the deteriorating tile in the spa was removed and set to be replaced next week.
- Continued with stripping and waxing floors at The Club.
- Lights under the walking/running track at The Club were installed.
- The board room at TC had everything removed from the walls, holes filled and painted.
- Electrical outlets and covers replaced in the board room at TC.
- Infields were spun at all ballfields to keep weed/grass encroachment to a minimum. Next week, the playground mulch will be spun.
- Cottonwood removal at Fabbrini Park.
- Memorial Bench placed at Fabbrini Park.
- Upgrades to the north shop at South Ridge Park.
- Moved free mulch to WRC, TC and Cannon Crossing and signs have been posted at each location.
- New park ID signs were ordered for South Ridge.
- Fabbrini pickle ball renovations moved along this week with researching proper wind screens and getting material for new fencing between tennis and pickle ball courts.
- Commissioner and volunteer plaque outside the TC board room has been completed and is to be hung next week.
- Drone footage of both Princeton and South Ridge was taken and posted to the Parks updates page of the website.

TC Ice Rink – We are still in the 14 day period where the rink is just sitting and drying out. MN Ice was able to continue with the removal of mainlines, cutting more concrete for install of new mainlines, and prepping for drainage work.



Princeton Park – The sand volleyball area that was removed last week was filled with soil and is ready for top soil and seed. In-house crews performed the prep work for the new bench/garbage concrete pad and removed sidewalk sections. Elevations were set for the splash pad features and the concrete footings and templates were set by members of the buildings and constructions teams. Hacienda Landscaping continues to install the new playground.



South Ridge OSLAD – The earthwork contractor completed the removal of all asphalt from the existing pathway system. Weather conditions prevented any removal of base material from the paths due to high pond levels and excessive ground moisture. Construction staking occurred on 5/6, 5/7 & 5/8. The earthwork contractor began stripping and stockpiling topsoil from the proposed playground, fitness and splash pad areas. This topsoil will be re-spread upon completion of the hardscape improvements, with excess soil material brought off-site to Bridges to stock pile.



Recreation Department

With the launch of the Virtual Recreation Program Guide last week, this week has been filled with watching enrollment and providing those who did enroll in virtual classes the website or zoom links they need to participate in the classes. Some virtual classes run anytime this month while others have set dates. Those with set dates are mostly all scheduled to start next week. Right now, enrollment is quite low for most of our virtual classes. Kyle Thomas' virtual live basketball has the highest enrollment with the free family bingo also having high enrollment. From what we have heard from some families, children are “zoomed out” – between school assignments and sitting in front of a tablet while parents work, many parents are just feeling exhausted by this point. The Recreation staff is looking for new ways to connect with our community. Ideas are being discussed

with different “make & take” kits that families can do together or activities they can do outside. This will be the next round of efforts coming from the Recreation department.

The winter/spring dance recital session was officially cancelled last Friday. The hope was to suspend the session and still offer a recital in late spring / early summer, but with the extension of the Executive Order and the group size guidelines, it just isn't possible. Staff has been working on communicating with all the dance families and figuring out the refunds due as the recital costumes were already purchased.

The virtual lessons & clinics continue to be recorded, edited and posted daily. Natalie Wood, Kyle Thomas, Kyle Goddard, Jeff Muffitt and Pat Bodame continue to do very well with their preschool lessons, basketball clinics, fishing lesson, hockey skills, and sports card trading videos. All these videos are posted to Facebook & Instagram and then saved on the website.

Summer Camps from June 1 – July 3 will be officially cancelled today. Parents have begun to inquire about the status of our camps as they need to find alternative care if we are not running camps. We will be notifying all parents of the cancellation and will begin the refund process. The hope will be to resume camp operations (with appropriate physical distancing and group size requirements) starting July 6.

Alisa Kapusinski has been in communication with School District 15 regarding an expansion of our KinderSTAR program at Willow. Currently, KinderSTAR is offered for morning kindergarteners who are then provided afternoon care at Willow. District 15 would like us to expand our program to offer morning care to children enrolled in afternoon kindergarten. Multiple meetings have taken place this week to finalize the logistics. District 15 is waiving all bus fees that were charged in the past for the kindergarten transportation.

C&M Department

The C&M department continues to be a huge support to the Recreation and Facilities departments. The golf course opening was a big task for the beginning of the month along with the launch of the Virtual Recreation Guide. This week an e-blast went out to the 50+ database to promote the virtual programs, as well as the general park district weekly e-blast.

Lindsay Grace spends much of her time editing and posting the daily workout videos for The Club. New videos continue to be launched from The Club beyond Sarah's HIIT classes. Now classes, such as yoga & pilates, are offered on the social media platforms for our community. The Tank Top Challenge at The Club continues daily. In addition, Lindsay continues to create facility signage for The Club to remove all the old signage with the old facility name.

Additional promotion continues to support the launch of the e-sports programs.

Next week's social media theme will be “game week”. Games such as Quarantine Bingo and a new Park Hunt will be provided to the community that were created this week.

Bridges

Golf Operations

- Staff continued to book, check-in, move and cancel tee times
- Updated website with online tee times and to accept online payments
- Updated app with new information as well as online tee times
- Continued to develop policies and procedures for opening the range once we are allowed.
- Finalized sterilization policies and procedures for the carts/range cart
- Contacted staff to check availability for work so we are ready to offer carts when equipment arrives
- Returned 2019 merchandise for credit to Cleveland and Taylor Made
- Kurtis participated in IAPD "golf is back" webinar hosted by CDGA, IPGA MAGCS

Food & Beverage Operations

- Staff received eight Knot leads, two Course trends leads, and four Wedding Wire leads
- Jennifer Fuller has begun working with these prospective clients.
- We have had a few Bride & Grooms requesting tours. Jennifer is recommending they use our virtual tour online along with stopping by the facility to see the event area.
- We currently have placed July 30, 2021 and July 10, 2021 on a tentative hold until they can come in for tours.
- One bride requested a proposal for a 2021 wedding.
- Current promotions include: Free ceremony, free premium bar upgrade, and up to 100 pieces from our late night snack menu.
- Moved July 25th ceremony/reception to July 17, 2021
- Moved September 26th ceremony/reception to June 5, 2021
- August 1st reception will be rescheduled to a TBD date in 2021
- Currently working with OFA Golf Outing to change dates from their original June date to a September date.
- Worked with Kelso Burnett Golf Outing to move from June to August.
- CCBFA Golf Outing cancelled; however, I spoke directly with the outing's contact who gave us high praises and hopes they can book for 2021.
- Shower on June 28th has been cancelled and refund paperwork has been submitted to the business department.

Golf Course Maintenance

- Mowed all playing surfaces (23 acres bentgrass, 80+ acres of rough)
- Fixed irrigation leaks
- Trimmed sprinkler heads
- Changed cups and move tee markers
- Made chemical applications on greens, rough, and fescue areas
- Performed maintenance on equipment

The Club

Staff has continued with The Club Virtual Workout Series and added Pilates classes this week. Virtual Class offerings this week include:

- Slow Flow Yoga
- Cardio Camp - week 1
- Chair Yoga
- HIIT LIVE (Wed 5:30p)
- Pilates (introducing)
 - Barre Circuit
 - Continuous Flow Yoga
 - Fitness Challenge - week 2

*In addition, we will be posting a weekly "Immunity Tip" for followers. This will include tips on how to keep your immune system strong.

The Parks' teams are continuing with small jobs on-site. The tennis storage area was cleared out and items were taken to all-district storage. Lighting work continues in the gymnasiums in which staff are permanently mounting some of the under track lighting.

Club maintenance staff is focusing on the tedious project of removing years-worth of wax finish from the terrazzo floors and polishing a protective coating onto the natural terrazzo surface. Although this is a labor intensive process now, this will make for less upkeep in the future. The front entrance area has been completed.

The Club Custodial team has completed the following:

- Cardio Back Areas – Window cleaning and mirrors
- Yoga Studio – Construction clean-up, cleaned wood floors
- Outside Ground Floor Front Windows – Cleaned
- Rock Climbing Back Wall & Main Hallway – High dusting
- Gym – High dusting, backboard glass plates cleaned, dust mopped and tack mopped wood flooring

The Club staff continues with the work on reopening plans. Using information from our consultant and from webinars by industry leaders, staff is creating a “re-opening document” to outline the phases of reopening as best can be determined at this point. This is a working document of which the details could change according to direction mandated by the State. Having a fluid document allows staff to be prepared and to think through all possible scenarios, so we can keep everyone safe and confident in the reopening process.

With the upcoming operational changes, staff will begin to create letters of communication to members outlining the changes and the reasoning behind the changes. The timeline for distribution of these letters is TBD according to updates from our state government.

Staff continues to work on the software that allows reservations in the facility and is currently working with the provider to get the member database uploaded (should be complete by the end of the week).

Staff continues to check-in with the industry publications and leaders to ensure we are taking everything into consideration and being as thorough as possible as we approach the reopening of the facility. The goal is to ensure all staff are confident in the flow of operations and processes when we invite the public back in.

Staff has begun preparation on the locker room renovation bid with the help of the Parks department. More details can be found in Memo #20-054 which will be presented at the Special Board Meeting on Tuesday, May 12.

Administration & Finance

- Scanned and attached documents from Club transactions processed last week to the household in RecTrac.
- Worked with staff to close out purchase orders not being used due to facility closure.
- Continuing to contact AP vendors to switch to Credit Card or ACH payments.
- Assisted with updating program manager e-mails in RecTrac.
- Posted April RecTrac transactions to the General Ledger.
- Prepared documents for PDRMA business interruption coverage.
- Followed-up on business license renewals and made payment.
- Processed 196 credit card refunds and 72 check refunds.

Information Technology

- Routine system maintenance.
- User support – 16 issues resolved
- Worked with consultants to deploy the new routers for Triphahn and Maintenance. Routers were purchased in December, but installation was delayed due to consultant scheduling.

Weekly Director's Report for 05.01.2020

2020 NRPA Annual Conference Cancelled

The 2020 NRPA Annual Conference set to be held in Orlando, Florida has been cancelled in response to the COVID-19 pandemic. While NRPA has cancelled the physical conference, they plan to design a virtual conference that will enable them to provide education sessions, product spotlights, and networking opportunities making the conference as inclusive as possible. Details will be shared as those are released.

Bridges

Due to the limited number of tee times available with only two person groupings, we have decided that all staff will pay the guest rate of \$18 if they wish to play golf during this time.

Hertz Extension

We have extended the permit for Hertz to park cars at Seascapes through the end of May.

Staff Update

Per the original letter sent to furloughed staff, these individuals were to receive a status update by April 30th. Each furloughed staff member has received a new letter with an update on their employment status as of April 30th. Since the Stay-at-Home order has been extended to May 30, there is no change in the current status of any of the furloughed staff. Each individual will be notified once there is work for them to do.

Cancelling HEParks Summer Camps

Staff is planning to cancel summer camps for the first five weeks of summer, June 1 through July 3. (see Rec Division Update for more details)

Virtual Program

With no current summer program due to the unknown nature of what we can offer, staff has moved to a monthly Virtual Program that is e-blasted to all participants. It is also on the website.

A copy of this program offering our virtual programs is attached.

Division Updates

Please see attached for the updates in each Division.

(THE FOLLOWING WAS ATTACHED TO THE EMAIL)

Division Updates 5.1.2020

Parks Department

The Parks department has continued to operate with only full-time staff during the Stay-at-Home order. Normally at this point, the Parks team would have a seasonal work force of 25 staff members. With the assistance of all district custodial staff and a couple recreation staff, the parks team has been maintaining a deferred maintenance plan. Next week, the Parks department will be bringing on five seasonal staff members to assist with mowing, so that individuals from the buildings and construction teams can start doing other projects such as filter & belt changes, boiler cleanings, Princeton splash pad, weekend park patrol (garbage), projects at Bridges and The Club, and landscape duties.

Mowing this week was brought to a stop by Mother Nature on Wednesday morning. With our mowing heights raised, we do not expect to fall behind on parks mowing. The mowing crews were split up to perform the following tasks which had been planned for completion upon inclement weather:

- TC to assist with painting of doors/trim, hallways and board room.

- At The Club to work with Christine Tusa on organizing equipment six feet apart. All equipment has been spaced and next is to organize the tennis area with the relocated equipment.
- Prep work at chino gardens for opening on May 1st.
- All broken or cracked tiles on the activity pool deck at The Club were removed, replaced and grouted. The spa's broken tiles were removed, and once new tiles arrive, those will be installed.
- Clean-up of the landscape beds at Vogelei Park has begun with the cutting of perennials, debris removal, and mulching of beds.
- Tree removals at South Ridge that were in the areas of the new playground structures and splash pad.

Sports fields are only having essential maintenance performed to them to assure that we don't lose infields and edges. All fields have been spun and will continue to be spun on a bi-weekly basis to avoid weed growth. Plant growth regulators are being applied to select fields to keep the growth of the plant down and increase density in the fields.

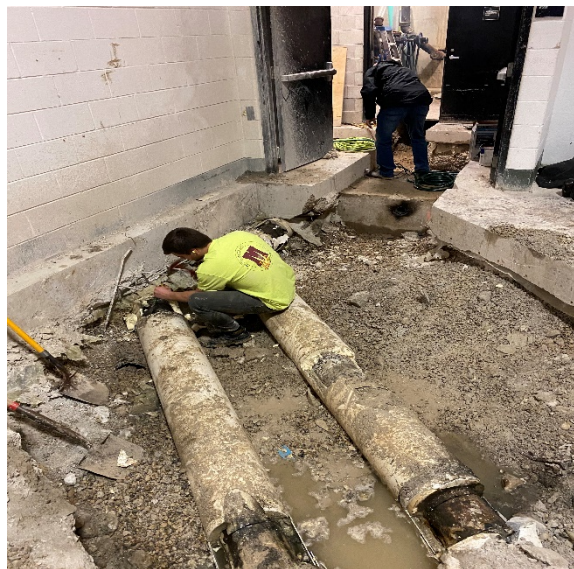
The building team was busy this week changing out the floor outlets at The Club and working on the new lights under the track at The Club.

Staff at Triphahn Center has been cleaning the facility, monitoring the ice rink project, and maintaining our ice on rink 2. Staff started the painting of the boardroom and doors and trim. Two members of TC staff assisted the golf course maintenance crew with getting the course ready to open on May 1st.

Parks page on the website has been revised and will be updated on a regular basis. Staff will be using drone footage to show park projects updates, so be sure to look for the footage on the park updates page of the website.

In preparation for the golf course opening, staff built garbage/sanitation stations to place outside in certain locations. The station has a garbage can in them, disinfecting wipes and foam hand sanitizer. Also when preparing to open the golf course, staff has researched and ordered six disinfecting foggers for all facilities to be able to keep our buildings as safe as possible.

TC Ice Rink – The heating system was fired up on Friday, April 3rd, and is being monitored by staff and MN Ice on a daily basis. Currently all set points are above 36 degrees and the heat system has been turned off. The heating coils and the mats are going to remain on for another week to allow the soils to remain at the current temperature and aid in the drying process. Crews worked this week on removing the main lines from the mechanical room and checking floor elevations.



The Club – Staff has continued concentrating on deep cleaning, painting and upgrades at The Club. The deep cleaning crew is concentrating on high cleaning, dusting all the beams and rafters. The Parks team has finished painting the red wall and also the front entrance walls and poles. Work continues on the lighting, sound systems and electrical for all the

equipment. As mentioned above, crews were able to work on tiles in the pool and spa areas, move equipment to maintain social distance, and install new floor outlets.

Princeton Park – The sand volleyball area that was removed last week was filled with soil and is ready for top soil and seed. The outer edges of the new splash pad were shaped and after the splash pad install, it will be sodded. Crews were also busy building a new landscape wall where the park benches and drinking fountains were removed. Drainage for the splash pad was located, dug up and new drainage installed to be tied into the splash pad.

South Ridge OSLAD – The Park at South Ridge is closed to the public and for the most part residents are understanding and adhering to our signage. Earthwork contractor was able to remove all asphalt from the site and then was abruptly stop by Mother Nature, as well. They plan to continue with shaping and undercuts of the path next week. In-house staff was able to have two memorial trees relocated in the path, as they were located in the construction zone. Staff is also cleaning-up the tree removals that were in the construction zone. Be sure to check the fly-by footage under “parks projects”, updated on May 1, 2020.



Recreation Department

The Rec Department has been busy this past week planning for the launch of the Virtual Recreation Program Guide. This guide was finalized and launched to the community on April 30. Programs offered in the guide will run through the month of May. These programs differ from the short videos and lessons that were provided during April as these programs are paid classes that are all offered virtual. Classes range from: music, theater, drawing, cooking, STEM, basketball, 50+ Fitness, Bingo Nights, e-sports tournament and a virtual fishing derby. The free clinics and lessons will continue to be offered, as well.

A link to the Virtual Recreation Program Guide can be found here:

<https://indd.adobe.com/view/0731788e-a7b9-453a-bd58-0612031638ad>

Pat Bodame & Kyle Thomas are also joining twelve area park districts to join a regional e-sports league. In addition, HEParks will be contracting with an e-sports league company, Mission Control, to create weekly leagues. Our partnership with NIU e-sports café continues, as well. E-sports is a top priority for the Rec Department right now!

Looking ahead, staff is determining what programs can be offered once operations resume versus what programs will need to be cancelled. With the Executive Order extended until May 30, many physical distancing and group size guidelines will still be in place come June. This will most definitely impact our program operations in June, specifically our summer camp operations. With Cook County Forest Preserve, the Girls Scouts and Palatine Park District all announcing cancellations in summer camps, staff is also planning to cancel summer camp for the first five weeks (all of June) and then reviewing opportunities to offer camp beginning July 6. In addition, the summer brochure was created prior to the closure (though it was not printed/distributed), staff is going through each page of the brochure to determine which programs can run with appropriate social distancing.

C&M Department

The C&M Department continues to take the lead on the regular social media posts throughout the day. Between the videos and lessons provided to the community, regular social media posts continue with park project updates, census reminders, and weekly family activities. This week's theme was I-Spy; different challenges were posted and a park-wide Scavenger Hunt was provided to the community. The park hunt's first clue takes patrons to Black Bear Park. From there, each park has a different clue that take the "hunters" to another park – nine parks in total to complete the hunt!

Lindsay Grace worked this week on designing the new Virtual Program Guide. In addition, Lindsay has been working with Bridges staff to get all marketing materials ready to open the golf course on May 1. Signage, website updates, and communication including the new golf guidelines has been a priority. In addition, the "Tank Top Arm Challenge" continues at The Club with daily exercise posts.

Katie Burgess created the Park Scavenger Hunt and has been working on the different I-spy projects. Much of this week also included updating all the communication related to the closure of Seascope: multiple website page updates, social media posts, and press release submission.

Bridges of Poplar Creek

Golf Operations

The Illinois Department of Commerce and Economic Opportunity (DCEO) released their guidelines late Friday night with a few challenging items. Staff worked on updating Bridges Safety Guidelines and Touchless Golf Experience to comply with the DCEO. Staff is confident in the final plan it has in place and is looking forward to the golf course opening. We began excepting Tee Times on Wednesday. Email blast, social media posts and the website were updated to promote the course opening. We have had a great response with 78 of the 92 rounds booked on Friday and 89 of the 106 on Saturday booked.

Kurtis Hartwig & Lynne Cotshott worked with EZLinks and the Credit Card processor to finalize our online payment website. We had a few challenges at the final stages, but as of Thursday afternoon we are live and accepting online tee times and prepayments. Customers will no longer have to call the golf shop for prepayment reservations.

C&M Team was hard at work preparing signage for our guidelines and our touchless check-in process that promotes social distancing. Golfers will be provided clear direction when they arrive as they move from our waiting area, to payment confirmation area, and then to the first tee.





Golf Course Maintenance

Parks Department was hard at work helping with the course opening. Adam Mogilinski showcased his craftsmanship in three outside wipe & hand sanitizer stations. We have currently placed one in the back waiting area, another by the portable restroom by the first tee, and we have another one ready to be placed by the range machine when we are allowed to open that part of the operation.



Parks Department and Golf Staff has continued to evaluate and discuss how we can provide carts while keeping our staff and customers safe. We have finally come up with a solution using battery packed foggers. These foggers will have a solution in them that will hit every area of the cart and kill germs in air and on contact. We will be wrapping the GPS units in plastic wrap to protect them from the fogger spray. This wrap will be changed out as needed. The fogger will work on the plastic wrap as well providing a safe surface to touch after treatment. We will begin offering carts as soon as this product arrives. We expect it to arrive within the next 7 to 10 days. Once it arrives, we will be offering carts to customers who agree to the following terms: By renting golf carts guests acknowledge they suffer from a physical disability or limitation which would prohibit them from walking the course.

Golf Maintenance

The Maintenance team worked hard for preparing the course for the second opening day of the season. They worked on all the guidelines and touch points to ensure we were in full compliance of the DCEO. Along with normal maintenance practices, staff worked on completing the following list:

- Mowed all playing surfaces (23 acres bentgrass, 80+ acres of rough)
- Fixed irrigation leaks
- Pushed up all sand in bunkers and fixed edges from winter washout
- Filled divots on tees and fairways
- Set-up golf course for opening by cutting new cups and putting out tee markers/flagsticks

Food & Beverage

Jennifer Fuller was hard at work learning the golf shop POS platforms. With trying to minimize payroll, she will begin working in the golf shop on a daily basis. She will also continue to respond and work with all future events as

communication is extremely important during these times. Next week, we will begin focusing on contacting our June events preparing them for possible cancelations and rescheduling options. Additional items accomplished this past week included:

- Cleaned /organized Poplar kitchen
- Cleaned walk-in cooler.
- Both areas power washed.
- Finished organizing and cleaning out the walk-in freezer

The Club

Staff has continued with The Club Virtual Workout Series and has received very positive feedback and solid viewing numbers. Responding to feedback and member requests, staff added yoga classes taught by instructor, Kelley E.

Virtual Class offerings this week include:

- Gentle Yoga
- Bicep Triceps Cardio
- Power Yoga
- Family Workout
- Barre LIVE (Thursday 9:00a)
- Leg Burner
- Fitness Challenge*

*In addition to these fitness class offerings, we introduced a fitness challenge on Sunday (4/26) to give Club Members and the community another option to keep moving each day. In this challenge, we asked participants to do 100 reps each of three exercises (push-ups, sit-ups or planks, and squats) for 5 of the 7 days in the week. If they complete the challenge, they comment on the post telling us they did it, and they are entered into a pool to win a goodie bag. We will run this challenge three more times, once per week, over the next three weeks!

Virtual Pilates will begin next week! We will also be providing some virtual personal training in May. We are finishing up day 17-19 of our “Tank Top Arm Challenge” this week. With the weather becoming warmer, we need to get our members ready for those sleeveless shirts! We have sent a May virtual fitness schedule to C&M so they can create a schedule to post for our members for the month so they know what to look forward to.

Parks crews were in on the rainy days this week finishing up some minor projects and touch-ups. All electrical floor outlets have been replaced and updated, paint touch-ups have been completed, and air vents have been installed in the new studio. The Parks crew were a huge help to Club staff this week with helping to rearrange weight and cardio equipment to spread it out and move some onto the tennis court. Staff still has a bit of tweaking to do with the position of the equipment, but when finished we will have five distinct areas for members to work out in with everything spaced at least 6 ft. apart.

The Club is hard at work on reopening plans. Using information from our consultant and from industry leaders, staff is creating a “re-opening document” to outline the phases of reopening as best can be determined now. This is a working document as the details of which could change according to directions mandated by the State. In the meantime, this mock-up will help staff be prepared and think through all scenarios, so we can keep everyone safe and confident about the reopening process.



With the upcoming operational changes, staff will begin to create letters of communication to members outlining the changes and the reasons for the changes. The timeline for distribution of these letters is yet to be determined, it is pending updates from our State government.

Staff continues to work on the software that allows reservations in the facility and is currently working with the provider to get the member database uploaded. Once this is functional, it will allow members to reserve times, or classes, or “spots” in a class through our app. As an alternative, a member could do this from our website, or if needed, call us to reserve any of these things. Staff’s goal is to have this operational prior to reopening.

Staff continues to check-in with the industry publications and leaders to ensure we are taking everything into consideration and being as thorough as possible as we approach the reopening of the facility. The goal is to ensure all staff are confident in the flow of operations and processes when we invite the public back in.

Club Maintenance

Terrazzo floor honing process will continue over the next few weeks.

Full list of Club Custodial Completed Projects this past week (not done dusting yet!):

- Running Track – High dusting, swept and scrubbed rubber track flooring
- Athletico Therapy Room – High dusted cabinets and vents, vacuumed and mopped rubber flooring
- Stretching Room – Cleaned mirrors and baseboards
- Spin Room – High dusting, cleaned windows, mirrors, baseboards and wood floor
- Rock Climbing Wall Floor Mat – Vacuumed, cleaned and mopped rubber flooring
- Tennis Court Office & Storage – Cleaned out/organized and refinished tile floor
- Outside Entry Sidewalk – Power washed
- Gym – High dusting, dust mop and tack mop cleaned wood flooring

The Club continues to be cleaned and sanitized like never before. With only one FT Lead Custodian on staff for most of these projects, Michael Johnson has completed an extensive list in the past 45 days:

4/30 Gym – Dust mop and Tack mop wood flooring
4/30 Gym – Cleaned hoop backboard glass
4/30 Gym – Finished high dusting
4/30 Community Locker Rooms – Cleaned for Athletico
4/29 Gym – Continued high dusting
4/29 Community Locker Rooms – Cleaned for Athletico
4/28 Outside Entry Sidewalk – Power washed
4/28 Tennis Court Office & Storage – Cleaned out/organized and refinished tile floor
4/28 Gym – Continued high dusting
4/28 Community Locker Rooms – Cleaned for Athletico
4/27 Rock Climbing Wall – Vacuumed and mopped rubber flooring
4/27 Spin Room – Clean windows, mirrors and wood flooring
4/27 Stretching Room – Clean mirrors and baseboards
4/27 Gym – Continued high dusting
4/27 Sanitizer and Cleaning Stations – Placed and mounted 3 locations
4/27 Athletico Therapy – High dusted cabinets and vents, vacuumed and mopped rubber flooring
4/27 Community Locker Rooms – Cleaned for Athletico
4/24 Spin Room – High dusting
4/24 Gym – Continued high dusting
4/24 Facility Drains – Treated for flies
4/24 Community Locker Rooms – Cleaned for Athletico
4/23 Front Service Desk – Construction clean-up

4/23 Gym – Continued high dusting
 4/23 Cardio Back Areas – Lightbulbs
 4/23 Emptied all facility garbage
 4/23 Community Locker Rooms – Cleaned for Athletico
 4/22 Running Track – Sweep, auto-scrub flooring
 4/22 Gym – Continued high dusting
 4/22 Community Locker Rooms – Cleaned for Athletico
 4/21 Gym – Started high dusting
 4/21 Running Track – High dusting
 4/20 Front Service Desk Wall – Completed high dusting
 4/19 Front Service Desk Terrazzo Flooring – Hone, burnish and seal
 4/18 Front Service Desk Terrazzo Flooring – Strip remove floor wax
 4/17 Front Service Desk Wall – Started high dusting
 4/17 Community Locker Rooms – Cleaned for Athletico
 4/16 Spin Room – Vacuum floors
 4/16 Cardio Center Area – Window cleaning
 4/16 Community Locker Rooms – Cleaned for Athletico
 4/15 Running Track – Continued high dusting
 4/15 Community Locker Rooms – Cleaned for Athletico
 4/14 Cardio 2nd Floor Area – Window cleaning, vacuumed carpet and stairs
 4/14 Gym Wall – Window cleaning
 4/14 Running Track – Started high dusting
 4/14 Community Locker Rooms – Cleaned for Athletico
 4/13 Entry/Lobby – Window cleaning
 4/13 Cardio 2nd Floor Area – High dusting
 4/13 Men’s Club Shower Amenities – Remount new bottle holders
 4/13 Community Locker Rooms – Cleaned for Athletico
 4/10 Cardio Back Areas – Construction clean-up, vacuumed/dusted counter, window ledges, carpet
 4/10 Yoga Studio – Dust-mopped wood floor
 4/10 Women’s Club Shower Amenities – Remount new bottle holders
 4/10 Men’s Club Shower Amenities – Removed bottle holders, adhesive, disinfect/power washed tile
 4/10 Community Locker Rooms – Cleaned for Athletico
 4/9 Pool – Window cleaning
 4/9 Pool Decking – Vacuumed edges and removed rust stains by drinking fountains and door jams
 4/9 Men’s Club Shower Amenities – Started removing bottle holders and adhesive
 4/9 Community Locker Rooms – Cleaned for Athletico
 4/8 Fitness Equipment – (Eddy volunteered) Disinfect hard surfaces
 4/8 Kids Club Washroom – Deep clean/disinfect walls and floors
 4/8 Kids Club – Tile floor auto-scrubbed, re-finished, burnished
 4/8 Men’s Community Showers/washrooms – Deep clean/disinfect hard surfaces, shower stalls and floors
 4/8 Women’s Club Shower Amenities – Finished removing bottle holder adhesive and disinfect power wash tile walls
 4/8 Community Locker Rooms – Deep cleaned for Athletico
 4/7 Family & Women’s Community Showers/washrooms – Deep clean/disinfect hard surfaces, shower stalls and floors
 4/7 Women’s Club Shower Amenities – Started removing bottle holders and adhesive
 4/7 Community Locker Rooms – Cleaned for Athletico
 4/6 Yoga Studio – Cleaned windows and dusted, auto-scrubbed, tack-mop rinsed floors
 4/6 Cardio Center Area/Gym Wall – High dusting
 4/6 Entry/Lobby – High dusted
 4/6 Community Locker Rooms – Cleaned for Athletico
 4/6 Athletico – Vacuumed rubber flooring
 4/3 Yoga Studio – Construction clean-up, high dusted beams and cleaned mirrors
 4/3 Community Locker Rooms – Cleaned for Athletico

4/2 Offices – Dusted, deep clean/disinfect hard surfaces
 4/2 Entry/Lobby/Service Desk – Window cleaning
 4/2 Lobby/Service Desk/Offices – High dusting
 4/2 Community Locker Rooms – Cleaned for Athletico
 4/1 Service Desk/Office/Hallway – Window cleaning
 4/1 Lobby/Service Desk/Offices – High dusting
 4/1 Community Locker Rooms – Cleaned for Athletico
 3/31 Men’s and Women’s Club Lockers – Removed sink amenities and wall mount cup holders
 3/31 Women’s Club Locker – Carpet deep clean/disinfect
 3/31 Cardio Center and 2nd floor Areas – Vacuumed installed carpeting
 3/31 Cardio Back Area – High dusted beams
 3/31 Community Locker Rooms – Cleaned for Athletico
 3/30 Massage Rooms and Hall – Carpet deep clean/disinfect
 3/30 Men’s Club Locker Carpet – Carpet deep clean/disinfect
 3/30 Cardio Back Area – High dusted beams
 3/30 Community Locker Rooms – Cleaned for Athletico
 3/27 Men’s and Women’s Club Lockers – Vacuumed carpeting
 3/27 Kids Club Hall, Members Offices, Cardio Front Area – Vacuumed installed carpeting
 3/27 Lobby/Offices – Put furniture back in place
 3/27 Men’s Club Locker Bays – Finished disinfect locker cabinets (outside)
 3/27 Community Locker Rooms – Cleaned for Athletico
 3/26 Men’s Club Locker Bays – Started disinfect locker cabinets (outside)
 3/26 Men’s Club Locker Shower/Steam Room – Finished deep clean/disinfect floors
 3/26 Community Locker Rooms – Cleaned for Athletico
 3/25 Men’s Club Locker Shower/Steam Room – Started deep clean/disinfect floors
 3/25 Service Desk Terrazzo Floor – Dusted, auto-scrubbed, burnished
 3/25 Community Locker Rooms – Cleaned for Athletico
 3/24 Massage Rooms and Hall – Deep clean/disinfect
 3/24 Men’s Club Locker Sink Stations – Deep clean/disinfect hard surfaces
 3/24 Men’s and Women’s Club Lockers – Disinfected Toilet Partitions
 3/24 Men’s Club Locker Bays – Disinfect cabinets (inside)
 3/24 Facility indoor Plants – Treated for flies
 3/23 Men’s and Women’s Club Locker Drains – Deep cleaned, disinfected, treated for drain flies
 3/23 Women’s Club Locker Sink Stations – Deep clean/disinfect hard surfaces
 3/23 Disinfected Men’s and Women’s Club body wash, shampoo, conditioner bottles and pumps
 3/23 Men’s and Women’s Club shower curtains – Removed, washed, dried, re-hung
 3/23 Disinfected all laundry and towel bins
 3/23 Community Locker Rooms – Cleaned for Athletico
 3/23 Emptied all facility garbage
 3/20 Men’s Club Locker Bays – High dusted
 3/20 Men’s Club Locker Shower/Steam Room – Deep clean/disinfect shower walls
 3/20 Women’s Club Locker Shower/Steam Room – Deep clean/disinfect shower walls and floors
 3/20 Women’s Club Locker Bays – High dusted/disinfect locker cabinets (inside/out)
 3/20 2nd Floor Cardio Areas – Disinfect hand railing, window cleaning
 3/20 Running Track – Disinfect hand railing, window cleaning
 3/20 Gym – Clean/organize storage closet
 3/19 Lobby/Entrance Terrazzo Floor – Dusted, auto-scrubbed, burnished
 3/18 Lobby/Service Desk/Office – Deep clean/disinfect hard surfaces
 3/18 Facility Public Touch Places – Disinfect doors, handles, plates, gams
 3/17 Gym Tile Floor – Auto-scrubbed, re-finished, burnished
 3/16 Lobby/Service Desk/Office – Deep clean/disinfect hard surfaces

Administration & Finance

- Contacting AP vendors to encourage MasterCard acceptance or ACH payment if credit cards are not accepted or there is a fee exceeding our cash back amount.
 - Included an insert in all checks mailed to encourage ACH payments
- Processed weekly invoices, printed monthly AP checks, processed payroll.
- Researched and tested bulk installment billing update. Created a report to identify all bills that would need to be run to adjust fee amounts and identify any bills that would require special handling.
- Cancelled 21 sections with no enrollments.
- Completed all preschool cancellations and refunds.
- Cancelled 341 internal room reservations.
- Created new virtual classes.
- Inactivated Seascope passes online and created a refund spreadsheet for processing.
- Processed 205 credit card refunds and 32 check refunds.
- Processed 27 comp HIIT and personal training passes for The Club.
- Issued 111 household credits for The Club.
- Cancelled 150 memberships for The Club.

Information Technology

- Routine system maintenance.
- User support – 18 issues resolved
- Research replacing Cisco firewalls with Fortinet, expense is \$1,186 greater than budget with an annual savings of \$3,855 beginning in 2021.

HOFFMAN ESTATES PARK DISTRICT MEMORANDUM NO 20-058

TO: Board of Commissioners
FROM: Craig Talsma, Executive Director
Nicole Hopkins, Director of Finance & Administration
Lynne Cotshott, Superintendent of Business
RE: 2019 Audit
DATE: May 26, 2020

Background:

The District's auditors, Lauterbach & Amen, LLP, have completed the annual audit for the fiscal year ending December 31, 2019. The Comprehensive Annual Financial Report (CAFR) is comprised of three sections; introductory-which includes the transmittal letter, financial-which includes the MDA, and statistical. The entire document must follow Governmental Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP) guidelines.

With the acceptance of the CAFR, staff will once again be applying for the Government Finance Officers Association of the United States and Canada (GFOA) award of Certificate of Achievement for Excellence in Financial Reporting on behalf of the District. This prestigious award is issued to recognize a government for publishing an easily readable and efficiently organized CAFR that satisfies both GAAP and applicable legal requirements. We have received this the last two years and believe that our CAFR meets these requirements.

Lauterbach & Amen, LLP has included their communication to the Board of Commissioners which would include any recommendations. Lauterbach & Amen, LLP will be at the May Regular Board meeting to give a brief presentation of the audit.

Implications:

The auditor's have issued an unmodified report. Upon acceptance of the 2019 final audit, the audit will then be filed with the County Clerk and all other required agencies and the CAFR will be submitted to GFOA. Attached is the Independent Auditor's Report reflecting an unqualified opinion for the District's 2019 audit. Click on the link below to access the entire 2019 Comprehensive Annual Financial Report.

[Please click here to view the 2019 audit.](#)

Recommendations:

Staff recommends the board accept the final annual audit for the fiscal year ending December 31, 2019, as presented by Lauterbach & Amen, LLP.



INDEPENDENT AUDITORS' REPORT

May 4, 2020

Members of the Board of Commissioners
Hoffman Estates Park District
Hoffman Estates, Illinois

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Hoffman Estates Park District, Illinois, as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Hoffman Estates Park District, Illinois, as of December 31, 2019, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis as listed in the table of contents and budgetary information reported in the required supplementary information as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Hoffman Estates Park District, Illinois' basic financial statements. The introductory section, other supplementary information, supplemental schedules, and statistical section are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The other supplementary information and supplemental schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the other supplementary information and supplemental schedules are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The introductory and statistical sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

Lauterbach & Amen, LLP
LAUTERBACH & AMEN, LLP

Memorandum No. M20-064

TO: Board of Commissioners
FROM: Craig Talsma, Executive Director
RE: Chicago Wolves License
DATE: May 26, 2020

Background:

The District has had the Chicago Wolves as tenants for the last 15 years. The contract provides them office and administration space, as well as a private locker room and guaranteed ice time.

The current contract expires May 31, 2020. The original contract provided for a lease payment of \$195,000 with an annual CPI increase. The final year's payment was just over \$234,000. Additionally, the Wolves received the usage of one of four billboard signs on I-90 that the District has under a lease agreement.

Implications:

Staff has been negotiating with the Wolves for a renewal of their agreement for the last year. The initial offer from the Wolves was \$120,000 per year. After very long negotiations staff is in support of the new agreement which provides the following step licensing fee:

Year 1 - \$150,000
Year 2 - \$165,000
Year 3 - \$175,000
Year 4 - \$185,000
Year 5 - \$200,000

With one year's notice (After the fourth year), the contract can be extended for an additional year annually the new contract price would be the prior year price plus CPI starting year 6 at \$200,000 plus CPI. Subsequent years would require six months renewal.

The Wolves will retain the billboard we currently have under lease until August 31, 2022. If for some reason out of our control we lose the right to renew the billboard lease, then we will not lose any value in the Wolves payment, even if we cannot provide the sign.

The District will also now be allowed to rent dasher board signage as long as it does not infringe ion any advertiser that the Wolves have an existing relationship with.

The remainder of the contract is relatively the same as the original contract with very minor adjustments. The contract was prepared and reviewed by our attorneys at Ancel Glink. The attached contract is after review by both parties' attorneys. One or two items are still being finalized by the attorneys though not substantive to the performances of the parties. A final document for signing will be available Tuesday with any noted changes, if any, from the attached contract.

Recommendation:

Staff recommends that the Board approve the five-year license agreement as presented with the Chicago Wolves for the period June 1, 2020 through May 31, 2025.

**LICENSE AGREEMENT
BETWEEN THE HOFFMAN ESTATES PARK DISTRICT
AND
THE ROSEMONT HOCKEY PARTNERS, L.P.**

This LICENSE AGREEMENT (“License” or “Agreement”) is made this ___ day of May, 2020, by and between HOFFMAN ESTATES PARK DISTRICT, a municipal corporation organized pursuant to the Illinois Park District Code (“Park District”), and ROSEMONT HOCKEY PARTNERS, L.P., an Illinois limited partnership (“RHP”). The Park District and RHP may be collectively referred to herein as “Parties” and individually as a “Party.”

NOW, THEREFORE, in consideration for the mutual promises and covenants herein contained, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Park District and RHP hereby agree as follows:

SECTION 1. Background.

- A. The Park District owns and controls various parks within its jurisdiction, including a building known as the *Triphahn Center Ice Arena*, 1685 W. Higgins Road, Hoffman Estates, Illinois (the “Facility”); and
- B. RHP owns and operates a franchise in the American Hockey League called the “Chicago Wolves” (hereinafter “Wolves”); and
- C. RHP has an outstanding reputation in the Chicagoland and national arena for providing and exhibiting a first class professional hockey league program; and
- D. The Park District and RHP believe it is in their collective best interest to promote the sport of ice hockey amongst America’s youth in general and, more specifically, to provide opportunities for playing and learning more about the sport of ice hockey to residents of the Park District and surrounding communities; and

E. The Park District currently owns and operates the Facility for general ice skating or playing or practicing ice hockey; and

F. RHP does not presently have an ice hockey facility readily available to RHP for practice sessions and administrative purposes; and

G. The Park District and RHP desire to cooperate for the purpose of operating and maintaining an indoor ice arena at the Facility to meet multiple needs in the area of ice hockey and for Wolves' practice sessions and administrative purposes.

SECTION 2. License. The Park District hereby grants to RHP, and RHP accepts from the Park District, a license to use the Licensed Premises (as defined in Section 4), as described herein, during the periods set forth in this Agreement. The grant of this License shall be subject to the terms and conditions of this License Agreement.

SECTION 3. License Term.

A. This License shall be for a term ("Original Term") equal to five (5) years, beginning on June 1, 2020 (the "Commencement Date").

B. The term of this License will be renewed for successive one (1) year terms (each a "Renewal Term"), unless either Party gives notice of intent not to renew not less than 6 months nor more than 12 months before the expiration of the Term or any Renewal Term. The "Term" shall consist of the Original Term and each Renewal Term prior to the termination of this Agreement.

C. In the last year of the Original Term or in any Renewal Term, if the Wolves are in the playoffs such that the Wolves are still playing or scheduled to play hockey games on or after

June 1 of the applicable year, then the Term shall automatically be extended on a day-by-day for as long as the Wolves are playing hockey games without any additional License Fee or amounts payable to the Park District.

SECTION 4. Licensed Premises. The Licensed Premises shall consist of those portions of the Facility designed as (i) a locker/clubhouse area for the Wolves, including the hot tub, dry sauna, wet sauna, HydroWorx hydrotherapy pool and related equipment (collectively, the “Installed Equipment”), and (ii) the Wolves’ administrative offices. The location of the Licensed Premises, as contemplated by the Parties, is shown as cross-hatched on **Exhibit A.**

SECTION 5. License Fees.

A. RHP shall pay the Park District an annual license fee (the “License Fee”), payable in advance in equal semi-annual installments due on June 1 and December 1 each year, according to the following schedule:

Year 1-\$150,000

Year 2 -\$165,000

Year 3 -\$175,000

Year 4-\$185,000

Year 5-\$200,000

B. Commencing with the first Renewal Term, the annual License Fee shall be adjusted on each anniversary of the Commencement Date by an amount equal to the positive percentage change in the Consumer Price Index from the preceding year, measured from December to December, as published by the Illinois Department of Revenue at the following URL:

<https://www2.illinois.gov/rev/localgovernments/property/Documents/cpihistory.pdf#search=CPI%20history>

C. In the event the Illinois Department of Revenue ceases publishing the applicable Consumer Price Index, the Parties shall refer to the Consumer Price Index data published by the United States Bureau of Labor Statistics for the Chicago metropolitan region for the preceding year, measured from December to December.

D. If the Facility is otherwise not available or accessible for use as a result of any Force Majeure Event (as defined in Section 21(G)), then the License Fee will be reduced on a pro rata basis by the amount of time the Force Majeure Event is ongoing.

E. In-Kind Consideration.

- i. RHP shall work cooperatively with the Park District to provide and participate in not less than four (4) community ice hockey programs each year, including summer hockey schools, in-house clinics and player appearances, and otherwise assist with the development of a Park District or other “in-house” hockey league/program. The dates and types of community ice hockey programs which shall satisfy the Wolves’ annual in-kind consideration shall be fixed at the Parties’ annual scheduling meeting.
- ii. If the Wolves have home exhibition games as part of their game schedule for a season, then RHP will agree to schedule one such home exhibition game at the Facility. RHP shall receive fifty (50) complimentary tickets to any such exhibition game played at the Facility. The Park District shall provide concession, operational and maintenance services and shall receive all ticket, parking and concession revenue from the event except as otherwise determined by the parties.

F. Additional License Fees. The Parties acknowledge that the Facility is tax-exempt and does not pay any real estate taxes. In the event the treatment of the Facility for property tax purposes changes for any reason, as between the Park District and RHP, the Park District will be solely responsible and liable for any tax liability. Further, upon the occurrence of such event, the Park District will have the right to terminate this Agreement upon written notice to RHP, and RHP shall not be liable to the Park District for any License Fees and RHP shall be entitled to a refund of any prepaid License Fee from the date of any such termination.

H. Delinquent Fees. Any undisputed License Fees which are not paid within thirty (30) days following the date such fees are due shall be considered delinquent. Delinquent fees shall bear interest at a rate equal to 10% per annum. The order of application of all payments shall be in the Park District's sole discretion.

SECTION 6. Use and Maintenance of the Licensed Premises.

A. RHP shall have access to the Licensed Premises on a 24/7 basis.

B. During the Term or any Renewal Term, on or before August 1 each year, or as soon as the Wolves season schedule is available, whichever is earlier, the Park District and RHP shall jointly establish a written schedule for the Wolves' use of ice rink(s) at the Facility for the succeeding twelve (12) months, which schedule shall substantially comply with the following parameters:

- i. Pre-Training Camp. For the period from five (5) weeks prior to the start of the AHL season to two (2) weeks prior to the start of the AHL season, the Wolves shall have exclusive use of Rink 1 from 9:00 a.m. to 12:00 p.m. on Monday through Friday.

ii. Training Camp. For the period from two (2) weeks prior to the start of the AHL season to the start of the AHL season, the Wolves shall have exclusive use of:

a. Rink 1: 9:00 a.m. to 12:00 p.m., Sunday through Saturday; and

b. Rink 2: 9:00 a.m. to 12:00 p.m. on Monday through Friday

iii. Season. For the duration of the Wolves participation in the AHL season, the Wolves shall have exclusive use of:

a. Rink 1: 9:00 a.m. to 12:00 p.m. on Monday through Friday;

b. Rink 2: 1 hour, between 9:00 a.m. to 12:00 p.m. on Monday through Friday; and

c. Rink 1: 10:00 a.m. to 12:00 p.m., Saturday and Sunday.

iv. Notwithstanding the foregoing, the amount of ice time during the season (August-June) shall not exceed 250 hours, excluding in such computation time, not to exceed 50 hours, utilized each year for Training Camp. RHP shall be entitled to 50 hours from 10am-Noon on weekend days from October through June each season.

C. Unscheduled Time. Any ice rink time described in the aforementioned parameters which is not included in the Wolves' annual schedule will be available to the Park District for use by any other party without any compensation to the Wolves.

D. Release of Scheduled Time. RHP will use commercially reasonable efforts to deliver notice to the Park District on or before the first day of each month of the dates and times described on the Wolves' annual schedule during the next succeeding month when the Wolves'

will not use the ice rink(s) (the “Released Time”). For example, and without limiting the generality of the foregoing, the Wolves will use commercially reasonable efforts to provide notice on or before October 1 of the ice rink times reserved in November on the Wolves annual schedule when the Wolves will not use the ice rink(s). The Park District may use the ice rink(s) during the Released Time for any normal and customary use without any compensation to the Wolves.

E. Operation of the Licensed Premise. RHP will not allow the Licensed Premises to be used for any purpose other than that specified herein and will not permit any other organization to use said Licensed Premises, nor any part thereof, without in each case the written consent of the Park District, and will not permit said Licensed Premises to be used for any unlawful purpose or for any purpose that will injure the reputation of the building or the Park District or unreasonably cause a fire hazard in the Facility. There shall not be kept nor used on said Licensed Premises any flammable or explosive materials or liquids unless directly related to RHP’s primary business. All flammable or explosive materials or liquids shall be stored properly and in strict conformance with all government standards. RHP shall adhere to and shall not in any manner, directly or indirectly, violate the laws, ordinances, rules or regulations of any federal, state, county, city or other governmental authority or agency, including the Park District, in connection with the use and occupancy of the Facility or the Licensed Premises. RHP will not permit any signs, cards or placards to be painted or placed on the exterior of the Licensed Premises, nor permit any alteration of or addition to any part of said Licensed Premises, (except non-structural interior changes), except upon receipt of written consent of the Park District; all alterations and additions to said Licensed Premises shall remain for the benefit of the Park District unless otherwise agreed by the Parties.

F. General Maintenance. RHP shall during the Term be responsible for the maintenance of, and shall keep in good condition and repair, free of vermin and debris, the interior of the Licensed Premises, subject to reasonable wear and tear. RHP will comply with all federal, state or local general regulations, laws and ordinances applicable to the interior of the Licensed Premises. RHP will store in the Licensed Premises only such equipment as is necessary for the operation of its business and will store all trash and refuse in the appropriate containers within or at the Licensed Premises as designated by the Park District and will attend to the daily disposal thereof in a manner approved by the Park District. RHP will receive and deliver goods and merchandise at the Licensed Premises only in the manner and areas designated by the Park District and will conform to all reasonable rules and regulations which the Park District may make in the management and operation of the Facility. In the event RHP fail to comply with its duty to maintain the Licensed Premises as provided herein, RHP waives any claim against the Park District should the Park District, upon providing RHP with seven (7) days' notice of its intent to do so, enter onto the Licensed Premises to bring the Licensed Premises into repair as required by this Agreement solely at RHP's cost and expense. The Park District shall have no responsibility for the maintenance, repair or replacement of any equipment, furnishings or installations made in the Licensed Premises or the Facility by RHP, nor for the maintenance, repair or replacement of the Installed Equipment.

G. Business Equipment. RHP shall be responsible, at its sole cost and expense, for the installation and maintenance of its own internal computer and telephone systems, including the installation and maintenance of all voice and data cabling. RHP shall be entitled to purchase cable television service from the local supplier, and the Park District will grant any and all necessary easements to enable such service to be delivered to the Licensed Premises. All installation and

service shall be done using contractors acceptable to the Park District, said approval to not be unreasonably withheld. RHP shall have the right to install, at its sole cost and expense, no more than two (2) satellite systems on the roof of the building at which the Licensed Premises is located. Said satellite systems shall not exceed a standard size dish or twenty-four (24) inches, whichever is smaller.

SECTION 7. Park District Obligations. The Park District will perform the following duties and obligations during the Term of this License:

A. General Maintenance. Except as herein provided in Section 6(F), the Park District shall maintain the Facility, including the electronic scoreboards furnished by RHP and all of its other components and all adjoining parking areas, in good condition and repair during the Term, free of ice, snow, vermin and debris, and shall make any necessary repairs or replacements which are necessary to keep the Facility in good condition and repair, subject only to ordinary wear and tear and damage by fire and other casualty. The Park District will comply with all federal, state or local general regulations, laws and ordinances applicable to the Facility.

B. Repairs and Upgrades. Within the first year of the Term, Park District will, at no additional cost to RHP, repair the Licensed Premises to a first class condition, including but not limited to (i) replace the carpet and flooring; and (ii) enlarge the current equipment room, remove a wall, enclosing a door and install a work bench.

C. Operation of the Facility. At all times during the Term, the Park District will manage, operate, or cause to be managed and operated, the Facility, other than the Licensed Premises, as a first class, two-rink public ice skating facility. The Park District shall be responsible for the purchase and installation of all furnishings, fixtures and equipment, and hiring all personnel,

necessary to operate the Facility in accordance with the foregoing standards and this Agreement, including all ice resurfacing vehicles.

D. Billboard Advertising.

- i. The Park District will lease one billboard for the use and benefit of RHP. It is understood that as of the date hereof, the Park District has obtained the necessary lease of one billboard, attached as **Exhibit B** (said lease or leases hereinafter referred to as the “Billboard Lease”), which will permit it to comply with its obligation to furnish the billboard advertising referred to therein.
- ii. In the event the operation and maintenance of the Billboard Lease becomes illegal or impractical for reasons beyond the reasonable control of the Park District, the Park District shall be excused from providing Billboard Advertising and there shall be no change in the amount of the License Fees. For the purpose of this License, it shall be illegal or impractical for the Park District to operate and maintain the Billboard Lease if (a) the permits and/or zoning entitlements for the billboard expire, terminate or are rescinded or withdrawn by the State of Illinois or the Village of Hoffman Estates, despite the best efforts of the Park District, or (b) the owner of the property where on the Billboard is located under the Billboard Lease fails or refuses to renew the Billboard Lease or charges the Park District for the Billboard Lease.

E. Dasher Board Advertising. The Park District grants RHP a non-exclusive right to sell advertising on the dasher boards located around the ice rink(s) within the Facility. In the event RHP has not sold advertising for any particular dasher board advertising space, the Park District

will be permitted to sell advertising for that space and retain all revenue from that advertising; provided, provided that reasonably prior to any such selling of advertising by the Park District, the Park District shall notify RHP in writing of the identity of any entity or organization to which the Park District proposes to sell such advertising. RHP will have the right of prior approval for each such entity or organization proposed by the Park District for the sole purpose of ensuring that there is no conflict with any of the Wolves sponsors or any other advertising arrangement of the Wolves.

F. During the Term, all team members and coaching staff of the Wolves, their spouses, and all full-time administrative personnel of RHP working in the Licensed Premises, shall have the right to the use of the Fitness Center at all times during which the public may use the Fitness Center, without the payment of dues or admission fees. RHP shall furnish to the Park District on a quarterly basis a list of the persons entitled to such privileges. All such personnel shall be required to adhere to all rules and regulations of the Park District governing all users of the Fitness Center.

SECTION 8. Annual Meeting. For each year during the Term or any Renewal Term, RHP and the Park District will meet between July 1 and August 1, or as soon as the Wolves' schedule is available, to schedule the Parties' respective use of the ice rink(s), in substantial compliance with the parameters described in Section and the performance of the in-kind consideration described in Section 5(D).

SECTION 9. Intellectual Property. RHP hereby grants to the Park District a license to utilize the name and logo of the Wolves solely in connection with the marketing and other promotion of the Facility. As RHP reasonably determines, RHP and its affiliates will provide marketing and advertising assistance to promote the Facility and its uses. RHP will allow the

Park District to use its name and logo in all news announcements, whether written or oral, to promote the Facility as the “Official Training Center of the Chicago Wolves.” Each use of the Wolves name and logo shall be subject to the prior approval of RHP.

SECTION 10. Parties Not Liable. The Park District shall not be liable to RHP, its officers, employees, members, agents, volunteers or assigns for any damage occasioned by plumbing, gas, water, sprinkler, steam or other pipes or sewage, or the bursting, leaking or running of any tank, wash stand, water closet or water pipe in, above, upon or about the Facility, nor for any damage occasioned by water, snow or ice being upon or coming through the roof, skylights, trap door or otherwise, except for any damages from negligent acts or omissions of the Park District, its officers, employees, agents or assigns or from breach of any of the Park District’s obligations under Section 7(A) or 7(C).

RHP shall not be liable to the Park District, its officers, employees, members, agents, volunteers or assigns for any damage occasioned by plumbing, gas, water, sprinkler, steam or other pipes or sewage, or the bursting, leaking or running of any tank, wash stand, water closet or water pipe in, above, upon or about the Facility, nor for any damage occasioned by water, snow or ice being upon or coming through the roof, skylights, trap door or otherwise, except for any damages from negligent acts or omissions of RHP, its officers, employees, agents or assigns or from breach of any of RHP’s obligations under Section 6(F).

SECTION 11. Possession at Termination. RHP will, at the termination of this Agreement by lapse of time or otherwise, yield up immediate possession of the Licensed Premises to the Park District.

SECTION 12. Hold Harmless; Insurance.

A. RHP covenants and agrees that it will protect and save and keep the Park District forever harmless and indemnified against and from any penalty or damage or charges imposed for any violation of any laws or ordinances caused by RHP's use of the Leased Premises, and will protect, indemnify and save and keep harmless the Park District against and from any and all claims, suits, actions and proceedings and against and from any and all loss, cost, damage or expense, including reasonable attorneys' fees, arising out of any failure of RHP in any respect to comply with and perform RHP's obligations set forth in this Agreement.

B. The Park District covenants and agrees that it will protect and save and keep RHP forever harmless and indemnified against and from any penalty or damage or charges imposed for any violation of any laws or ordinances caused by the Park District's use or operation of the Facility, and will protect, indemnify and save and keep harmless RHP against and from any and all claims, suits, actions and proceedings and against and from any and all loss, cost, damage or expense, including reasonable attorneys' fees, arising out of any failure of the Park District in any respect to comply with and perform the Park District's obligations set forth in this Agreement.

C. Throughout the Term, RHP shall purchase and maintain from an insurance company reasonably acceptable to the Park District (i) commercial general liability insurance which specifically covers the Licensed Premises and which specifically includes bodily injury, personal injury and property damage with limits of not less than \$2,000,000 per occurrence, with a \$5,000,000 umbrella, written on an occurrence-basis policy and which names the Park District as additional insureds; and (ii) property and casualty insurance coverage for the full replacement value of all of RHP's personal property located at the Facility. A certificate of insurance demonstrating such coverage shall be submitted to the Park District by RHP no later than ten (10) days before said insurance policy is renewed each year during the term of this Agreement.

D. Throughout the Term, the Park District shall purchase from an intergovernmental self-insurance pool commercial general liability insurance which specifically covers the Licensed Premises and which specifically includes bodily injury, personal injury and property damage with limits of not less than \$2,000,000 per occurrence, with a \$5,000,000 umbrella, written on an occurrence-basis policy and which names RHP as additional insureds. A certificate of insurance demonstrating such coverage shall be submitted to RHP no later than ten (10) days before said insurance policy is renewed each year during the term of this Agreement.

SECTION 13. Damage or Destruction. In addition to and not in lieu of each party's right with regard to a Force Majeure Event, if the Facility is made untenable by fire or other casualty, both RHP and the Park District have the right to terminate this Agreement, without any penalty or liability to the other party, as of the date of the fire or casualty by notice to the other Party. RHP and the Park District may also agree that the Park District will attempt to repair, restore or rehabilitate the Facility within 180 days after the occurrence of such fire or other casualty, in which event this Agreement shall not terminate but License Fees shall be abated on a per diem basis while the Licensed Premises are untenable (and credited to the next succeeding payments of License Fee due hereunder). For purposes hereof, Facility shall be considered untenable so long as (a) the Licensed Premises or any material portion thereof are untenable, or (b) the Rinks are damaged or are undergoing repair or replacement to an extent that RHP will not have access thereto in accordance with and at the times provided for in this Agreement. The repair, restoration or rehabilitation of the Facility, including the Licensed Premises, shall be at the sole cost and expense of the Park District (except for any of RHP's personal property). If the Park District is attempting to repair, restore or rehabilitate the Facility and does not substantially complete the work within the 180-day period, either party can terminate this Agreement as of the date of the fire or casualty

by notice to the other party. In the event of termination of this Agreement pursuant to this Section13, License Fees shall be apportioned on a per diem basis and RHP shall be entitled to a refund of any prepaid License Fee from the date of the fire or casualty.

SECTION 14. Relocation. RHP warrants that the Wolves shall not maintain another regular practice facility within the Chicagoland seven-county area for the entire term of this Agreement or during any extension period thereof. In the event that by reason of a relocation of the Wolves franchise to another city outside the Chicagoland seven-county area, RHP shall remain liable for the License Fees hereunder for 120 days or through the end of the then-current calendar year of the Term or any then current Renewal Term, whichever is longer.

SECTION 15. Capital Improvements. The Park District shall have the right, from time to time, at its own expense, to make all such capital alterations and improvements to the Facility or to the Licensed Premises as shall be reasonably necessary or appropriate, in the Park District's judgment, for the Park District's conduct of its business, provided that prior to the commencement of any capital alteration of any improvement of the Licensed Premises, RHP shall have approved, in all cases, in writing, the plans and specifications therefore which shall be submitted to RHP by the Park District. Such approval will not be withheld unreasonably. If within thirty (30) days after such plans and specifications have been submitted and delivered by the Park District to RHP for such approval, and if RHP shall not have given the Park District notice of disapproval thereof, then the plans and specifications shall be deemed approved by RHP.

SECTION 16. Utilities. The Park District shall furnish connections for domestic and sanitary water, gas and electricity for RHP's use in the Licensed Premises, and shall pay for all such utilities consumed by RHP in the Licensed Premises and elsewhere in the Facility during the Term.

SECTION 17. Use/Quiet Enjoyment. During RHP's use and occupancy hereunder and for so long as RHP is not in default, RHP shall have and be entitled to the quiet enjoyment with respect to the use and occupancy of the Licensed Premises and the other privileges herein granted without interruption or interference by any person, including, specifically, the Park District, except as otherwise specifically provided herein.

SECTION 18. Assignment/Sub-License. RHP shall not assign any of its rights under this Agreement or sublet any portion of the Licensed Premises without the written consent of the Park District which approval shall not be unreasonably withheld. Notwithstanding the foregoing, in the event that RHP transfers the Wolves franchise such that the franchise would remain within the Chicagoland seven-county area, RHP shall be entitled to assign its rights under this Agreement to the transferee without the consent of the Park District, so long as such transferee assumes the all rights, liabilities and obligations of RHP. Upon such assignment, RHP shall be released from all further liability hereunder. in the event that RHP sells or transfers the Wolves franchise such that the franchise will leave the Chicagoland seven-county area, RHP shall have the right to terminate this Agreement upon written notice to the Park District and RHP shall remain liable for the License Fees hereunder for 120 days or through the end of the then-current calendar year of the Term or any then current Renewal Term, whichever is longer.

SECTION 19. Default by RHP.

A. If RHP shall materially default in any of its obligations under this Agreement, the Park District shall provide notice of default to RHP and afford RHP a period of ten (10) days for any monetary default and thirty (30) days for any non-monetary default to cure such default (unless the default involves a condition which is dangerous to persons or property, in which event such cure period shall be reduced to the minimum time necessary to correct such condition); provided,

however, that if the default in question is a non-monetary default (other than a default involving dangerous conditions as aforesaid) which cannot be cured within such thirty (30) day period, then RHP shall be afforded such additional time as shall be required reasonably to cure such default if RHP: (i) shall have commenced the appropriate cure within such initial thirty (30) day period; and; (ii) thereafter proceed with reasonable diligence to cure such default.

B. If RHP shall be in default hereunder beyond the expiration of the cure period stated above, Park District shall have the right to terminate this Agreement upon written notice to RHP.

C. The remedies described in this Section 19 shall be in addition to any other remedy that Park District may have at law or in equity, including without limitation to seek:

- i. An action to recover moneys then due and owing from RHP together with interest thereon at the rate of ten (10%) percent per annum from the date such moneys were due to the date of judgment, plus reasonable attorneys' fees; and
- ii. An action for specific performance of non-monetary covenants and agreements on the part of RHP;

provided that in no event shall RHP be liable for indirect or consequential damages suffered by the Park District, and the Park District shall in all events seek to mitigate its damages to the extent required by law.

SECTION 20. Default by the Park District.

A. If the Park District shall materially default in any of its obligations under this Agreement, RHP shall provide notice of default to Park District and afford Park District a period of thirty (30) days after receipt of notice to cure such default (unless the default involves a

condition which is dangerous to persons or property, in which event such cure period shall be reduced to the minimum time necessary to correct such condition); provided, however, that if the default (other than a default involving dangerous conditions as aforesaid) which cannot be cured within such thirty (30) day period, then the Park District shall be afforded such additional time as shall be required reasonably to cure such default if the Park District: (i) shall have commenced the appropriate cure within such initial thirty (30) day period; and; (ii) thereafter proceed with reasonable diligence to cure such default.

B. If the Park District shall be in default hereunder beyond the expiration of the cure period stated above, or if in the good faith judgment of RHP the existence of such default constitutes an immediate danger to property or to the safety, or health of persons, RHP shall have the right to terminate this Agreement upon written notice to the Park District.

C. The remedies described in this Section 20 shall be in addition to any other remedy that RHP may have at law or in equity, including without limitation to seek an action for specific performance of non-monetary covenants and agreements on the part of the Park District, provided that in no event shall Park District be liable for indirect or consequential damages suffered by the RHP, and RHP shall in all events seek to mitigate its damages to the extent required by law.

SECTION 21. General Provisions.

A. In construing this Agreement, feminine or neuter pronouns shall be substituted for those masculine in form and vice versa, and plural terms shall be substituted for singular and singular for plural in any place in which the context so requires.

B. The covenants, terms, conditions, provisions and undertakings of this Agreement, or in any extensions thereof, shall extend to and be binding upon the successors and assigns of the

parties hereto as if they were in every case named and expressed and wherever reference is made to either of the parties hereto, it shall be held to include and apply also to the successors and assigns of such party as if in each and every case so expressed.

C. The parties agree to execute and deliver any instruments in writing, necessary to carry out any agreement, term condition or assurance in this Agreement, whenever the occasion shall arise and requested for such instrument shall be made.

D. This Agreement shall constitute the full and complete understanding between the Parties for the design, construction, operation and management of the Facility. There are no oral understandings, terms or conditions and neither party has relied on any representation, express or implied, not contained in this Agreement. All prior understandings, terms or conditions are deemed to merge in this Agreement, and this Agreement cannot be changed or supplemented orally, but only by an agreement in writing and signed by the parties to this Agreement.

E. If any provisions of this Agreement shall be declared invalid or unenforceable, the remainder of the Agreement shall continue in full force and effect unless so construing the Agreement would produce an inequitable result.

F. The parties at all times during the term of this Agreement shall act and deal in good faith with each other.

G. Force Majeure. Subject to each party's rights under Section 13, neither party hereto shall be in breach of this Agreement if performance is prevented or preempted because of an act of God, natural disaster, epidemic or pandemic, catastrophe, accident, fire, labor dispute, lockout, strike, riot or civil commotion, act of public enemy, governmental act or regulation, act of the

American Hockey League, a day of national mourning, emergency or other circumstance or event beyond the reasonable control of the parties to this Agreement (any such occurrence a “Force Majeure Event”). Upon the occurrence of a Force Majeure Event, if only the Wolves’ administrative offices are available and the ice rink(s) are not available, RHP shall have the right to decide whether or not to use only the administrative offices. If RHP elects to use such administrative offices only, then the License Fees shall be reduced by 2/3 on a per diem basis.

H. Commitment to Equal Opportunity Practices. RHP shall abide by all Federal, State, and local equal opportunity employment practices.

I. Time is of the Essence. In all matters concerning or affecting this Agreement, time is of the essence.

J. Amendments. This Agreement may be amended at any time only by the mutual, written consent of both Parties in the manner provided by law.

K. Notices. Any notice required to be given hereunder shall be in writing and mailed, postage prepaid, by U.S. Certified Mail, Return Receipt Requested, or sent by Federal Express or other nationally recognized air courier service, addressed to the parties as follows unless a different address is later designated by either party under this notice provision:

For Notice to the Park District:

Executive Director
Hoffman Estates Park District
1685 West Higgins
Hoffman Estates, IL 60195-2998

with a copy sent to:

Adam B. Simon, Esq.
Ancel Glink, P.C
140 S. Dearborn Street, Suite 600
Chicago, Illinois 60603

For Notice to RHP:

Rosemont Hockey Partners, L.P.
2301 Ravine Way
Glenview, IL 60025
Attn: Sachin Lele

with a copy sent to:

RHP's General Manager at the Leased Premises

All notices shall be deemed received seven (7) business days after being mailed or earlier upon proof of actual receipt.

All consents, approvals, or permissions required to be obtained in accordance with this Agreement shall be in writing with respect to consents, approvals or permissions, provided by the Park District, consents, approvals or permissions, shall be duly given, unless otherwise specified when they are given by the Executive Director of the Park District. With respect to consents, approvals or permissions, provided by RHP, consents, approvals or permissions, shall be duly given, unless otherwise specified, when they are given by any designated officer of RHP.

In witness whereof, authorized representatives of the parties have executed this Agreement effective as of the Commencement Date.

Rosemont Hockey Partners, LP

Hoffman Estates Park District

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

MEMORANDUM M20-066

TO: Board of Commissioners
FROM: Craig Talsma, Executive Director
Alisa Kapusinski, Director of Recreation
RE: Phase 3 Programming
DATE: May 26, 2020

Background:

During Phase 3 of the Restore Illinois reopening plan, the Recreation department created a variety of virtual/at-home programs for our community to participate in at home. In-person programs were not authorized as the stay-at-home Executive Order has been in effect.

Currently, the outdoor activities that have been authorized include walking, hiking, biking, jogging, fishing, golfing for walking twosomes, and the use of outdoor tennis courts, all of which the District has allowed.

Implications:

Phase 3 of the Restore Illinois reopening plan is scheduled to begin on May 29. In addition to foursomes of golf, and all outdoor usage in groups up to ten, including basketball, skate parks, and dog parks, the Phase 3 plan states the following may open: limited child care and summer programs with IDPH approved safety guidance.

Guidance for Phase 3 includes: face coverings and gatherings of 10 people or fewer. In addition the CDC guidelines for day camps & child care include: washing hands, covering coughs/sneezes, cleaning & disinfecting of high-touch areas, closure of water foundations, no interaction with other groups or staff, minimally sharing of supplies, and physical distancing (see HEParks guidelines as attached).

Staff evaluated all the programs that were originally planned for the HEParks Summer 2020 Brochure (which was never distributed). A limited amount of programs could meet the Phase 3 guidelines. Staff created small group sizes and revamped the programs to create a June Program Brochure (see link below) with a list of programs to offer starting June 8. These programs will run through the month of June, with the hope that Phase 4 will begin in early July when additional programs can be offered.

[June Program Brochure](#)

The list of programs that were determined able to run in Phase 3 include:

Mini Explorers Camp: Max of nine campers per age group with three age groups. Each age group meets in their own room. Campers will be required to bring their own pencil-case with crayons, markers and scissors. One camp counselor will lead each group with no-touch group games, crafts, songs, nature activities and gym games. Each group will have a timeslot to visit

the gym. After each group visits the gym, the gym will be disinfected before the next group visits. Program will last three hours compared to normal 11 hours of camp.

Figure Skating Mini Camp: Max of 18 campers (two groups of nine). The ice rink will be split in half for nine campers and one coach. Campers will get one hour on the ice and one hour off ice. Off ice will be split between the dance room and gym.

Mini Hockey Clinics: Max of 18 players (two groups of nine). Players will come dressed in hockey gear. The ice rink will be split in half for nine skaters and one coach. Players will get one hour on the ice for skills (no games) and one hour off ice. Off ice will be split between off-ice shelf and gym. The 18 players will split usage of the four locker rooms to change after their ice time while limiting contact with each other and their equipment.

Outdoor Fitness: Class size of nine with one instructor. This class will be held in the parking lot and use body-weight training exercises.

Dance & Baton: Max of nine dancers and one instructor. Children will learn dance steps with appropriate social distance between each dancer. For baton, each participant brings his/her own baton.

Drawing: Max of nine and one instructor. Each participant will have his/her own table to face the same direction and watch the instructor. Participant will bring own pencils and markers.

This list of classes is very limited to the amount that we would normally offer. This limited list contains the minimal amount of classes we can offer while maintaining the strict guidelines.

In addition, we plan to reopen the Early Learning & Care child care program. As many child care facilities are beginning to open as parents are returning to work, staff is revising operational plans to include enhanced regulations. New regulations for the ELC will include: parents dropping off their child in the hallway (not entering the room), meals being served pre-plated vs family style, separating the children's cubby/personal space, no rotation of teachers in rooms – one teacher stays with entire group, and strict disinfectant of toys throughout the day. In addition, class size will be maxed at nine per classroom.

Staff Recommendation:

Staff is recommending to the Board to approve the implementation of Phase 3 programs, including the Early Learning & Care, which meet the Governor's Restore Illinois guidelines.

Hoffman Estates Park District
Covid-19 Program Procedures

Face Coverings

- All staff will wear face coverings at all times.
- Participants are encouraged to wear face coverings if applicable.

Drop-Off and Pick-Up

- HEParks will provide curbside drop off and pick up for all of our programs. Some programs may require a parent/guardian to enter the building with a participant. We encourage everyone to use the curbside service to keep the number of patrons in our facility to a minimum.
 - Once the participant has been dropped off, they will be escorted to their program by the staff.
 - All programs will drop off and pick up at the main entrance on the south side of the Triphahn Center. This is the entrance located at the back of building in the circle drive by the playground.
 - All programs at Willow Recreation center will drop off and pick up at the main entrance.
 - ELC and some camp programs will drop off and pick up at different entrances designated for those programs.
- All programs will be limited to parents/guardians and one other person to drop-off and pick-up program participants.

Group Sizes & Staffing

- All in-person programs will consist of no more than 10 people. That will be 9 participants and one staff. If a participant requires an aid via NWSRA, then there will be 2 staff and 8 participants. Staff will not rotate among groups and will stay with the same group for the duration of the program. Subs will also be designated to specific groups to decrease any cross interaction between programs.

Facility Space & Cleaning

- All programs will be assigned to a designated space(s) each day to mitigate any interaction with other groups and sharing of spaces. Any spaces that are shared throughout the day will be disinfected in-between each group using that area.
- Our maintenance staff will deep clean regularly and frequently throughout each day. HEParks has also purchased sanitizing foggers to disinfect rooms in between program transitions. These procedures will also be followed any time a group leaves a space and goes to a different space. They will also be disinfecting highly touched areas such as doorknobs and sinks.
- All communal water fountains in the facility will be closed and not available. Please bring your own water bottle when attending a program.
- All staff will sanitize all toys, equipment and materials that are shared or used throughout the day daily. Programs will use minimal toys, equipment and materials. Per each program area, you may also receive a supply list that participants should bring to help us minimize any sharing of materials.

- Extra hand sanitizing stations will be placed throughout the facilities.
- Public Bathrooms
 - We will ask all patrons/participants to hand sanitize prior to entering any bathrooms within the facility.
 - All patrons/participants must thoroughly wash hands for at least 20 seconds prior to exiting the bathrooms.
 - Bathrooms will be disinfected regularly throughout the day as part of the new cleaning schedule.

Signs of Illness or Confirmed Case of Covid-19

- If a participant shows illness symptoms, there will be a designated room at each facility for that participant to go until they can be picked up safely by parent or guardian.
- Local health officials, staff and families will be notified immediately of any possible case of COVID-19 while maintaining confidentiality consistent with ADA and other privacy laws.
- The other program participants will be moved to another designated room in the building. The contaminated room will be quarantined and cleaned 24 hours after initial exposure. Programs can return to room upon following proper disinfecting procedures.
- We will ask that the program participant self-quarantine per CDC guidelines.

When a participant/staff can return to the facility if confirmed with Covid-19

- **If they have not had a test** to determine if they are still contagious, they can leave home after these three things have happened:
 - They have had no fever for at least 72 hours (that is three full days of no fever **without** the use of medicine that reduces fevers)
AND
 - other symptoms have improved (for example, symptoms of cough or shortness of breath have improved)
AND
 - at least 10 days have passed since their symptoms first appeared
- **If they have had a test** to determine if they are still contagious, they can leave home after these three things have happened:
 - They no longer have a fever (**without** the use of medicine that reduces fevers)
AND
 - other symptoms have improved (for example, symptoms of cough or shortness of breath have improved)
AND
 - they have received two negative tests in a row, at least 24 hours apart. Their doctor will follow CDC guidelines.
- **People who DID NOT have COVID-19 symptoms, but tested positive and have stayed home (home isolated) can leave home under the following conditions**:**

- If they have not had a test to determine if they are still contagious, they can leave home after these two things have happened:
 - At least 10 days have passed since the date of their first positive test
AND
 - they continue to have no symptoms (no cough or shortness of breath) since the test.
- **If they have had a test to determine if they are still contagious, they can leave home after:**
 - They have received two negative tests in a row, at least 24 hours apart. Their doctor will follow CDC guidelines.
 - Note: if they develop symptoms, follow guidance above for people with COVID19 symptoms.

FAQ

Will you take patron's temperature before the start of the program each day?

- No, but we do ask if your child or any family members show illness symptoms that you please stay home.

Are program participants required to wear face coverings during classes?

- No, but we do encourage all who want to wear face coverings to do so. Staff will be required to wear face coverings at all times.

How will we be cleaning toys and materials?

- All toys and materials will be fully sanitized before they are shared with the next participant by a bleach/water solution or our high-temp sanitizing dishwasher.

Will programs be going outside?

- Weather permitting, yes, we will be going outside with programs that are able to do so.

Are staff required to always wear face coverings/gloves around program participants?

- All staff are required to wear face coverings at all times. If they must have close contact with a participant or provide first aid, they will be required to wear gloves as well.

How will pick-ups and drop-offs work for programs?

- We will be using a carline with staff at curbside to meet program participants and sign each child in and out of the program.

Are there virtual offerings?

- Yes, HEParks has committed to offering a combination of unique virtual and in-person programs for everyone. Program offerings do change monthly based on changing guidelines and regulations. Digital brochures are available on our website to view all of our current offerings for in-person and virtual programs.

If more restrictions are lifted, will there be any changes to programs and what would be added to HEParks offerings?

- We are continually working on plans to enhance our programs. We will follow guidelines set forth by the Department of Public Health for the programs.

Will I be placed in programs with siblings?

- We will do our best to place siblings together when it is applicable. Some of our programming is age based, in that case, if siblings differ in those ages, they will not be placed together.

Does each program have specific guidelines as well?

- Yes, each of our programs will have guidelines that are specific to that program that must be followed upon participation. Those will be provided prior to the start of the program.

MEMORANDUM M20-060

TO: Board of Commissioners
FROM: Craig Talsma, Executive Director
Dustin Hugen, Director of Parks, Planning & Maintenance
Brian Bechtold, Director of Golf & Facilities
RE: The Club at Prairie Stone Locker Room Renovation
DATE: May 26, 2020

Background:

The overall plan for the renovations to The Club at Prairie Stone was originally broken down into two phases. The first phase is about 95% completed and on plan to be approximately \$20k under budget.

Phase two of the plan consisted of an outside fitness area along with the renovation of all the lockers in both the club locker rooms and community locker rooms to be completed in 2021. The locker room portion of phase two was presented to the Board of Commissioners on May 12, 2020, with the goal of completing this project without further disruption to membership and to take advantage of some competitive pricing. The board approved to allow staff to go to bid immediately and have the project completed while the facility is closed due to the COVID-19 pandemic.

Implications:

Staff prepared the bid for the locker portion of this project and opened them electronically at 11:30am on March 20, 2020. The bid package was sent to the following six vendors:

1. Hollman
2. Legacy Lockers
3. Summit Lockers
4. Larson Company
5. Lightning Lockers
6. Locker Pro

The bid package was very specific with the style of lockers, type of lock, finish coat to provide disinfectant and the most important part, being able to secure the product and complete install within timeframes. This will provide approximately 114 full lockers and 148 half lockers in each of the Club locker rooms. The Alternate #1 was bid to replace all of the lockers in the community locker rooms in the same pattern and amount as we currently have.

We only received an official bid from Hollman (large scale manufactory). Three locker companies contacted staff to let them know that they would not be bidding as they would normally purchase through Hollman and with Hollman bidding they wouldn't be able to compete.

We received a quote from Lightning Lockers just before the bid opening, they did not fill out the bid form of proposal which is required, no payment or performance bond and no installation cost, and their locker product cost \$45,000 more than Hollman. We also received a quote from

Idea Lockers 18 minutes after the bid opening, again with no form of proposal and only for the alternative portion of the bid. Idea Lockers was informed that their bid was late and not accepted. The bid amount for Hollman is under the \$350,000 budget amount (\$50,000 for floor and tile).

Though we only received one official bid, staff feels very good about the bid and that the bid is well under our projected budget. Hollman's bid is as follows:

Hollman

Product	\$139,104
Install	\$56,100
Shipping & PP Bonds	\$15,397
Alternate #1	\$37,311
USB All lockers	<u>\$20,922</u>
Total	\$268,834

Due to the savings, staff is recommending accepting Alternate 1 to do all the community locker rooms as well as the alternate to have USB ports placed in all Club lockers. Hollman's lead time for shop drawings and submittals is on average 5-10 business days for approval by the client and then another 5-7 weeks for production.

The current approved budget for the entire project is \$400,000. The original budget anticipated lockers at \$325,000 and flooring and tile (community locker rooms) to be approximately \$75,000. Staff is currently working on the bids for the flooring and tile of which installation would be completed after the locker installation. Staff is estimating this portion of the project budget will not exceed \$60,000. Staff will be presenting bid results at the June Board meeting for this portion.

This would bring the total project to approximately \$350,000 including alternates, which is approximately \$50,000 under the projected budget. Staff feels that we received much better pricing by doing the project now instead of in 2021.

Recommendation:

Staff recommends awarding the Club locker bid to Hollman for the amount of \$268,834. Staff also recommends a \$25,000 contingency plan to cover any installation or onsite modifications. For a total locker project cost with Hollman not to exceed \$293,834.

MEMORANDUM M20-063

TO: Board of Commissioners
FROM: Craig Talsma, Executive Director
Brian Bechtold, Director of Golf & Facilities
RE: The Club Tennis Courts
DATE: May 26, 2020

Background:

In 2019, the Board approved the renovation plan at The Club for phase one of the project. This included the elimination of two tennis courts to provide the ultimate Strength Training Zone along with a HIIT Class Zone complete with turf area and state-of-the-art Matrix Fitness equipment. Along with this renovation, we shifted to charging a court rental fee for our one remaining court. Indoor Court fees are industry standard to help offset operational costs to large SF areas used by a minimum amount of guests.

Implications:

In order to comply with the Restore Illinois Plan per Governor Pritzker, staff presented during the April 28 Board Meeting to use the remaining tennis court for a temporary fitness center set-up to allow all fitness equipment to be spaced out six (6) feet apart throughout the facility. With the tennis court providing a variety of equipment that will be spaced out even further at eight (8) feet apart for those who would like additional social distancing fitness opportunities. Should Phase 4 of the Restore Illinois Plan dictate the allotted occupancy per room, this will create an additional space to allow for fitness opportunities while complying with the Governor's orders.

Prior to facility closure in mid-March, The Club had twenty (20) tennis members and this was during prime indoor tennis season. During February and March, we received only \$535 in total tennis court fees, which averages to less than \$100 per week. Twenty (20) total tennis members, of which we are not sure how many may even return once we reopen, equates to \$400 per month in tennis membership fees. With another \$400 in court fees, this totals only \$800 per month during peak season, making it very difficult to justify having a tennis court in the facility.

As we plan the reopening of The Club under Phase 4, the tennis court space will be much more valuable as an additional room for fitness usage with social distancing. Once we can relax social distancing, staff will still explore other opportunities for the best usage of this area, potentially converting it to an indoor turf area.

Recommendation:

Staff recommends to no longer offer tennis at The Club, even after the social distancing of fitness equipment is no longer needed.

MEMORANDUM M20-061

TO: Board of Commissioners
FROM: Craig Talsma, Executive Director
Brian Bechtold, Director of Golf & Facilities
Nicole Hopkins, Director of Finance
RE: Athletico Rent Deferment at The Club at Prairie Stone
DATE: May 26, 2020

Background:

Athletico has been a tenant for several years at The Club. Similar to all businesses, they have been affected by the COVID-19 pandemic. Athletico has experienced a significant impact to their business, and will continue to suffer these consequences into the next few months. This is due to: 1) cancellation of the vast majority of elective medical surgeries in the U.S., and 2) advisories from health insurers indicating unprecedented claim volume and delays in processing payments, which means that payments for Athletico's services will be delayed for the foreseeable future. In light of this, Athletico has to maintain enough liquidity to get through this crisis and remain a strong and long-term tenant.

Implications:

Athletico's current monthly rent agreement is for \$7,630.77 at The Club. They have reached out to all landlords and have requested a deferred payment plan to help them during this challenging time.

Athletico proposes the below deferral plan:

- Defer total rent for April, May, and June 2020
- Normal rent payments resume July 1, 2020
- Repayment of these base rent amounts starting in January 2021, amortized over 12 months

The deferred funds will still be allocated as 2020 revenue appropriately and collected in 2021.

Recommendation:

Staff recommends accepting the deferral plan from Athletico of:

- Defer total rent for April, May, and June 2020 (Normal rent resumes July 1, 2020).
- Repayment of the deferred amounts for the three months will start in January 2021, equally amortized over 12 months and added to current 2021 month's payment.

Memorandum No. M20-065

TO: Board of Commissioners
FROM: Dustin Hugen, Director of Parks, Planning & Maintenance
RE: Birch Park (OSLAD) Engineering & Consulting Services
DATE: May 26, 2020

Background:

The engineering and consulting services that are outlined in this memo are part of the Birch Park OSLAD project. The process for this project starts with the design, permitting and bidding of the job. HEParks staff has completed the conceptual design and has begun turning the concept into construction documents for the playground, path system, shelter, and sports court.

Implications:

With the complexity of the project, a consulting and engineering firm is needed to complete the park renovations at Birch Park. The WT Group would be hired to complete the following task for the district:

SITE ENGINEERING	\$ 17,500
PROJECT MANUAL	\$ 1,000
PERMITTING	\$ 3,500
STORM WATER MANAGEMENT	\$ 3,500
WETLAND ANALYSIS	\$ 3,550
SOILS REPORT	\$ 3,000
CONSTRUCTION ADMINISTRATION	\$ 3,000
TOPOGRAPHIC SURVEY	<u>\$ 3,950</u>
	\$39,000

The WT Group's proposal for all of the above listed services totals \$39,000. Staff is comfortable with the proposal that they are offering. The engineering and consulting fee is part of the already approved Birch Park Budget at \$75,000. This budget will still have permit fees from MWRD, Army Corp of Engineers, North Cook County Water, and Village of Hoffman Estates.

We also spoke with Kimley Horn, another engineering firm, about this project and had them provide a proposal, as well. Kimley Horn proposal was \$14,600 more than WT Group. With the District having a working relationship with these firms, we are not required to go out to RFP for consulting services.

Recommendation:

Staff recommends that the Board approve a contract with the WT Group for their engineering and consulting services for a total of \$39,000.

HOFFMAN ESTATES PARK DISTRICT MEMORANDUM NO 20-059

TO: Board of Commissioners
FROM: Craig Talsma, Executive Director
Nicole Hopkins, Director of Finance & Administration
Dustin Huguen, Director of Parks, Planning & Maintenance
RE: Human Resources Manager and Parks, GIS, Risk Management
Administrator Job Descriptions
DATE: May 26, 2020

Background:

Eric Leninger resigned his position of Superintendent of Human Resources and Risk Management to accept the role of Superintendent of Business Services with the Bartlett Park District. Eric had a law background and prior experience that enabled him to cover additional roles as a Superintendent. The position was reviewed to determine the best options for the District going forward to ensure that both the Human Resources and Risk Management tasks were covered appropriately.

Implications:

The District was extremely fortunate to have qualified staff already working for the District that would be able to step into the two distinct roles of Human Resources and Risk Management that the previous position covered.

Catalina Rodelo of the Business Services department has an educational background in Human Resources. She has been supporting functions of the Human Resources department for several years and was looking to expand into more areas prior to this opportunity arising.

Kyle Wozny was the Assistant Safety Coordinator and has proven himself capable in the tasks required to move to the leadership position for this function. With his extensive knowledge of operations and District property, he will be valuable in a risk management role.

Revised job descriptions for the Human Resources Manager position reporting to the Director of Finance & Administration and for the expanded position of Parks, GIS, Risk Management Administrator reporting to the Director of Parks, Planning, & Maintenance were prepared to reflect these changes.

This change will reduce the number of full-time staff at least on a short term basis as Catalina's business office position will not currently be filled.

Recommendations:

Staff recommends the board approve the revised job descriptions for the Human Resources Manager and for the Parks, GIS, Risk Management Administrator.

**HOFFMAN ESTATES PARK DISTRICT
JOB DESCRIPTION
Human Resources Manager
FLSA JOB CLASSIFICATION: EXEMPT**

Function

The Human Resources Manager is responsible for providing an orientation to all employees, communicates new benefits, services, or changes to human resource procedures, and encourages job satisfaction and self-actualization to achieve organizational goals.

The Human Resources Manager is responsible for providing assistance to the Director of Finance and Administration.

Supervision Received

This position functions under the direct supervision of the Director of Finance and Administration.

Supervision Exercised

The Human Resources Manager indirectly supervises all district staff in regard to personnel.

Responsibilities

A. Human Resources

1. Provide orientation to all full time employees, including the new-hire safety training power-point.
2. Assist the training CHEER orientation committees.
3. Provide appropriate manuals, handouts, and materials to new employees to ensure they are fully aware of all benefits available through District employment.
4. Act as resource center to aid employees with any questions or concerns they may have regarding their employment with the district.
5. Enter and maintain personnel status forms.
6. Enter and maintain all personnel information into employee master files.
7. Serve as PDRMA wellness ambassador and encourage employees to participate in health and wellness programs
8. Act as a liaison to outside vendors offering benefits to employees.

9. Maintain information and files regarding voluntary deductions, including but not limited to: health insurance, voluntary life insurance, flexible spending account, and AFLAC policies.
10. Maintain active employee files, removing files for inactive employees.
11. Conduct exit interviews for FT employees leaving the district.
12. Document use of all benefit time off for both full-time (FT) and part time (PT) employees.
13. Perform all new-hire verifications, including but not limited to: social security, national/Illinois sexual offender lists, I-9 (citizenship), criminal background check, driver's license abstract check, pre-employment physical and drug-screens.
14. Monitor part-time employee hours for benefit eligibility through PPACA marketplace.
15. Process IMRF reports and monitor employees for participation/eligibility requirements.
16. Provide responses for employment verification requests and wage garnishments.
17. Provide staff training for non-compliance involving HR issues, including but not limited to FLSA, FMLA, unemployment, IMRF eligibility, and use of independent contractors.
18. Maintain internal and external job postings for open FT and PT positions across the District. Participate in interview process for all FT hires.
19. Knowledge of federal and state employment and labor laws, as well as the ability to keep up-to-date with emerging legislation.

B. Insurance

1. Serve as PDRMA benefits coordinator, assisting employees with health, vision, and dental insurance questions, regarding personnel benefits.
2. Act as liaison for Executive Director with insurance provider.
3. Act as a liaison to Unemployment Consultants, Inc., providing them with requested information regarding unemployment compensation claims against the park district, and participating in hearings as necessary.
4. Act as a liaison to Illinois Department of Transportation for random testing for CDL compliance, and maintain appropriate records.
5. Prepare and maintain reports and all records regarding workers compensation for PDRMA.
6. Communicate with staff regarding pending workers compensation claims and pending accident reports.
7. Liaison to IDES (Ill. Dept. Employment Security), and ensure monthly/quarterly unemployment reports are filed.

C. Financial

1. Process District payments to Nationwide and IMRF for mandatory and elective retirement contributions.
2. Process District payments to PDRMA and AFLAC for elective health insurance and medical policies.
3. Process monthly payments to Illinois State Police for criminal background checks.
4. Review/approve and keep accurate records of monthly and quarterly commissions earned by employees at PSSWC and BPCC.
5. Assist Director of Finance with annual salary/budget projections for FT staff Districtwide.
6. Serve as IMRF Web Assistant.

D. General

1. Maintain independent contractor folders and ensure eligibility for services performed throughout the District, including certificates of insurance, W9's, and criminal background checks.
2. Process volunteer requests and maintain records noting eligibility after a criminal background check and dates of service.
3. Maintain petty cash drawer by processing requests and submitting purchase orders for replenishing.
4. Serve as one of the District's FOIA/OMA officers.

E. Divisional

1. Perform any other projects or duties at the discretion of the Director of Finance and Administration.
2. Attend professional educational training and remain informed to current trends and issues in related responsibilities.
3. Service on various district and departmental committees.
4. Be familiar with the district procedures that are necessary in accomplishing required tasks.

F. Safety, Health, and Loss Control/Legal

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 Emergency Operations Plan.
4. Be familiar with the safe operation of any equipment necessary in accomplishing required tasks.
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. Responsible for Administration portion of PDRMA re-certification process.

G. Risk Management

1. Complete and file worker's comp reports with appropriate authorities.
2. Reviews worker's comp reports and routes to PDRMA when necessary.
3. Ensures staff are enrolled on PDRMA website.

Marginal Functions/Responsibilities

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

Psychological Considerations

1. Must be able to handle questions, complaints and concerns from residents, employees and vendors in a professional manner.
2. Must be able to resolve questions regarding account information.
3. Must be able to handle the pressure of multi-tasking.
4. Must be able to work with co-workers.

Physiological Considerations

1. Must be able to be seated at a desk for prolonged hours.
2. Must be able to use a computer for prolonged hours.
3. Must be able to use the telephone for prolonged hours.

Cognitive Considerations

1. Must have the ability to read, write and organize materials.
2. Must be able to follow supervisor's directions.
3. Must be able to add, subtract, multiply and divide.
4. Must be able to keep confidential information confidential.
5. Must be able to comprehend legal correspondence and legislative materials.

Requirements

1. Understanding of accounting principles.
2. Leadership skills.
3. Attention to detail and problem solving expertise necessary.
4. Strong ability for organization and maintenance of district records.
5. Understanding of computer applications.
6. Proficient in Excel and Word.
7. Ability to work within time deadlines.
8. Ability to articulate and communicate, both written and verbally.
9. Valid driver's license.

Experience

1. 0-5 years personnel management or related field experience.
2. 0-3 years supervisory experience.
3. Experience with District proprietary software desirable.

Education

1. Bachelor's degree in human resources or a related field required.

Approved CT 05/2020

HOFFMAN ESTATES PARK DISTRICT
JOB DESCRIPTION
Full-Time Parks, GIS, Risk Management Administrator
Job Classification – Exempt

Function

The Parks, GIS, Risk Management Administrator supports in the implementation, development, and utilization of a Districtwide GIS Asset Management System while maintaining administrative operations within the parks services division.

The Parks, GIS, Risk Management Administrator chairs the safety committee, maintains safety files and records, enforces safety rules and regulations, and coordinates the PDRMA Loss Control Review

Supervision Received

This position functions under the direct supervision of the Director of Parks, Planning, and Maintenance.

Supervision Exercised

The Parks, GIS, Risk Management Administrator does not directly supervise any District personnel, but indirectly works with Districtwide departments.

Essential Functions/Responsibilities

A. Geographic Information Systems Technician

1. Assist with the input and modification of an asset management system that utilizes GIS technology.
2. Have knowledge of District assets and their locations.
3. Evaluate District assets for useable life remaining and potential replacement cost.
4. Maintain accurate and up-to-date records.
5. Accomplish job assignments with a minimum amount of supervision.
6. Responsible for the care and use of all Park District equipment.
7. Train staff in utilizing GIS Asset Management system.
8. Coordinate with other departments in order to maximize GIS utilization.

B. Administration – Parks Services Division

1. Designate job assignments and arrange work schedules for part time employees within park services division.
2. Enter all divisional purchase order requisitions through provided District software, follow-up as necessary.
3. Assist in the preparation of the annual operating budget.
4. Maintain MainTrac software including but not limited to entering maintenance hour work logs, maintaining asset records, maintaining preventative maintenance and park inspection schedules, providing reporting as requested, coordination of software with future District software requirements.
5. Assist in preparing applications and grants.
6. Create and complete work orders through the MainTrac application.
7. Approve payroll through the FinTrac system.
8. Interface with parks foremen and be prepared to provide assistance in other areas when necessary.
9. Maintenance of all District facility access including keys and alarm codes.
10. Maintain maintenance department training calendar.
11. Prepare a monthly parks and activity report.
12. Prepare a monthly vandalism report.
13. Perform ergonomic assessments.
14. Perform special projects and other parks administration as required or assigned.
15. Coordinate Districtwide PDRMA loss control review.
16. Responsible for tracking GL Code Monthly Activity.
17. Responsible for maintaining all division Training Records.
18. Create and maintain the division on call calendar.
19. Responsible for the parks division uniforms allotment program.
20. Responsible for closing out all division work orders.
21. Responsible for ordering the divisions road salt, ball field, pesticides, custodial supplies
22. Responsible for organizing all Division inspections.
23. Oversee all ice and sled hill inspections.
24. Oversee shop custodial.
25. Oversee all park custodial.
26. Maintain all division first aid supplies.
27. Assist parks foremen with securing competitive pricing.
28. Monitor seasonal staff hours for compliance with PPACA and IMRF.
29. Monitor available grants and file applications accordingly to assist parks services in obtaining revenue for renovation projects.
30. Revise park services job descriptions and job postings as necessary.
31. Review and process new-hire paperwork as necessary.

C. General

1. Have working knowledge of District software programs (Main Trac, FinTrac, BS&A, GIS).
2. Interface with outside contractors, service providers, and consultants.
3. Must be flexible to travel to district facilities.
4. Must have knowledge of District assets and locations.
5. Will assist with questions, concerns and complaints from staff and the public in a timely manner.
6. Aid or perform any other projects or duties at the discretion of the Director of Parks, Planning, and Maintenance.
7. Be familiar with the district procedures that are necessary in accomplishing required tasks.

D. Safety, Health and Loss Control

1. Support, promote and make recommendations regarding all safety.
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 in its effort to assign tasks within an individual's capacity to prevent potential injury/illness.
5. Responsible for notification of injury or illness relating to a task assignment as described within the Employee Safety Manual.

E. Risk Management

1. Chair District safety committee, serving as safety coordinator, by preparing agendas and keep minutes.
2. Develop and maintain a loss prevention program
3. Coordinate with staff to conduct safety inspections of sites and facilities to identify unsafe conditions and practices and ensure corrective action is taken when necessary.
4. Maintain safety files/records.
5. Complete and file accident/incident reports with appropriate authorities.
6. Enforce safety rules and regulations.
7. Plan, implement, and, when necessary, conduct a program of safety-related staff training.
8. Develop safety policies, procedures, manuals, and texts.
9. Investigate accidents and inquiries and coordinate the preparation of material and evidence for hearings, lawsuits, and insurance investigations.

10. Coordinate District compliance with PDRMA Loss Control requirements.
11. Serves as Safety Coordinator. Appoints Alternate Safety Coordinator.
12. Reviews accident/incident reports and routes to PDRMA when necessary.
13. Attends PDRMA RMI.

Marginal Responsibilities

1. Travel to various locations to observe the operation or programs, facilities and services.
2. Verbal and/or written communication with residents, employees and vendors.
3. Use a computer to perform required tasks, develop plans, reports and correspondence.

Psychological Consideration

1. Must be able to handle questions, complaints and concerns from residents, employees and vendors in a professional manner.
2. Must be able to resolve questions regarding GIS information.
3. Must be able to work with co-workers.

Physiological Considerations

1. Must be able to assist in the coordination and implementation of inventorying park district assets and inputting information into the GIS system.
2. Must be able to spend equal working hours working on the district's computer and in the field collecting data.
3. Must be able to lift and carry 75 pounds.
4. Must be able to stand, walk and climb.
5. Must be able to work at various times.
6. Must be able to perform duties indoors or outdoors.
7. This position could include prolonged periods of sitting, walking and/or standing.
8. Must be able to use hand tools.

Cognitive Considerations

1. Must have good problem solving ability and good judgement.
2. Must have the ability to read, write and organize materials.
3. Must be able to follow supervisor's directions.
4. Must be able to keep confidential information confidential.
5. Must be multi-task oriented.

Requirements:

1. Must be computer proficient (Win95, 98, 2000, 2003, XP, Vista, 2010. Professional & a basic knowledge of GIS software).
2. Knowledge of Microsoft Office Products (Word, Excel).
3. Must possess a valid Illinois driver's license.

Experience:

1. 1-2 years of experience working with GIS or similar database system.
2. 1-2 years of basic administrative experience.

Education:

1. High School Diploma.
2. Bachelor's Degree (GIS or other database studies strongly preferred).

Approved CT 2020

MEMORANDUM 20-057

TO: Board of Commissioners
FROM: Craig Talsma, Executive Director
Nicole Hopkins, Director of Finance & Administration
Eric Leninger, Superintendent of HR & Risk Management
RE: Appointment of IMRF Authorized Agent
DATE: May 26, 2020

Background:

IMRF requires each unit of local government to appoint an authorized agent in order to centralize the local administration of IMRF, file reports, and act as the agent of the governing body in IMRF matters. The authorized agent has a designated backup, titled the web assistant.

Superintendent of HR/Risk Management Leninger is the District's current IMRF authorized agent, a responsibility he has held for the past 2 years. Leninger will be leaving the District as of 05/29/2020, with Catalina Rodelo filling the role of HR Manager.

Implications:

The district will need to appoint a new IMRF Authorized agent. Current Director of Finance & Administration Hopkins has prior experience reporting wages and information to IMRF, and serves as the current web assistant.

HR Manager Rodelo has been trained in IMRF reporting by outgoing HR Superintendent Leninger, and is apt to serve as the District's IMRF web assistant.

Staff Recommendation:

Staff recommends that the full Board approves and executes resolution No. 20-002 and IMRF Form 2.20 (attached) in order to appoint Nicole Hopkins as the District's IMRF Authorized Agent.

HOFFMAN ESTATES PARK DISTRICT

RESOLUTION NO. 2020-002

A RESOLUTION APPOINTING NICOLE HOPKINS AS THE IMRF AUTHORIZED AGENT
FOR HOFFMAN ESTATES PARK DISTRICT

WHEREAS, the Hoffman Estates Park District is a non-home rule unit of local government (“Park District”);

WHEREAS, Illinois Municipal Retirement Fund (IMRF), requires each unit of local government to appoint an authorized agent;

WHEREAS, the Hoffman Estates Park District Board of Commissioners finds it to be in the best interest of the Park District to appoint Nicole Hopkins as the District’s IMRF authorized agent;

NOW, THEREFORE, BE IT RESOLVED by the Hoffman Estates Park District Board of Commissioners, as follows:

Section 1. The above recitals are incorporated into and made part of this Resolution.

Section 2. The Hoffman Estates Park District Board of Commissioners appoints Nicole Hopkins as the District’s IMRF authorized agent.

Section 3. All ordinances, resolutions, and regulations in conflict with this Resolution are hereby repealed to the extent of such conflict.

Section 4. This Resolution is effective on and after **May 29, 2020**.

PASSED by the Hoffman Estates Park District Board of Commissioners Hoffman Estates, Illinois, on **May 26, 2020**.

Ayes:

Nays:

Absent:

President

Secretary



NOTICE OF APPOINTMENT OF AUTHORIZED AGENT

IMRF Form 2.20 (Rev. 10/2014)

INSTRUCTIONS

- The governing body of an IMRF employer (including townships) can appoint any qualified party as the employer's IMRF Authorized Agent.
- The governing body makes the appointment by adopting a resolution.
- The clerk or secretary of the governing body must certify the appointment (see Certification below).
- Mail the completed form to the Illinois Municipal Retirement Fund.
- A copy of the completed form should be retained by the employer.
- The new Authorized Agent will need to register for a new User ID on IMRF Employer Access.

EMPLOYER NAME HOFFMAN ESTATES PARK DISTRICT		EMPLOYER IMRF I.D. NUMBER 04894	
AUTHORIZED AGENT'S SALUTATION <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input checked="" type="checkbox"/> Ms.	LAST NAME HOPKINS	FIRST NAME NICOLE	MIDDLE INITIAL JR., SR., II, ETC. M.
TYPE OF GOVERNING BODY PARK DISTRICT			
DATE APPOINTMENT MADE (MM/DD/YYYY) 05/26/2020	EFFECTIVE DATE OF APPOINTMENT (MM/DD/YYYY) 05/29/2020	POSITION TITLE Director of Finance/Admin	
Powers and duties delegated to Authorized Agent pursuant to Sec. 7-135 of Illinois Pension Code by governing body (P.A. 97-0328 removed the requirement that the Authorized Agent be a participant in IMRF to file a petition or cast a ballot):			
To file Petition for Nominations of an Executive Trustee of IMRF		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
To cast a Ballot for Election of an Executive Trustee of IMRF		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
X			
SIGNATURE OF AUTHORIZED AGENT NAMED ABOVE		DATE (MM/DD/YYYY)	
CERTIFICATION			
I, _____, do hereby certify that I am _____			
NAME		CLERK OR SECRETARY	
of the _____			
NAME OF EMPLOYER			
and the keeper of its books and records and the foregoing appointment and delegation were made by resolution duly adopted on the date indicated.			
SEAL		SIGNATURE OF CLERK OR SECRETARY	
BUSINESS ADDRESS			
All correspondence and communications with the Authorized Agent are to be addressed as follows:			
NAME (IF DIFFERENT FROM ABOVE) Ms. _____ rs. <input type="checkbox"/> Ms. NICOLE HOPKINS - HOFFMAN ESTATES PARK DIST			
BUSINESS ADDRESS 1685 W. HIGGINS ROAD			
CITY STATE AND ZIP + 4 HOFFMAN ESTATES, IL 60169			
DAYTIME TELEPHONE NO. (with Area Code) (847) 781-3635		ALTERNATE TELEPHONE NUMBER (with Area Code) (847) 885-7500	
FAX NO. (with Area Code) (847) 885-7523		EMAIL ADDRESS NHOPKINS@HETATILS.ORG	

IMRF

2211 York Road Suite 500 Oak Brook, IL 60523-2337

Employer Only Phone: 1-800-728-7971 Member Services Representatives 1-800-ASK-IMRF (1-800-275-4673) Fax (630) 706-4289

INVOICE REGISTER FOR HOFFMAN ESTATES PARK DISTRICT
 INVOICE DUE DATES 04/15/2020 - 05/12/2020
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

VENDOR NAME							
INVOICE NUMBER	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FUND	DEPARTMENT	INVOICE DESCRIPTION	PAY TYPE	AMT
ADDISON BUILDING MATERIAL							
928272	12-90-0130-5000	PRINCETON PLAY/SPLASHPAD	CAPITAL	CAPITAL PROJECTS	PARKS- TUBING- PRINCETON (1)	INVOICE	354.21
ADDISON BUILDING MATERIAL Total							354.21
ADVANCE AUTO PARTS							
2376-915812	14-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	BPC	MAINTENANCE	1) BATTERY DISCOUNTED SPECIAL	CAPONE	38.80
2376-915812	14-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	BPC	MAINTENANCE	1) CORE FEE TO BE REFUNDED	CAPONE	(10.00)
5533	14-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	BPC	MAINTENANCE	1) MT100 BATTERY (OLD STOCK DISCOUNT)	CAPONE	38.80
5533	14-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	BPC	MAINTENANCE	1) CORE CHARGE (REFUNDABLE)	CAPONE	(10.00)
ADVANCE AUTO PARTS Total							57.60
Agnes Kuklo							
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 227403-B Class Refund	CHECK	78.00
Agnes Kuklo Total							78.00
Agnieszka Koziol							
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Credit Balance Refund	CHECK	230.00
Agnieszka Koziol Total							230.00
Agnieszka Sulkowska							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-D2 Class Refund	CHECK	99.00
Agnieszka Sulkowska Total							99.00
Agustina Venta							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-F3 Class Refund	CHECK	151.00
Agustina Venta Total							151.00
Aisha Iqbal							
4/29/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256211-B Class Refund	CHECK	158.00
Aisha Iqbal Total							158.00
Aishwarya Raghavendran							
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-A6 Class Refund	CHECK	68.00
Aishwarya Raghavendran Total							68.00
AJ OLESON CONSTRUCTION							
1	01-99-0140-5000	SO RIDGE PARK/SPLASHPAD	GENERAL	CAPITAL PROJECTS	UTILITIES WORK AT SOUTH RIDGE	INVOICE	129,177.90
AJ OLESON CONSTRUCTION Total							129,177.90
Akash Shirol							
5/6/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 220837-D Class Refund	CHECK	152.00
Akash Shirol Total							152.00
AL WARREN OIL CO INC							
W1308361	01-20-8500-5000	FUEL	GENERAL	MAINTENANCE	GREASE FOR MOWERS AND EQUIPMENT	INVOICE	376.50
AL WARREN OIL CO INC Total							376.50

INVOICE REGISTER FOR HOFFMAN ESTATES PARK DISTRICT
 INVOICE DUE DATES 04/15/2020 - 05/12/2020
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

VENDOR NAME							
INVOICE NUMBER	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FUND	DEPARTMENT	INVOICE DESCRIPTION	PAY TYPE	AMT
Alan Arguidas							
5/6/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256223-C Class Refund	CHECK	67.00
Alan Arguidas Total							67.00
Alex Alonso							
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-F5 Class Refund	CHECK	143.00
Alex Alonso Total							143.00
Alexis Witkowski							
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-E5 Class Refund	CHECK	158.00
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 224303-H Class Refund	CHECK	78.00
Alexis Witkowski Total							236.00
Alinda Perde							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-C5 Class Refund	CHECK	158.00
Alinda Perde Total							158.00
ALPHA MEDIA LLC							
2629478000	11-15-7900-5000	ADVERTISING	THE CLUB	C&M	JAN CLUB DIGITAL AD AND GEOFENCING	CAPONE	4,150.00
315320067	02-15-7900-5000	ADVERTISING	RECREATION	C&M	PRESCH JAN-FEB DIGITAL ADS - ENROLL+OHSE	CAPONE	1,590.00
315320359	11-15-7900-5000	ADVERTISING	THE CLUB	C&M	FEB CLUB DIGITAL AD AND GEOFENCING	CAPONE	4,150.00
315320562	02-15-7900-5000	ADVERTISING	RECREATION	C&M	HOCKEY -100K SP LEAGUE REG DIG DISPLY AD	CAPONE	795.00
315320788	02-15-7900-5000	ADVERTISING	RECREATION	C&M	CAMP- 100KFEB CAMP OPEN DISPLAY AD HE	CAPONE	795.00
315320988	02-15-7900-5000	ADVERTISING	RECREATION	C&M	CAMP- 100KFEB CAMP OPEN MOBLE DISPLAY	CAPONE	795.00
315321141	02-15-7900-5000	ADVERTISING	RECREATION	C&M	HOCKEY -100K SP LEAGUE REG MOBLE DIS	CAPONE	795.00
315321396	11-15-7900-5000	ADVERTISING	THE CLUB	C&M	MARCH CLUB DIGITAL AD AND GEOFENCING	CAPONE	4,150.00
315321705	11-15-7900-5000	ADVERTISING	THE CLUB	C&M	APRIL CLUB DIGITAL AD AND GEOFENCING	CAPONE	4,150.00
315497841	11-15-7900-5000	ADVERTISING	THE CLUB	C&M	DEC 2019 CLUB DIGITAL AD AND GEOFENCING	CAPONE	3,178.00
ALPHA MEDIA LLC Total							24,548.00
ALTORFER INDUSTRIES INC							
PM600288971	02-85-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	RECREATION	ICE	LABOR (1) 4/15/2020	INVOICE	954.00
PM600288971	02-85-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	RECREATION	ICE	HIGH TEMP SENSOR (1) 4/15/2020	INVOICE	363.32
PM600288971	02-85-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	RECREATION	ICE	SHOP SUPPLIES (1) 4/15/2020	INVOICE	66.78
ALTORFER INDUSTRIES INC Total							1,384.10
Amanda Reyes							
4/29/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256211-B Class Refund	CHECK	158.00
Amanda Reyes Total							158.00
AMAZON.COM INC							
0584251	11-15-7900-5000	ADVERTISING	THE CLUB	C&M	SNAP FRAMES FOR MARKETING SIGNS (4)	CAPONE	143.96
1129854	11-90-3010-5000	CLUB TENNIS/FIT RENO	THE CLUB	CAPITAL PROJECTS	RACK FOR YOGA STUDIO	CAPONE	165.00
2935436	01-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	GENERAL	MAINTENANCE	PUMP FOR PRESSURE WASHER	CAPONE	136.39
3557864	02-32-7500-5100	FACILITY SUPPLIES	RECREATION	TRIPHAHN CENTER	FLOOR WIPE MOUNT STATION	CAPONE	134.00

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INVOICE NUMBER	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FUND	DEPARTMENT	INVOICE DESCRIPTION	PAY TYPE	AMT
AA 3557864	11-90-3010-5000	CLUB TENNIS/FIT RENO	THE CLUB	CAPITAL PROJECTS	FLOOR WIPE MOUNT STATION (2)	CAPONE	598.00
5942	11-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	THE CLUB	MAINTENANCE	PS-DOODLE SCRUB GRIP FACE 1/EA	CAPONE	55.25
5942-0420	01-10-7500-5050	COMPUTER SUPPLIES	GENERAL	ADMINISTRATION	RJ45 COUPLER 10 PACK	CAPONE	19.98
5942-0420	01-10-7500-5050	COMPUTER SUPPLIES	GENERAL	ADMINISTRATION	APC REPLACEMENT BATTERY	CAPONE	33.05
5942-0420	01-10-7500-5050	COMPUTER SUPPLIES	GENERAL	ADMINISTRATION	MINI DISPLAYPORT TO HDMI ADAPTER	CAPONE	12.85
5942-0420	11-20-7500-5020	MAINTENANCE SUPPLIES	THE CLUB	MAINTENANCE	PS-GORILLA TAPE 1X20 1/EA	CAPONE	59.95
62294619	14-40-7500-5100	GOLF COURSE SUPPLIES	BPC	GOLF OPERATIONS	GALLON SPRAY PUMPS (2)	CAPONE	28.96
7888239	11-30-7500-5100	FITNESS SUPPLIES	THE CLUB	FITNESS	USB AUDIO SWITCH PORT	CAPONE	159.95
9025858	01-20-8200-5020	PARK STRUCTURE MAINT. & REPAIR	GENERAL	MAINTENANCE	GRAFITI REMOVER FOR VICTORIA PARK	CAPONE	80.99
AMAZON.COM INC Total							1,628.33
AMERICAN OLEAN MIDWEST							
3180662	11-20-8300-5000	FACILITY MAINTENANCE/ REPAIR	THE CLUB	MAINTENANCE	4SF BUFF GRANITE TILE	INVOICE	14.78
3180662	11-20-8300-5000	FACILITY MAINTENANCE/ REPAIR	THE CLUB	MAINTENANCE	50 EDGING TILE PIECES	INVOICE	201.75
3180662	11-20-8300-5000	FACILITY MAINTENANCE/ REPAIR	THE CLUB	MAINTENANCE	15 CORNER TILE PIECES	INVOICE	86.33
3180663	11-20-8300-5000	FACILITY MAINTENANCE/ REPAIR	THE CLUB	MAINTENANCE	EPOXY MOTOR	INVOICE	122.72
3180663	11-20-8300-5000	FACILITY MAINTENANCE/ REPAIR	THE CLUB	MAINTENANCE	GROUT	INVOICE	29.14
AMERICAN OLEAN MIDWEST Total							454.72
Anca Temian							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-D5 Class Refund	CHECK	158.00
Anca Temian Total							158.00
ANCEL GLINK PC							
3153130-0420	01-10-7300-5030	ATTORNEY FEES	GENERAL	ADMINISTRATION	APRIL ATTORNEY SERVICES	INVOICE	806.25
ANCEL GLINK PC Total							806.25
ANDERSON LOCK COMPANY							
1038933	01-20-7500-5020	MAINTENANCE SUPPLIES	GENERAL	MAINTENANCE	KEYS AND PADLOCKS FOR PARKS	INVOICE	126.64
ANDERSON LOCK COMPANY Total							126.64
Andres Henao							
5/6/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256221-C Class Refund	CHECK	99.00
Andres Henao Total							99.00
Andrew Abegglen							
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-D6 Class Refund	CHECK	455.00
Andrew Abegglen Total							455.00
Angela Rodriguez							
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-C4 Class Refund	CHECK	84.00
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-C6 Class Refund	CHECK	239.00
Angela Rodriguez Total							323.00
Angelica Hernandez							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-F5 Class Refund	CHECK	158.00

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Angelica Hernandez Total							158.00
Anna Zuryk							
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-C2 Class Refund	CHECK	99.00
Anna Zuryk Total							99.00
Anoop Edathil							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-D2 Class Refund	CHECK	99.00
Anoop Edathil Total							99.00
ARTHUR CLESEN INC							
350469	14-20-8200-5100	IRRIGATION SYSTEM MAINT/REPAIR	BPC	MAINTENANCE	1 1/4" LASCO SWING JOINT O RINGS 30	INVOICE	35.00
ARTHUR CLESEN INC Total							35.00
Arti Verma							
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 224303-F Class Refund	CHECK	65.00
Arti Verma Total							65.00
Artur Mikula							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-H5 Class Refund	CHECK	301.00
Artur Mikula Total							301.00
Ashley Vittorini							
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 220723-A Class Refund	CHECK	15.00
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 229136-A Class Refund	CHECK	55.00
Ashley Vittorini Total							70.00
Ashli Newfield							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-E4 Class Refund	CHECK	262.00
Ashli Newfield Total							262.00
A-SPECIAL ELECTRIC SERVICES							
14839	11-20-8300-5000	FACILITY MAINTENANCE/ REPAIR	THE CLUB	MAINTENANCE	LED CAN LIGHT BULBS	CAPONE	310.00
14844	12-90-0130-5000	PRINCETON PLAY/SPLASHPAD	CAPITAL	CAPITAL PROJECTS	PARKS- FEET OF #6 COPPER WIRE-PRIN (200)	CAPONE	132.00
14844	12-90-0130-5000	PRINCETON PLAY/SPLASHPAD	CAPITAL	CAPITAL PROJECTS	PARKS- SPLIT BOLTS- PRIN (50)	CAPONE	220.00
14847	11-20-8300-5000	FACILITY MAINTENANCE/ REPAIR	THE CLUB	MAINTENANCE	20A BLACK DUPLEX OUTLETS	CAPONE	260.00
151995	12-90-0190-5000	CLUB CARPETING	CAPITAL	CAPITAL PROJECTS	FLOOR OUTLET COVERS WITH NEW CARPET (40)	CAPONE	1,600.00
A-SPECIAL ELECTRIC SERVICES Total							2,522.00
AYODEJI Idowu							
5/6/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256223-A Class Refund	CHECK	71.00
AYODEJI Idowu Total							71.00
Bartlomiej Filipek							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-D6 Class Refund	CHECK	239.00
Bartlomiej Filipek Total							239.00

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INVOICE NUMBER	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FUND	DEPARTMENT	INVOICE DESCRIPTION	PAY TYPE	AMT
Bartosz Kura							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-C1 Class Refund	CHECK	60.00
Bartosz Kura Total							60.00
Beata Madej							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-F5 Class Refund	CHECK	158.00
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256415-N Class Refund	CHECK	10.00
Beata Madej Total							168.00
BHFX LLC							
01234	01-99-0140-5000	SO RIDGE PARK/SPLASHPAD	GENERAL	CAPITAL PROJECTS	PARKS- SRIDGE PERMIT PLANS (1)	CAPONE	316.80
7338-0420	01-20-7800-5010	PRINTING & PUBLICATION	GENERAL	MAINTENANCE	PARKS- SCANS (1)	CAPONE	49.20
BHFX LLC Total							366.00
BP&T COMPANY							
01-0420	11-90-3010-5000	CLUB TENNIS/FIT RENO	THE CLUB	CAPITAL PROJECTS	PAINTING HIGH WALL FRONT AREA	CHECK	2,000.00
BP&T COMPANY Total							2,000.00
Brandy Leckner							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-H5 Class Refund	CHECK	158.00
Brandy Leckner Total							158.00
Brian Hopkins							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-F6 Class Refund	CHECK	455.00
Brian Hopkins Total							455.00
Briana Goertz							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-H5 Class Refund	CHECK	158.00
Briana Goertz Total							158.00
Bridget Rothschild							
5/6/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 220727-A Class Refund	CHECK	29.00
5/6/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 220840-F Class Refund	CHECK	76.00
5/6/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 229075-B Class Refund	CHECK	69.00
Bridget Rothschild Total							174.00
Brittany Schuster							
4/29/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256211-C Class Refund	CHECK	112.00
Brittany Schuster Total							112.00
BSN SPORTS							
302075918	02-75-5600-5010	INDOOR SOCCER LEAGUE EXP	RECREATION	YOUTH ATHLETICS	SHIPPING	CAPONE	77.70
302075918	02-75-5600-5010	INDOOR SOCCER LEAGUE EXP	RECREATION	YOUTH ATHLETICS	SIZE 3 INDOOR SOCCER BALLS (12)	CAPONE	267.00
302075918	02-75-5600-5010	INDOOR SOCCER LEAGUE EXP	RECREATION	YOUTH ATHLETICS	SIZE 4 INDOOR SOCCER BALLS (16)	CAPONE	356.00
302075918	02-75-5600-5010	INDOOR SOCCER LEAGUE EXP	RECREATION	YOUTH ATHLETICS	SIZE 5 INDOOR SOCCER BALLS (6)	CAPONE	133.50

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INVOICE NUMBER	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FUND	DEPARTMENT	INVOICE DESCRIPTION	PAY TYPE	AMT
BS 302075918	02-75-5600-5010	INDOOR SOCCER LEAGUE EXP	RECREATION	YOUTH ATHLETICS	PLUG IN SOCREBOARD (2)	CAPONE	958.00
302075918	02-75-5600-5010	INDOOR SOCCER LEAGUE EXP	RECREATION	YOUTH ATHLETICS	ELECTRIC AIR PUMP	CAPONE	91.90
302075918	02-75-5600-5010	INDOOR SOCCER LEAGUE EXP	RECREATION	YOUTH ATHLETICS	ELECTRIC WHISTLES (6)	CAPONE	119.10
BSN SPORTS Total							2,003.20
BUILT BEST FENCE CO INC							
HE7645	12-90-0130-5000	PRINCETON PLAY/SPLASHPAD	CAPITAL	CAPITAL PROJECTS	1 INSTALL OF FENCE AT PRINCETON	INVOICE	2,480.00
BUILT BEST FENCE CO INC Total							2,480.00
BUSHNELL, INCORPORATED							
0016829800	12-90-0130-5000	PRINCETON PLAY/SPLASHPAD	CAPITAL	CAPITAL PROJECTS	PARKS- PIPING- PRINCETON (1)	INVOICE	121.91
BUSHNELL, INCORPORATED Total							121.91
CALL ONE							
231894	01-10-8000-5030	TELEPHONE	GENERAL	ADMINISTRATION	ADMIN FAX	CHECK	220.37
231894	01-20-8000-5030	TELEPHONE	GENERAL	MAINTENANCE	PARKS FAX/ALARM/IRRIG	CHECK	311.58
231894	02-10-8000-5030	TELEPHONE	RECREATION	ADMINISTRATION	REC FAX/ALRM/ELEV/ATM	CHECK	1,650.97
231894	02-80-8000-5030	TELEPHONE	RECREATION	AQUATICS	SEA FAX/ALARM/WTR	CHECK	147.17
231894	11-10-8000-5030	TELEPHONE	THE CLUB	ADMINISTRATION	PS FAX/ALRM/ELV/ATM	CHECK	666.84
231894	14-10-8000-5030	TELEPHONE	BPC	ADMINISTRATION	BPC FAX/ALRM/ELV/ATM/IRG	CHECK	686.18
CALL ONE Total							3,683.11
CAPITAL ONE-FEES-REIMB							
04202020	01-10-9000-4010	PURCHASING CARD INCOME	GENERAL	ADMINISTRATION	SHIPPING REPLACEMENT CREDIT CARD	CAPONE	25.00
CAPITAL ONE-FEES-REIMB Total							25.00
CARDCONNECT							
00020344	02-10-9000-5010	CREDIT CARD PROCESSING FEES	RECREATION	ADMINISTRATION	TC-EMV CC RENTAL-4 APR20	CHECK	100.00
00020344	02-10-9000-5010	CREDIT CARD PROCESSING FEES	RECREATION	ADMINISTRATION	WRC-EMV CC RENTAL-2 APR20	CHECK	50.00
00020344	02-10-9000-5010	CREDIT CARD PROCESSING FEES	RECREATION	ADMINISTRATION	SEA-EMV CC RENTAL-2 APR20	CHECK	50.00
00020344	11-10-9000-5010	CREDIT CARD PROCESSING FEES	THE CLUB	ADMINISTRATION	CLUB-EMV CC RENTAL-5 APR20	CHECK	125.00
00020344	14-10-9000-5010	CREDIT CARD PROCESSING FEES	BPC	ADMINISTRATION	BPC-EMV CC RENTAL-8 APR20	CHECK	200.00
CARDCONNECT Total							525.00
Carl Moon							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-F5 Class Refund	CHECK	158.00
Carl Moon Total							158.00
CASE LOTS INC							
5046	02-20-7500-5010	CUSTODIAL SUPPLIES	RECREATION	MAINTENANCE	PROTECTIVE FACE MASKS 20 CASES OF 50	CAPONE	1,380.00
5046	11-20-7500-5020	MAINTENANCE SUPPLIES	THE CLUB	MAINTENANCE	PROTECTIVE FACE MASKS 10 CASES OF 50	CAPONE	690.00
5046	14-20-7500-5010	MAINTENANCE SUPPLIES	BPC	MAINTENANCE	PROTECTIVE FACE MASKS 10 CASES OF 50	CAPONE	690.00
CASE LOTS INC Total							2,760.00
Cassie Herzog							
5/6/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 229320-A Class Refund	CHECK	150.00

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Ca 5/6/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 229320-B Class Refund	CHECK	150.00
Cassie Herzog Total							300.00
Cathleen Ramos							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-D4 Class Refund	CHECK	178.00
Cathleen Ramos Total							178.00
Charles Hong							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-E5 Class Refund	CHECK	301.00
Charles Hong Total							301.00
Charles Wheeler							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-H2 Class Refund	CHECK	99.00
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-H4 Class Refund	CHECK	94.00
Charles Wheeler Total							193.00
Chi Chang							
5/6/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256223-B Class Refund	CHECK	69.00
Chi Chang Total							69.00
CHICAGOLAND ASSOC OF GOLF							
01414	14-20-7200-5000	PROFESSIONAL EDUCATION	BPC	MAINTENANCE	REGISTRATION CHICAGOLAND FORUM WM 1	CHECK	110.00
CHICAGOLAND ASSOC OF GOLF Total							110.00
Chitra Salazar							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-F6 Class Refund	CHECK	455.00
Chitra Salazar Total							455.00
Chrissy Ross							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-I3 Class Refund	CHECK	289.00
Chrissy Ross Total							289.00
Christian Uchegbu							
5/6/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256212-B Class Refund	CHECK	113.00
Christian Uchegbu Total							113.00
Cindy Bernabe							
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-F2 Class Refund	CHECK	189.00
Cindy Bernabe Total							189.00
Colleen Digilio							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-E5 Class Refund	CHECK	158.00
Colleen Digilio Total							158.00
COMCAST							
99541621	01-10-8000-5030	TELEPHONE	GENERAL	ADMINISTRATION	ADM-COM INT/PRI/MBPS	CHECK	415.54

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CC 99541621	01-20-8000-5030	TELEPHONE	GENERAL	MAINTENANCE	PM-COM 50MBPS	CHECK	780.00
99541621	01-20-8000-5030	TELEPHONE	GENERAL	MAINTENANCE	PM-COM INT/PRI/MBPS	CHECK	207.77
99541621	02-10-8000-5030	TELEPHONE	RECREATION	ADMINISTRATION	REC-COM INT/PRI/MBPS	CHECK	2,077.72
99541621	02-10-8000-5030	TELEPHONE	RECREATION	ADMINISTRATION	TC-COM 28MB PORT	CHECK	678.00
99541621	02-10-8000-5030	TELEPHONE	RECREATION	ADMINISTRATION	WRC-COM 10 MB	CHECK	560.00
99541621	02-80-8000-5030	TELEPHONE	RECREATION	AQUATICS	SEA-COM 20MB	CHECK	128.00
99541621	02-80-8000-5030	TELEPHONE	RECREATION	AQUATICS	SEA-COM INT/PRI/MBPS	CHECK	124.66
99541621	11-10-8000-5030	TELEPHONE	THE CLUB	ADMINISTRATION	PS-COM 20MB	CHECK	640.00
99541621	11-10-8000-5030	TELEPHONE	THE CLUB	ADMINISTRATION	PS-COM INT/PRI/MBPS	CHECK	831.09
99541621	14-10-8000-5030	TELEPHONE	BPC	ADMINISTRATION	BPC-COM 20MB	CHECK	512.00
99541621	14-10-8000-5030	TELEPHONE	BPC	ADMINISTRATION	BPC-COM INT/PRI/MBPS	CHECK	498.65
COMCAST Total							7,453.43
COMCAST CABLE							
0057349-0420	02-10-8000-5030	TELEPHONE	RECREATION	ADMINISTRATION	VOG BUSINESS INTERNET	CAPONE	141.67
0162651-0420	14-10-8000-5030	TELEPHONE	BPC	ADMINISTRATION	BPC BUSINESS INTERNET	CAPONE	218.35
0340117	02-10-8000-5030	TELEPHONE	RECREATION	ADMINISTRATION	FREEDOM RUN INTERNET	CAPONE	108.35
0360941-0420	02-10-8000-5030	TELEPHONE	RECREATION	ADMINISTRATION	WRC BUSINESS INTERNET	CAPONE	123.40
0732990-0420	02-15-7600-5000	DUES & SUBSCRIPTIONS	RECREATION	C&M	COMCAST TV	CAPONE	95.13
APR2020	01-10-8000-5030	TELEPHONE	GENERAL	ADMINISTRATION	TC BUSINESS INTERNET	CAPONE	198.40
APR2020	11-10-8000-5030	TELEPHONE	THE CLUB	ADMINISTRATION	PS BUSINESS INTERNET	CAPONE	198.40
COMCAST CABLE Total							1,083.70
COMMONWEALTH EDISON							
2505400420	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	N RIDGE ELECTRIC	CHECK	39.59
33097000420	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	COTTONWOOD ELECTRIC	CHECK	29.24
85056000420	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	WESTBURY ELECTRIC DELIVERY	CHECK	16.17
COMMONWEALTH EDISON Total							85.00
CONSERV FS INC							
10108406-07	14-20-8500-5000	FUEL & LUBRICANTS	BPC	MAINTENANCE	GAL GASOLINE 221.1	INVOICE	389.14
10108406-07	14-20-8500-5000	FUEL & LUBRICANTS	BPC	MAINTENANCE	GAL DIESEL 351.2	INVOICE	407.39
CONSERV FS INC Total							796.53
COSMOPOLITAN LINEN RENTAL SRV							
5131	14-10-7300-5000	PROFESSIONAL SERVICES	BPC	ADMINISTRATION	FLOOR MATS, 20 EACH	CAPONE	75.00
5131	14-10-7300-5000	PROFESSIONAL SERVICES	BPC	ADMINISTRATION	MAT SCRAPER, 2 EACH	CAPONE	5.50
5131	14-10-7300-5000	PROFESSIONAL SERVICES	BPC	ADMINISTRATION	FLOOR CARE, 2 EACH	CAPONE	8.06
5131	14-10-7300-5000	PROFESSIONAL SERVICES	BPC	ADMINISTRATION	SERVICE CHARGE, 2 EACH	CAPONE	19.90
5131	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	NAPKINS, 400 EACH	CAPONE	44.00
5131	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	CHEF COATS, 10 EACH	CAPONE	8.50
5131	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	GARMENT CARE, 2 EACH	CAPONE	2.56
5131	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	NAPKINS, 200 EACH	CAPONE	20.00
5131	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	52X52 TABLE CLOTHS, 20 EACH	CAPONE	10.60
5131	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	52X114 & 85X85 TABLE CLOTHS, 80 EACH	CAPONE	124.00
5131	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	BAR TOWELS, 200 EACH	CAPONE	38.00

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CC 5131	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	LINEN CARE, 2 EACH	CAPONE	70.38
COSMOPOLITAN LINEN RENTAL SRV Total							426.50
COSTCO CARDS VISA							
5738-2020	01-10-7600-5000	PROFESSIONAL DUES/SUBSCRIPTION	GENERAL	ADMINISTRATION	COSTCO MEMBERSHIP/COTSHOTT	CHECK	60.00
5738-2020	14-10-7600-5000	PROFESSIONAL DUES	BPC	ADMINISTRATION	COSTCO MEMBERSHIP/BECTOLD	CHECK	60.00
COSTCO CARDS VISA Total							120.00
Cristina Cornier							
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-F6 Class Refund	CHECK	671.00
Cristina Cornier Total							671.00
DANY FLOORING INC							
1050	12-90-0190-5000	CLUB CARPETING	CAPITAL	CAPITAL PROJECTS	STRETCHING ROOM FLOOR REFINISH	CHECK	2,000.00
DANY FLOORING INC Total							2,000.00
David Wetherholt							
4/29/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256211-C Class Refund	CHECK	112.00
David Wetherholt Total							112.00
Dawn Garcia							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-F5 Class Refund	CHECK	301.00
Dawn Garcia Total							301.00
Dawn Mustain							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-E4 Class Refund	CHECK	94.00
Dawn Mustain Total							94.00
DELUXE							
00085841765	01-10-7800-5010	PRINTING & PUBLICATION	GENERAL	ADMINISTRATION	AP ENVELOPES -2500	CAPONE	332.99
00085841765	01-10-7800-5010	PRINTING & PUBLICATION	GENERAL	ADMINISTRATION	AP CHECKS-2500	CAPONE	957.49
00085841765	01-10-7800-5010	PRINTING & PUBLICATION	GENERAL	ADMINISTRATION	SHIPPING NOT TO EXCEED 100	CAPONE	52.21
DELUXE Total							1,342.69
Dineshkumar Kumbhani							
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 224303-D Class Refund	CHECK	24.00
Dineshkumar Kumbhani Total							24.00
DIRECT ENERGY BUSINESS							
201120041858403	14-10-8000-5000	ELECTRICITY	BPC	ADMINISTRATION	GOLF SIGN-RESTROOM ELECTRIC	CHECK	305.06
201190041927066	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	MNT GARAGE ELECTRIC	CHECK	952.92
201190041927066	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	PRINCETON PARK ELECTRIC	CHECK	18.95
201190041927067	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	FIELD PARK ELECTRIC	CHECK	23.44
201190041927068	02-10-8000-5000	ELECTRICITY	RECREATION	ADMINISTRATION	TC ELECTRIC	CHECK	14,804.76
201190041927069	14-10-8000-5000	ELECTRICITY	BPC	ADMINISTRATION	BPC ELECTRIC	CHECK	2,195.98
201190041927069	14-20-8000-5000	ELECTRICITY	BPC	MAINTENANCE	GLF MNT ELECTIRC	CHECK	732.00

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DII 201190041927070	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	S TWIN ELECTRIC	CHECK	32.55
201190041927071	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	N TWIN ELECTRIC	CHECK	24.78
201190041927072	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	SYCAMORE PARK ELECTIC	CHECK	83.38
201190041927073	02-10-8000-5000	ELECTRICITY	RECREATION	ADMINISTRATION	VOG HOUSE/BARN ELECTRIC	CHECK	722.45
201190041927074	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	TROPICANA PARK ELECTRIC	CHECK	24.78
201190041927075	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	COMMUNITY PARK ELECTRIC	CHECK	18.95
201190041927077	02-80-8000-5000	ELECTRICITY	RECREATION	AQUATICS	SEASCAPE ELECTRIC	CHECK	425.00
201190041927078	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	VICTORIA PARK ELECTRIC	CHECK	18.95
201190041927079	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	CHESTNUT #1 ELECTRIC	CHECK	38.77
201190041927080	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	HIGHLAND ELECTRIC	CHECK	68.09
201190041927081	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	FABBRINI PARK ELECTRIC	CHECK	266.90
201190041927082	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	EISENHOWER PARK ELECTRIC	CHECK	25.65
201190041927083	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	EVERGREEN PARK ELECTRIC	CHECK	23.33
201190041927084	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	CHESTNUT AERATOR #2 ELECTRIC	CHECK	44.97
201190041927085	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	CANNON CROSS ELECTRIC	CHECK	271.94
201200041946732	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	SUNDANCE PARK ELECTRIC	CHECK	20.35
201200041946733	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	PINE PARK ELECTRIC	CHECK	81.89
201200041946734	02-10-8000-5000	ELECTRICITY	RECREATION	ADMINISTRATION	WRC ELECTRIC	CHECK	1,305.97
201200041946735	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	CANTERBURY PARK STH SIDE ELECTRIC	CHECK	27.16
201200041946736	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	NTH SHOP ELECTRIC	CHECK	66.67
201200041946737	11-10-8000-5000	ELECTRICITY	THE CLUB	ADMINISTRATION	PS ELECTRIC	CHECK	4,984.24
201200041946738	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	CANTERBURY PARK ELECTRIC	CHECK	229.33
DIRECT ENERGY BUSINESS Total							27,839.21
DIVINE SIGNS INC							
33228	02-32-7500-5100	FACILITY SUPPLIES	RECREATION	TRIPHAHN CENTER	PERSONAL PROTECTIVE PANEL FRONT DESK (5)	INVOICE	395.00
33228	11-90-3010-5000	CLUB TENNIS/FIT RENO	THE CLUB	CAPITAL PROJECTS	PERSONAL PROTECTIVE PANEL FRONT DESK (3)	INVOICE	237.00
33228	14-40-7500-5100	GOLF COURSE SUPPLIES	BPC	GOLF OPERATIONS	PERSONAL PROTECTIVE PANEL FRONT DESKS(7)	INVOICE	553.00
33258	01-20-8400-5050	PARK AMENITIES	GENERAL	MAINTENANCE	PARK SIGNAGE	INVOICE	65.00
33311	14-40-7900-5000	ADVERTISING	BPC	GOLF OPERATIONS	YARD SIGNS (5)	INVOICE	105.00
33311	14-40-7900-5000	ADVERTISING	BPC	GOLF OPERATIONS	A FRAME INSERT SIGNS (13)	INVOICE	513.50
DIVINE SIGNS INC Total							1,868.50
Douglas Eimer							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-E5 Class Refund	CHECK	158.00
Douglas Eimer Total							158.00
DROPBOX INC							
4816	02-15-7600-5000	DUES & SUBSCRIPTIONS	RECREATION	C&M	C&M 2TB DROPBOX ACCOUNT	CAPONE	119.88
DROPBOX INC Total							119.88
Elena Moiseeva							
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 226041-B Class Refund	CHECK	90.00
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 226024-A Class Refund	CHECK	70.00
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 226056-B Class Refund	CHECK	52.00
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 226061-B Class Refund	CHECK	66.00

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Elc 5/6/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256215-C Class Refund	CHECK	208.00
Elena Moiseeva Total							486.00
Elizabeth McMahon							
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 222015-F Class Refund	CHECK	280.00
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 222046-F1 Class Refund	CHECK	105.00
5/6/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 220727-A Class Refund	CHECK	70.00
5/6/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 229320-A Class Refund	CHECK	185.00
Elizabeth McMahon Total							640.00
Elizabeth Nanai							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-I5 Class Refund	CHECK	132.00
Elizabeth Nanai Total							132.00
Emily Gostisha							
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-C4 Class Refund	CHECK	94.00
Emily Gostisha Total							94.00
ENERSTAR INC							
052030	02-85-8300-5000	FACILITY MAINTENANCE/ REPAIR	RECREATION	ICE	1 WATER TREATMENT SERVICE (1) 5/4/2020	INVOICE	1,080.00
ENERSTAR INC Total							1,080.00
Erich P Zicher							
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-I3 Class Refund	CHECK	289.00
Erich P Zicher Total							289.00
Esmeralda Roman Martinez							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-H2 Class Refund	CHECK	99.00
Esmeralda Roman Martinez Total							99.00
Ewa Czapla							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-F5 Class Refund	CHECK	158.00
Ewa Czapla Total							158.00
FACEBOOK							
042020	11-15-7900-5000	ADVERTISING	THE CLUB	C&M	JAN - CLUB \$2 SLASH SALE FB/INSTA PROMO	CAPONE	46.76
FACEBOOK Total							46.76
Fariha Alam							
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-E2 Class Refund	CHECK	99.00
Fariha Alam Total							99.00
FAULKES BROS. CONSTRUCTION INC.							
330509	14-20-8400-5000	GOLF COURSE SUPPLIES	BPC	MAINTENANCE	23 TONS FINES FREE 2	INVOICE	1,836.68
FAULKES BROS. CONSTRUCTION INC. Total							1,836.68

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Fazzelfina Bulos							
4/29/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256214-A Class Refund	CHECK	193.00
5/6/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256223-B Class Refund	CHECK	69.00
5/6/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 227212-B Class Refund	CHECK	113.00
Fazzelfina Bulos Total							375.00
Filly Velasco							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-E1 Class Refund	CHECK	60.00
Filly Velasco Total							60.00
FIRST ADVANTAGE OCCUPATIONAL							
2504252003	01-10-6300-5010	LOSS PREVENTION EXAMS	GENERAL	ADMINISTRATION	FIRST ADVANTAGE - DOT ADMIN TESTING FEE	CHECK	10.69
FIRST ADVANTAGE OCCUPATIONAL Total							10.69
FITGERALD LIGHTING							
34009-1	12-90-0180-5000	UNDERFLOOR RINK 2	CAPITAL	CAPITAL PROJECTS	TC- LIGHTING FOR ICE RINK (1)	CHECK	1,969.85
FITGERALD LIGHTING Total							1,969.85
FORE SUPPLY CO.							
3469412	11-30-7500-5120	LOCKERROOM SUPPLIES	THE CLUB	FITNESS	PS-SINGLE BOTTLE HOLDER 4/EA	CAPONE	77.52
3469413	11-30-7500-5120	LOCKERROOM SUPPLIES	THE CLUB	FITNESS	PS-SINGLE BOTTLE HOLDER T-006-WH 19/EA	CAPONE	368.22
FORE SUPPLY CO. Total							445.74
FSS TECHNOLOGIES LLC							
383983	02-80-7300-5020	ALARM	RECREATION	AQUATICS	BURGLAR ALARM SRV-SEASCAPR FLITER BLDG	CHECK	91.67
383988	01-20-7300-5020	ALARM	GENERAL	MAINTENANCE	FSS BURGLAR ALARM SRV-MAINT BUILDING	CHECK	89.83
383992	02-10-7300-5020	ALARM SERVICE	RECREATION	ADMINISTRATION	FSS BURGLAR ALARM SRV-WRC	CHECK	104.50
383996	11-10-7300-5020	ALARM	THE CLUB	ADMINISTRATION	FSS BURGLAR ALARM SERVICES-THE CLUB	CHECK	93.50
FSS TECHNOLOGIES LLC Total							379.50
GAMETIME							
PJI-0136218	12-90-0130-5000	PRINCETON PLAY/SPLASHPAD	CAPITAL	CAPITAL PROJECTS	PLAYGROUND FOR PRINCETON PARK (1)	INVOICE	80,000.91
PJI-0136218	09-90-0130-5000	ADA-PRINCETON PLAY/SPLASHPAD	SPECIAL RECREATIO	CAPITAL PROJECTS	ADA-PRINCETON PLAY/SPLASHPAD	INVOICE	19,999.00
GAMETIME Total							99,999.91
GARVEYS OFFICE PRODUCTS							
1904145	11-20-7500-5020	MAINTENANCE SUPPLIES	THE CLUB	MAINTENANCE	PS-LINER38X58 COLCRTGG58HP 2/CA	CAPONE	42.30
1904145	11-20-7500-5020	MAINTENANCE SUPPLIES	THE CLUB	MAINTENANCE	PS-6QT VACUUM BAG APCJANPTQV2PK 2/PK	CAPONE	31.34
51110420	11-20-7500-5020	MAINTENANCE SUPPLIES	THE CLUB	MAINTENANCE	PS-GLOVES LRG NITRILE SFTGNPRLG1M 10/BX	CAPONE	49.50
5111-0420	11-30-7500-5120	LOCKERROOM SUPPLIES	THE CLUB	FITNESS	PS-Q-TIPS SWABS UNI09824CT 1/CA	CAPONE	34.65
GARVEYS OFFICE PRODUCTS Total							157.79
GAS DEPOT OIL COMPANY							
79815	01-20-8500-5000	FUEL	GENERAL	MAINTENANCE	649 GALLONS OF GAS	INVOICE	681.27
79817	01-20-8500-5000	FUEL	GENERAL	MAINTENANCE	276 GALLONS DIESEL	INVOICE	338.12
GAS DEPOT OIL COMPANY Total							1,019.39

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GAST MANUFACTURING							
17146	01-20-8400-5050	PARK AMENITIES	GENERAL	MAINTENANCE	SHIPPING	CAPONE	15.00
17146	01-20-8400-5050	PARK AMENITIES	GENERAL	MAINTENANCE	K479 SERVICE REBUILD KIT	CAPONE	267.98
17146	01-20-8400-5050	PARK AMENITIES	GENERAL	MAINTENANCE	K478 SERVICE REBUILD KIT	CAPONE	197.98
17146	01-20-8400-5050	PARK AMENITIES	GENERAL	MAINTENANCE	JAR LESS INTAKE FILTER	CAPONE	122.94
GAST MANUFACTURING Total							603.90
Gene Walters							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-I5 Class Refund	CHECK	132.00
Gene Walters Total							132.00
George Ludwig							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-D6 Class Refund	CHECK	239.00
George Ludwig Total							239.00
Gina Scarpelli							
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 212002-M2 Class Refund	CHECK	15.00
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 222002-M2 Class Refund	CHECK	120.00
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 222039-M1 Class Refund	CHECK	120.00
Gina Scarpelli Total							255.00
Girl SU 406 Scouts							
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Rsv# 4169678 Refund	CHECK	277.00
Girl SU 406 Scouts Total							277.00
GMK INTEGRATED SYSTEMS INC							
5035	11-90-3010-5000	CLUB TENNIS/FIT RENO	THE CLUB	CAPITAL PROJECTS	AUDIO PROCESSOR & TOUCHSCREEN	CHECK	1,749.39
5035	11-90-3010-5000	CLUB TENNIS/FIT RENO	THE CLUB	CAPITAL PROJECTS	CONTROL PANEL AND TOUCH SCREEN CONTROLS	CHECK	1,763.60
5035	11-90-3010-5000	CLUB TENNIS/FIT RENO	THE CLUB	CAPITAL PROJECTS	CONTROL SYSTEM	CHECK	1,059.24
5035	11-90-3010-5000	CLUB TENNIS/FIT RENO	THE CLUB	CAPITAL PROJECTS	PROGRAMMING AND SET UP FEE	CHECK	4,760.00
5035	11-90-3010-5000	CLUB TENNIS/FIT RENO	THE CLUB	CAPITAL PROJECTS	SOUND MODULATOR	CHECK	2,876.79
5035	11-90-3010-5000	CLUB TENNIS/FIT RENO	THE CLUB	CAPITAL PROJECTS	WIRELESS MICROPHONE	CHECK	261.86
GMK INTEGRATED SYSTEMS INC Total							12,470.88
Gordana Anastasov							
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-E4 Class Refund	CHECK	94.00
Gordana Anastasov Total							94.00
GRAINGER							
9506128744	14-10-8300-5000	FACILITY MAINTENANCE/ REPAIR	BPC	ADMINISTRATION	SLOAN MIXING VALVE	INVOICE	88.70
9506128751	11-20-8300-5000	FACILITY MAINTENANCE/ REPAIR	THE CLUB	MAINTENANCE	RETURN AIR GRILLE	INVOICE	86.94
9515251719	12-90-0130-5000	PRINCETON PLAY/SPLASHPAD	CAPITAL	CAPITAL PROJECTS	PARKS- PRINCETON FITTINGS- SPLASH (1)	INVOICE	102.24
9523329622	11-20-8300-5000	FACILITY MAINTENANCE/ REPAIR	THE CLUB	MAINTENANCE	BALLAST FOR CAN LIGHTING STRETCH ROOM	INVOICE	31.59
GRAINGER Total							309.47

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VENDOR NAME							
INVOICE NUMBER	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FUND	DEPARTMENT	INVOICE DESCRIPTION	PAY TYPE	AMT
Grzegorz Gawron							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-E5 Class Refund	CHECK	158.00
Grzegorz Gawron Total							158.00
Hanna Sison							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-E2 Class Refund	CHECK	189.00
Hanna Sison Total							189.00
Hariganesh Chandrasekaran							
5/6/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Pass PSCA Type: Pass Refund	CHECK	50.00
Hariganesh Chandrasekaran Total							50.00
Heather Iatomasi							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-I3 Class Refund	CHECK	151.00
Heather Iatomasi Total							151.00
Heidi Daniel							
5/6/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256221-C Class Refund	CHECK	108.00
Heidi Daniel Total							108.00
HOFFMAN ESTATES HIGH SCHOOL							
191206	02-50-5900-5000	SPECIAL EVENT EXP	RECREATION	GENERAL PROGRAMMING	PIZZAS FOR ICOMPETE	CHECK	97.75
HOFFMAN ESTATES HIGH SCHOOL Total							97.75
HOME DEPOT CREDIT SERVICES							
5200	14-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	BPC	MAINTENANCE	1/4" WASHERS 1	CAPONE	5.25
5200	14-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	BPC	MAINTENANCE	1/2" WASHERS 1	CAPONE	5.94
5200	14-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	BPC	MAINTENANCE	5/16" WASHERS 2	CAPONE	7.12
5200	14-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	BPC	MAINTENANCE	5/16" NUTS 2	CAPONE	6.16
5200	14-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	BPC	MAINTENANCE	5/16 LOCK WASHERS 1	CAPONE	5.78
5200	14-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	BPC	MAINTENANCE	SAE 10 WASHERS 1	CAPONE	4.87
5200	14-20-8300-5000	FACILITY MAINTENANCE/ REPAIR	BPC	MAINTENANCE	FT 3/16" WIRE ROPE 80	CAPONE	29.60
5200	14-20-8300-5000	FACILITY MAINTENANCE/ REPAIR	BPC	MAINTENANCE	3/16" WIRE CLAMP 2	CAPONE	5.96
5200	14-20-8300-5000	FACILITY MAINTENANCE/ REPAIR	BPC	MAINTENANCE	CABLE CRIMP 1	CAPONE	2.10
HOME DEPOT CREDIT SERVICES Total							72.78
Ian Howell							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-D5 Class Refund	CHECK	158.00
Ian Howell Total							158.00
Ilene Flores							
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 224302-C Class Refund	CHECK	72.00
5/6/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 224302-CC Class Refund	CHECK	72.00
Ilene Flores Total							144.00
ILLINOIS ASSOC. PARK DISTRICTS							

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INVOICE NUMBER	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FUND	DEPARTMENT	INVOICE DESCRIPTION	PAY TYPE	AMT
ILL 35899	01-10-7800-5020	DIRECTOR EXPENSE	GENERAL	ADMINISTRATION	2020 PARKS DAY AT THE CAPITOL-CREDIT	CAPONE	(85.00)
ILLINOIS ASSOC. PARK DISTRICTS Total							(85.00)
ILLINOIS DEPT. OF REVENUE							
042020	02-02-0200-2010	REC SALES TAX PAYABLE	RECREATION	LIABILITIES	MAR20 SALES TAX - REC	CAPONE	2.07
042020	14-02-0200-2010	SALES TAX PAYABLE	BPC	LIABILITIES	MAR20 SALES TAX - BPC	CAPONE	435.68
042020	14-10-9000-4000	MISCELLANEOUS	BPC	ADMINISTRATION	MAR20 SALES TAX EARLY FILING CR	CAPONE	(9.25)
042020	11-02-0200-2010	SALES TAX PAYABLE	THE CLUB	LIABILITIES	MAR20 SALES TAX - CLUB	CAPONE	19.50
ILLINOIS DEPT. OF REVENUE Total							448.00
ILLINOIS SHOTOKAN KARATE, INC.							
821	02-50-5500-5100	SHOTOKAN KARATE CONT EXP	RECREATION	GENERAL PROGRAMMING	KARATE 237211D/F 237212 C-D (76)	CHECK	5,958.40
821	02-50-5500-5100	SHOTOKAN KARATE CONT EXP	RECREATION	GENERAL PROGRAMMING	KARATE 217212 A/B 217211 A/B (53)	CHECK	4,192.30
821	02-50-5500-5100	SHOTOKAN KARATE CONT EXP	RECREATION	GENERAL PROGRAMMING	KARATE 217212 E, 237211H-K 237213A-C(25)	CHECK	2,520.00
821	02-50-5500-5100	SHOTOKAN KARATE CONT EXP	RECREATION	GENERAL PROGRAMMING	KARATE 217211 C/E (34)	CHECK	3,498.60
ILLINOIS SHOTOKAN KARATE, INC. Total							16,169.30
INDUSTRIAL REPAIR SERVICES INC							
4899	14-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	BPC	MAINTENANCE	1) BOARD REPAIR	CAPONE	609.46
INDUSTRIAL REPAIR SERVICES INC Total							609.46
INTERSTATE GAS SUPPLY INC							
324446	01-20-8000-5010	NATURAL GAS	GENERAL	MAINTENANCE	MAINT GARAGE NATURAL GAS	CHECK	736.84
324446	02-10-8000-5010	NATURAL GAS	RECREATION	ADMINISTRATION	TC NATURAL GAS	CHECK	3,224.73
324446	02-10-8000-5010	NATURAL GAS	RECREATION	ADMINISTRATION	WRC NATURAL GAS	CHECK	577.36
324446	11-10-8000-5010	NATURAL GAS	THE CLUB	ADMINISTRATION	PS NATURAL GAS	CHECK	2,941.50
324446	14-10-8000-5010	NATURAL GAS	BPC	ADMINISTRATION	BPC NATURAL GAS	CHECK	893.20
324446	14-20-8000-5010	NATURAL GAS	BPC	MAINTENANCE	GOLF MAINT NATURAL GAS	CHECK	230.48
INTERSTATE GAS SUPPLY INC Total							8,604.11
Ismail Iqbal Sultan							
5/6/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256223-C Class Refund	CHECK	67.00
Ismail Iqbal Sultan Total							67.00
Jamie Holt							
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	T/C 0197	CHECK	18.00
Jamie Holt Total							18.00
Janine Sasso							
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-A4 Class Refund	CHECK	82.00
Janine Sasso Total							82.00
Jemmie Mendez							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-H2 Class Refund	CHECK	99.00
Jemmie Mendez Total							99.00

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Jenn Settecase							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-E2 Class Refund	CHECK	189.00
Jenn Settecase Total							189.00
Jennifer Herz							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 210727-C Class Refund	CHECK	36.00
Jennifer Herz Total							36.00
Jigshaben Patel							
4/29/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256211-B Class Refund	CHECK	144.00
Jigshaben Patel Total							144.00
Joanne Brennan							
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-F6 Class Refund	CHECK	239.00
Joanne Brennan Total							239.00
Joanne Goluszka							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-E7 Class Refund	CHECK	198.00
Joanne Goluszka Total							198.00
Jocelyn Thomas							
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-C1 Class Refund	CHECK	60.00
Jocelyn Thomas Total							60.00
John Cahill							
5/6/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256223-C Class Refund	CHECK	69.00
John Cahill Total							69.00
JOHNSON WATER CONDITIONING							
221037	14-45-7300-5000	CONTRACTED SERVICES	BPC	FOOD & BEVERAGE	WATER CONDITIONING RENTAL JUNE - JULY	INVOICE	120.00
JOHNSON WATER CONDITIONING Total							120.00
Jorge Cortez							
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-E5 Class Refund	CHECK	158.00
Jorge Cortez Total							158.00
Jose Velazquez							
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 222505-B2 Class Refund	CHECK	200.00
Jose Velazquez Total							200.00
Joselyn Monge							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-D7 Class Refund	CHECK	218.00
Joselyn Monge Total							218.00
Josephine Wilson							
4/29/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Credit Balance Refund	CHECK	14.00

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INVOICE NUMBER	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FUND	DEPARTMENT	INVOICE DESCRIPTION	PAY TYPE	AMT
Josephine Wilson Total							14.00
Josey Langhoff							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 212469-A Class Refund	CHECK	11.00
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 212460-A Class Refund	CHECK	8.00
Josey Langhoff Total							19.00
Julie Barton							
5/6/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 229320-D Class Refund	CHECK	170.00
Julie Barton Total							170.00
Justin Koepfel							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-D5 Class Refund	CHECK	158.00
Justin Koepfel Total							158.00
Jyothirmaye Gowli							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-D2 Class Refund	CHECK	99.00
Jyothirmaye Gowli Total							99.00
Kaeli Elisco							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 229320-B Class Refund	CHECK	170.00
Kaeli Elisco Total							170.00
Karen Alekna							
5/6/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Pass SSM Type: Pass Refund	CHECK	112.50
Karen Alekna Total							112.50
Karen Murphy							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-E2 Class Refund	CHECK	99.00
Karen Murphy Total							99.00
Karnette Lindsey							
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-A5 Class Refund	CHECK	202.00
Karnette Lindsey Total							202.00
Karolina Schnoebelen							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-F3 Class Refund	CHECK	151.00
4/29/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256211-C Class Refund	CHECK	105.00
Karolina Schnoebelen Total							256.00
Kathleen Kempf							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-I8 Class Refund	CHECK	387.00
Kathleen Kempf Total							387.00
Katie Schaefer							
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 220723-A Class Refund	CHECK	24.00

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INVOICE NUMBER	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FUND	DEPARTMENT	INVOICE DESCRIPTION	PAY TYPE	AMT
Katie Schaefer Total							24.00
Ketsamounth Keoprasa							
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 222018-M1 Class Refund	CHECK	160.00
Ketsamounth Keoprasa Total							160.00
KIDS FIRST SPORTS SAFETY, INC.							
219078-0320	11-50-6000-5100	CONTRACTUAL EARLY CHILDHOOD	THE CLUB	GENERAL PROGRAMMING	KFS SOCCER 219075_C (3 @ \$69)	CHECK	144.90
219078-0320	11-50-6000-5100	CONTRACTUAL EARLY CHILDHOOD	THE CLUB	GENERAL PROGRAMMING	KFS SOCCER 219075_D (5 @ \$69)	CHECK	241.50
219078-0320	11-50-6000-5100	CONTRACTUAL EARLY CHILDHOOD	THE CLUB	GENERAL PROGRAMMING	KFS HOOPS 219078_C (3 @ \$69)	CHECK	144.90
219078-0320	11-50-6000-5100	CONTRACTUAL EARLY CHILDHOOD	THE CLUB	GENERAL PROGRAMMING	KFS HOOPS 219078_D (17 @ \$69)	CHECK	821.10
KIDS FIRST SPORTS SAFETY, INC. Total							1,352.40
Kristy Rogowski							
5/6/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256215-A Class Refund	CHECK	175.00
Kristy Rogowski Total							175.00
Latasha Chedda							
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-F5 Class Refund	CHECK	158.00
Latasha Chedda Total							158.00
Laura Driver							
4/29/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256215-D Class Refund	CHECK	280.00
Laura Driver Total							280.00
Lauren Leisen							
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-B5 Class Refund	CHECK	143.00
Lauren Leisen Total							143.00
Lisa Earle							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-H6 Class Refund	CHECK	239.00
Lisa Earle Total							239.00
Lisa Evans							
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 222460-A Class Refund	CHECK	190.00
Lisa Evans Total							190.00
Lisa Petschenko							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-F5 Class Refund	CHECK	301.00
Lisa Petschenko Total							301.00
LOWE'S							
41010	01-20-8200-5020	PARK STRUCTURE MAINT. & REPAIR	GENERAL	MAINTENANCE	PARKS- LANDSCAPE STAKES- CHINO (9)	CAPONE	74.52
LOWE'S Total							74.52
Magdalena Gdowska							

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M: 4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Credit Balance Refund	CHECK	15.00
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 226041-B Class Refund	CHECK	75.00
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 226024-A Class Refund	CHECK	70.00
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 226056-B Class Refund	CHECK	52.00
Magdalena Gdowska Total							212.00
Manasi Doherey							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-D5 Class Refund	CHECK	158.00
Manasi Doherey Total							158.00
Manuela Persak							
4/29/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256211-A Class Refund	CHECK	144.00
Manuela Persak Total							144.00
Maria Rosario Rabaca							
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-C5 Class Refund	CHECK	158.00
Maria Rosario Rabaca Total							158.00
Marta Waluszko							
5/6/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256215-A Class Refund	CHECK	175.00
Marta Waluszko Total							175.00
Mary Fontana							
5/6/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256223-C Class Refund	CHECK	74.00
Mary Fontana Total							74.00
Mary Pat Macdonald							
5/6/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256214-A Class Refund	CHECK	175.00
Mary Pat Macdonald Total							175.00
Meghan Lopez							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-F6 Class Refund	CHECK	239.00
Meghan Lopez Total							239.00
Melissa Iannella							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-D6 Class Refund	CHECK	239.00
Melissa Iannella Total							239.00
Melissa Shepherd							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-D5 Class Refund	CHECK	158.00
Melissa Shepherd Total							158.00
MENARDS, INC.							
35697	01-20-8200-5020	PARK STRUCTURE MAINT. & REPAIR	GENERAL	MAINTENANCE	PARKS- CAUTION TAPES (1)	INVOICE	81.72
35781	11-90-3010-5000	CLUB TENNIS/FIT RENO	THE CLUB	CAPITAL PROJECTS	PAINT SUPPLIES	INVOICE	51.23
35920	11-90-3010-5000	CLUB TENNIS/FIT RENO	THE CLUB	CAPITAL PROJECTS	CLUB- WEDGE ANCHOR (1)	INVOICE	12.61

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MI 36104	14-10-8300-5000	FACILITY MAINTENANCE/ REPAIR	BPC	ADMINISTRATION	3/8 X 3/8 COMPRESSION SUPPLY LINE	INVOICE	11.98
36130	01-20-8400-5000	PARK GROUNDS SUPPLIES	GENERAL	MAINTENANCE	5' STAKE (4)	INVOICE	3.96
36130	01-20-8400-5000	PARK GROUNDS SUPPLIES	GENERAL	MAINTENANCE	4' STAKE BUNDLE (1)	INVOICE	14.97
36293	11-90-3010-5000	CLUB TENNIS/FIT RENO	THE CLUB	CAPITAL PROJECTS	CLUB- RACEWAY FOR SPEAKER WIRE (3)	INVOICE	14.97
36562	12-90-0130-5000	PRINCETON PLAY/SPLASHPAD	CAPITAL	CAPITAL PROJECTS	PARKS- PIPE FITTINGS- PRINCETON (1)	INVOICE	93.67
36568	12-90-0130-5000	PRINCETON PLAY/SPLASHPAD	CAPITAL	CAPITAL PROJECTS	PARKS- PIPING- PRINCETON (1)	INVOICE	31.35
36574	01-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	GENERAL	MAINTENANCE	ORING	INVOICE	1.39
36626	01-20-8300-5000	FACILITY MAINTENANCE/ REPAIR	GENERAL	MAINTENANCE	PARKS- HINGES/BUCKETS (1)	INVOICE	32.23
36684	02-85-8300-5000	FACILITY MAINTENANCE/ REPAIR	RECREATION	ICE	1 PACKS ORIGINAL 1.5" TAPE (1) 5/6/2020	INVOICE	55.98
36684	02-85-8300-5000	FACILITY MAINTENANCE/ REPAIR	RECREATION	ICE	1 PACK EDGELOCK 1.5" TAPE (1) 5/6/2020	INVOICE	25.88
36684	02-85-8300-5000	FACILITY MAINTENANCE/ REPAIR	RECREATION	ICE	1 PACK EDGELOCK 1" TAPE (1) 5/6/2020	INVOICE	19.84
36687	14-20-8300-5000	FACILITY MAINTENANCE/ REPAIR	BPC	MAINTENANCE	3/16" CABLE CLAMP 3	INVOICE	1.77
36934	14-10-8300-5000	FACILITY MAINTENANCE/ REPAIR	BPC	ADMINISTRATION	BPC- RUBBER FLOAT (1)	INVOICE	9.97
36934	14-10-8300-5000	FACILITY MAINTENANCE/ REPAIR	BPC	ADMINISTRATION	BPC- GROUT (1)	INVOICE	13.24
37004	11-20-8300-5000	FACILITY MAINTENANCE/ REPAIR	THE CLUB	MAINTENANCE	ELECTRICAL BOXES AND SWITCHES	INVOICE	61.29
37066	02-10-8300-5000	FACILITY MAINTENANCE/ REPAIR	RECREATION	ADMINISTRATION	TC- SUPPLIES- BOARD RAIL (1)	INVOICE	163.91
37139	12-90-0130-5000	PRINCETON PLAY/SPLASHPAD	CAPITAL	CAPITAL PROJECTS	PARKS- CONCRETE- PRINCE (64)	INVOICE	184.96
37187	02-10-8300-5000	FACILITY MAINTENANCE/ REPAIR	RECREATION	ADMINISTRATION	WHITE OUTLETS AND COVERS	INVOICE	20.16
37397	01-20-8200-5020	PARK STRUCTURE MAINT. & REPAIR	GENERAL	MAINTENANCE	PARKS- PAINT- FAB FENCE (1)	INVOICE	33.68
37398	11-20-8300-5000	FACILITY MAINTENANCE/ REPAIR	THE CLUB	MAINTENANCE	CLUB- GROUT- SPA (1)	INVOICE	137.88
MENARDS, INC. Total							1,078.64
Michael Cabrerros							
5/6/2020 12:00:00 AM	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256223-B Class Refund	CHECK	69.00
Michael Cabrerros Total							69.00
MICHAEL JOHNSON							
2625436	11-20-7500-5020	MAINTENANCE SUPPLIES	THE CLUB	MAINTENANCE	PS-9X 400 CLING PLASTIC SHEETING 1/RL	CHECK	22.98
2625436	11-20-7500-5020	MAINTENANCE SUPPLIES	THE CLUB	MAINTENANCE	PS-BAL. CLING PLASTIC SHEETING 1/EA	CHECK	15.32
MICHAEL JOHNSON Total							38.30
Michelle Cordero							
4/22/2020 12:00:00 AM	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-H3 Class Refund	CHECK	151.00
Michelle Cordero Total							151.00
Michelle Moxley							
4/22/2020 12:00:00 AM	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-C6 Class Refund	CHECK	239.00
Michelle Moxley Total							239.00
Michelle Zimanek							
4/15/2020 12:00:00 AM	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-A5 Class Refund	CHECK	106.00
Michelle Zimanek Total							106.00
MINDBODY INC							
50450420	11-15-7300-5000	CONTRACTED MARKETING	THE CLUB	C&M	PS MINDBODY SFTWRE MONTHLY APR/MAY	CAPONE	518.40
MINDBODY INC Total							518.40

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INVOICE NUMBER	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FUND	DEPARTMENT	INVOICE DESCRIPTION	PAY TYPE	AMT
MINNESOTA ICE LLC							
3-0520	12-90-0180-5000	UNDERFLOOR RINK 2	CAPITAL	CAPITAL PROJECTS	TC- NORTH ICE RINK RENOVATION (1)	INVOICE	120,600.00
MINNESOTA ICE LLC Total							120,600.00
Miriam Conners							
5/6/2020 12:00:00 AM	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 229320-C Class Refund	CHECK	190.00
Miriam Conners Total							190.00
Monika Pieciak							
5/6/2020 12:00:00 AM	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 220839-D Class Refund	CHECK	76.00
Monika Pieciak Total							76.00
Munkhjargal Sreenen							
5/6/2020 12:00:00 AM	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 220845-C Class Refund	CHECK	54.00
Munkhjargal Sreenen Total							54.00
Muthu Velu							
4/22/2020 12:00:00 AM	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-D5 Class Refund	CHECK	158.00
Muthu Velu Total							158.00
NAFA FLEET MANAGEMENT ASSOCIATION							
41955378321	01-20-7200-5000	PROFESSIONAL EDUCATION	GENERAL	MAINTENANCE	NAFA FLEET MANAGEMENT CONFERENCE-CREDIT	CAPONE	(499.00)
NAFA FLEET MANAGEMENT ASSOCIATION Total							(499.00)
NAND, INC.							
7944273	02-50-5400-5100	YOUNG REMBRANDTS CONT EXP	RECREATION	GENERAL PROGRAMMING	ELEMENTARY DRAWING 217403 BB (10)	CHECK	550.00
NAND, INC. Total							550.00
Nandana Nandakumar							
4/22/2020 12:00:00 AM	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-C6 Class Refund	CHECK	239.00
Nandana Nandakumar Total							239.00
Natalie Folino							
4/22/2020 12:00:00 AM	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-E2 Class Refund	CHECK	99.00
Natalie Folino Total							99.00
Natalie Reyna-Coronado							
4/22/2020 12:00:00 AM	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-H5 Class Refund	CHECK	158.00
Natalie Reyna-Coronado Total							158.00
NATIONAL RECREATION AND PARK							
8398-0420	01-10-7600-5000	PROFESSIONAL DUES/SUBSCRIPTION	GENERAL	ADMINISTRATION	CPRP MEMBERSHIP (1)	CAPONE	65.00
NATIONAL RECREATION AND PARK Total							65.00
Neal Bartel							

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INVOICE NUMBER	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FUND	DEPARTMENT	INVOICE DESCRIPTION	PAY TYPE	AMT
Ne 4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-H5 Class Refund	CHECK	178.00
Neal Bartel Total							178.00
Nick Pizza							
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-C6 Class Refund	CHECK	239.00
Nick Pizza Total							239.00
Nicole Gavina							
4/29/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256214-C Class Refund	CHECK	131.00
Nicole Gavina Total							131.00
Nicole Kurek							
4/29/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256212-B Class Refund	CHECK	122.00
Nicole Kurek Total							122.00
Noreen Ahmad							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 215902-A Class Refund	CHECK	4.00
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 219419-B Class Refund	CHECK	8.00
Noreen Ahmad Total							12.00
Norma Robles-Andrade							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-E5 Class Refund	CHECK	158.00
Norma Robles-Andrade Total							158.00
NORTHFIELD BLOCK COMPANY							
1016097283	01-20-8100-5000	EQUIPMENT	GENERAL	MAINTENANCE	PARKS- VERSALIFT (2)	CAPONE	143.00
NORTHFIELD BLOCK COMPANY Total							143.00
NUCO2							
3101241541	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	20 CY RENTAL (2)	CAPONE	43.00
3101241541	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	BULK C02 TANK LEASE	CAPONE	60.40
3101241541	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	CYLINDER RENTAL (4)	CAPONE	23.44
3101241541	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	SAFETY & ENVIRONMENT	CAPONE	14.66
310241541	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	SAFETY & ENVIRONMENT	CAPONE	34.43
310241541	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	BULK C02 FILL 24	CAPONE	10.80
NUCO2 Total							186.73
OIL WORKS & CO							
5947	01-20-8100-5000	EQUIPMENT	GENERAL	MAINTENANCE	PARKS- BATTERY OPERATED SPRAYER (6)	CAPONE	3,899.94
5947	01-20-8100-5000	EQUIPMENT	GENERAL	MAINTENANCE	PARKS- 5GAL DISINFECTANT (2)	CAPONE	399.98
OIL WORKS & CO Total							4,299.92
OLSSON ROOFING COMPANY INC							
20000614	11-20-8300-5000	FACILITY MAINTENANCE/ REPAIR	THE CLUB	MAINTENANCE	CLUB- MATERIAL- ROOFS (1)	INVOICE	93.00
20000614	11-20-8300-5000	FACILITY MAINTENANCE/ REPAIR	THE CLUB	MAINTENANCE	CLUB- LABOR- ROOFS (1)	INVOICE	330.00
OLSSON ROOFING COMPANY INC Total							423.00

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P&W GOLF SUPPLY LLC							
58803	14-20-7500-5100	COURSE AMENITIES	BPC	MAINTENANCE	SHIPPING	CAPONE	11.21
58803	14-20-7500-5100	COURSE AMENITIES	BPC	MAINTENANCE	COURSE FLAGS (5)	CAPONE	49.95
P&W GOLF SUPPLY LLC Total							61.16
PALATINE PARK DISTRICT							
TBA3	02-50-5000-5100	GENERAL CONT PRGM EXP	RECREATION	GENERAL PROGRAMMING	ACTING UP 215064 A/B (3)	CHECK	302.40
TBA3	02-50-5000-5100	GENERAL CONT PRGM EXP	RECREATION	GENERAL PROGRAMMING	DO RE ME 215036 B (1)	CHECK	64.80
TBA3	02-50-5000-5100	GENERAL CONT PRGM EXP	RECREATION	GENERAL PROGRAMMING	TREBLE CHOIR 215015 A (1)	CHECK	81.00
TBA3	02-50-5000-5100	GENERAL CONT PRGM EXP	RECREATION	GENERAL PROGRAMMING	INTERMEZZO CHOIR 215015 B (3)	CHECK	291.60
TBA3	02-50-5000-5100	GENERAL CONT PRGM EXP	RECREATION	GENERAL PROGRAMMING	CONCERT CHOIR 215015 C (3)	CHECK	291.60
TBA3	02-50-5000-5100	GENERAL CONT PRGM EXP	RECREATION	GENERAL PROGRAMMING	HONOR CHOIR 215015 D (3)	CHECK	315.90
PALATINE PARK DISTRICT Total							1,347.30
PARK DISTRICT RISK MANAGEMENT							
0420106H	01-10-7100-5000	HEALTH INSURANCE	GENERAL	ADMINISTRATION	HEALTH INSURANCE	INVOICE	16,338.43
0420106H	01-20-7100-5000	HEALTH INSURANCE	GENERAL	MAINTENANCE	HEALTH INSURANCE	INVOICE	24,740.39
0420106H	02-10-7100-5000	HEALTH INSURANCE	RECREATION	ADMINISTRATION	HEALTH INSURANCE	INVOICE	14,440.32
0420106H	02-20-7100-5000	HEALTH INSURANCE	RECREATION	MAINTENANCE	HEALTH INSURANCE	INVOICE	4,352.57
0420106H	11-10-7100-5000	HEALTH INSURANCE	THE CLUB	ADMINISTRATION	HEALTH INSURANCE	INVOICE	7,450.32
0420106H	11-20-7100-5000	HEALTH INSURANCE	THE CLUB	MAINTENANCE	HEALTH INSURANCE	INVOICE	2,031.21
0420106H	14-10-7100-5000	HEALTH INSURANCE	BPC	ADMINISTRATION	HEALTH INSURANCE	INVOICE	99.40
0420106H	14-20-7100-5000	HEALTH INSURANCE	BPC	MAINTENANCE	HEALTH INSURANCE	INVOICE	3,639.24
0420106H	14-40-7100-5000	HEALTH INSURANCE	BPC	GOLF OPERATIONS	HEALTH INSURANCE	INVOICE	769.86
0420106H	14-45-7100-5000	HEALTH INSURANCE	BPC	FOOD & BEVERAGE	HEALTH INSURANCE	INVOICE	3,060.67
PARK DISTRICT RISK MANAGEMENT Total							76,922.41
Patricia LoCascio							
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 225323-A Class Refund	CHECK	95.00
Patricia LoCascio Total							95.00
PITNEY BOWES, INC							
1015211352	01-10-7400-5010	EQUIPMENT SERVICE AGREEMENTS	GENERAL	ADMINISTRATION	2 OF 4 METER OF METER RENTAL AGREEMENT	CAPONE	171.00
1015211352	01-10-7400-5010	EQUIPMENT SERVICE AGREEMENTS	GENERAL	ADMINISTRATION	AND SERVICE AGREEMENT	CAPONE	179.19
PITNEY BOWES, INC Total							350.19
PNC EQUIPMENT FINANCE LLC							
798181	14-90-0010-5000	GOLF CART GPS LEASE	BPC	CAPITAL PROJECTS	GPS LEASE PAYMENTS (MAY)	INVOICE	4,700.96
PNC EQUIPMENT FINANCE LLC Total							4,700.96
Portia Smith							
4/29/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Credit Balance Refund	CHECK	12.00
4/29/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-H6 Class Refund	CHECK	39.00
Portia Smith Total							51.00

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INVOICE NUMBER	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FUND	DEPARTMENT	INVOICE DESCRIPTION	PAY TYPE	AMT
Pravangsu Biswas							
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-E5 Class Refund	CHECK	158.00
Pravangsu Biswas Total							158.00
Prescious Forrest							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-D6 Class Refund	CHECK	239.00
Prescious Forrest Total							239.00
Priscilla Suarez							
5/6/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 229320-C Class Refund	CHECK	205.00
Priscilla Suarez Total							205.00
QUALITY PEST CONTROL							
24244	02-34-4000-5040	VOG RENTAL EXP	RECREATION	WILLOW REC CENTER	VOG BARN PEST CONTROL	CHECK	50.00
QUALITY PEST CONTROL Total							50.00
Rachel Marshall							
5/6/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 229320-A Class Refund	CHECK	170.00
5/6/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256223-B Class Refund	CHECK	69.00
Rachel Marshall Total							239.00
Rachel Pedersen							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-D5 Class Refund	CHECK	444.00
Rachel Pedersen Total							444.00
Raj Mohanty							
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-A5 Class Refund	CHECK	106.00
Raj Mohanty Total							106.00
Rashmi Grover							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-D6 Class Refund	CHECK	239.00
Rashmi Grover Total							239.00
READY CARE INDUSTRIES							
5199	11-30-7500-5120	LOCKERROOM SUPPLIES	THE CLUB	FITNESS	PS-SINGLE BOTTLE HOLDER 4/EA	CAPONE	56.00
5199	11-30-7500-5120	LOCKERROOM SUPPLIES	THE CLUB	FITNESS	PS-SHIPPING	CAPONE	13.70
READY CARE INDUSTRIES Total							69.70
REINDERS INC							
2019	01-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	GENERAL	MAINTENANCE	REINDER CREDIT	INVOICE	(260.19)
4059413-00	14-90-4010-5000	BPC TORO SAND PRO	BPC	CAPITAL PROJECTS	SAND PRO 5040 (1)	INVOICE	22,084.46
4059418-00	14-20-8100-5010	MAINTNENANCE EQUIPMENT	BPC	MAINTENANCE	TORO GTX WORKMAN 1	INVOICE	9,002.18
4059418-00	14-20-8100-5010	MAINTNENANCE EQUIPMENT	BPC	MAINTENANCE	TRADE IN	INVOICE	(600.00)
405944-00	14-90-4010-5000	BPC TORO SAND PRO	BPC	CAPITAL PROJECTS	SAND PRO 2040 (1)	INVOICE	13,055.15
5261	14-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	BPC	MAINTENANCE	SHIP	CAPONE	22.07
5261	14-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	BPC	MAINTENANCE	1) SWITCH #3707432	CAPONE	84.55

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RE 5261	14-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	BPC	MAINTENANCE	1) SEAL KIT #105-9758	CAPONE	97.72
REINDERS INC Total							43,485.94
RENT RITE							
227224	01-20-8300-5000	FACILITY MAINTENANCE/ REPAIR	GENERAL	MAINTENANCE	PARKS- CONCRETE BREAKER (1)	INVOICE	203.50
RENT RITE Total							203.50
Robert Sado							
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Credit Balance Refund	CHECK	370.00
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Pass PSCS Type: Pass Refund	CHECK	21.00
Robert Sado Total							391.00
Rocio Pena Inton							
5/6/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256214-A Class Refund	CHECK	193.00
Rocio Pena Inton Total							193.00
ROCK N KIDS INC							
HEPS0320	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	KID ROCK CLASS 3/5/20	CHECK	80.00
HEPS0320	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	KID ROCK CLASS 3/12/20	CHECK	80.00
ROCK N KIDS INC Total							160.00
Roxanne Parikh							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-E5 Class Refund	CHECK	158.00
Roxanne Parikh Total							158.00
Ruchi Jain							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-D5 Class Refund	CHECK	301.00
Ruchi Jain Total							301.00
Ruhi Askari							
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-D5 Class Refund	CHECK	158.00
Ruhi Askari Total							158.00
Rushabh Shukla							
5/6/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256214-D Class Refund	CHECK	257.00
Rushabh Shukla Total							257.00
RUSSO POWER EQUIPMENT							
SPI10113835	01-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	GENERAL	MAINTENANCE	COVERS FOR WEED WHIPS	INVOICE	47.97
RUSSO POWER EQUIPMENT Total							47.97
Samantha Butzen							
5/6/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256223-B Class Refund	CHECK	69.00
Samantha Butzen Total							69.00
Samantha Serrano							

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Sa 5/6/2020 12:00:00 AM	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 220848-A Class Refund	CHECK	76.00
Samantha Serrano Total							76.00
Santiago-Juan Hernandez-Bernal							
4/22/2020 12:00:00 AM	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-H4 Class Refund	CHECK	94.00
Santiago-Juan Hernandez-Bernal Total							94.00
Sarah Bruce							
4/15/2020 12:00:00 AM	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-F5 Class Refund	CHECK	444.00
Sarah Bruce Total							444.00
Sarah Kim							
5/6/2020 12:00:00 AM	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256223-C Class Refund	CHECK	74.00
Sarah Kim Total							74.00
SCHOOL DISTRICT 54							
468	02-75-5300-5000	BASKETBALL LEAGUE EXP	RECREATION	YOUTH ATHLETICS	YOUTH BBALL 54 ARMSTRONG JAN (#468)	INVOICE	66.15
470	02-75-5300-5000	BASKETBALL LEAGUE EXP	RECREATION	YOUTH ATHLETICS	YOUTH BBALL 54 FAIRVIEW JAN (#470)	INVOICE	66.15
471	02-75-5300-5000	BASKETBALL LEAGUE EXP	RECREATION	YOUTH ATHLETICS	YOUTH BBALL 54 LAKEVIEW JAN (#471)	INVOICE	66.15
473	02-75-5300-5000	BASKETBALL LEAGUE EXP	RECREATION	YOUTH ATHLETICS	YOUTH BBALL 54 MACARTHUR JAN (#473)	INVOICE	66.15
474	02-75-5300-5000	BASKETBALL LEAGUE EXP	RECREATION	YOUTH ATHLETICS	YOUTH BBALL 54 MUIR JAN (#474)	INVOICE	66.15
475	02-75-5300-5000	BASKETBALL LEAGUE EXP	RECREATION	YOUTH ATHLETICS	YOUTH BBALL 54 STEVENSON JAN (#475)	INVOICE	66.15
506	02-75-5300-5000	BASKETBALL LEAGUE EXP	RECREATION	YOUTH ATHLETICS	YOUTH BBALL 54 CHURCHILL JAN (#506)	INVOICE	66.15
511	02-75-5300-5000	BASKETBALL LEAGUE EXP	RECREATION	YOUTH ATHLETICS	YOUTH BBALL 54 EISENHOWER JAN (#511)	INVOICE	66.15
618	02-75-5300-5000	BASKETBALL LEAGUE EXP	RECREATION	YOUTH ATHLETICS	YOUTH BBALL 54 MACARTHUR FEB (#618)	INVOICE	66.15
623	02-75-5300-5000	BASKETBALL LEAGUE EXP	RECREATION	YOUTH ATHLETICS	YOUTH BBALL 54 MUIR FEB (#623)	INVOICE	66.15
689	02-75-5300-5000	BASKETBALL LEAGUE EXP	RECREATION	YOUTH ATHLETICS	YOUTH BBALL 54 LAKEVIEW FEB (#689)	INVOICE	66.15
707	02-75-5300-5000	BASKETBALL LEAGUE EXP	RECREATION	YOUTH ATHLETICS	YOUTH BBALL 54 FAIRVIEW MARCH (#707)	INVOICE	66.15
SCHOOL DISTRICT 54 Total							793.80
Sean Hansen							
5/6/2020 12:00:00 AM	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256223-C Class Refund	CHECK	67.00
Sean Hansen Total							67.00
SHADE MASTERS							
3643	01-99-0140-5000	SO RIDGE PARK/SPLASHPAD	GENERAL	CAPITAL PROJECTS	PARKS- TRANSPLANT- MEMORIAL- SRIDGE (1)	CHECK	500.00
SHADE MASTERS Total							500.00
Shalini Gibson							
4/22/2020 12:00:00 AM	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-I8 Class Refund	CHECK	571.00
Shalini Gibson Total							571.00
Sharon Chun							
5/6/2020 12:00:00 AM	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256223-B Class Refund	CHECK	76.00
Sharon Chun Total							76.00

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INVOICE NUMBER	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FUND	DEPARTMENT	INVOICE DESCRIPTION	PAY TYPE	AMT
SHAWKY YOAKIM							
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Pass PSCS Type: Pass Refund	CHECK	40.00
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Pass PSCA Type: Pass Refund	CHECK	50.00
SHAWKY YOAKIM Total							90.00
Sherri Adams							
5/6/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 229320-H Class Refund	CHECK	114.00
Sherri Adams Total							114.00
SHERWIN WILLIAMS							
5231-0420	11-90-3010-5000	CLUB TENNIS/FIT RENO	THE CLUB	CAPITAL PROJECTS	CLUB- PAINT- GYM/VESTIBULE (10)	CAPONE	365.80
9603-6	11-90-3010-5000	CLUB TENNIS/FIT RENO	THE CLUB	CAPITAL PROJECTS	10 GALLONS OF PAINT	CAPONE	365.80
9608	02-34-8300-5000	FACILITY MAINTENANCE/ REPAIR	RECREATION	WILLOW REC CENTER	CREDIT FOR SALES TAX CHARGE	CAPONE	(1.73)
9608	11-20-8300-5000	FACILITY MAINTENANCE/ REPAIR	THE CLUB	MAINTENANCE	CREDIT FOR SALES TAX CHARGE	CAPONE	(22.10)
9608	11-90-3010-5000	CLUB TENNIS/FIT RENO	THE CLUB	CAPITAL PROJECTS	CREDIT FOR SALES TAX CHARGE	CAPONE	(18.29)
9608	01-20-8400-5020	ATHLETIC FIELD SUPPLIES	GENERAL	MAINTENANCE	CREDIT FOR SALES TAX CHARGE	CAPONE	(44.64)
9726-5	11-90-3010-5000	CLUB TENNIS/FIT RENO	THE CLUB	CAPITAL PROJECTS	CLUB- 5 GAL PAINT- WALL (1)	CAPONE	182.90
SHERWIN WILLIAMS Total							827.74
Simon Kim							
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Pass PSCA Type: Pass Refund	CHECK	55.00
Simon Kim Total							55.00
SITEONE LANDSCAPE SUPPLY							
98821256-001	01-20-8400-5010	FOILAGE	GENERAL	MAINTENANCE	JAPANESE LILAC (1)	INVOICE	225.00
SITEONE LANDSCAPE SUPPLY Total							225.00
Sonali Ghosh							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-D2 Class Refund	CHECK	99.00
Sonali Ghosh Total							99.00
Spencer Lent							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-I6 Class Refund	CHECK	239.00
Spencer Lent Total							239.00
SQUARESPACE INC							
7372	11-15-7900-5000	ADVERTISING	THE CLUB	C&M	THE CLUB WEBSITE SERVICE RENEWAL ANNUAL	CAPONE	216.00
SQUARESPACE INC Total							216.00
Srinivas Thati							
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-A5 Class Refund	CHECK	106.00
Srinivas Thati Total							106.00
STANTEC CONSULTING SRV INC							
1653042	12-90-0180-5000	UNDERFLOOR RINK 2	CAPITAL	CAPITAL PROJECTS	TC- NORTH RINK ENGINEERING (1)	INVOICE	20,637.00
STANTEC CONSULTING SRV INC Total							20,637.00

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STARFISH AQUATICS INSTITUTE							
350	02-80-7200-5010	STAFF TRAINING	RECREATION	AQUATICS	SEA: GUARD RECERTS (21@ \$35)	CAPONE	735.00
STARFISH AQUATICS INSTITUTE Total							735.00
STATE FIRE MARSHAL							
20014238	02-10-8300-5000	FACILITY MAINTENANCE/ REPAIR	RECREATION	ADMINISTRATION	TC- PRESSURE VESSEL CERT (6)	CAPONE	420.00
20014238	02-10-8300-5000	FACILITY MAINTENANCE/ REPAIR	RECREATION	ADMINISTRATION	TC- PROCESSING CERT (1)	CAPONE	9.45
20014302	14-10-8300-5000	FACILITY MAINTENANCE/ REPAIR	BPC	ADMINISTRATION	BPC- VESSEL INSPECTIONS (1)	CAPONE	204.50
STATE FIRE MARSHAL Total							633.95
Stephanie Torres							
5/6/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 229320-B Class Refund	CHECK	170.00
Stephanie Torres Total							170.00
Subhashini Srinivasan							
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-D2 Class Refund	CHECK	99.00
Subhashini Srinivasan Total							99.00
Suburban Windy City USBC							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	T/C 4620	CHECK	500.00
Suburban Windy City USBC Total							500.00
Suchitra Govindarajalu							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-D2 Class Refund	CHECK	99.00
Suchitra Govindarajalu Total							99.00
Suraj Cherian							
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-I5 Class Refund	CHECK	132.00
Suraj Cherian Total							132.00
Susan Gerhardt							
4/8/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 215327-D Class Refund	CHECK	12.00
5/6/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 215327-D Class Refund	CHECK	6.67
Susan Gerhardt Total							18.67
Susie Koo							
4/29/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256211-A Class Refund	CHECK	144.00
Susie Koo Total							144.00
Suzanne Serino							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 215064-B Class Refund	CHECK	50.00
Suzanne Serino Total							50.00
Suzie Hunt							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-D6 Class Refund	CHECK	239.00

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INVOICE NUMBER	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FUND	DEPARTMENT	INVOICE DESCRIPTION	PAY TYPE	AMT
Suzie Hunt Total							239.00
Swapnil Malpure							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-D2 Class Refund	CHECK	99.00
Swapnil Malpure Total							99.00
Swati Gupta							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-D2 Class Refund	CHECK	126.00
Swati Gupta Total							126.00
Tamayo Yoshida							
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 222460-A Class Refund	CHECK	90.00
Tamayo Yoshida Total							90.00
TECHFINITY SOLUTIONS, INC.							
1239	02-50-5000-5100	GENERAL CONT PRGM EXP	RECREATION	GENERAL PROGRAMMING	STEM CLASS 215057 B 1/27-3/9 (6)	CHECK	672.00
TECHFINITY SOLUTIONS, INC. Total							672.00
THE UPS STORE							
09433	01-20-7800-5000	ADMINISTRATIVE EXPENSE	GENERAL	MAINTENANCE	CERTIFIED MAIL TO MWRD	CAPONE	12.31
THE UPS STORE Total							12.31
Theresa Bien							
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-H5 Class Refund	CHECK	158.00
Theresa Bien Total							158.00
Theresa Harmening							
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 225327-A Class Refund	CHECK	28.00
Theresa Harmening Total							28.00
Thomas Koikkara							
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-A2 Class Refund	CHECK	67.00
Thomas Koikkara Total							67.00
TOTAL FIRE & SAFETY INC							
154235	02-10-8300-5000	FACILITY MAINTENANCE/ REPAIR	RECREATION	ADMINISTRATION	TC- DETECTOR DIAGNOSIS (4)	INVOICE	600.00
154665	11-20-8300-5000	FACILITY MAINTENANCE/ REPAIR	THE CLUB	MAINTENANCE	CLUB- INSTALL- PULLSTATION (2)	INVOICE	150.00
154665	11-20-8300-5000	FACILITY MAINTENANCE/ REPAIR	THE CLUB	MAINTENANCE	CLUB- PULLSTATION MSI10B (1)	INVOICE	607.00
154665	11-20-8300-5000	FACILITY MAINTENANCE/ REPAIR	THE CLUB	MAINTENANCE	CLUB- PROGRAMMING SEIMENS (1)	INVOICE	150.00
TOTAL FIRE & SAFETY INC Total							1,507.00
TOWELS OUTLET.COM							
5719	11-30-7500-5040	TOWELS	THE CLUB	FITNESS	SHIPPING	CAPONE	412.45
5719	11-30-7500-5040	TOWELS	THE CLUB	FITNESS	LOGO TOWELS (1000)	CAPONE	5,980.00
TOWELS OUTLET.COM Total							6,392.45

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INVOICE NUMBER	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FUND	DEPARTMENT	INVOICE DESCRIPTION	PAY TYPE	AMT
TOWN SQUARE PUBLICATION							
43918	02-15-7900-5000	ADVERTISING	RECREATION	C&M	CLUB/FDPS CHAMBER PUB TO LOCAL BUSINESS	CHECK	895.00
TOWN SQUARE PUBLICATION Total							895.00
Tracy Barnes							
4/29/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256211-C Class Refund	CHECK	105.00
Tracy Barnes Total							105.00
Tracy Boeke							
4/15/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Pass PSCA Type: Pass Refund	CHECK	59.00
Tracy Boeke Total							59.00
Varun Kamboj							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 219075-E Class Refund	CHECK	69.00
Varun Kamboj Total							69.00
Venkata Paidipalli							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-D3 Class Refund	CHECK	151.00
Venkata Paidipalli Total							151.00
VERIZON WIRELESS							
9851830125	02-10-8000-5030	TELEPHONE	RECREATION	ADMINISTRATION	MACHINE TO MACHINE	CHECK	160.18
9853405655	01-10-8000-5030	TELEPHONE	GENERAL	ADMINISTRATION	ADMIN CELL PHONES	CHECK	269.82
9853405655	01-20-8000-5030	TELEPHONE	GENERAL	MAINTENANCE	PARKS DEPT CELL PHONES	CHECK	657.19
9853405655	02-10-8000-5030	TELEPHONE	RECREATION	ADMINISTRATION	REC DEPT CELL PHONES	CHECK	429.61
9853405655	11-10-8000-5030	TELEPHONE	THE CLUB	ADMINISTRATION	PS CELL PHONES	CHECK	1.74
9853405656	01-10-8000-5030	TELEPHONE	GENERAL	ADMINISTRATION	ADMIN TABLET-GIS SERVICE	CHECK	20.04
9853405656	01-20-8000-5030	TELEPHONE	GENERAL	MAINTENANCE	MAINT TABLETS	CHECK	57.71
9853405656	02-10-8000-5030	TELEPHONE	RECREATION	ADMINISTRATION	TC TABLETS	CHECK	40.40
9853405656	14-10-8000-5030	TELEPHONE	BPC	ADMINISTRATION	BC TABLETS	CHECK	17.31
VERIZON WIRELESS Total							1,654.00
Veronica Rodriguez							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-F6 Class Refund	CHECK	239.00
Veronica Rodriguez Total							239.00
Veronica Sanchez							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-I4 Class Refund	CHECK	120.00
Veronica Sanchez Total							120.00
Vikram Mohanagandhi							
4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-D5 Class Refund	CHECK	158.00
Vikram Mohanagandhi Total							158.00
VILLAGE OF HOFFMAN ESTATES							
042020	14-02-0200-2010	SALES TAX PAYABLE	BPC	LIABILITIES	MAR20 F&B SALES TAX	CHECK	71.53

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VII 0528-0420	02-80-8000-5020	WATER	RECREATION	AQUATICS	SEA BATHHOUSE WATER	CHECK	19.79
0530-0420	02-80-8000-5020	WATER	RECREATION	AQUATICS	SEA CONCESS WATER	CHECK	15.54
0531-0420	02-10-7300-5020	ALARM SERVICE	RECREATION	ADMINISTRATION	SEA FIRE ALARM	CHECK	122.50
0531-0420	02-80-8000-5020	WATER	RECREATION	AQUATICS	SEA MECH BLDG WATER	CHECK	50.95
0571-0420	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	VICTORIA PK WATER	CHECK	19.79
0582-0420	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	CANNON CROSS WATER	CHECK	15.54
0583-0420	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	HUNTINGTON PK WATER	CHECK	10.58
0595-0420	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	COMMUNITY PK WATER	CHECK	50.95
0596-0420	11-10-7300-5020	ALARM	THE CLUB	ADMINISTRATION	PS FIRE ALARM	CHECK	122.50
0596-0420	11-10-8000-5020	WATER	THE CLUB	ADMINISTRATION	PS WATER	CHECK	4,126.17
0598-0420	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	FIELD PARK WATER	CHECK	15.54
0600-0420	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	SYCAMORE PK WATER	CHECK	15.54
0613-0420	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	PINE PARK WATER	CHECK	15.54
11071-0420	02-10-7300-5020	ALARM SERVICE	RECREATION	ADMINISTRATION	VOG BARN FIRE ALARM	CHECK	122.50
11071-0420	02-10-8000-5020	WATER	RECREATION	ADMINISTRATION	VOG BARN WATER	CHECK	120.12
1131-0420	02-10-7300-5020	ALARM SERVICE	RECREATION	ADMINISTRATION	WRC ALARM	CHECK	122.50
1131-0420	02-10-7300-5020	ALARM SERVICE	RECREATION	ADMINISTRATION	WRC FIRE ALARM	CHECK	122.50
1131-0420	02-10-8000-5020	WATER	RECREATION	ADMINISTRATION	WRC WATER	CHECK	220.20
1132-0420	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	SOUTH RIDGE WATER	CHECK	10.58
1133-0420	02-10-7300-5020	ALARM SERVICE	RECREATION	ADMINISTRATION	TC FIRE ALARM	CHECK	122.50
1133-0420	02-10-8000-5020	WATER	RECREATION	ADMINISTRATION	TC WATER	CHECK	495.42
116971662	01-99-0140-5000	SO RIDGE PARK/SPLASHPAD	GENERAL	CAPITAL PROJECTS	1 WATER METER SERVICE AT SOUTH RIDGE	CAPONE	2,565.63
1600-0420	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	TROPICANA WATER	CHECK	12.00
2133-0420	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	FABBRINI PARK WATER	CHECK	19.79
2524-0420	14-10-8000-5020	WATER	BPC	ADMINISTRATION	GOLF RESTROOM WATER	CHECK	10.58
3356-0420	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	VOG PARK WATER	CHECK	19.79
3471-0420	02-10-8000-5020	WATER	RECREATION	ADMINISTRATION	ICE ARENA WATER	CHECK	1,852.39
3750-0420	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	CANTERBURY PARK WATER	CHECK	21.29
5667-0420	02-10-7300-5020	ALARM SERVICE	RECREATION	ADMINISTRATION	VOG HOUSE FIRE ALARM	CHECK	122.50
5667-0420	02-10-8000-5020	WATER	RECREATION	ADMINISTRATION	VOG HOUSE WATER	CHECK	50.95
5700-0420	14-20-7300-5020	ALARM	BPC	MAINTENANCE	GOLF MAINT ALARM	CHECK	122.50
5700-0420	14-20-8000-5020	WATER	BPC	MAINTENANCE	GLF MNT WATER	CHECK	157.40
5710-0420	14-10-7300-5020	ALARM	BPC	ADMINISTRATION	BPC FIRE ALARM	CHECK	122.50
5710-0420	14-10-8000-5020	WATER	BPC	ADMINISTRATION	BPC WATER	CHECK	207.69
6093-0420	01-20-7300-5020	ALARM	GENERAL	MAINTENANCE	MNT GARAGE FIRE ALARM	CHECK	122.50
6093-0420	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	MNT GARAGE WATER	CHECK	223.05
8080-0420	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	PRINCETON PK WATER	CHECK	13.08
8116-0420	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	CANTERBURY PARK WATER	CHECK	19.79
8218-0420	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	EISENHOWER PK WATER	CHECK	19.79
8778-0420	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	CHINO PARK WATER	CHECK	7.08
8818-0420	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	COTTONWOOD PARK WATER	CHECK	19.79
8934-0420	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	CANNON CROSSING WATER	CHECK	50.95
VILLAGE OF HOFFMAN ESTATES Total							11,769.82

Viswanathan Subramanian

4/22/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256420-16 Class Refund	CHECK	239.00
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Viswanathan Subramanian Total							239.00
VORTEX USA INC							
44025	01-99-0140-5000	SO RIDGE PARK/SPLASHPAD	GENERAL	CAPITAL PROJECTS	PARKS- SPLASH PARK SUPPLIES- S RIDGE (1)	INVOICE	62,639.50
44025	01-99-0140-5000	SO RIDGE PARK/SPLASHPAD	GENERAL	CAPITAL PROJECTS	3 DRAINS	INVOICE	5,400.00
VORTEX USA INC Total							68,039.50
WAREHOUSE DIRECT							
4650735-0	02-10-8300-5000	FACILITY MAINTENANCE/ REPAIR	RECREATION	ADMINISTRATION	TC- DISINFECTANT FOR BUILDINGS (3)	CAPONE	154.86
5021	14-10-9000-5000	MISCELLANEOUS EXPENSE	BPC	ADMINISTRATION	WAREHOUSE DIRECT CHARGES	CAPONE	224.93
50210420	02-10-8300-5000	FACILITY MAINTENANCE/ REPAIR	RECREATION	ADMINISTRATION	1 DIAGNOSTIC TEST ON FLOOR SCRUBBER	CAPONE	43.12
WAREHOUSE DIRECT Total							422.91
WB PROMOTION							
220487327	02-10-8100-5020	SAFETY EQUIPMENT	RECREATION	ADMINISTRATION	THERMOMETER	CAPONE	351.96
220487327	02-20-7500-5010	CUSTODIAL SUPPLIES	RECREATION	MAINTENANCE	PROTECTIVE FACE MASKS	CAPONE	1,790.00
220487327	11-10-7500-5000	OFFICE SUPPLIES	THE CLUB	ADMINISTRATION	THERMOMETER	CAPONE	175.98
220487327	11-20-7500-5020	MAINTENANCE SUPPLIES	THE CLUB	MAINTENANCE	PROTECTIVE FACE MASKS	CAPONE	895.00
220487327	14-10-7500-5000	OFFICE SUPPLIES	BPC	ADMINISTRATION	THERMOMETER	CAPONE	175.98
220487327	14-20-7500-5010	MAINTENANCE SUPPLIES	BPC	MAINTENANCE	PROTECTIVE FACE MASKS	CAPONE	895.00
WB PROMOTION Total							4,283.92
WEBSTAIRANT STORE							
51306999	14-10-9000-5000	MISCELLANEOUS EXPENSE	BPC	ADMINISTRATION	WEBSTAIRANT CHARGE STRETCH FILM	CAPONE	166.91
WEBSTAIRANT STORE Total							166.91
Winston Chan							
5/6/2020 12:00:00 AM	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256223-A Class Refund	CHECK	71.00
Winston Chan Total							71.00
W-T ENGINEERING LLC							
200730A-01	12-90-0130-5000	PRINCETON PLAY/SPLASHPAD	CAPITAL	CAPITAL PROJECTS	1 ENGINEERING & PLANS	INVOICE	2,500.00
W-T ENGINEERING LLC Total							2,500.00
Yandering Crespa							
4/29/2020 12:00:00 AM	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 229078-B Class Refund	CHECK	79.00
Yandering Crespa Total							79.00
Zubeen Woodley							
4/29/2020 12:00:00 AM	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 256211-B Class Refund	CHECK	158.00
Zubeen Woodley Total							158.00
Grand Total							775,814.39

PERIOD ENDING 04/30/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 04/30/2020	YTD BALANCE 04/30/2020	% BDGT USED	2020 AMENDED BUDGET	YTD BALANCE 04/30/2019
Fund 01 - GENERAL						
ADMINISTRATION		134,984.72	2,158,550.41	45.00	4,796,271.00	2,170,246.89
TOTAL REVENUES		134,984.72	2,158,550.41	45.00	4,796,271.00	2,170,246.89
ADMINISTRATION		82,127.19	531,881.37	25.83	2,059,254.00	780,138.45
MAINTENANCE		152,550.56	592,794.47	23.65	2,506,517.00	627,784.87
CAPITAL PROJECTS		86,371.43	251,222.61	18.11	1,387,500.00	13,045.41
TOTAL EXPENDITURES		321,049.18	1,375,898.45	23.11	5,953,271.00	1,420,968.73
Fund 01 - GENERAL:						
TOTAL REVENUES		134,984.72	2,158,550.41	45.00	4,796,271.00	2,170,246.89
TOTAL EXPENDITURES		321,049.18	1,375,898.45	23.11	5,953,271.00	1,420,968.73
NET OF REVENUES & EXPENDITURES		(186,064.46)	782,651.96	67.64	(1,157,000.00)	749,278.16

PERIOD ENDING 04/30/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 04/30/2020	YTD BALANCE 04/30/2020	% BDGT USED	2020 AMENDED BUDGET	YTD BALANCE 04/30/2019
Fund 02 - RECREATION						
ADMINISTRATION		46,978.55	699,062.00	42.33	1,651,631.00	1,046,068.97
C&M		0.00	0.00	0.00	185,000.00	0.00
TRIPHAHN CENTER		(503.92)	71,456.34	23.65	302,185.00	101,699.90
WILLOW REC CENTER		2,714.59	50,433.96	25.43	198,345.00	66,225.19
GENERAL PROGRAMMING		14,450.83	115,004.81	24.35	472,298.00	141,541.21
SENIOR		280.20	11,243.35	18.31	61,394.00	16,505.71
EARLY CHILDHOOD		(15,099.82)	450,773.66	21.23	2,123,045.00	708,114.18
ADULT ATHLETICS		(929.61)	4,374.00	12.37	35,360.00	7,330.00
YOUTH ATHLETICS		2,487.38	47,383.64	22.22	213,250.00	70,751.88
AQUATICS		0.00	0.00	0.00	257,925.00	5.00
ICE		20,780.68	334,686.53	31.31	1,069,092.00	450,261.64
TOTAL REVENUES		71,158.88	1,784,418.29	27.16	6,569,525.00	2,608,503.68
ADMINISTRATION		169,021.75	797,917.40	29.76	2,681,221.00	809,415.18
C&M		24,445.50	134,298.54	24.95	538,237.00	112,464.20
MAINTENANCE		35,673.53	146,931.29	28.42	517,035.00	71,821.51
TRIPHAHN CENTER		680.20	34,533.82	22.26	155,142.00	48,779.04
WILLOW REC CENTER		557.22	25,911.35	17.78	145,710.00	35,286.96
GENERAL PROGRAMMING		18,738.60	82,091.92	22.90	358,441.00	84,875.53
SENIOR		0.00	6,361.45	13.45	47,293.00	10,373.67
EARLY CHILDHOOD		2,350.99	272,009.95	24.75	1,099,120.00	312,421.94
ADULT ATHLETICS		0.00	3,662.79	16.56	22,116.00	4,957.15
YOUTH ATHLETICS		0.00	23,716.06	19.18	123,674.00	37,407.14
AQUATICS		8,513.96	34,122.86	8.91	383,134.00	43,820.03
ICE		5,276.13	106,535.01	29.93	355,902.00	230,738.31
CAPITAL PROJECTS		0.00	11,730.00	20.40	57,500.00	283,866.40
TOTAL EXPENDITURES		265,257.88	1,679,822.44	25.91	6,484,525.00	2,086,227.06
Fund 02 - RECREATION:						
TOTAL REVENUES		71,158.88	1,784,418.29	27.16	6,569,525.00	2,608,503.68
TOTAL EXPENDITURES		265,257.88	1,679,822.44	25.91	6,484,525.00	2,086,227.06
NET OF REVENUES & EXPENDITURES		(194,099.00)	104,595.85	123.05	85,000.00	522,276.62

PERIOD ENDING 04/30/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 04/30/2020	YTD BALANCE 04/30/2020	% BDGT USED	2020 AMENDED BUDGET	YTD BALANCE 04/30/2019
Fund 07 - IMRF						
ADMINISTRATION		5,060.92	206,439.07	47.57	433,943.00	136,203.57
TOTAL REVENUES		5,060.92	206,439.07	47.57	433,943.00	136,203.57
ADMINISTRATION		30,746.00	122,984.00	33.33	368,943.00	86,032.00
TOTAL EXPENDITURES		30,746.00	122,984.00	33.33	368,943.00	86,032.00
Fund 07 - IMRF:						
TOTAL REVENUES		5,060.92	206,439.07	47.57	433,943.00	136,203.57
TOTAL EXPENDITURES		30,746.00	122,984.00	33.33	368,943.00	86,032.00
NET OF REVENUES & EXPENDITURES		(25,685.08)	83,455.07	128.39	65,000.00	50,171.57

PERIOD ENDING 04/30/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 04/30/2020	YTD BALANCE 04/30/2020	% BDGT USED	2020 AMENDED BUDGET	YTD BALANCE 04/30/2019
Fund 08 - DEBT SERVICE						
	BOND PROCEEDS	0.00	0.00	0.00	1,737,715.00	0.00
	ADMINISTRATION	42,076.91	1,689,064.74	48.30	3,497,000.00	1,818,401.79
	TOTAL REVENUES	42,076.91	1,689,064.74	32.27	5,234,715.00	1,818,401.79
	BOND PAYMENTS	0.00	0.00	0.00	6,702,715.00	0.00
	TOTAL EXPENDITURES	0.00	0.00	0.00	6,702,715.00	0.00
Fund 08 - DEBT SERVICE:						
	TOTAL REVENUES	42,076.91	1,689,064.74	32.27	5,234,715.00	1,818,401.79
	TOTAL EXPENDITURES	0.00	0.00	0.00	6,702,715.00	0.00
	NET OF REVENUES & EXPENDITURES	42,076.91	1,689,064.74	115.06	(1,468,000.00)	1,818,401.79

PERIOD ENDING 04/30/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 04/30/2020	YTD BALANCE 04/30/2020	% BDGT USED	2020 AMENDED BUDGET	YTD BALANCE 04/30/2019
Fund 09 - SPECIAL RECREATION						
ADMINISTRATION		7,437.04	299,435.36	47.99	624,000.00	287,026.25
TOTAL REVENUES		7,437.04	299,435.36	47.99	624,000.00	287,026.25
ADMINISTRATION		7,155.00	182,353.95	46.36	393,328.00	181,949.40
CAPITAL PROJECTS		19,999.00	19,999.00	7.39	270,672.00	0.00
TOTAL EXPENDITURES		27,154.00	202,352.95	30.47	664,000.00	181,949.40
Fund 09 - SPECIAL RECREATION:						
TOTAL REVENUES		7,437.04	299,435.36	47.99	624,000.00	287,026.25
TOTAL EXPENDITURES		27,154.00	202,352.95	30.47	664,000.00	181,949.40
NET OF REVENUES & EXPENDITURES		(19,716.96)	97,082.41	242.71	(40,000.00)	105,076.85

PERIOD ENDING 04/30/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 04/30/2020	YTD BALANCE 04/30/2020	% BDGT USED	2020 AMENDED BUDGET	YTD BALANCE 04/30/2019
Fund 10 - FICA						
ADMINISTRATION		7,681.11	309,748.34	48.35	640,656.00	283,960.70
TOTAL REVENUES		<u>7,681.11</u>	<u>309,748.34</u>	<u>48.35</u>	<u>640,656.00</u>	<u>283,960.70</u>
ADMINISTRATION		49,221.00	196,884.00	33.33	590,656.00	189,100.00
TOTAL EXPENDITURES		<u>49,221.00</u>	<u>196,884.00</u>	<u>33.33</u>	<u>590,656.00</u>	<u>189,100.00</u>
Fund 10 - FICA:						
TOTAL REVENUES		7,681.11	309,748.34	48.35	640,656.00	283,960.70
TOTAL EXPENDITURES		<u>49,221.00</u>	<u>196,884.00</u>	<u>33.33</u>	<u>590,656.00</u>	<u>189,100.00</u>
NET OF REVENUES & EXPENDITURES		<u>(41,539.89)</u>	<u>112,864.34</u>	<u>225.73</u>	<u>50,000.00</u>	<u>94,860.70</u>

PERIOD ENDING 04/30/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 04/30/2020	YTD BALANCE 04/30/2020	% BDGT USED	2020 AMENDED BUDGET	YTD BALANCE 04/30/2019
Fund 11 - THE CLUB						
	ADMINISTRATION	19,943.25	109,655.72	30.72	356,908.00	117,236.91
	FITNESS	(9,383.63)	436,761.68	22.44	1,946,356.00	678,746.26
	GENERAL PROGRAMMING	(680.50)	16,842.43	22.49	74,880.00	26,532.97
	AQUATICS	701.16	24,858.17	20.67	120,240.00	36,258.69
TOTAL REVENUES		10,580.28	588,118.00	23.54	2,498,384.00	858,774.83
	ADMINISTRATION	57,324.53	324,915.43	30.53	1,064,083.00	558,003.78
	C&M	20,703.12	29,817.15	19.19	155,381.00	5,775.09
	MAINTENANCE	10,929.44	94,083.53	24.32	386,820.00	111,275.94
	FITNESS	11,008.06	84,062.12	26.93	312,181.00	144,020.68
	GENERAL PROGRAMMING	1,835.40	9,718.94	18.50	52,545.00	12,073.61
	AQUATICS	0.00	15,139.56	19.57	77,374.00	25,739.34
	CAPITAL PROJECTS	16,791.39	411,371.85	91.42	450,000.00	18,765.91
TOTAL EXPENDITURES		118,591.94	969,108.58	38.79	2,498,384.00	875,654.35
Fund 11 - THE CLUB:						
TOTAL REVENUES		10,580.28	588,118.00	23.54	2,498,384.00	858,774.83
TOTAL EXPENDITURES		118,591.94	969,108.58	38.79	2,498,384.00	875,654.35
NET OF REVENUES & EXPENDITURES		(108,011.66)	(380,990.58)	100.00	0.00	(16,879.52)

PERIOD ENDING 04/30/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 04/30/2020	YTD BALANCE 04/30/2020	% BDGT USED	2020 AMENDED BUDGET	YTD BALANCE 04/30/2019
Fund 12 - CAPITAL						
ADMINISTRATION		62,500.00	250,000.00	15.54	1,609,000.00	200,000.00
TOTAL REVENUES		62,500.00	250,000.00	15.54	1,609,000.00	200,000.00
ADMINISTRATION		935.47	2,367.76	100.00	0.00	5,091.85
CAPITAL PROJECTS		380,384.23	701,904.53	28.71	2,445,000.00	645,444.77
TOTAL EXPENDITURES		381,319.70	704,272.29	28.80	2,445,000.00	650,536.62
Fund 12 - CAPITAL:						
TOTAL REVENUES		62,500.00	250,000.00	15.54	1,609,000.00	200,000.00
TOTAL EXPENDITURES		381,319.70	704,272.29	28.80	2,445,000.00	650,536.62
NET OF REVENUES & EXPENDITURES		(318,819.70)	(454,272.29)	54.34	(836,000.00)	(450,536.62)

PERIOD ENDING 04/30/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 04/30/2020	YTD BALANCE 04/30/2020	% BDGT USED	2020 AMENDED BUDGET	YTD BALANCE 04/30/2019
Fund 14 - BPC						
ADMINISTRATION		10,480.85	40,572.60	29.24	138,739.00	39,069.22
GOLF OPERATIONS		8,947.98	28,933.23	2.44	1,183,811.00	99,367.59
FOOD & BEVERAGE		0.00	30,678.27	3.41	900,548.00	115,944.52
TOTAL REVENUES		19,428.83	100,184.10	4.51	2,223,098.00	254,381.33
ADMINISTRATION		14,722.85	75,379.18	15.42	488,829.00	181,715.82
MAINTENANCE		34,560.37	193,432.46	34.17	566,169.00	173,391.08
GOLF OPERATIONS		6,992.93	26,196.05	7.90	331,579.00	68,865.40
FOOD & BEVERAGE		11,078.87	93,762.72	12.36	758,315.00	133,717.26
CAPITAL PROJECTS		4,700.96	4,700.96	6.01	78,206.00	42,780.96
TOTAL EXPENDITURES		72,055.98	393,471.37	17.70	2,223,098.00	600,470.52
Fund 14 - BPC:						
TOTAL REVENUES		19,428.83	100,184.10	4.51	2,223,098.00	254,381.33
TOTAL EXPENDITURES		72,055.98	393,471.37	17.70	2,223,098.00	600,470.52
NET OF REVENUES & EXPENDITURES		(52,627.15)	(293,287.27)	100.00	0.00	(346,089.19)
TOTAL REVENUES - ALL FUNDS		360,908.69	7,385,958.31	29.99	24,629,592.00	8,617,499.04
TOTAL EXPENDITURES - ALL FUNDS		1,265,395.68	5,644,794.08	20.21	27,930,592.00	6,090,938.68
NET OF REVENUES & EXPENDITURES		(904,486.99)	1,741,164.23	52.75	(3,301,000.00)	2,526,560.36



COVID-19 IMPACT STATEMENT
THROUGH APRIL 30
EXCLUDING CAPITAL AND DEBT

	2017 YTD	2018 YTD	2019 YTD	2020 YTD	
Revenue					
TAXES AND INTEREST	4,502,058	4,777,644	4,932,070	5,000,851	
GRANTS & DONATIONS	18,595	29,350	29,756	64,911	
ADVERTISING REVENUE	34,642	24,778	19,503	16,639	
ADMISSIONS	95,681	74,782	66,511	49,293	
EQUIPMENT RENTAL	53,270	40,629	26,390	8,450	
FACILITY RENTAL	432,490	445,223	349,933	283,015	
LEAGUES	268,495	215,385	189,816	106,614	
MEMBERSHIPS	744,555	744,061	668,752	478,032	
PROGRAMS & INSTRUCTION	1,081,627	1,020,061	1,077,441	694,147	
SALES	123,584	129,780	129,379	29,530	
SERVICE FEES	117,458	106,264	101,799	36,367	
SPECIAL EVENTS	9,418	8,739	10,054	11,927	
OTHER SOURCES	22,951	11,405	37,039	7,694	
Total Revenue	7,504,825	7,628,101	7,638,443	6,787,470	
Expense					
SALARIES & WAGES	2,161,684	2,255,938	2,149,379	1,984,140	
EMPLOYMENT TAXES, PENSION & INSURANCE	553,989	501,762	453,148	501,018	
PROFESSIONAL TRAINING	49,266	52,053	60,030	48,749	
COMMODITIES	258,744	277,071	264,658	207,308	
COST OF GOODS SOLD	32,937	62,362	46,944	8,958	
DIRECT EXPENSES	387,647	315,300	317,630	206,707	
ADVERTISING	88,123	96,282	72,544	77,059	
CONTRACTUAL SERVICES	293,691	298,559	248,816	240,268	
PROFESSIONAL SERVICES	16,090	25,300	26,375	22,719	
MAINTENANCE & REPAIRS	124,147	122,353	126,180	67,322	
UTILITIES	321,380	334,021	329,600	300,606	
INSURANCE	4,993	3,623	4,127	(28,336)	
OTHER EXPENSES	7,477	16,404	8,547	8,858	
Total Expense	4,300,170	4,361,030	4,107,979	3,645,377	
Net Income (Expense)	3,204,655	3,267,071	3,530,464	3,142,093	