



1685 West Higgins Road, Hoffman Estates, Illinois 60169  
heparks.org t (847) 885-7500 f (847) 885-7523



**AGENDA**  
**ADMINISTRATION & FINANCE COMMITTEE MEETING**  
**TUESDAY, OCTOBER 27, 2020**  
**7:10 P.M.**  
**\*Room 113 of the Triphahn Center**  
**(Northside – 50+ Program Rooms)**

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF COMMITTEE MINUTES
  - September 22, 2020
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
  - A. First Amendment Activities Policy / M20-111
  - B. Billboards Agreements and Resolutions / M20-123
  - C. Cook County Coronavirus Relief Funds Resolution R20-006 / M20-122
  - D. Pay Grades, Job Descriptions, Health Insurance Contribution, and 2021 Wage Increase / M20-114
  - E. Administration & Finance Report and 3Q Goals / M20-115
  - F. Open and Paid Invoice Register: \$642,641.89
  - G. Revenue and Expenditure Report, Financial Analysis, and COVID-19 Impact Statement
7. COMMITTEE MEMBER COMMENTS
8. ADJOURNMENT

All meetings are held in the boardroom of the Scott R. Triphahn Community Center & Ice Arena at 1685 W. Higgins Road in Hoffman Estates, unless otherwise specified. If an accommodation or modification is required to attend this public meeting please call 847-885-8500 with at least 48 hours' notice.



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**MINUTES  
ADMINISTRATION & FINANCE COMMITTEE  
September 22, 2020**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on September 22, 2020 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Chairman McGinn, Commissioner Kilbridge, Comm Reps Kulkarni (7:03), Musial (7:04), Utas, Wilson (teleconference)

Absent: Comm Rep Winner

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

Audience: President Kaplan, Commissioners Kinnane, K. Evans, R. Evans (teleconference), Chhatwani

**2. Approval of Agenda:**

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

**3. Approval of the Minutes:**

Comm Rep Utas made a motion, seconded by Commissioner Kilbridge to approve the minutes of the August 25, 2020 meeting as presented. The motion carried by voice vote.

**4. Comments from the Audience:**

None

**5. Old Business:**

None

**6. New Business:**

**A. Purchase of Grinder at Bridges of Poplar Creek / M20-104:**

Director Huguen presented the item explaining the grinder, located at Bridges, has suffered a permanent failure and the replacement parts are obsolete. The grinder is used to sharpen cutting units like those of reel mowers and it is imperative that this item be replaced.

Director Huguen explained of the quotes obtained, Reinders is offering a Foley Accu-Spin 622 grinder (demo) which is the lowest cost for the best quality. He added since this item was not budgeted for, staff are proposing purchasing a new grinder using the funds from the capital budget contingency.

Comm Rep Utas asked if the demo will have the same warranty as a new one would have and Director Huguen confirmed it will.

Comm Rep Utas made a motion, seconded by Commissioner Kilbridge to recommend the Board approve the purchase of the Foley Accu-Spin 622 grinder from Reinders for a total of \$19,195.00 to be paid for with funds from the capital budget contingency as presented in M20-104. The motion carried by voice vote.

**B. Electricity Contract / M20-105:**

Director Hopkins reviewed the item noting the District's current fixed electric contract will be expiring December 1, 2020. Staff would like to use this time to seize an excellent opportunity to put a cap on electricity costs to avoid large fluctuations in pricing; this would secure our utility pricing for the future.

Director Hopkins added making this change over our current contract will result in between \$40,000 to \$112,000 in annual savings.

Commissioner McGinn asked for confirmation on the price that was settled on. Director Hopkins explained the fixed rate contract as of today would be \$0.020 per KWh, but it is variable so it would depend on what the rate is on any given day. Regardless of the daily rate, the price will always have a cap that would be \$0.02950 per KWh. She added, for example, if the cost of electricity raises to \$0.03 per KWh or higher, we will not pay more than \$0.02950 per KWh for the duration of the three-year contract.

Comm Rep Utas made a motion, seconded by Commissioner Kilbridge to recommend the Board approve entering into a variable rate contract for electricity for a period of three years based on the best available price for the respective supply as obtained by the quotes obtained by McDonnell Energy consultant with a variable rate cap of \$0.02950 per KWh. The motion carried by voice vote.

C. IMRF Resolution R20-005 / M20-100:

Executive Director Talsma explained IMRF requires that a resolution be passed by the Board so gross wages for all employees is equal to the earnings amount and employees would not be penalized for utilizing pretax deductions for medical related expenses. This will allow for staff to better prepare for retirement as their pension will reflect their gross wages.

President Kaplan asked when this will go into effect and Executive Director Talsma confirmed it will start January 1, 2021.

Comm Rep Utas made a motion, seconded by Comm Rep Kulkarni to recommend the Board approve Resolution R20-005 for gross wages to be included in reportable earnings to IMRF as presented in M20-100. The motion carried by voice vote.

D. Palatine Library Agreement / M20-106:

Director Kapusinski explained the Park District and Palatine Public Library have a three-year lease agreement expiring September 30, 2020. The agreement allows the Library to occupy the lower level of Willow Recreation Center (WRC). The proposed agreement has been revised to include a term of one year to continuously rollover unless 120 day written notice is provided to cancel the agreement prior to October 1. There are no other changes to the agreement.

Comm Rep Utas made a motion, seconded by Comm Rep Kulkarni to recommend the Board approve the Palatine Public Library rental agreement which is effective October 1, 2020 as presented in M20-106. The motion carried by voice vote.

E. Fitness Program Manager Job Description / M20-110:

Executive Director Talsma explained the change in the job title and job description is to shift the focus of the job responsibilities to programming in order to improve member retention.

Executive Director Talsma added that the salary range will not change.

Comm Rep Musial would like to see the job functions of the job description listed in order of importance. It was decided that the priority of the job responsibilities will be discussed during the interview process with candidates.

Commissioner Kilbridge made a motion, seconded by Comm Rep Utas to recommend the Board approve the job title and job descriptions change from Fitness Manager to Fitness Program Manager as presented in M20-110. The motion carried by voice vote.



F. Administration & Finance Report / M20-109:

Director Hopkins noted staff met with McDonnell Energy and Satori Energy to review options for our electric service contract. Staff reviewed information from the US Department of Energy to independently confirm outlook and prepared a recommendation based on the analysis of the best options available. McDonnell Energy provided us with the best option available.

Director Hopkins noted staff met with S&P Global to obtain a rating for the bonds being issued to refund the Series 2010A Bonds as well as to issue the District's annual bond. The District's AA+ rating was confirmed with a stable outlook despite Illinois having a negative outlook.

Director Hopkins noted staff met with several salary and wage benchmarking companies to determine whether pricing and service would provide sufficient benefit to the District to justify the cost. The services required a multi-year contract at \$10,000 or more per year which did not meet our needs. Staff conducted their own in-house salary survey instead requiring a great deal of leg work, but saving the District a significant amount of money.

Comm Rep Utas made a motion, seconded by Comm Rep Kulkarni to send the A&F Report M20-109 to the Board as presented. The motion carried by voice vote.

G. Open and Paid Invoice Register:

Comm Rep Utas asked about the \$3,150 for TC Repairs Damage to Fitzgerald Electrical Contracting. Director Hugen explained there was a power outage two Fridays ago because there was a glycol leak onto one of the pumps in the mechanical room of ice maintenance. This caused the main breaker of the facility to trip and since staff were unable to find the route of the problem, an Emergency Service was called in. The route of the problem was that a tank was not tightened appropriately by the Minnesota Ice contractor. Staff is currently working with Minnesota Ice on covering the expense.

Comm Rep Utas made a motion, seconded by Commissioner Kilbridge to recommend the Board approve the Open and Paid Invoice Register in the amount of \$881,153.28 as presented. The motion carried by voice vote.

H. Revenue and Expenditure Report and COVID-19 Impact Statement:

Director Hopkins noted since golf is doing so well, admissions has been able to pick up the majority of the revenue lost during the shutdown. The biggest impact is still memberships, programs & instruction, and sales. Expenses are also down

with wages and expenses directly related to the services seeing the greatest impacts. We anticipate only being below operational budget by \$300,000 to \$500,000 despite being \$3 million down in revenue thanks to some of the cost savings measures we set in place.

President Kaplan noted that reports based on five-year averages will be skewed based on this year. Director Hopkins explained this year in its entirety will not be included; she added she will conduct a custom analysis for future years that rely on this year for data.

Comm Rep Utas made a motion, seconded by Comm Rep Kulkarni to recommend the Board approve the Revenue and Expenditure Report and the COVID-19 Impact Statement as presented. The motion carried by voice vote.

**7. Committee Member Comments:**

Comm Rep Kulkarni thanked Director Hopkins for the COVID-19 statement and noted it is well done.

Comm Rep Utas congratulated Director Hopkins on the AA+ Bond rating. He also thanked the Division Directors and staff for their efforts.

Comm Rep Musial is excited for South Ridge project to finish.

Commissioner Kilbridge commended Director Hopkins and staff.

Chairman McGinn noted the COVID-19 Impact Statement is extremely helpful and congratulated Director Hopkins on the AA+ Bond rating.

**8. Adjournment:**

Comm Rep Utas made a motion, seconded by Commissioner Kilbridge to adjourn the meeting at 7:58 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Monica Logan  
Executive Assistant

## MEMORANDUM NO. M20-111

**TO:** A&F Committee  
**FROM:** Craig Talsma, Executive Director  
Nicole Hopkins, Director of Finance and Administration  
**RE:** First Amendment Activities Policy  
**DATE:** October 27, 2020

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### **Background**

Due to the current political and social climate, it has become increasingly necessary to address the potential for gatherings or signage related to the First Amendment of the United States Constitution as it relates to Freedom of Speech. There are also Illinois statutes that relate to Union activities that also need to be accommodated. In order to ensure that these activities do not impact our residents and participants enjoyment of the amenities we offer, it is important to set forth guidelines for these activities.

### **Implications**

It is important to designate a location that is clearly visible to meet the purpose of the group while not obstructing visitor's ability to enter or leave and does not impact traffic on roadways or in surrounding neighborhoods.

The District also needs to ensure that other scheduled activities are not impeded due to gatherings that will cause disruptions to the enjoyment of others. We also need to ensure that there is accountability for any damages that may incur as the result of areas being used beyond their intended purpose.

By establishing criteria by which these activities can take place and under what circumstances they may be denied, the District sets forth fair and equitable rules and processes to enable a clear decision making process.

### **Recommendation**

Staff recommends the A&F Committee recommend to the Board the approval of the First Amendment Activities Policy.

## **###.## FIRST AMENDMENT ACTIVITIES**

This policy is intended to address the criteria for engaging in activities protected by the First Amendment of the United States Constitution and Public Right of Way protections of the Illinois Compiled Statutes while on property owned or controlled by the Hoffman Estates Park District.

At each Park District facility, an area will be designated for first amendment activities along with parking spaces that should be used. Activities are prohibited from blocking access to the facility by patrons or staff. Groups comprised of greater than 25 people require a permit.

Parks throughout the District are intended for specific use that may conflict with gathering or free speech activities. These areas require a permit regardless of size to ensure that adequate parking is available and to ensure the first amendment activities do not prohibit the use of the location for its intended purpose. The District may deny an application for permit on any of the following grounds:

- the application for permit is not fully completed and executed;
- the applicant has not timely tendered the applicable application, indemnification and reimbursement agreement, or security deposit;
- the application for permit contains a material falsehood or misrepresentation;
- the applicant is legally incompetent to contract or to sue and be sued;
- the applicant or the person on whose behalf the application for permit was made has on prior occasions damaged District property and has not paid in full for such damage, or has other outstanding and unpaid debts to the District;
- a fully executed prior application for permit for the same time and place has been received, and a permit has been or will be granted to a prior applicant authorizing uses or activities which do not reasonably permit multiple occupancy of the park or part thereof;
- the use or activity intended by the applicant would conflict with previously planned programs organized and conducted by the District and previously scheduled for the same time and place;
- the proposed use or activity is prohibited by or inconsistent with the recognized and accepted uses of the park or part thereof;
- the use or activity intended by the applicant would present an unreasonable danger to the health or safety of the applicant, or other users of the park, of District employees or of the public, despite reasonable accommodations designed to mitigate such risks;

- the applicant has not complied or cannot comply with applicable licensure requirements, policies or regulations concerning the sale or offering for sale any food, goods or services;
- the use or activity intended by the applicant is prohibited by law, by the policies or policies of the District, or by the regulations of the District staff;
- the applicant has not secured the requisite insurance; or
- the applicant or the person whose behalf the application for permit was made has on prior occasions made material misrepresentations regarding the nature or scope of the event or activity previously permitted or has violated the terms of prior permits issued to the applicant.

No application for permit shall be granted unless accompanied by the deposit of a sum of money equal to the estimated cost of policing, cleaning up and restoring the location upon conclusion of the use or activity. If it is determined by inspection that damage to District property is in excess of normal wear and tear and which requires repairs in excess of routine maintenance, the District will retain the security deposit or any portion thereof necessary to pay for the cost of repair. District staff shall give written notice of assessment of damages and retention of the security deposit by personal delivery or by deposit in the United States mail, with proper postage prepaid to the name and address set forth on the application for permit.

No person or organization shall circulate or distribute in any indoor District property or cause them to be attached to vehicles and equipment parked on District property any leaflets, handbills, notices, pamphlets, books, documents or papers of any kind.



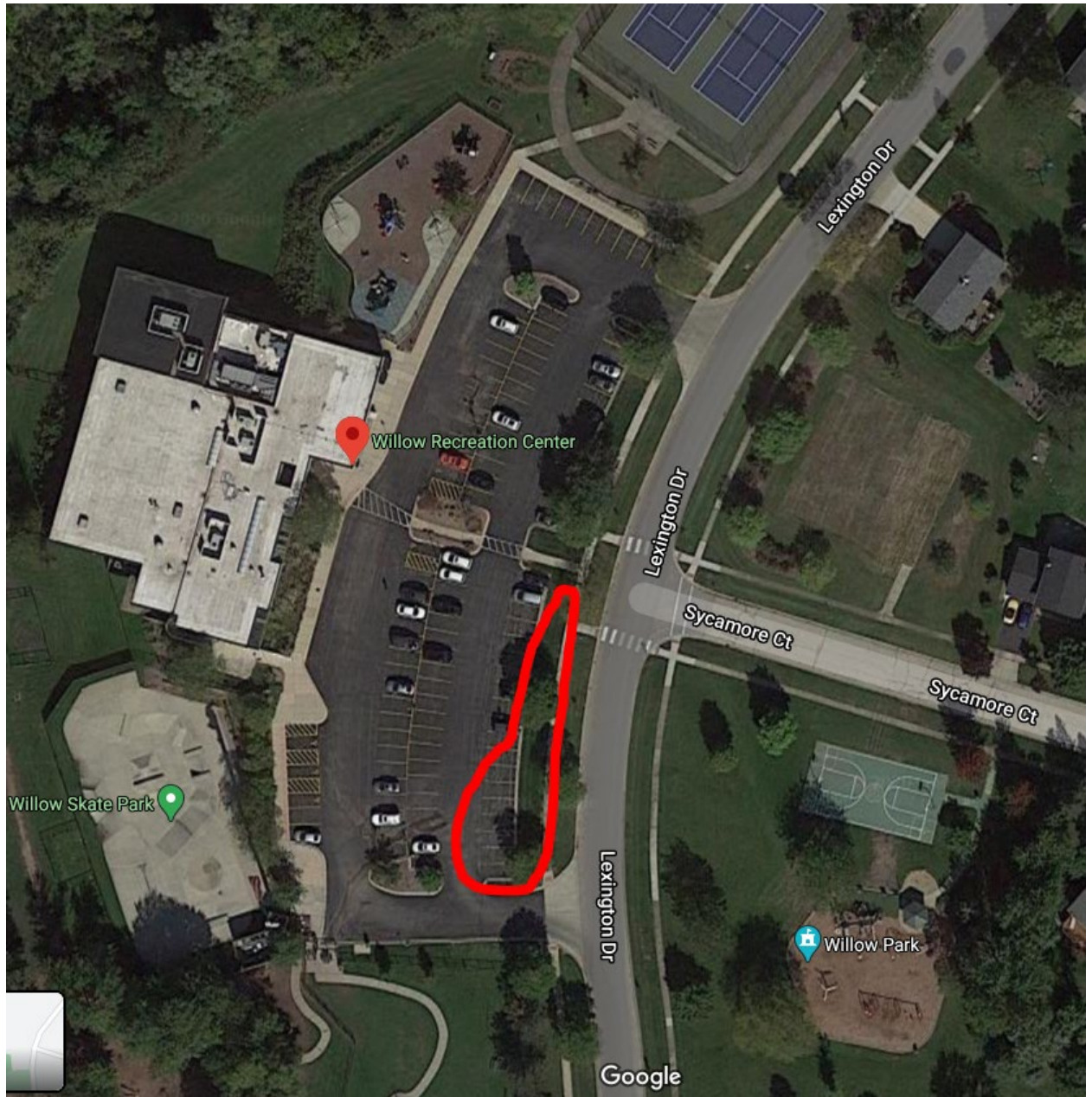












Approved by Park Board Mm dd, yyyy

## MEMORANDUM M20-123

**TO:** A&F Committee  
**FROM:** Craig Talsma, Executive Director  
**RE:** Billboard Resolutions and Agreements  
**DATE:** October 27, 2020

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### **Background:**

In 2008, the Park District entered into a sign lease agreement with Tollway, LLC, for four signs located on certain property in Hoffman Estates. Of the four signs, Northwest Sign, LLC, acquired three of the signs through sublease agreements. Since then, the land has been foreclosed upon resulting in the extinguishment of each of the subleases.

T2 Expressway, LLC (T2), is the successor to the interests of Tollway under the original lease agreement. The Park District has agreed to extend the term of the original lease with T2. The expiration date of the lease term is extended from August 31, 2022 to September 1, 2042 for all purposes.

### **Implications:**

Attached are the following resolutions:

- 1) Resolution to Approve First Amendment to Sign Lease Agreement; and
- 2) Resolution to Approve Sign Sublease Agreements and Assignments of Rents.

These resolutions act to approve the agreements and delegate authority to sign and perform the agreements.

Also attached are the following agreements:

- 1) First Amendment to Sign Lease Agreement: this substitutes the landlord and extends the billboard lease to the expiration of the Special Use in 2042.
- 2) Sign Sublease Agreement – Sign #2: this is the terminable/revocable sublease for the sign which is adjacent to the Park District's sign.
- 3) Sign Sublease Agreements – Sign #3 and Sign #4: these are the irrevocable subleases for the remaining 2 signs (the western most signs).

### **Recommendation:**

Staff recommends the A&F Committee recommend to the Board the approval of the following resolutions: Resolution to Approve First Amendment to Sign Lease Agreement; and the Resolution to Approve Sign Sublease Agreements and Assignments of Rents.

**HOFFMAN ESTATES PARK DISTRICT**

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**A RESOLUTION  
APPROVING THE EXECUTION OF  
A FIRST AMENDMENT TO SIGN LEASE AGREEMENT  
WITH T2 EXPRESSWAY, LLC**

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ROBERT KAPLAN, President

CRAIG TALSMA, Secretary

RON EVANS, Commissioner

KEITH EVANS, Commissioner

PAT MCGINN, Commissioner

PATRICK KINNANE, Commissioner

RAJKUMARI CHHATWANI, Commissioner

Approved this \_\_\_\_ Day of October,  
2020, at Hoffman Estates, Illinois.

**A RESOLUTION  
APPROVING THE EXECUTION OF  
A FIRST AMENDMENT TO SIGN LEASE AGREEMENT  
WITH T2 EXPRESSWAY, LLC**

**WHEREAS**, Tollway, LLC, an Illinois limited liability company (“**Tollway**”), and Park District entered into that certain Sign Lease Agreement dated May 28, 2008 (the “**Original Lease**”; the Original Lease as amended hereby is, collectively, the “**Lease**”), with respect to the lease from Tollway to Park District of four (4) certain “Signs” located on certain real property in Hoffman Estates, Cook County, Illinois, all as more particularly described in the Original Lease (the “**Property**”);

**WHEREAS**, Park District and Tollway’s affiliate, Northwest Sign, LLC (“**Northwest Sign**”), entered into three (3) certain Subleases, each dated May 28, 2008 (collectively, the “**Subleases**”), for three (3) of the Signs (collectively, the “**Subleased Signs**”);

**WHEREAS**, to secure a loan from T2 to Tollway, Tollway granted to T2 a first priority mortgage lien dated October 10, 2014 on the Property, which mortgage lien was foreclosed upon by T2 in the Circuit Court of Cook County, Illinois (Case No. 17-CH-14978) pursuant to, among other things, a certain Judgment of Foreclosure and Sale entered in favor of T2 on June 7, 2019 (collectively, the “**Foreclosure**”);

**WHEREAS**, as a result of the Foreclosure the Property and all of the rights and interests of Tollway therein were transferred to T2 via Sheriff’s Deed on September 20, 2019 (the “**Deed Date**”);

**WHEREAS**, the Foreclosure also, among other things, extinguished each of the Subleases and the interests of Northwest Sign under the Subleases;

**WHEREAS**, pursuant to that certain Ordinance No. 4632-2018 passed and approved by

the Board of Trustees of the Village of Hoffman Estates (the “**Village**”) at a meeting duly and properly held on February 5, 2018 (the “**2018 Ordinance**”), the Village extended until September 1, 2042 the special use and variation with respect to the Signs as more particularly set forth therein;

**WHEREAS**, T2, as successor to the interests of Tollway under the Original Lease and the 2018 Ordinance, and Park District, have agreed to extend the term of the Lease as more particularly set forth herein;

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

Section 1. Recitals. The foregoing recitals are incorporated as though full set forth herein and represent the purpose and intent of this resolution.

Section 2. Approval. The Board of Park Commissioners hereby approves the First Amendment to Sign Lease Agreement in the form and content described in Exhibit “A”.

Section 3. Delegation. The Board of Park Commissioners hereby delegates to and directs, alternatively, the President, Vice-President, Secretary and Executive Director to execute the First Amendment to Sign Lease Agreement and to perform such tasks as a reasonably required to perform the District’s obligations thereunder.

Section 4. Effectiveness. This Resolution and the approval hereby granted shall not be effective until such time when the Park District provides for the legal and/or economic coverage necessary to account for its liabilities arising in relation to Signs 2, 3 and 4. The Park District can provide legal and/or economic coverage necessary to account for its liabilities arising in relation to Signs 2, 3 and 4 by agreeing to new, substitute subleases to replace the Subleases for the Subleased Signs.

SO RESOLVED this \_\_\_\_\_ Day of October, 2020, at Hoffman Estates, Cook County,  
Illinois.

AYE:

NAY:

ABSENT:

Approved:

Attest:

\_\_\_\_\_  
Robert Kaplan, President

Date:\_\_\_\_\_

\_\_\_\_\_  
Craig Talsma, Secretary

**HOFFMAN ESTATES PARK DISTRICT**

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**A RESOLUTION  
APPROVING THE EXECUTION OF  
SIGN SUBLEASE AGREEMENTS  
AND ASSIGNMENTS OF RENTS  
WITH T2 EXPRESSWAY SIGNS, LLC**

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ROBERT KAPLAN, President

CRAIG TALSMA, Secretary

RON EVANS, Commissioner

KEITH EVANS, Commissioner

PAT McGINN, Commissioner

PATRICK KINNANE, Commissioner

RAJKUMARI CHHATWANI, Commissioner

Approved this \_\_\_\_ Day of October,  
2020, at Hoffman Estates, Illinois.



**A RESOLUTION  
APPROVING THE EXECUTION OF  
SIGN SUBLEASE AGREEMENTS  
AND ASSIGNMENTS OF RENTS  
WITH T2 EXPRESSWAY SIGNS, LLC**

WHEREAS, the Hoffman Estates Park District (the “District”) is an Illinois special district organized and operating under the Illinois Park District Code, 70 ILCS 1205/1 et seq.;

WHEREAS, the District has authority to lease property to nongovernmental entities pursuant to Section 10-7 of the Illinois Park District Code, 70 ILCS 1205/10-7;

WHEREAS, the District staff has negotiated a First Amendment to Sign Lease Agreement for the improvement, maintenance and use of four (4) billboard signs (the “First Amendment”). The First Amendment is attached hereto as Exhibit “A” and incorporated by reference;

WHEREAS, pursuant to that First Amendment, the Park District may avoid the obligations described therein with respect to Signs 2, 3 and 4, by subleasing the Signs 2, 3 and 4 subject to certain terms and conditions more specifically described in the Master Lease and First Amendment;

WHEREAS, the resolution adopted by the Board of Park Commissioners approving the First Amendment, Resolution \_\_\_\_\_, was subject to the condition that the District’s obligations in relation to Signs 2, 3 and 4 be discharged prior to such resolution becoming effective and enforceable;

WHEREAS, the District staff has negotiated a Sign Sublease Agreement (“Sublease”) and assignment of rents (“Assignment”) for each of Signs 2, 3 and 4, all of which are attached hereto as Group Exhibits B, C and D, which collectively discharge all of the Park District’s obligations under the Master Lease and First Amendment in relation to Signs 2, 3 and 4;

WHEREAS, the Board of Park Commissioners finds that the execution and performance

of the Sublease and Assignment provide for a real and substantial public benefit, advances the health, safety and welfare of the District's residents and facilitates the public use of the New Sign, as defined in the Master Lease.

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

Section 1. Recitals. The foregoing recitals are incorporated as though full set forth herein and represent the purpose and intent of this resolution.

Section 2. Approval. The Board of Park Commissioners hereby approves the Sublease and Assignment in the form and content described in Group Exhibits B, C and D, each of which is incorporated as though fully set forth herein.

Section 3. Delegation. The Board of Park Commissioners hereby delegates to and directs, alternatively, the President, Vice-President, Secretary and Executive Director to execute the Sublease and Assignment for each of Signs 2, 3 and 4 and to perform such tasks as a reasonably required to perform the District's obligations thereunder.

SO RESOLVED this \_\_\_\_\_ Day of October, 2020, at Hoffman Estates, Cook County,  
Illinois.

AYE:

NAY:

ABSENT:

Approved:

Attest:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Robert Kaplan, President

Date: \_\_\_\_\_

\_\_\_\_\_  
Craig Talsma, Secretary

**EXHIBIT A**

**FIRST AMENDMENT TO SIGN LEASE AGREEMENT**

**GROUP EXHIBIT B**

**SIGN SUBLEASE AGREEMENT AND ASSIGNMENT – SIGN 2**

**GROUP EXHIBIT C**

**SIGN SUBLEASE AGREEMENT AND ASSIGNMENT – SIGN 3**

**GROUP EXHIBIT D**

**SIGN SUBLEASE AGREEMENT AND ASSIGNMENT – SIGN 4**

## **FIRST AMENDMENT TO SIGN LEASE AGREEMENT**

**THIS FIRST AMENDMENT TO SIGN LEASE AGREEMENT** (this “**Amendment**”) is made as of the \_\_\_\_ day of \_\_\_\_\_, 2020, by and between **T2 EXPRESSWAY, LLC**, a Delaware limited liability company (“**T2**”), and **HOFFMAN ESTATES PARK DISTRICT**, an Illinois unit of local government (“**Park District**”) (T2 and the Park District are, collectively, the “**Parties**”).

### **RECITALS**

**WHEREAS**, Tollway, LLC, an Illinois limited liability company (“**Tollway**”), and Park District entered into that certain Sign Lease Agreement dated May 28, 2008 (the “**Original Lease**”; the Original Lease as amended hereby is, collectively, the “**Lease**”), with respect to the lease from Tollway to Park District of four (4) certain “**Signs**” located on certain real property in Hoffman Estates, Cook County, Illinois, all as more particularly described in the Original Lease (the “**Property**”);

**WHEREAS**, Park District and Tollway’s affiliate, Northwest Sign, LLC (“**Northwest Sign**”), entered into three (3) certain Subleases, each dated May 28, 2008 (collectively, the “**Subleases**”), for three (3) of the Signs (collectively, the “**Subleased Signs**”);

**WHEREAS**, to secure a loan from T2 to Tollway, Tollway granted to T2 a first priority mortgage lien dated October 10, 2014 on the Property, which mortgage lien was foreclosed upon by T2 in the Circuit Court of Cook County, Illinois (Case No. 17-CH-14978) pursuant to, among other things, a certain Judgment of Foreclosure and Sale entered in favor of T2 on June 7, 2019 (collectively, the “**Foreclosure**”);

**WHEREAS**, as a result of the Foreclosure the Property and all of the rights and interests of Tollway therein were transferred to T2 via Sheriff’s Deed on September 20, 2019 (the “**Deed Date**”);

**WHEREAS**, the Foreclosure also, among other things, extinguished each of the Subleases and the interests of Northwest Sign under the Subleases;

**WHEREAS**, pursuant to that certain Ordinance No. 4632-2018 passed and approved by the Board of Trustees of the Village of Hoffman Estates (the “**Village**”) at a meeting duly and properly held on February 5, 2018 (the “**2018 Ordinance**”), the Village extended until September 1, 2042 the special use and variation with respect to the Signs as more particularly set forth therein;

**WHEREAS**, T2, as successor to the interests of Tollway under the Original Lease and the 2018 Ordinance, and Park District, have agreed to extend the term of the Lease as more particularly set forth herein;

**NOW, THEREFORE**, in consideration of the foregoing recitals, TEN AND NO/100 DOLLARS (\$10.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby mutually acknowledged and confessed, T2 and Park District agree as follows:



1. **Definitions.** All capitalized terms used but not defined in this Amendment shall have the same meanings ascribed to them in the Original Lease.

2. **Acknowledgements.** The Parties agree and acknowledge that the Recitals set forth above are true, complete and correct. In addition, the Parties agree and acknowledge that, from and after the Deed Date, (i) T2 succeeded to the interests of Company under the Original Lease, and (ii) all references in the Lease to “Company” shall mean T2. Notwithstanding the prior sentence, Tollway shall remain liable for all obligations or liabilities of “Company” under the Original Lease that occurred or accrued prior to the Deed Date.

3. **Lease Term.** The expiration date of the Lease Term is hereby extended from August 31, 2022 to September 1, 2042 for all purposes. All references in the Original Lease to “August 31, 2022” are hereby amended to, and shall be deemed replaced with, “September 1, 2042.”

4. **Ordinance.** All references in the Lease to the “Ordinance” shall mean the Ordinance (as defined in the Original Lease), as extended and otherwise modified by the 2018 Ordinance.

5. **Subleases.** Concurrently herewith, Park District and T2’s affiliate, T2 Expressway Signs, LLC, a Delaware limited liability company, shall enter into new subleases for the Subleased Signs on substantially the same form as the original Subleases.

6. **Reaffirmation.** Except to the extent expressly set forth in this Amendment, all of the terms and conditions of the Original Lease shall remain in full force and effect and are hereby ratified and affirmed. If there is any conflict between the terms and provisions of the Original Lease and the terms and provisions of this Amendment, the terms and provisions of this Amendment shall control.

7. **Governing Law and Severability.** This Amendment shall be governed by and construed in accordance with the laws of the State of Illinois. In the event that any provision of this Amendment shall at any time be found to be invalid or otherwise rendered unenforceable, such provision shall be limited to the extent necessary to render the same valid, or shall be excised from this Amendment, as the circumstances require, and this Amendment shall be construed as if said provision had been incorporated herein as so limited or as if said provision had not been included herein, as the case may be.

8. **Effectiveness.** This Amendment shall not be effective unless it is signed by both T2 and Park District.

**[THE REMAINDER OF THIS PAGE IS LEFT BLANK INTENTIONALLY]**

IN WITNESS HEREOF, the parties hereto have caused this Amendment to be duly executed on the date first written above.

**T2:**

**T2 EXPRESSWAY, LLC**, a Delaware limited liability company

By: T2 SREI Fund GP, LLC, a Delaware limited liability company, its Manager

By: \_\_\_\_\_

Name: Jeff Brown

Its: Manager

**PARK DISTRICT:**

**HOFFMAN ESTATES PARK DISTRICT**,  
an Illinois unit of local government

By: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

## SIGN SUBLEASE AGREEMENT

(SIGN #2)

**Hoffman Estates Park District** (the “**Park District**”) hereby subleases to **T2 Expressway Signs, LLC** (the “**Sublessee**”) (the Sublessee and the Park District shall be referred to herein individually as a “**Party**” and collectively as the “**Parties**”) the following sign, subject to the provisions of this Agreement.

**LOCATION:** The “**Sign**” (which is generally depicted on **Exhibit A** attached hereto) which is located on the property legally described and generally depicted on **Exhibit B** attached hereto (the “**Subject Property**”).

**APPROXIMATE SIZE:** Per “**Approved Plans**” (which is defined in the “**Primary Lease**”).

**COMMENCEMENT DATE:** As of September 20, 2020.

**ANNUAL RENT:** Defined in “**Primary Lease**” (which is defined in Section 1).

**LEASE TERM:** From the Commencement Date through September 1, 2042.

1. The Parties agree to and acknowledge the following facts:

(a) The Park District is the lessee of the Sign pursuant to that certain Sign Lease Agreement dated May 28, 2008 between Tollway, LLC, as lessor (the “**Original Landlord**”), and the Park District, as lessee, as amended by that certain First Amendment to Sign Lease Agreement of even date herewith between T2 Expressway, LLC, successor-in-interest to Original Landlord (the “**Primary Landlord**”), and the Park District (as so amended, the “**Primary Lease**”). The Primary Landlord succeeded to the interest of Original Landlord under the Primary Lease by virtue of the foreclosure by Primary Landlord of a certain first priority mortgage made by Original Landlord in favor of Primary Landlord, which mortgage was foreclosed upon by Primary Landlord in the Circuit Court of Cook County, Illinois (Case No. 17-CH-14978) pursuant to, among other things, a certain Judgment of Foreclosure and Sale entered in favor of T2 on June 7, 2019 (collectively, the “**Foreclosure**”);

(b) As a result of the Foreclosure, among other things: (i) the Subject Property and all of the rights and interests of Original Landlord therein were transferred to Primary Landlord via Sheriff’s Deed on September 20, 2019 (the “**Deed Date**”), (ii) Primary Landlord succeeded to the interests of Original Landlord under the Primary Lease and (iii) any and all prior subleases of and to the Subject Property and all rights and interests therein were forever extinguished (including, without limitation, any and all sign sublease agreements between Park District and Northwest Sign LLC) (collectively, “**Prior Subleases**”). All capitalized terms used herein that are not defined herein but are defined in the Primary Lease shall have the meanings ascribed to them in the Primary Lease.

(c) Pursuant to that certain Ordinance No. 4632-2018 passed and approved by the Board of Trustees of the Village of Hoffman Estates at a meeting duly and properly held on February 5, 2018 (the “**Ordinance**”), the Village of Hoffman Estates granted an extension of the variation and special use allowing the installation, maintenance, replacement and use of each of the Signs described in the Primary Lease, subject to certain conditions set forth in the Ordinance (the “**Conditions**”).

2. (a) In order to replace the Subleases which were terminated and extinguished by the Foreclosure, the Park District hereby subleases the Sign to the Sublessee. The term of the sublease shall commence on the Commencement Date.

(b) The rent provided for herein is (i) the Annual Rent; and (ii) the Property Tax Payment attributable to the Sign under the Primary Lease. The Annual Rent shall be payable in equal consecutive monthly installments, in advance, beginning on the Commencement Date and continuing on the first day of each month thereafter for the full term of this Agreement, at the office of Park District. On January 1 of each year (a “**Rent Adjustment Date**”), the Annual Rent shall be adjusted in an amount equal to two (2) times the percentage increase, if any, in the Consumer

Price Index-All Urban Consumers, Chicago Area, as published by the U.S. Department of Labor, Bureau of Labor Statistics (“CPI”), between the previous January 1 and the latest month for which CPI data is available as of the Rent Adjustment Date.

(c) The Park District and the Sublessee shall immediately execute the Assignment attached hereto as **Exhibit C**, it being made an express condition of this Sublease that it shall not become enforceable until such time when the Assignment has been lawfully executed by the Park District, Sublessee and the Primary Landlord. The Assignment may be executed in separate counterparts, each of which when taken together shall be deemed an original, complete document.

3. Sublessee shall be solely responsible, at its sole cost, for all work and expenses necessary to operate and maintain the Sign, including without limitation necessary inspections, cleaning, painting, illuminating, re-lamping, repairing, replacing and adjusting defective parts, applying and re-applying Sign facing, and any other work or expense necessary to satisfy the Conditions relating to the maintenance of the Signs (collectively, the “**Sign Expenses**”). If Park District incurs any costs that are obliged to be paid by the Sublessee pursuant to this Section, it shall send a bill for such costs to the Sublessee and the Sublessee shall remit the full amount thereof to Park District within thirty (30) days of billing. The provisions of this Section 3 represent Sublessee’s agreement to assume the Park District’s duties under the terms and conditions of Section 6 of the Primary Lease with respect to the Sign.

4. For the benefit of the Primary Landlord, the Sublessee shall, at its expense, provide and keep in force, comprehensive general liability insurance, structural work act insurance, and workers compensation insurance with respect to the Sign, with minimum limits of liability of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate for bodily injury and property damage. Such policies shall name Primary Landlord as an additional insured, shall be in a form and shall be issued by companies satisfactory to Primary Landlord, and shall provide for at least thirty (30) days’ notice to Primary Landlord prior to cancellation. Such policies or certificates evidencing them shall be provided to Primary Landlord prior to the Sublessee, its employees, subcontractors, or agents performing any work provided for herein or entering upon the Subject Property. For the benefit of Primary Landlord, on every even-numbered anniversary of the Commencement Date (an “**Insurance Adjustment Date**”), the Sublessee shall increase the minimum limits of insurance in an amount equal to the percentage increase, if any, in the CPI between the previous even-numbered anniversary (or the Commencement Date, as the case may be) and the latest month for which CPI data is available as of the Insurance Adjustment Date. The provisions of this Section 4 represent Sublessee’s agreement to assume the Park District’s duties under the terms and conditions of Section 8 of the Primary Lease.

5. A Party shall be not liable for any loss or damage to the other Party occasioned by the occurrence of any event beyond the reasonable control of the first Party, including, but not limited to, strikes, embargoes, governmental regulations, acts of God, unavailability of necessary materials, statutory amendments or any other event, cause or circumstance of like nature.

6. Park District makes no warranties whatsoever hereunder, and in particular, Park District makes no express or implied warranties as to the condition, merchantability or fitness of the Sign for any particular purpose.

7. Sublessee may further sublease the faces of the Sign to subtenants who desire to place their advertisement, copy, logo, or announcement on the Sign during the term of this Agreement. A sublease of the Sign shall not relieve the Sublessee of any of its obligations hereunder.

8. The Park District specifically retains the right to cancel this sublease, without penalty or recourse, upon written notice to Sublessee of not less than one (1) year or, if less than one (1) year remains in the term of this sublease, one half of the term remaining in the sublease, but in any event not less than ninety (90) days.

9. On the Commencement Date, the Park District shall deliver possession of the Signs to the Sublessee. Provided that the Sublessee performs all its obligations under this Agreement, the Park District covenants and agrees the Sublessee shall peaceably and quietly hold and enjoy the Sign and the rights and privileges granted in this Agreement for the term demised without hindrance or interference by Park District or anyone who may make claims through the Park District. This Agreement is and shall be subject and subordinate to all ground or underlying leases, mortgages or other security instruments, and easements which now or hereafter affect the Signs, the Subject Property, or any ground or underlying leases thereof (collectively, “**Superior Instruments**”) and to all renewals, modifications,

consolidations, replacements and extensions thereof. The provisions of this section shall be automatic and shall not require any further action. In confirmation of such subordination, the Sublessee will execute and deliver upon demand of the Park District such commercially reasonable instruments desired by the Park District subordinating this Agreement to such Superior Instruments; provided, however, that any such Superior Instrument shall include a non-disturbance and attornment agreement, in the standard form of the holder of the Superior Instrument, which will provide that, so long as the Sublessee is not in default under any of its obligations under this Agreement, the Sublessee's quiet enjoyment of the Sign pursuant to the terms and conditions of this Agreement shall not be disturbed by the holder of the Superior Instrument. The Park District shall not execute any Superior Instrument, or renewal, modification, consolidation, replacement or extension thereof, that affects the Sign or the Subject Property unless the Park District first obtains for the benefit of the Sublessee such a non-disturbance and attornment agreement. In confirmation of the subordination that has been effected by this Section, such non-disturbance and attornment agreement may contain terms that provide for the subordination of this Agreement.

10. The Sublessee agrees to strictly defend, indemnify, and save Park District harmless from any and all loss, liability, claims, and demands arising out of Sublessee's acts or omissions related to (i) the maintenance of the Signs; (ii) the character, contents, or subject matter of any matter displayed on the Signs; or (iii) any alleged or actual breach or condition of default under the Primary Lease of any obligation assumed by the Sublessee hereunder.

11. In the event that Primary Landlord provides notice to Park District that Park District has failed to perform any obligation assumed by the Sublessee hereunder, Sublessee shall abate or remedy such failure on behalf of Park District within thirty (30) days after written notice thereof to the Sublessee by the Park District. The Primary Landlord may seek any remedy for any such failure directly against Sublessee.

12. All remedies of Sublessee and Park District hereunder are cumulative and may be exercised concurrently or separately.

13. This Agreement shall be interpreted in accordance with and governed by the laws of the State of Illinois, and, at the election of Sublessee, any legal proceedings brought hereunder shall be in the Circuit Court of Cook County, Illinois, or the United States District Court for the Northern District of Illinois, and the Park District consents to such venue.

14. If any provision of this Agreement is held invalid, the validity of other provisions hereof shall not be affected thereby.

15. If either Party waives a breach of provision by the other, that waiver shall not constitute waiver of further compliance with that provision or of any other right under this Agreement.

16. A resolution of the Park District authorizing it to enter into this Agreement is attached hereto as **Exhibit D**.

This Agreement is dated and effective as of \_\_\_\_\_, 2020 ("Effective Date").

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

**T2 EXPRESSWAY SIGNS, LLC,**  
a Delaware limited liability company

By: T2 SREI Fund GP, LLC, a Delaware limited  
liability company

By: \_\_\_\_\_  
Jeff Brown, Manager

WITNESS: \_\_\_\_\_

**HOFFMAN ESTATES PARK DISTRICT,**  
an Illinois unit of local government

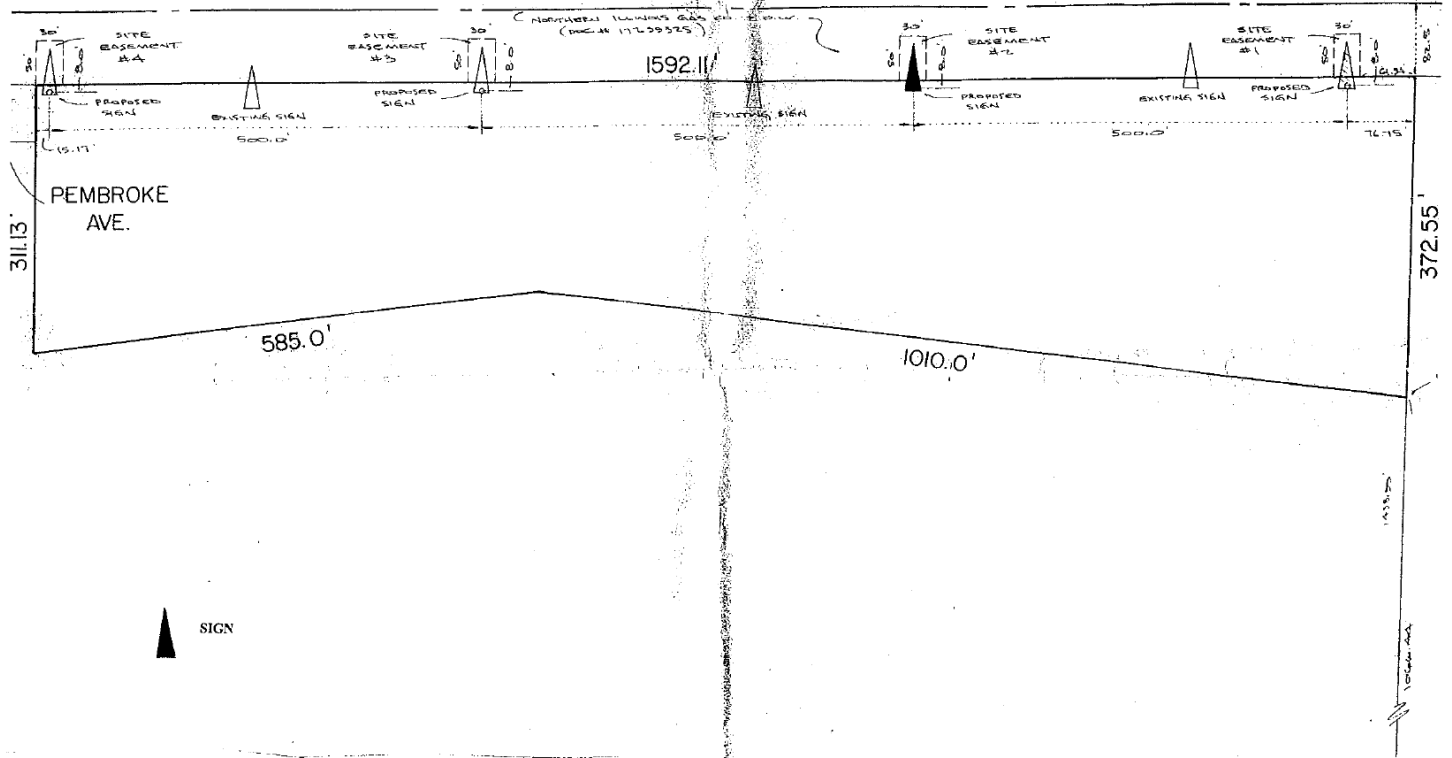
By: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Title: \_\_\_\_\_

ATTEST: \_\_\_\_\_

**EXHIBIT A**

PLAN GENERALLY DEPICTING LOCATION FOR SIGN

# NORTHWEST (I-20) TOLLWAY





**EXHIBIT B**

LEGAL DESCRIPTION OF SUBJECT PROPERTY

THE NORTH 66 FEET OF THE FOLLOWING DESCRIBED PROPERTY:

THAT PART OF SECTION 6, TOWNSHIP 41 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, AS DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHEAST CORNER OF SAID SECTION 6; THENCE SOUTH 84 DEGREES 34 MINUTES 20 SECONDS WEST ALONG THE SOUTH LINE OF SAID SECTION 6, A DISTANCE OF 121.44 FEET (1.84 CHAINS); THENCE NORTH 01 DEGREE 07 MINUTES 40 SECONDS EAST PARALLEL WITH THE EAST LINE OF SAID SECTION 6, A DISTANCE OF 1066.44 FEET TO THE POINT OF BEGINNING; THENCE NORTH 83 DEGREES 02 MINUTES 52 SECONDS WEST, A DISTANCE OF 1010 FEET TO A POINT, SAID POINT BEING 1276 FEET NORTHERLY MEASURED AT RIGHT ANGLES, FROM THE SOUTH LINE OF SAID SECTION; THENCE SOUTH 83 DEGREES 35 MINUTES 34 SECONDS WEST, A DISTANCE OF 585 FEET TO THE MOST EASTERLY CORNER OF LOT 3 IN BARRINGTON SQUARE INDUSTRIAL CENTER UNIT ONE, BEING A SUBDIVISION OF PART OF FRACTIONAL SECTION 6, AFORESAID; AS PER PLAT THEREOF RECORDED NOVEMBER 20, 1970 DOCUMENT NUMBER 21323708; THENCE NORTH 0 DEGREES 09 MINUTES 26 SECONDS WEST, ALONG THE EAST LINE OF SAID BARRINGTON SQUARE INDUSTRIAL CENTER UNIT ONE, A DISTANCE OF 311.13 FEET TO THE SOUTH LINE OF THE NORTHERN ILLINOIS GAS COMPANY RIGHT OF WAY AS CONVEYED PER DOCUMENT NUMBER 17299325 AND RECORDED AUGUST 25, 1958; THENCE NORTH 89 DEGREES 50 MINUTES 34 SECONDS EAST ALONG SAID SOUTH LINE OF SAID RIGHT OF WAY, A DISTANCE OF 1592.11 FEET TO THE INTERSECTION WITH THE WEST LINE OF THE EAST 121.44 FEET (1.84 CHAINS) (AS MEASURED ALONG THE SOUTH LINE OF SAID SECTION 6) OF SECTION 6 AFORESAID; THENCE SOUTH 01 DEGREE 07 MINUTES 40 SECONDS WEST ALONG SAID WEST LINE, A DISTANCE OF 372.55 FEET TO THE PLACE OF BEGINNING, ALL IN COOK COUNTY, ILLINOIS.

## EXHIBIT C

### ASSIGNMENT

**T2 Expressway, LLC**, 120 N. Hale Street, Suite #300, Wheaton, Illinois 60187 (alternatively the “**Company**” or “**Primary Landlord**”), **Hoffman Estates Park District** (the “**Park District**”) and **T2 Expressway Sign, LLC** (the “**Sublessee**”) (the Company, the Park District and Sublessee shall be referred to herein individually as a “**Party**” and collectively as the “**Parties**”) hereby enter into this Assignment.

1. The Parties agree to and acknowledge the following facts:

(a) The Company and Park District have entered into that certain First Amendment to Sign Lease Agreement of even date herewith with Company as lessor and the Park District as lessee, which amended that certain Sign Lease Agreement dated May 28, 2008 between the Company’s predecessor-in-interest and Park District (collectively, the First Amendment and Sign Lease Agreement are the “**Primary Lease**”). All capitalized terms used herein that are not defined herein but are defined in the Primary Lease shall have the meanings ascribed to them in the Primary Lease.

(b) The Park District and Sublessee have entered into that certain Sign Sublease Agreement, to which this Assignment is an exhibit, pursuant to which the Park District has subleased one of the Other Signs (the “**Subject Sign**”) to Sublessee (the “**Sublease**”).

2. The Park District hereby assigns to Company, and Company hereby accepts, all of the Park District’s rights to receive the Annual Rent and Property Tax Payments payable pursuant to Section 2 of the Sublease. All Annual Rent and Property Tax Payments to be made under this Sublease shall hereafter be sent by Sublessee to:

**T2 Expressway, LLC**  
120 N. Hale Street  
Suite 300  
Wheaton, IL 60187

3. The Company hereby consents to the Sublease as required by Section 13(c) of the Primary Lease. The Company and Park District agree and acknowledge that, by entering into the Sublease, the Park District has satisfied all of the following obligations under the Primary Lease, as they relate to the Subject Sign: (i) to pay Annual Rent and the Property Tax Payment for the Subject Sign pursuant to Section 4(e) of the Primary Lease, (ii) to maintain the Subject Sign pursuant to Section 6 of the Primary Lease; (iii) to obtain insurance for the Subject Sign pursuant to Section 8 of the Primary Lease, and (iv) to defend and indemnify the Company for any defaults or claims pursuant to Section 15(ii) and 15(iii) of the Primary Lease (the “**Subject Obligations**”).

4. The Sublessee, Company and Park District further agree and acknowledge that the Sublease allows Company to enforce any default by Sublessee with respect to the Subject Obligations and, therefore, pursuant to Section 13(c) of the Primary Lease, Company will not, because of Sublessee’s default with respect to a Subject Obligation, exercise its rights under Section 16 of the Primary Lease against Park District.

*(The remainder of this page is intentionally blank)*

**T2 EXPRESSWAY, LLC,**  
a Delaware limited liability company

By: T2 SREI Fund GP, LLC, a Delaware limited  
liability company, its manager

By: \_\_\_\_\_  
Jeff Brown, Manager

WITNESS: \_\_\_\_\_

**HOFFMAN ESTATES PARK DISTRICT,**  
an Illinois unit of local government

By: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Title: \_\_\_\_\_

ATTEST: \_\_\_\_\_

**T2 EXPRESSWAY SIGNS, LLC,**  
a Delaware limited liability company

By: T2 SREI Fund GP, LLC, a Delaware limited  
liability company, its Manager

By: \_\_\_\_\_  
Jeff Brown, Manager

WITNESS: \_\_\_\_\_

**EXHIBIT D**

**RESOLUTION OF PARK DISTRICT APPROVING AGREEMENT**

## SIGN SUBLEASE AGREEMENT

(SIGN #3)

**Hoffman Estates Park District** (the “**Park District**”) hereby subleases to **T2 Expressway Signs, LLC** (the “**Sublessee**”) (the Sublessee and the Park District shall be referred to herein individually as a “**Party**” and collectively as the “**Parties**”) the following sign, subject to the provisions of this Agreement.

**LOCATION:** The “**Sign**” (which is generally depicted on **Exhibit A** attached hereto) which is located on the property legally described and generally depicted on **Exhibit B** attached hereto (the “**Subject Property**”).

**APPROXIMATE SIZE:** Per “**Approved Plans**” (which is defined in the “**Primary Lease**”).

**COMMENCEMENT DATE:** As of September 20, 2020.

**ANNUAL RENT:** Defined in “**Primary Lease**” (which is defined in Section 1).

**LEASE TERM:** From the Commencement Date through September 1, 2042.

1. The Parties agree to and acknowledge the following facts:

(a) The Park District is the lessee of the Sign pursuant to that certain Sign Lease Agreement dated May 28, 2008 between Tollway, LLC, as lessor (the “**Original Landlord**”), and the Park District, as lessee, as amended by that certain First Amendment to Sign Lease Agreement of even date herewith between T2 Expressway, LLC, successor-in-interest to Original Landlord (the “**Primary Landlord**”), and the Park District (as so amended, the “**Primary Lease**”). The Primary Landlord succeeded to the interest of Original Landlord under the Primary Lease by virtue of the foreclosure by Primary Landlord of a certain first priority mortgage made by Original Landlord in favor of Primary Landlord, which mortgage was foreclosed upon by Primary Landlord in the Circuit Court of Cook County, Illinois (Case No. 17-CH-14978) pursuant to, among other things, a certain Judgment of Foreclosure and Sale entered in favor of T2 on June 7, 2019 (collectively, the “**Foreclosure**”);

(b) As a result of the Foreclosure, among other things: (i) the Subject Property and all of the rights and interests of Original Landlord therein were transferred to Primary Landlord via Sheriff’s Deed on September 20, 2019 (the “**Deed Date**”), (ii) Primary Landlord succeeded to the interests of Original Landlord under the Primary Lease and (iii) any and all prior subleases of and to the Subject Property and all rights and interests therein were forever extinguished (including, without limitation, any and all sign sublease agreements between Park District and Northwest Sign LLC) (collectively, “**Prior Subleases**”). All capitalized terms used herein that are not defined herein but are defined in the Primary Lease shall have the meanings ascribed to them in the Primary Lease.

(c) Pursuant to that certain Ordinance No. 4632-2018 passed and approved by the Board of Trustees of the Village of Hoffman Estates at a meeting duly and properly held on February 5, 2018 (the “**Ordinance**”), the Village of Hoffman Estates granted an extension of the variation and special use allowing the installation, maintenance, replacement and use of each of the Signs described in the Primary Lease, subject to certain conditions set forth in the Ordinance (the “**Conditions**”).

2. (a) In order to replace the Subleases which were terminated and extinguished by the Foreclosure, the Park District hereby subleases the Sign to the Sublessee. The term of the sublease shall commence on the Commencement Date.

(b) The rent provided for herein is (i) the Annual Rent; and (ii) the Property Tax Payment attributable to the Sign under the Primary Lease. The Annual Rent shall be payable in equal consecutive monthly installments, in advance, beginning on the Commencement Date and continuing on the first day of each month thereafter for the full term of this Agreement, at the office of Park District. On January 1 of each year (a “**Rent Adjustment Date**”), the Annual Rent shall be adjusted in an amount equal to two (2) times the percentage increase, if any, in the Consumer

Price Index-All Urban Consumers, Chicago Area, as published by the U.S. Department of Labor, Bureau of Labor Statistics (“CPI”), between the previous January 1 and the latest month for which CPI data is available as of the Rent Adjustment Date.

(c) The Park District and the Sublessee shall immediately execute the Assignment attached hereto as **Exhibit C**, it being made an express condition of this Sublease that it shall not become enforceable until such time when the Assignment has been lawfully executed by the Park District, Sublessee and the Primary Landlord. The Assignment may be executed in separate counterparts, each of which when taken together shall be deemed an original, complete document.

3. Sublessee shall be solely responsible, at its sole cost, for all work and expenses necessary to operate and maintain the Sign, including without limitation necessary inspections, cleaning, painting, illuminating, re-lamping, repairing, replacing and adjusting defective parts, applying and re-applying Sign facing, and any other work or expense necessary to satisfy the Conditions relating to the maintenance of the Signs (collectively, the “**Sign Expenses**”). If Park District incurs any costs that are obliged to be paid by the Sublessee pursuant to this Section, it shall send a bill for such costs to the Sublessee and the Sublessee shall remit the full amount thereof to Park District within thirty (30) days of billing. The provisions of this Section 3 represent Sublessee’s agreement to assume the Park District’s duties under the terms and conditions of Section 6 of the Primary Lease with respect to the Sign.

4. For the benefit of the Primary Landlord, the Sublessee shall, at its expense, provide and keep in force, comprehensive general liability insurance, structural work act insurance, and workers compensation insurance with respect to the Sign, with minimum limits of liability of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate for bodily injury and property damage. Such policies shall name Primary Landlord as an additional insured, shall be in a form and shall be issued by companies satisfactory to Primary Landlord, and shall provide for at least thirty (30) days’ notice to Primary Landlord prior to cancellation. Such policies or certificates evidencing them shall be provided to Primary Landlord prior to the Sublessee, its employees, subcontractors, or agents performing any work provided for herein or entering upon the Subject Property. For the benefit of Primary Landlord, on every even-numbered anniversary of the Commencement Date (an “**Insurance Adjustment Date**”), the Sublessee shall increase the minimum limits of insurance in an amount equal to the percentage increase, if any, in the CPI between the previous even-numbered anniversary (or the Commencement Date, as the case may be) and the latest month for which CPI data is available as of the Insurance Adjustment Date. The provisions of this Section 4 represent Sublessee’s agreement to assume the Park District’s duties under the terms and conditions of Section 8 of the Primary Lease.

5. A Party shall be not liable for any loss or damage to the other Party occasioned by the occurrence of any event beyond the reasonable control of the first Party, including, but not limited to, strikes, embargoes, governmental regulations, acts of God, unavailability of necessary materials, statutory amendments or any other event, cause or circumstance of like nature.

6. Park District makes no warranties whatsoever hereunder, and in particular, Park District makes no express or implied warranties as to the condition, merchantability or fitness of the Sign for any particular purpose.

7. Sublessee may further sublease the faces of the Sign to subtenants who desire to place their advertisement, copy, logo, or announcement on the Sign during the term of this Agreement. A sublease of the Sign shall not relieve the Sublessee of any of its obligations hereunder.

8. Intentionally Omitted.

9. On the Commencement Date, the Park District shall deliver possession of the Signs to the Sublessee. Provided that the Sublessee performs all its obligations under this Agreement, the Park District covenants and agrees the Sublessee shall peaceably and quietly hold and enjoy the Sign and the rights and privileges granted in this Agreement for the term demised without hindrance or interference by Park District or anyone who may make claims through the Park District. This Agreement is and shall be subject and subordinate to all ground or underlying leases, mortgages or other security instruments, and easements which now or hereafter affect the Signs, the Subject Property, or any ground or underlying leases thereof (collectively, “**Superior Instruments**”) and to all renewals, modifications, consolidations, replacements and extensions thereof. The provisions of this section shall be automatic and shall not require any further action. In confirmation of such subordination, the Sublessee will execute and deliver upon demand

of the Park District such commercially reasonable instruments desired by the Park District subordinating this Agreement to such Superior Instruments; provided, however, that any such Superior Instrument shall include a non-disturbance and attornment agreement, in the standard form of the holder of the Superior Instrument, which will provide that, so long as the Sublessee is not in default under any of its obligations under this Agreement, the Sublessee's quiet enjoyment of the Sign pursuant to the terms and conditions of this Agreement shall not be disturbed by the holder of the Superior Instrument. The Park District shall not execute any Superior Instrument, or renewal, modification, consolidation, replacement or extension thereof, that affects the Sign or the Subject Property unless the Park District first obtains for the benefit of the Sublessee such a non-disturbance and attornment agreement. In confirmation of the subordination that has been effected by this Section, such non-disturbance and attornment agreement may contain terms that provide for the subordination of this Agreement.

10. The Sublessee agrees to strictly defend, indemnify, and save Park District harmless from any and all loss, liability, claims, and demands arising out of Sublessee's acts or omissions related to (i) the maintenance of the Signs; (ii) the character, contents, or subject matter of any matter displayed on the Signs; or (iii) any alleged or actual breach or condition of default under the Primary Lease of any obligation assumed by the Sublessee hereunder.

11. In the event that Primary Landlord provides notice to Park District that Park District has failed to perform any obligation assumed by the Sublessee hereunder, Sublessee shall abate or remedy such failure on behalf of Park District within thirty (30) days after written notice thereof to the Sublessee by the Park District. The Primary Landlord may seek any remedy for any such failure directly against Sublessee.

12. All remedies of Sublessee and Park District hereunder are cumulative and may be exercised concurrently or separately.

13. This Agreement shall be interpreted in accordance with and governed by the laws of the State of Illinois, and, at the election of Sublessee, any legal proceedings brought hereunder shall be in the Circuit Court of Cook County, Illinois, or the United States District Court for the Northern District of Illinois, and the Park District consents to such venue.

14. If any provision of this Agreement is held invalid, the validity of other provisions hereof shall not be affected thereby.

15. If either Party waives a breach of provision by the other, that waiver shall not constitute waiver of further compliance with that provision or of any other right under this Agreement.

16. A resolution of the Park District authorizing it to enter into this Agreement is attached hereto as **Exhibit D**.

This Agreement is dated and effective as of \_\_\_\_\_, 2020 ("**Effective Date**").

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**T2 EXPRESSWAY SIGNS, LLC,**  
a Delaware limited liability company

By: T2 SREI Fund GP, LLC, a Delaware limited  
liability company

By: \_\_\_\_\_  
Jeff Brown, Manager

WITNESS: \_\_\_\_\_

**HOFFMAN ESTATES PARK DISTRICT,**  
an Illinois unit of local government

By: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Title: \_\_\_\_\_

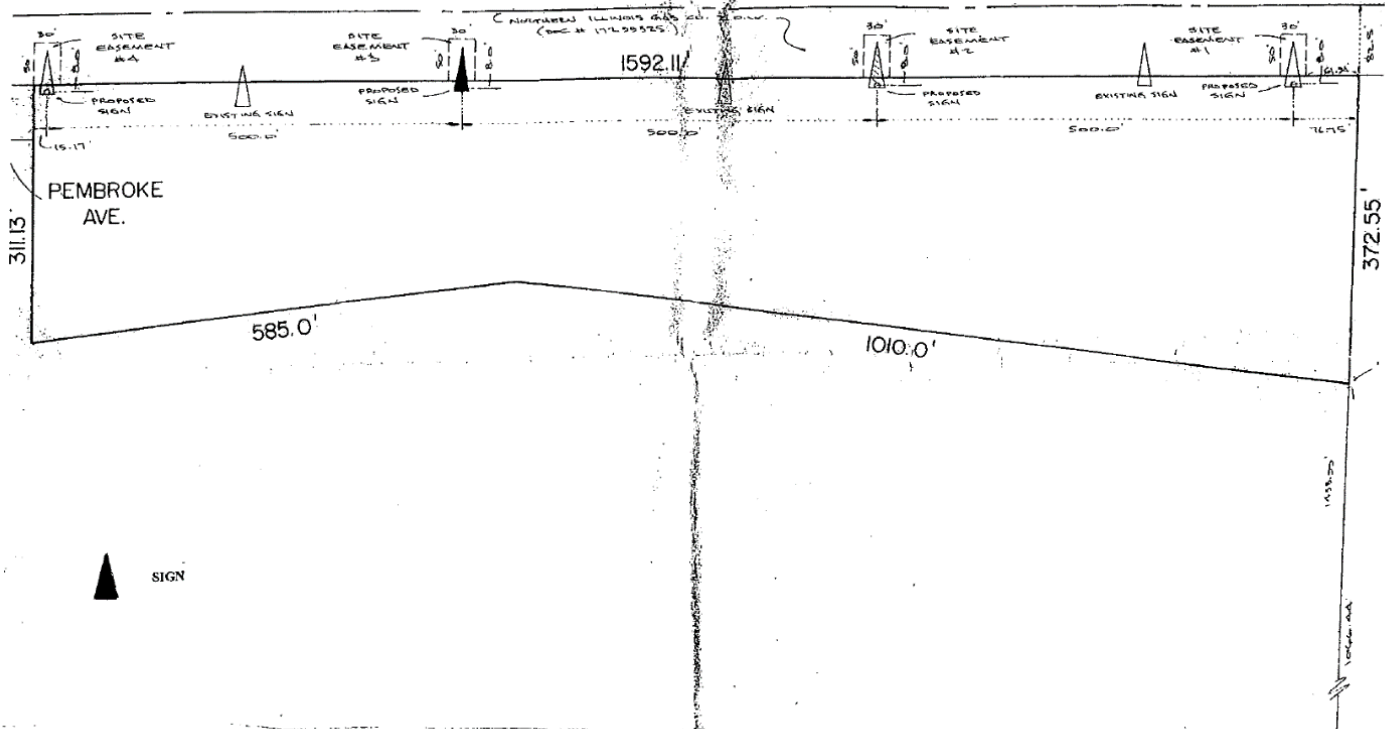
ATTEST: \_\_\_\_\_



**EXHIBIT A**

PLAN GENERALLY DEPICTING LOCATION FOR SIGN

# NORTHWEST (I-50) TOLLWAY



**EXHIBIT B**

LEGAL DESCRIPTION OF SUBJECT PROPERTY

THE NORTH 66 FEET OF THE FOLLOWING DESCRIBED PROPERTY:

THAT PART OF SECTION 6, TOWNSHIP 41 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, AS DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHEAST CORNER OF SAID SECTION 6; THENCE SOUTH 84 DEGREES 34 MINUTES 20 SECONDS WEST ALONG THE SOUTH LINE OF SAID SECTION 6, A DISTANCE OF 121.44 FEET (1.84 CHAINS); THENCE NORTH 01 DEGREE 07 MINUTES 40 SECONDS EAST PARALLEL WITH THE EAST LINE OF SAID SECTION 6, A DISTANCE OF 1066.44 FEET TO THE POINT OF BEGINNING; THENCE NORTH 83 DEGREES 02 MINUTES 52 SECONDS WEST, A DISTANCE OF 1010 FEET TO A POINT, SAID POINT BEING 1276 FEET NORTHERLY MEASURED AT RIGHT ANGLES, FROM THE SOUTH LINE OF SAID SECTION; THENCE SOUTH 83 DEGREES 35 MINUTES 34 SECONDS WEST, A DISTANCE OF 585 FEET TO THE MOST EASTERLY CORNER OF LOT 3 IN BARRINGTON SQUARE INDUSTRIAL CENTER UNIT ONE, BEING A SUBDIVISION OF PART OF FRACTIONAL SECTION 6, AFORESAID; AS PER PLAT THEREOF RECORDED NOVEMBER 20, 1970 DOCUMENT NUMBER 21323708; THENCE NORTH 0 DEGREES 09 MINUTES 26 SECONDS WEST, ALONG THE EAST LINE OF SAID BARRINGTON SQUARE INDUSTRIAL CENTER UNIT ONE, A DISTANCE OF 311.13 FEET TO THE SOUTH LINE OF THE NORTHERN ILLINOIS GAS COMPANY RIGHT OF WAY AS CONVEYED PER DOCUMENT NUMBER 17299325 AND RECORDED AUGUST 25, 1958; THENCE NORTH 89 DEGREES 50 MINUTES 34 SECONDS EAST ALONG SAID SOUTH LINE OF SAID RIGHT OF WAY, A DISTANCE OF 1592.11 FEET TO THE INTERSECTION WITH THE WEST LINE OF THE EAST 121.44 FEET (1.84 CHAINS) (AS MEASURED ALONG THE SOUTH LINE OF SAID SECTION 6) OF SECTION 6 AFORESAID; THENCE SOUTH 01 DEGREE 07 MINUTES 40 SECONDS WEST ALONG SAID WEST LINE, A DISTANCE OF 372.55 FEET TO THE PLACE OF BEGINNING, ALL IN COOK COUNTY, ILLINOIS.

## EXHIBIT C

### ASSIGNMENT

**T2 Expressway, LLC**, 120 N. Hale Street, Suite #300, Wheaton, Illinois 60187 (alternatively the “Company” or “Primary Landlord”), **Hoffman Estates Park District** (the “Park District”) and **T2 Expressway Sign, LLC** (the “Sublessee”) (the Company, the Park District and Sublessee shall be referred to herein individually as a “Party” and collectively as the “Parties”) hereby enter into this Assignment.

1. The Parties agree to and acknowledge the following facts:

(a) The Company and Park District have entered into that certain First Amendment to Sign Lease Agreement of even date herewith with Company as lessor and the Park District as lessee, which amended that certain Sign Lease Agreement dated May 28, 2008 between the Company’s predecessor-in-interest and Park District (collectively, the First Amendment and Sign Lease Agreement are the “**Primary Lease**”). All capitalized terms used herein that are not defined herein but are defined in the Primary Lease shall have the meanings ascribed to them in the Primary Lease.

(b) The Park District and Sublessee have entered into that certain Sign Sublease Agreement, to which this Assignment is an exhibit, pursuant to which the Park District has subleased one of the Other Signs (the “**Subject Sign**”) to Sublessee (the “**Sublease**”).

2. The Park District hereby assigns to Company, and Company hereby accepts, all of the Park District’s rights to receive the Annual Rent and Property Tax Payments payable pursuant to Section 2 of the Sublease. All Annual Rent and Property Tax Payments to be made under this Sublease shall hereafter be sent by Sublessee to:

**T2 Expressway, LLC**  
120 N. Hale Street  
Suite 300  
Wheaton, IL 60187

3. The Company hereby consents to the Sublease as required by Section 13(c) of the Primary Lease. The Company and Park District agree and acknowledge that, by entering into the Sublease, the Park District has satisfied all of the following obligations under the Primary Lease, as they relate to the Subject Sign: (i) to pay Annual Rent and the Property Tax Payment for the Subject Sign pursuant to Section 4(e) of the Primary Lease, (ii) to maintain the Subject Sign pursuant to Section 6 of the Primary Lease; (iii) to obtain insurance for the Subject Sign pursuant to Section 8 of the Primary Lease, and (iv) to defend and indemnify the Company for any defaults or claims pursuant to Section 15(ii) and 15(iii) of the Primary Lease (the “**Subject Obligations**”).

4. The Sublessee, Company and Park District further agree and acknowledge that the Sublease allows Company to enforce any default by Sublessee with respect to the Subject Obligations and, therefore, pursuant to Section 13(c) of the Primary Lease, Company will not, because of Sublessee’s default with respect to a Subject Obligation, exercise its rights under Section 16 of the Primary Lease against Park District.

*(The remainder of this page is intentionally blank)*

**T2 EXPRESSWAY, LLC,**  
a Delaware limited liability company

By: T2 SREI Fund GP, LLC, a Delaware limited  
liability company, its manager

By: \_\_\_\_\_  
Jeff Brown, Manager

WITNESS: \_\_\_\_\_

**HOFFMAN ESTATES PARK DISTRICT,**  
an Illinois unit of local government

By: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Title: \_\_\_\_\_

ATTEST: \_\_\_\_\_

**T2 EXPRESSWAY SIGNS, LLC,**  
a Delaware limited liability company

By: T2 SREI Fund GP, LLC, a Delaware limited  
liability company, its Manager

By: \_\_\_\_\_  
Jeff Brown, Manager

WITNESS: \_\_\_\_\_

**EXHIBIT D**

**RESOLUTION OF PARK DISTRICT APPROVING AGREEMENT**

## SIGN SUBLEASE AGREEMENT

(SIGN #4)

**Hoffman Estates Park District** (the “**Park District**”) hereby subleases to **T2 Expressway Signs, LLC** (the “**Sublessee**”) (the Sublessee and the Park District shall be referred to herein individually as a “**Party**” and collectively as the “**Parties**”) the following sign, subject to the provisions of this Agreement.

**LOCATION:** The “**Sign**” (which is generally depicted on **Exhibit A** attached hereto) which is located on the property legally described and generally depicted on **Exhibit B** attached hereto (the “**Subject Property**”).

**APPROXIMATE SIZE:** Per “**Approved Plans**” (which is defined in the “**Primary Lease**”).

**COMMENCEMENT DATE:** As of September 20, 2020.

**ANNUAL RENT:** Defined in “**Primary Lease**” (which is defined in Section 1).

**LEASE TERM:** From the Commencement Date through September 1, 2042.

1. The Parties agree to and acknowledge the following facts:

(a) The Park District is the lessee of the Sign pursuant to that certain Sign Lease Agreement dated May 28, 2008 between Tollway, LLC, as lessor (the “**Original Landlord**”), and the Park District, as lessee, as amended by that certain First Amendment to Sign Lease Agreement of even date herewith between T2 Expressway, LLC, successor-in-interest to Original Landlord (the “**Primary Landlord**”), and the Park District (as so amended, the “**Primary Lease**”). The Primary Landlord succeeded to the interest of Original Landlord under the Primary Lease by virtue of the foreclosure by Primary Landlord of a certain first priority mortgage made by Original Landlord in favor of Primary Landlord, which mortgage was foreclosed upon by Primary Landlord in the Circuit Court of Cook County, Illinois (Case No. 17-CH-14978) pursuant to, among other things, a certain Judgment of Foreclosure and Sale entered in favor of T2 on June 7, 2019 (collectively, the “**Foreclosure**”);

(b) As a result of the Foreclosure, among other things: (i) the Subject Property and all of the rights and interests of Original Landlord therein were transferred to Primary Landlord via Sheriff’s Deed on September 20, 2019 (the “**Deed Date**”), (ii) Primary Landlord succeeded to the interests of Original Landlord under the Primary Lease and (iii) any and all prior subleases of and to the Subject Property and all rights and interests therein were forever extinguished (including, without limitation, any and all sign sublease agreements between Park District and Northwest Sign LLC) (collectively, “**Prior Subleases**”). All capitalized terms used herein that are not defined herein but are defined in the Primary Lease shall have the meanings ascribed to them in the Primary Lease.

(c) Pursuant to that certain Ordinance No. 4632-2018 passed and approved by the Board of Trustees of the Village of Hoffman Estates at a meeting duly and properly held on February 5, 2018 (the “**Ordinance**”), the Village of Hoffman Estates granted an extension of the variation and special use allowing the installation, maintenance, replacement and use of each of the Signs described in the Primary Lease, subject to certain conditions set forth in the Ordinance (the “**Conditions**”).

2. (a) In order to replace the Subleases which were terminated and extinguished by the Foreclosure, the Park District hereby subleases the Sign to the Sublessee. The term of the sublease shall commence on the Commencement Date.

(b) The rent provided for herein is (i) the Annual Rent; and (ii) the Property Tax Payment attributable to the Sign under the Primary Lease. The Annual Rent shall be payable in equal consecutive monthly installments, in advance, beginning on the Commencement Date and continuing on the first day of each month thereafter for the full term of this Agreement, at the office of Park District. On January 1 of each year (a “**Rent Adjustment Date**”), the Annual Rent shall be adjusted in an amount equal to two (2) times the percentage increase, if any, in the Consumer

Price Index-All Urban Consumers, Chicago Area, as published by the U.S. Department of Labor, Bureau of Labor Statistics (“CPI”), between the previous January 1 and the latest month for which CPI data is available as of the Rent Adjustment Date.

(c) The Park District and the Sublessee shall immediately execute the Assignment attached hereto as **Exhibit C**, it being made an express condition of this Sublease that it shall not become enforceable until such time when the Assignment has been lawfully executed by the Park District, Sublessee and the Primary Landlord. The Assignment may be executed in separate counterparts, each of which when taken together shall be deemed an original, complete document.

3. Sublessee shall be solely responsible, at its sole cost, for all work and expenses necessary to operate and maintain the Sign, including without limitation necessary inspections, cleaning, painting, illuminating, re-lamping, repairing, replacing and adjusting defective parts, applying and re-applying Sign facing, and any other work or expense necessary to satisfy the Conditions relating to the maintenance of the Signs (collectively, the “**Sign Expenses**”). If Park District incurs any costs that are obliged to be paid by the Sublessee pursuant to this Section, it shall send a bill for such costs to the Sublessee and the Sublessee shall remit the full amount thereof to Park District within thirty (30) days of billing. The provisions of this Section 3 represent Sublessee’s agreement to assume the Park District’s duties under the terms and conditions of Section 6 of the Primary Lease with respect to the Sign.

4. For the benefit of the Primary Landlord, the Sublessee shall, at its expense, provide and keep in force, comprehensive general liability insurance, structural work act insurance, and workers compensation insurance with respect to the Sign, with minimum limits of liability of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate for bodily injury and property damage. Such policies shall name Primary Landlord as an additional insured, shall be in a form and shall be issued by companies satisfactory to Primary Landlord, and shall provide for at least thirty (30) days’ notice to Primary Landlord prior to cancellation. Such policies or certificates evidencing them shall be provided to Primary Landlord prior to the Sublessee, its employees, subcontractors, or agents performing any work provided for herein or entering upon the Subject Property. For the benefit of Primary Landlord, on every even-numbered anniversary of the Commencement Date (an “**Insurance Adjustment Date**”), the Sublessee shall increase the minimum limits of insurance in an amount equal to the percentage increase, if any, in the CPI between the previous even-numbered anniversary (or the Commencement Date, as the case may be) and the latest month for which CPI data is available as of the Insurance Adjustment Date. The provisions of this Section 4 represent Sublessee’s agreement to assume the Park District’s duties under the terms and conditions of Section 8 of the Primary Lease.

5. A Party shall be not liable for any loss or damage to the other Party occasioned by the occurrence of any event beyond the reasonable control of the first Party, including, but not limited to, strikes, embargoes, governmental regulations, acts of God, unavailability of necessary materials, statutory amendments or any other event, cause or circumstance of like nature.

6. Park District makes no warranties whatsoever hereunder, and in particular, Park District makes no express or implied warranties as to the condition, merchantability or fitness of the Sign for any particular purpose.

7. Sublessee may further sublease the faces of the Sign to subtenants who desire to place their advertisement, copy, logo, or announcement on the Sign during the term of this Agreement. A sublease of the Sign shall not relieve the Sublessee of any of its obligations hereunder.

8. Intentionally Omitted.

9. On the Commencement Date, the Park District shall deliver possession of the Signs to the Sublessee. Provided that the Sublessee performs all its obligations under this Agreement, the Park District covenants and agrees the Sublessee shall peaceably and quietly hold and enjoy the Sign and the rights and privileges granted in this Agreement for the term demised without hindrance or interference by Park District or anyone who may make claims through the Park District. This Agreement is and shall be subject and subordinate to all ground or underlying leases, mortgages or other security instruments, and easements which now or hereafter affect the Signs, the Subject Property, or any ground or underlying leases thereof (collectively, “**Superior Instruments**”) and to all renewals, modifications, consolidations, replacements and extensions thereof. The provisions of this section shall be automatic and shall not require any further action. In confirmation of such subordination, the Sublessee will execute and deliver upon demand



of the Park District such commercially reasonable instruments desired by the Park District subordinating this Agreement to such Superior Instruments; provided, however, that any such Superior Instrument shall include a non-disturbance and attornment agreement, in the standard form of the holder of the Superior Instrument, which will provide that, so long as the Sublessee is not in default under any of its obligations under this Agreement, the Sublessee's quiet enjoyment of the Sign pursuant to the terms and conditions of this Agreement shall not be disturbed by the holder of the Superior Instrument. The Park District shall not execute any Superior Instrument, or renewal, modification, consolidation, replacement or extension thereof, that affects the Sign or the Subject Property unless the Park District first obtains for the benefit of the Sublessee such a non-disturbance and attornment agreement. In confirmation of the subordination that has been effected by this Section, such non-disturbance and attornment agreement may contain terms that provide for the subordination of this Agreement.

10. The Sublessee agrees to strictly defend, indemnify, and save Park District harmless from any and all loss, liability, claims, and demands arising out of Sublessee's acts or omissions related to (i) the maintenance of the Signs; (ii) the character, contents, or subject matter of any matter displayed on the Signs; or (iii) any alleged or actual breach or condition of default under the Primary Lease of any obligation assumed by the Sublessee hereunder.

11. In the event that Primary Landlord provides notice to Park District that Park District has failed to perform any obligation assumed by the Sublessee hereunder, Sublessee shall abate or remedy such failure on behalf of Park District within thirty (30) days after written notice thereof to the Sublessee by the Park District. The Primary Landlord may seek any remedy for any such failure directly against Sublessee.

12. All remedies of Sublessee and Park District hereunder are cumulative and may be exercised concurrently or separately.

13. This Agreement shall be interpreted in accordance with and governed by the laws of the State of Illinois, and, at the election of Sublessee, any legal proceedings brought hereunder shall be in the Circuit Court of Cook County, Illinois, or the United States District Court for the Northern District of Illinois, and the Park District consents to such venue.

14. If any provision of this Agreement is held invalid, the validity of other provisions hereof shall not be affected thereby.

15. If either Party waives a breach of provision by the other, that waiver shall not constitute waiver of further compliance with that provision or of any other right under this Agreement.

16. A resolution of the Park District authorizing it to enter into this Agreement is attached hereto as **Exhibit D**.

This Agreement is dated and effective as of \_\_\_\_\_, 2020 ("**Effective Date**").

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

**T2 EXPRESSWAY SIGNS, LLC,**  
a Delaware limited liability company

By: T2 SREI Fund GP, LLC, a Delaware limited  
liability company

By: \_\_\_\_\_  
Jeff Brown, Manager

WITNESS: \_\_\_\_\_

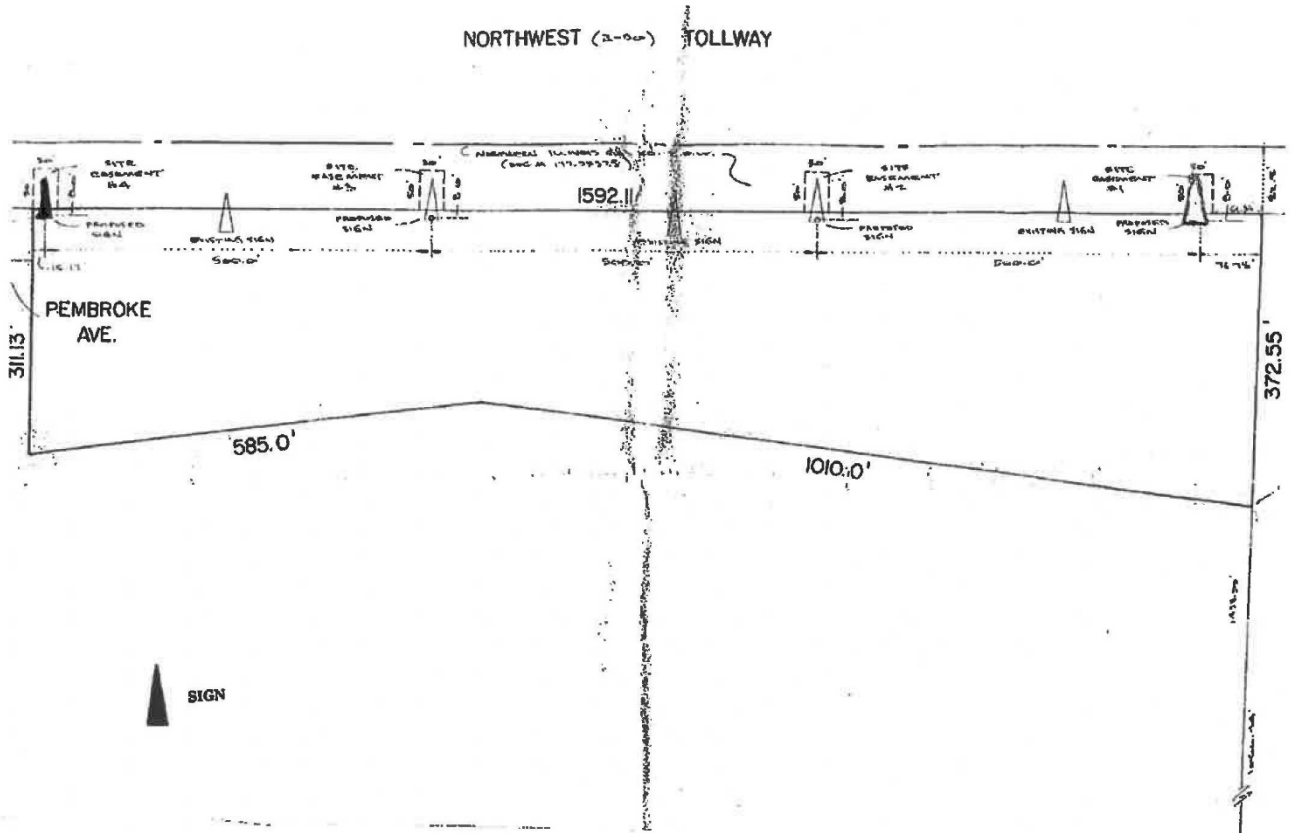
**HOFFMAN ESTATES PARK DISTRICT,**  
an Illinois unit of local government

By: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Title: \_\_\_\_\_

ATTEST: \_\_\_\_\_

**EXHIBIT A**

PLAN GENERALLY DEPICTING LOCATION FOR SIGN



**EXHIBIT B**

LEGAL DESCRIPTION OF SUBJECT PROPERTY

THE NORTH 66 FEET OF THE FOLLOWING DESCRIBED PROPERTY:

THAT PART OF SECTION 6, TOWNSHIP 41 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, AS DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHEAST CORNER OF SAID SECTION 6; THENCE SOUTH 84 DEGREES 34 MINUTES 20 SECONDS WEST ALONG THE SOUTH LINE OF SAID SECTION 6, A DISTANCE OF 121.44 FEET (1.84 CHAINS); THENCE NORTH 01 DEGREE 07 MINUTES 40 SECONDS EAST PARALLEL WITH THE EAST LINE OF SAID SECTION 6, A DISTANCE OF 1066.44 FEET TO THE POINT OF BEGINNING; THENCE NORTH 83 DEGREES 02 MINUTES 52 SECONDS WEST, A DISTANCE OF 1010 FEET TO A POINT, SAID POINT BEING 1276 FEET NORTHERLY MEASURED AT RIGHT ANGLES, FROM THE SOUTH LINE OF SAID SECTION; THENCE SOUTH 83 DEGREES 35 MINUTES 34 SECONDS WEST, A DISTANCE OF 585 FEET TO THE MOST EASTERLY CORNER OF LOT 3 IN BARRINGTON SQUARE INDUSTRIAL CENTER UNIT ONE, BEING A SUBDIVISION OF PART OF FRACTIONAL SECTION 6, AFORESAID; AS PER PLAT THEREOF RECORDED NOVEMBER 20, 1970 DOCUMENT NUMBER 21323708; THENCE NORTH 0 DEGREES 09 MINUTES 26 SECONDS WEST, ALONG THE EAST LINE OF SAID BARRINGTON SQUARE INDUSTRIAL CENTER UNIT ONE, A DISTANCE OF 311.13 FEET TO THE SOUTH LINE OF THE NORTHERN ILLINOIS GAS COMPANY RIGHT OF WAY AS CONVEYED PER DOCUMENT NUMBER 17299325 AND RECORDED AUGUST 25, 1958; THENCE NORTH 89 DEGREES 50 MINUTES 34 SECONDS EAST ALONG SAID SOUTH LINE OF SAID RIGHT OF WAY, A DISTANCE OF 1592.11 FEET TO THE INTERSECTION WITH THE WEST LINE OF THE EAST 121.44 FEET (1.84 CHAINS) (AS MEASURED ALONG THE SOUTH LINE OF SAID SECTION 6) OF SECTION 6 AFORESAID; THENCE SOUTH 01 DEGREE 07 MINUTES 40 SECONDS WEST ALONG SAID WEST LINE, A DISTANCE OF 372.55 FEET TO THE PLACE OF BEGINNING, ALL IN COOK COUNTY, ILLINOIS.

## EXHIBIT C

### ASSIGNMENT

**T2 Expressway, LLC**, 120 N. Hale Street, Suite #300, Wheaton, Illinois 60187 (alternatively the “Company” or “Primary Landlord”), **Hoffman Estates Park District** (the “Park District”) and **T2 Expressway Sign, LLC** (the “Sublessee”) (the Company, the Park District and Sublessee shall be referred to herein individually as a “Party” and collectively as the “Parties”) hereby enter into this Assignment.

1. The Parties agree to and acknowledge the following facts:

(a) The Company and Park District have entered into that certain First Amendment to Sign Lease Agreement of even date herewith with Company as lessor and the Park District as lessee, which amended that certain Sign Lease Agreement dated May 28, 2008 between the Company’s predecessor-in-interest and Park District (collectively, the First Amendment and Sign Lease Agreement are the “**Primary Lease**”). All capitalized terms used herein that are not defined herein but are defined in the Primary Lease shall have the meanings ascribed to them in the Primary Lease.

(b) The Park District and Sublessee have entered into that certain Sign Sublease Agreement, to which this Assignment is an exhibit, pursuant to which the Park District has subleased one of the Other Signs (the “**Subject Sign**”) to Sublessee (the “**Sublease**”).

2. The Park District hereby assigns to Company, and Company hereby accepts, all of the Park District’s rights to receive the Annual Rent and Property Tax Payments payable pursuant to Section 2 of the Sublease. All Annual Rent and Property Tax Payments to be made under this Sublease shall hereafter be sent by Sublessee to:

**T2 Expressway, LLC**  
120 N. Hale Street  
Suite 300  
Wheaton, IL 60187

3. The Company hereby consents to the Sublease as required by Section 13(c) of the Primary Lease. The Company and Park District agree and acknowledge that, by entering into the Sublease, the Park District has satisfied all of the following obligations under the Primary Lease, as they relate to the Subject Sign: (i) to pay Annual Rent and the Property Tax Payment for the Subject Sign pursuant to Section 4(e) of the Primary Lease, (ii) to maintain the Subject Sign pursuant to Section 6 of the Primary Lease; (iii) to obtain insurance for the Subject Sign pursuant to Section 8 of the Primary Lease, and (iv) to defend and indemnify the Company for any defaults or claims pursuant to Section 15(ii) and 15(iii) of the Primary Lease (the “**Subject Obligations**”).

4. The Sublessee, Company and Park District further agree and acknowledge that the Sublease allows Company to enforce any default by Sublessee with respect to the Subject Obligations and, therefore, pursuant to Section 13(c) of the Primary Lease, Company will not, because of Sublessee’s default with respect to a Subject Obligation, exercise its rights under Section 16 of the Primary Lease against Park District.

*(The remainder of this page is intentionally blank)*

**T2 EXPRESSWAY, LLC,**  
a Delaware limited liability company

By: T2 SREI Fund GP, LLC, a Delaware limited liability company, its manager

By: \_\_\_\_\_  
Jeff Brown, Manager

WITNESS: \_\_\_\_\_

**HOFFMAN ESTATES PARK DISTRICT,**  
an Illinois unit of local government

By: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Title: \_\_\_\_\_

ATTEST: \_\_\_\_\_

**T2 EXPRESSWAY SIGNS, LLC,**  
a Delaware limited liability company

By: T2 SREI Fund GP, LLC, a Delaware limited liability company, its Manager

By: \_\_\_\_\_  
Jeff Brown, Manager

WITNESS: \_\_\_\_\_

**EXHIBIT D**

**RESOLUTION OF PARK DISTRICT APPROVING AGREEMENT**



## **Memorandum M20-122**

**To:** A&F Committee  
**From:** Craig Talsma, Executive Director  
Dustin Hugen, Director of Parks, Planning & Maintenance  
Nicole Hopkins, Director of Administration & Finance  
**RE:** Cook County Coronavirus Relief Funds Resolution  
**Date:** October 27, 2020

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### **Background**

When the coronavirus outbreak started back in March, the District had to make some adjustments to cleaning procedures including purchasing certain equipment and changing building set-ups in order to meet new standards for operating facilities. These changes were unexpected costs to the District and there are relief funds available to help offset these costs.

### **Implications**

In order for the District to apply for these funds, the Hoffman Estates Park District Board of Commissioners has to pass a resolution along with an Intergovernmental and Subrecipient Agreement for coronavirus relief funds. Please see attached for the resolution and the agreement.

### **Recommendations**

Staff recommends the A&F Committee recommend to the Board the approval of the IGA and the resolution with Cook County in order to apply for coronavirus relief funds.

**RESOLUTION NO R20-006**

**RESOLUTION AUTHORIZING THE PARK BOARD OF COMMISSIONERS TO  
EXECUTE AN INTERGOVERNMENTAL AND SUBRECIPIENT AGREEMENT FOR  
CORONA VIRUS RELIEF FUNDS WITH COOK COUNTY**

**WHEREAS**, the Hoffman Estates Park District ("Park District") and Cook County, Illinois desire to enter into an Intergovernmental and Subrecipient Agreement for Coronavirus Relief Funds ("Agreement"), a copy of which is attached hereto as **Exhibit A**; and

**WHEREAS**, it would be in the best interests of the Park District and its citizens to enter into the attached Agreement (**Exhibit A**).

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

**Section 1:** That the Park District Board President, or his or her designee, be and is hereby authorized and directed to execute the attached Intergovernmental and Subrecipient Agreement for Coronavirus Relief Funds (**Exhibit A**) by and between the Park District and Cook County, Illinois, and to take such further steps to comply with the terms and conditions set forth therein.

**Section 2:** That this Resolution shall be in full force and effect after passage and approval as required by law.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**Passed and Approved** this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

**INTERGOVERNMENTAL AND SUBRECIPIENT AGREEMENT**  
**FOR**  
**CORONAVIRUS RELIEF FUNDS**



**Between**

**COUNTY OF COOK, ILLINOIS**

**And**

\_\_\_\_\_  
**(Cook County, Illinois Library or Park District (Subrecipient))**

**Entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2020**

## SUBAWARD INFORMATION

The following information is provided pursuant to 2 C.F.R. 200.331(a)(1):

- Subrecipient's name (must match the name associated with its unique entity identifier):  
\_\_\_\_\_
- Subrecipient's unique entity identifier (DUNS): \_\_\_\_\_
- Subaward Period of Performance Start and End Date: July 1, 2020, through December 30, 2020.
- Total Amount of Federal Funds allocated to the Subrecipient: \$ \_\_\_\_ \$5,000 \_\_\_\_\_
- Federal Award Program Description:  

Cook County has received Coronavirus Relief Funds pursuant to the CARES Act, a portion of which it has chosen to allocate in the spirit of intergovernmental cooperation to other units of local government in Cook County. Available funds may be distributed to units of local government as allocated by the Cook County Bureau of Finance based upon the balance of funds available and proposed use of such funds.
- Name of Federal Awarding Agency: U.S. Department of Treasury
- Name of pass-through entity: Cook County, IL
- Contact Information for pass-through entity: Ammar M. Rizki, Chief Financial Officer, Cook County Bureau of Finance, 118 N. Clark Street, Suite 1127. Chicago, Illinois 60602. Email Info: [SuburbanCovidFundingRequest@cookcountyil.gov](mailto:SuburbanCovidFundingRequest@cookcountyil.gov)
- Award is for Research & Development (R&D):\_NO

**THIS AGREEMENT** entered this \_\_\_\_\_ day of \_\_\_\_\_, 2020, by and between the County of Cook, Illinois, a body politic and corporate of the State of Illinois, through the Office of the Chief Financial Officer and Bureau of Finance (herein called “Cook County”), and \_\_\_\_\_ (herein called “Subrecipient”) a unit of local government under the Illinois Constitution. Cook County and Subrecipient shall sometimes be referred to herein individually as the “Party” and collectively as the “Parties.”

**WHEREAS**, on March 13, 2020, the President of the United States issued a Proclamation on Declaring a National Public Health Emergency as a result of the COVID-19 outbreak; and

**WHEREAS**, on March 27, 2020, the President of the United States signed into law the Coronavirus Aid, Relief, and Economic Security Act (the “CARES Act”); and

**WHEREAS**, the CARES Act established the Coronavirus Relief Fund (“CRF”), which provides aid to certain eligible local governments to address necessary expenditures due to the COVID-19 Public Health Emergency; and

**WHEREAS**, Cook County qualified as an eligible local government and received CRF funding from the U.S. Department of Treasury; and

**WHEREAS**, federal guidance issued by the U.S. Department of Treasury indicates that a unit of local government may transfer a portion of its CRF funding to a smaller unit of local government provided that such transfer qualifies as a “necessary expenditure” to the Public Health Emergency and meets the criteria of Section 601 (d) of the Social Security Act as added by Section 5001 of the CARES Act; and

**WHEREAS**, Article VII, Section 10 of the 1970 Illinois Constitution and the Illinois Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.) and other applicable law permit and encourage units of local government to cooperate with and support each other in the exercise of their authority and the performance of their responsibilities; and

**WHEREAS**, the Illinois Intergovernmental Cooperation Act authorizes units of local government to combine, transfer or jointly exercise any power, privilege, function, or authority which either of them may exercise, and to enter into agreements for the performance of governmental services, activities, or undertakings, and

**WHEREAS**, Cook County acknowledges that there are units of local government within Cook County that were not eligible to receive a portion of CRF and Cook County, through the spirit of intergovernmental cooperation, desires to provide a portion of its CRF funding to aid such units of local government in addressing the impacts of the COVID-19 Public Health Emergency; and

**WHEREAS**, Section 601(d) of the Social Security Act, as added by section 5001 of the CARES Act requires that units of local government use the funds received to cover only those costs that (1) are necessary expenditures incurred due to the public health emergency with respect to the COVID-19; (2) were not accounted for in the budget most recently approved as of March 27, 2020, (the date of enactment of the CARES Act) for the state or local government; and (3) were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020; and

**WHEREAS**, in order to provide funds for Subrecipient to pay necessary expenditures it has or will incur due to the COVID-19 public health emergency, the Parties have agreed that Cook County, in its sole and absolute discretion, may reimburse Subrecipient for eligible expenses as provided herein.

**NOW, THEREFORE**, the Parties mutually agree as follows:

**I. AGREEMENT TERM**

A. This Agreement shall become effective on the date of execution, and end on December 30, 2020 (the

“Initial Term”).

- B. This Agreement may be extended beyond the Initial Term only upon the written approval of both Parties; provided, however, that all terms and conditions of this Agreement shall remain in full force and effect unless this Agreement is specifically amended.
- C. Cook County, in its sole and absolute discretion, may terminate this Agreement at any time.

## **II. ACTIVITIES & ELIGIBLE EXPENSES**

### **A. Activities**

Subrecipient shall be responsible for administering all COVID-19 response activities in a manner satisfactory to Cook County and consistent with any standards required as a condition of providing these funds. Allowable activities must be directly tied to response and recovery efforts related to COVID-19 and must be allowable pursuant to the CRF requirements.

### **B. Eligible Expenses**

Cook County, in its sole and absolute discretion, may reimburse and/or provide funding to Subrecipient for “Eligible Expenses” as described on Attachment A of this Agreement. Notwithstanding anything herein to the contrary, “Eligible Expenses” shall not include lost revenue. Failure of Subrecipient to comply with the provisions of this Agreement, including non-compliance with 2 C.F.R. 200, may result in expenses being disallowed, withholding of federal funds, and/or termination of this Agreement.

## **III. NOTICES**

Notices to Cook County as required by this Agreement shall be delivered in writing, via email and addressed to Cook County as set forth below. Notices to Subrecipient as required by this Agreement shall be in writing, via email and addressed to Subrecipient as set forth below. All such notices shall also be deemed duly given if personally delivered, or if deposited in the United States mail, registered or certified return receipt requested.

Ammar M. Rizki  
Chief Financial Officer  
Cook County Bureau of Finance  
118 N. Clark Street, Suite 1127  
Chicago, IL 60602  
[SuburbanCovidFundingRequest@cookcountyil.gov](mailto:SuburbanCovidFundingRequest@cookcountyil.gov)

Name of Subrecipient: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

## **IV. TERMS & CONDITIONS**

The following requirements are applicable to all activities undertaken with CRF funds.

### **A. Compliance with State and Local Requirements**

Subrecipient acknowledges that this Agreement requires compliance with the regulations of the State of Illinois and with all applicable state and local orders, laws, regulations, rules, policies, and certifications governing any activities undertaken during the performance of this Agreement.

#### B. Compliance with Federal Requirements

Subrecipient acknowledges that Eligible Expenses funded or reimbursed by Cook County to Subrecipient are not considered to be grants but are “other financial assistance” under 2 C.F.R. 200.40. This Agreement requires compliance with certain provisions of Title 2 C.F.R. 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Subrecipient agrees to comply with all applicable federal laws, regulations, and policies governing the funds provided under this Agreement. Subrecipient further agrees to utilize available funds under this Agreement to supplement rather than supplant funds otherwise available.

During the performance of this Agreement, the Subrecipient shall comply with all applicable federal laws and regulations, including, including, but not limited to, the following:

- Fund payments are considered to be federal financial assistance subject to the Single Audit Act (31 U.S.C. 7501-7507).
- Subrecipients are subject to a single audit or program specific audit pursuant to 2 C.F.R. 200.501(a) when Subrecipient spends \$750,000 or more in federal awards during their fiscal year.
- Fund payments are subject to 2 C.F.R. 200.303 regarding internal controls.
- Fund payments are subject to 2 C.F.R. 200.330 through 200.332 regarding subrecipient monitoring and management.
- Fund payments are subject to Subpart F regarding audit requirements.

Subcontracts, if any, shall contain a provision making them subject to all of the provisions stipulated in this Agreement, including but not limited to 2 C.F.R. 200.303, 2 C.F.R. 200.330-332, 2 C.F.R. 200.501(a), and 2 C.F.R. Part 200 Subpart F.

With respect to any conflict between such federal requirements and the terms of this Agreement and/or the provisions of state law and except as otherwise required under federal law or regulation, the more stringent requirement shall control.

#### C. Hold Harmless

Subrecipient shall hold harmless, release, and defend Cook County from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the Subrecipient’s performance or nonperformance of the services or subject matter called for in this Agreement.

#### D. Indemnification

Subrecipient shall indemnify Cook County, its officers, agents, employees, and the federal awarding agency, from any claim, liability, loss, injury or damage arising out of, or in connection with, performance of this Agreement by Subrecipient and/or its agents, employees or sub-contractors, excepting only loss, injury or damage determined to be solely caused by the gross negligence or willful misconduct of personnel employed by Cook County. It is the intent of the Parties to this Agreement to provide the broadest possible indemnification for Cook County. Subrecipient shall reimburse Cook County for all costs, attorneys' fees, expenses and liabilities incurred with respect to any litigation in which Subrecipient is obligated to indemnify,

defend and hold harmless Cook County under this Agreement.

#### E. Misrepresentations & Noncompliance

Subrecipient hereby asserts, certifies and reaffirms that all representations and other information contained in Subrecipient's application, request for funding, or request for reimbursement are true, correct and complete, to the best of Subrecipient's knowledge, as of the date of this Agreement. Subrecipient acknowledges that all such representations and information have been relied on by Cook County to provide the funding under this Agreement.

Subrecipient shall promptly notify Cook County, in writing, of the occurrence of any event or any material change in circumstances which would make any Subrecipient representation or information untrue or incorrect or otherwise impair Subrecipient's ability to fulfill Subrecipient's obligations under this Agreement.

#### F. Workers' Compensation

Subrecipient shall provide Workers' Compensation Insurance coverage for all of its employee involved in the performance of this Agreement.

#### G. Insurance

Subrecipient shall carry sufficient insurance coverage to protect any funds provided to Subrecipient under this Agreement from loss due to theft, fraud and/or undue physical damage. Subrecipients that are self-insured shall maintain excess coverage over and above its self-insured retention limits.

#### H. Amendments

This Agreement may be amended at any time only by a written instrument signed by both Parties. Such amendments shall not invalidate this Agreement, nor relieve or release either Party from its obligations under this Agreement. Cook County may, in its discretion, amend this Agreement to conform with Federal, state or local governmental guidelines, policies and available funding amounts. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both Parties.

#### I. Suspension or Termination

Cook County may suspend or terminate this Agreement if Subrecipient materially fails to comply with any terms of this Agreement, which include (but are not limited to), the following:

1. Failure to comply with any of the rules, regulations or provisions referred to herein, or such statutes, regulations, executive orders, and Federal awarding agency guidelines, policies or directives as may become applicable at any time;
2. Failure, for any reason, of Subrecipient to fulfill in a timely and proper manner its obligations under this Agreement;
3. Ineffective or improper use of funds provided under this Agreement; or
4. Submission by the Subrecipient to Cook County reports that are incorrect or incomplete in any material respect.

#### J. Program Fraud & False or Fraudulent Statements or Related Acts

Subrecipient and any subcontractors must comply with 31 U.S.C. Chapter 38, Administrative Remedies for False Claims and Statements, which shall apply to the activities and actions of Subrecipient and any subcontractors pertaining to any matter resulting from a contract.



#### K. Debarment / Suspension and Voluntary Exclusion

1. Non-Federal entities and contractors are subject to the debarment and suspension regulations implementing Executive Order 12549, Debarment and Suspension (1986) and Executive Order 12689, Debarment and Suspension (1989) at 2 C.F.R. Part 180 and the Department of Homeland Security's regulations at 2 C.F.R. Part 3000 (Nonprocurement Debarment and Suspension).
  2. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs and activities. A contract award must not be made to parties listed in the Systems of Award Management ("SAM") Exclusions. SAM Exclusions is the list maintained by the General Services Administration that contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. SAM exclusions can be accessed at [www.sam.gov](http://www.sam.gov).
- L. Governing Law and Venue. This Agreement shall be interpreted under, and governed by, the laws of the State of Illinois, without regard to conflicts of laws principles. Any claim, suit, action, or proceeding brought in connection with this Agreement shall be in the Circuit Court of Cook County and each party hereby irrevocably consents to the personal and subject matter jurisdiction of such court and waives any claim that such court does not constitute a convenient and appropriate venue for such claims, suits, actions, or proceedings.

### V. ADMINISTRATIVE REQUIREMENTS

#### A. Financial Management

Subrecipient agrees to comply with and agrees to adhere to appropriate accounting principles and procedures, utilize adequate internal controls, and maintain necessary source documentation for all Eligible Expenses.

#### B. Duplication of Benefits; Subrogation

Subrecipient shall not carry out any of the activities under this Agreement in a manner that results in a prohibited duplication of benefits as defined by Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5155) and in accordance with Section 1210 of the Disaster Recovery Reform Act of 2018 (division D of Public Law 115-254; 132 Stat. 3442), which amended section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5155).

If Subrecipient receives duplicate benefits from another source, Subrecipient must refund the benefits provided by Cook County to Cook County.

Subrecipient must execute and deliver a Duplication of Benefits and Subrogation Agreement ("Duplication of Benefits Certification"), in the form attached hereto as Attachment B. Subrecipient shall comply with all terms and conditions of the Duplication of Benefits Certification, including, without limitation, Subrecipient's obligation to promptly notify Cook County of any disaster assistance received from any other source.

#### C. Documentation & Recordkeeping

As required by 2 C.F.R. 200.331(a)(5), Cook County, or any duly authorized representative of Cook County, shall have the right of access to any records, documents, financial statements, papers, or other records of Subrecipient that are pertinent to this Agreement, in order to comply with any audits pertaining to funds allocated to Subrecipient under this Agreement. The right of access also includes timely and reasonable access

to Subrecipient's personnel for the purpose of interview and discussion related to such documents. The right of access is not limited to the required retention period, as set forth in paragraph D below, but lasts as long as the records are retained.

#### D. Record Retention

Subrecipient shall retain sufficient records, which may include, but are not limited to financial records, supporting documents, statistical records, and all other Subrecipient records pertinent to the Agreement to show its compliance with the terms of this Agreement, as well as the compliance of all subcontractors or consultants paid from funds under this Agreement, for a period of five (5) years from the date of submission of the final expenditure report.

#### E. Internal Controls

Subrecipient must comply with 2 C.F.R. 200.303 and establish and maintain effective internal control over the funds allocated under this Agreement and provide reasonable assurance that the Subrecipient is managing the award in compliance with Federal statutes, regulations, and the terms and conditions of the award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States or the “Internal Control Integrated Framework” issued by the Committee of Sponsoring Organizations of the Treadway Commission.

#### F. Personally Identifiable Information

Subrecipient must comply with 2 C.F.R. 200.303(e) and take reasonable measures to safeguard protected personally identifiable information, as defined in 2 C.F.R. 200.82, and other information designated as sensitive or the Subrecipient considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

#### G. Monitoring & Compliance

Cook County shall evaluate the Subrecipient’s risk of noncompliance and monitor the activities of Subrecipient as necessary to ensure that the CRF funds are used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of this Agreement. Monitoring of Subrecipient shall include reviewing invoices for eligible expenses, reviewing payroll logs, applicable contracts and other documentation that may be requested by the County to substantiate eligible expenses. Failure to submit proper documentation verifying eligible expenses may result in termination of this agreement and recoupment of awarded funds from the Subrecipient.

Cook County shall verify that Subrecipient is audited as required by 2 C.F.R. Part 200 Subpart F—Audit Requirements. Cook County may take enforcement action against noncompliant Subrecipient as described in 2 C.F.R. 200.338 Remedies for noncompliance of this part and in program regulations

#### H. Close-Outs

Subrecipient shall close-out its use of funds under this Agreement by complying with the closeout procedures set forth in 2 C.F.R. 200.343 and the procedures described below. Subrecipient's obligation to Cook County will not terminate until all close-out requirements are completed. Activities during this close-out period shall include, but are not limited to:

Notwithstanding the foregoing, the terms of this Agreement shall remain in effect during any period that Subrecipient has control over funding provided under this Agreement.

#### I. Audits & Inspections

All Subrecipient records with respect to any matters covered by this Agreement shall be made available to Cook County, the Federal awarding agency, and the Comptroller General of the United States or any of their authorized representatives, at any time during normal business hours, as often as deemed necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be resolved by Subrecipient within 30 days after notice of such deficiencies by the Subrecipient. Failure of Subrecipient to comply with the audit requirements will constitute a violation of this Agreement and may result in the withholding of future payments.

If Subrecipient expends \$750,000 or more in total federal assistance (all programs) in a single year, must have an audit conducted of Coronavirus Relief Funds in accordance with 2 C.F.R. Part 200, Subpart F—Audit Requirements. Subrecipient shall submit a copy of that audit to Cook County.

Subrecipients who do not meet the Single Audit threshold are required to have a program-specific Coronavirus Relief Funds audit conducted in accordance with § 200.507 - Program-Specific Audits and may be required to submit such copy of that audit to Cook County.

Issues arising out of noncompliance identified in a Single or Program-Specific Coronavirus Relief Funds audit are to receive priority status of remediation or possible return of all funds to Cook County.

#### **J. Payment & Reporting Procedures**

##### **1. Payment Procedures**

Cook County will pay to the Subrecipient funds available under this Agreement based upon information submitted by the Subrecipient and consistent with the allocations and disbursement policies established by Cook County. With the exception of certain advances, payments will be made for eligible expenses actually incurred by the Subrecipient; payments made for advances will require proof that the advance was used for an eligible expense on or before December 30, 2020.

Subrecipients should maintain a financial file with copies of back-up documentation for all paid eligible expenditures made by the Subrecipient during the eligible period. Documentation of expenditures will be reviewed and verified upon receipt by Cook County.

- a. Requests for reimbursement or funding must be submitted via email to [SuburbanCovidFundingRequest@cookcountyil.gov](mailto:SuburbanCovidFundingRequest@cookcountyil.gov).
- b. Notification letters approving requested funds will contain detailed instructions regarding delivery of approved funds to Subrecipient. Receipt of approved funds will be contingent on a fully executed Intergovernmental and Subrecipient Agreement. All CRF funds not expended by Subrecipient must be returned to Cook County by December 30, 2020, in compliance with the Close-Out Procedures contained in this Agreement.

2. Reporting Procedures. Subrecipient will be required to periodically report the status of projects approved for advance funding and will be required to tender to the County records addressing how the funding was used for eligible expenses on or before December 30, 2020. Such reporting may include documentation of invoices, submission of payroll logs, proof of contracts, etc. to substantiate eligible expenses. Failure to submit proper documentation verifying eligible expenses may result in termination of this agreement and recoupment of awarded funds from the Subrecipient.

#### **VI. Personnel & Participation Conditions**

1. Hatch Act

Subrecipient must comply with provisions of the Hatch Act of 1939 (Chapter 15 of Title V of the U.S.C.) limiting the political activities of public employees, as it relates to the programs funded.

2. Conflict of Interest

The Subrecipient shall maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

## **VII. ATTACHMENTS**

All attachments to this Agreement are incorporated as if set out fully. In the event of any inconsistencies or conflict between the language of this Agreement and the attachments, the language of the attachments shall control, but only to the extent of the conflict or inconsistency.

This Agreement contains the following attachments:

- Attachment A – Library & Park District Application for CRF
- Attachment B – Duplication of Benefits Certification

## **VII. SEVERABILITY**

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless be in full force and effect.

## **VIII. WAIVER**

Cook County's failure to act with respect to a breach by the Subrecipient does not waive its right to act with respect to subsequent or similar breaches. The failure of Cook County to exercise or enforce any right or provision shall not constitute a waiver of such right or provision.

## **IX. CERTIFICATION**

The subrecipient hereby certifies that they have the authority and approval from the governing body to execute this Agreement and request reimbursement or advance funding from Cook County from the allocation of the Coronavirus Relief Fund provided to Cook County for eligible expenditures. The subrecipient further certifies the funds received for reimbursement or advances from the Coronavirus Relief Funds were or will be used only to cover those costs that:

- a. Are *necessary expenditures* incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- b. Were not accounted for in the budget most recently approved as of March 27, 2020; and
- c. Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

Subrecipient understands any award of funds pursuant to this agreement must adhere to official federal guidance issued or to be issued on what constitutes a necessary expenditure and that the subrecipient has reviewed the guidance established by U.S. Department of the Treasury and certify costs meet the required guidance. Any funds expended by the subrecipient or its subcontractor(s) in any manner that does not adhere to official federal guidance shall be returned to Cook County.

Subrecipient agrees that they will retain documentation of all uses of the funds, including but not limited to invoices and/or sales receipts in a manner consistent with §200.333 *Retention requirements for records* of 2 CFR Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Subrecipient understands any funds provided pursuant to this agreement cannot be used as a revenue replacement for lower than expected tax or other revenue collections and cannot be used for expenditures for which the subrecipient has received any other emergency COVID-19 supplemental funding (whether state, federal or private in nature) for that same expense.

#### **X. ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement between the Parties for the use of funds received under this Agreement and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written between the Parties relating to Cook County's allocation of CRF funding to Subrecipient. This Agreement is subject to availability of Federal assistance under the Coronavirus Relief Funds as authorized under the CARES Act. Cook County has no legal requirement to provide funding to any Subrecipient.

#### **VI. SIGNATURE AUTHORITY**

The following specific officers/officials, or their authorized designees, are required to sign this Agreement on behalf of the of Subrecipient. Note: If this Agreement is signed by a designee, a duly authenticated delegation of authority evidencing the signer's authority to execute the Agreement for and on behalf of the Subrecipient must be attached to the Agreement for review by Cook County.

IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this Agreement on the dates hereafter set forth below.

**HOFFMAN ESTATES PARK DISTRICT**

**Signed:** \_\_\_\_\_

**Its Duly Authorized Agent**

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**COOK COUNTY, ILLINOIS**

**Signed:** \_\_\_\_\_

**Its Duly Authorized Agent**

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approved as to form:**

**Signed:** \_\_\_\_\_

Office of the Cook County State's Attorney

## MEMORANDUM NO. M20-114

**TO:** A&F Committee  
**FROM:** Craig Talsma, Executive Director  
Nicole Hopkins, Director of Finance and Administration  
**RE:** Pay Grade, Job Descriptions, Health Insurance Contribution, and 2021 Wage Increase  
**DATE:** October 27, 2020

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### **Background**

#### **Pay Ranges**

The District set a 2020 Goal Objective to “ensure employee wages are competitive and aligned with value” as compensation should periodically be compared to the market to ensure we can attract and retain high quality employees. After determining that utilizing an outside firm for a compensation survey was going to be cost prohibitive and firms that provided services for wage research would cost \$10,000 annually for a minimum three years, we explored other sources of the information.

The United States Bureau of Labor Statistics (BLS) collects information annually and has a way to link to the data directly (Schedule A) in order to summarize over 500,000 entries. The Illinois Department of Labor provided information on the salary differentials between different areas of Illinois.

To further the study, we needed to take the descriptions used by the BLS and match them to the jobs performed by District staff (Schedule B). For positions that did not directly correlate, we also polled area Park Districts and researched using job sites such as Indeed, Monster and ZipRecruiter. Now that this has been set up, analysis on a regular basis will be far more efficient.

Using the data accumulated, grades were created using mid-point annual compensation that were similar among positions (Schedule C). After conversations with the Directors, some positions were manually reclassified based on changes to job responsibilities due to staffing reductions. Additionally, skills that are not widely used in the private sector were reviewed for equity and adjustments made where appropriate.

After this analysis was completed, the current annual wages were compared to the minimum and maximum for the established grades (Schedule D yellow is below minimum and blue is above maximum). Job titles and descriptions were reviewed and updated as a result of this analysis. All of our job descriptions have been updated to reflect any additional responsibilities due to Covid-19 layoffs.

Currently through the end of this year it is expected we will have 65 full-time positions with two more hires scheduled for next year. This is still over a 10% reduction in our full-time work force of the 75 positions included in the 2020 budget.

#### **Insurance**

As part of the overall compensation we also evaluated other benefits as the salaries presented are part of an overall compensation package. In general, government positions pay less than comparable private sector positions and benefits are used as incentive to attract employees. The benefit of IMRF is an additional benefit above most private employers. Days off or PTO was basically comparable and insurance coverage in line as well. One difference was employees paying a portion of this. However this is standard in park districts so we compared our benefit with other districts.

The private sector averages 20% for employee coverage and 33% for additional family members (<https://www.bls.gov/ncs/ebs/benefits/2020/employee-benefits-in-the-united-states-march-2020.pdf>). We compared the District's contribution rates to a study completed by PDRMA with 71 agencies responding as well as a survey conducted internally on surrounding Districts. Our District was the very highest in overall charges to our employees. One reason is we have perpetually raised the amounts instead of just setting a percentage. In the past, numerous scenarios were reviewed in order to find a balance between increased cost to the District and an equitable reduction to premiums for all staff. Our District also pays individuals that opt for other coverage versus our plan \$25 per paycheck.

The amount an employee pays does not affect their wages or salary, but does impact take home pay and this can be a deciding factor in working at a District. To note, we offered a Program Manager position to a candidate that was declined in order to accept a position at Mount Prospect. The difference in employee health insurance costs was cited as the reason. The most comparable districts are summarized below and it is clear our District charges employees considerably more.

Park District	Employee Only Coverage	Employee and Child Coverage	Employee and Children Coverage	Employee and Spouse/Partner Coverage	Family Coverage
Arlington Heights	13%	16%	16%	16%	16%
Buffalo Grove	5%	8%	8%	9%	12%
Elk Grove	10%	16%	16%	18%	20%
Mount Prospect	14%	10%	10%	11%	10%
Palatine	15%	18%	18%	18%	19%
Rolling Meadows	10%	25%	25%	25%	25%
Schaumburg	10%	10%	10%	10%	10%
<b>Average</b>	<b>11%</b>	<b>15%</b>	<b>15%</b>	<b>15%</b>	<b>16%</b>

<b>Hoffman Estates</b>	<b>22%</b>	<b>23%</b>	<b>26%</b>	<b>24%</b>	<b>25%</b>
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### 2021 Wage Increase

In order to be able to budget for 2021 wages, we completed research on the plans among Park Districts as well as in the private sector regarding increases. Although a majority of the public sector are planning near normal increases for both 2020 and 2021, In regards specifically to Park District's, approximately 40% of the respondents will be doing an increase and 10% will not with 50% undecided.

Research Firm	2020 Increase Amt	2021 Increase Amt	2021 Increases Planned
Willis Towers Watson Survey	2.6%	2.8%	93.0%
World at Work	2.9%	2.9%	
Salary.com	3.0%	3.0%	
EMPSIGHT	3.0%	2.9%	
USBureau of Labor Statistics	2.9%	1.	
Park District Survey			38.6% <sup>2.</sup>

1. The USBLS does not provide estimates.

2. 50% are still undecided.



## **Implications**

### **Pay Ranges**

Establishing a grade system will allow job descriptions to be assigned a grade versus an individual wage range. This will eliminate the need to manually adjust every job description wage range on yearly basis due to inflation or market changes. Ensuring that we are able to offer competitive pay and benefits, along with culture, are key factors to employee retention, productivity and job satisfaction.

The new ranges will also allow for an objective approach for determining pay rate. Using factors such as skill, education, and problem solving ability to make compensation decisions contributes to equitable pay practices throughout the District. This is an important piece in ensuring that employees are afforded the same income opportunities.

Most employees are within the newly established ranges. There were, however, six positions highlighted in yellow on Schedule D that were below the minimum. There were also seven positions that due to experience needed to be adjusted closer to the new mid-point. Additionally, three positions highlighted in blue on Schedule D were at or above the maximum pay rate of the range and will not receive future increase unless the annual range adjustment catches up. In total 11 positions needed an upward adjustment of 5% and another two were adjusted by 10%. Total adjustments were approximately \$40,000, and we are still ten full time staff below 2020 budgeted numbers.

### **Insurance**

	Employee Only Coverage	Employee and Child Coverage	Employee and Children Coverage	Employee and Spouse/Partner Coverage	Family Coverage
Park District					
Proposed Rates	10%	15%	15%	15%	20%

In order to balance current economic conditions with the objective of ensuring the District remains competitive with our counterparts, the recommended rate changes will result an approximate 2% increase to individuals take home pay (higher for low wage earners and less for high wage earners). Additionally we would increase the opt-out coverage per paycheck to \$50 instead of \$25.

This more analytical approach versus the prior year's approach of balancing between categories now establishes a set amount that keeps us within a fixed percentage. These rates also align us a little closer to other comparable park districts. Although this still puts the District among our higher neighbors, it will not be as significant a difference as our current rates.

### **2021 Wage Increase**

Though it appears the majority of business and park districts will be offering a salary/wage increase in 2021 District staff does not recommend one for the 2021 budget. However, due to the increase in minimum wage by \$1 next year which could have an effect on our Grade 1 & 2 positions we would like the Board to consider a 2% adjustment pool for just these two lower grades which contain hourly workers. This total pool amount would be approximately \$15,000 and just for those grades. It is worth noting that the impact of setting the new insurance contribution will slightly increase take home pay as well, though not be a wage increase.

### **Recommendation**

Staff recommends the A&F Committee recommend to the Board approval of:

- 1) The proposed pay grades, new job descriptions & employee health insurance contribution rates.
- 2) To budget a 2% wage increase for the 2021 budget for the hourly workers in Grades 1 & 2.

SCHEDULE A.

Descriptions.wm ( Descriptions.wm (3).occup Descriptions.i Descriptions.series_title		Hourly Range
Illinois		
<b>Accountants and auditors</b>		
	0	
	Average hourly wage for level 08 accountants and auditors in Illinois	\$32.15
	Average hourly wage for full-time level 08 accountants and auditors in Illinois	\$32.15
	Average hourly wage for full-time level 09 accountants and auditors in Illinois	\$33.72
	Average hourly wage for level 09 accountants and auditors in Illinois	\$34.16
	Average hourly wage for time-based accountants and auditors in Illinois	\$36.62
	Average hourly wage for nonunion accountants and auditors in Illinois	\$36.69
	Average hourly wage for full-time accountants and auditors in Illinois	\$37.62
	Average hourly wage for not able to be leveled accountants and auditors in Illinois	\$39.49
	Average hourly wage for full-time not able to be leveled accountants and auditors in Illinois	\$42.70
	Average hourly wage for full-time level 10 accountants and auditors in Illinois	\$52.09
	Average hourly wage for level 10 accountants and auditors in Illinois	\$52.09
<b>Administrative services and facilities managers</b>		
	0	
	Average hourly wage for full-time administrative services and facilities managers in Illinois	\$48.85
	Average hourly wage for not able to be leveled administrative services and facilities managers in Illinois	\$51.72
	Average hourly wage for full-time not able to be leveled administrative services and facilities managers in Illinois	\$52.62
<b>Advertising sales agents</b>		
	0	
	Average hourly wage for full-time advertising sales agents in Illinois	\$31.63
	Average hourly wage for nonunion advertising sales agents in Illinois	\$31.84
<b>Amusement and recreation attendants</b>		
	0	
	Average hourly wage for part-time level 01 amusement and recreation attendants in Illinois	\$10.74
	Average hourly wage for level 01 amusement and recreation attendants in Illinois	\$10.75
	Average hourly wage for part-time amusement and recreation attendants in Illinois	\$10.81
	Average hourly wage for nonunion amusement and recreation attendants in Illinois	\$11.46
	Average hourly wage for time-based amusement and recreation attendants in Illinois	\$11.84
<b>Architectural and engineering managers</b>		
	0	
	Average hourly wage for nonunion architectural and engineering managers in Illinois	\$67.78
	Average hourly wage for full-time architectural and engineering managers in Illinois	\$67.78
	Average hourly wage for time-based architectural and engineering managers in Illinois	\$67.78
<b>Architecture and engineering occupations</b>		
	0	
	Average hourly wage for level 06 architecture and engineering occupations in Illinois	\$24.84
	Average hourly wage for full-time level 06 architecture and engineering occupations in Illinois	\$25.48
	Average hourly wage for level 07 architecture and engineering occupations in Illinois	\$29.32
	Average hourly wage for full-time level 07 architecture and engineering occupations in Illinois	\$29.66
	Average hourly wage for level 08 architecture and engineering occupations in Illinois	\$36.09
	Average hourly wage for full-time level 08 architecture and engineering occupations in Illinois	\$36.66
	Average hourly wage for full-time level 09 architecture and engineering occupations in Illinois	\$38.10
	Average hourly wage for level 09 architecture and engineering occupations in Illinois	\$38.15
	Average hourly wage for union architecture and engineering occupations in Illinois	\$39.44
	Average hourly wage for time-based architecture and engineering occupations in Illinois	\$40.81
	Average hourly wage for nonunion architecture and engineering occupations in Illinois	\$41.00
	Average hourly wage for full-time architecture and engineering occupations in Illinois	\$41.31
	Average hourly wage for not able to be leveled architecture and engineering occupations in Illinois	\$43.06
	Average hourly wage for full-time not able to be leveled architecture and engineering occupations in Illinois	\$43.40
	Average hourly wage for full-time level 11 architecture and engineering occupations in Illinois	\$47.45
	Average hourly wage for level 11 architecture and engineering occupations in Illinois	\$47.54

SCHEDULE A.

Descriptions.wm ( ( Descriptions.wm (3).occupz Descriptions.i Descriptions.series_title	Hourly Range
Illinois	
<b>Arts, design, entertainment, sports, and media occupations</b>	
0	
Average hourly wage for part-time arts, design, entertainment, sports, and media occupations in Illinois	\$18.73
Average hourly wage for level 06 arts, design, entertainment, sports, and media occupations in Illinois	\$18.79
Average hourly wage for part-time not able to be leveled arts, design, entertainment, sports, and media occupa	\$19.46
Average hourly wage for full-time level 06 arts, design, entertainment, sports, and media occupations in Illinois	\$19.71
Average hourly wage for full-time level 07 arts, design, entertainment, sports, and media occupations in Illinois	\$24.94
Average hourly wage for level 07 arts, design, entertainment, sports, and media occupations in Illinois	\$25.01
Average hourly wage for nonunion arts, design, entertainment, sports, and media occupations in Illinois	\$25.36
Average hourly wage for time-based arts, design, entertainment, sports, and media occupations in Illinois	\$26.45
Average hourly wage for not able to be leveled arts, design, entertainment, sports, and media occupations in Il	\$27.07
Average hourly wage for full-time arts, design, entertainment, sports, and media occupations in Illinois	\$29.30
Average hourly wage for full-time not able to be leveled arts, design, entertainment, sports, and media occupat	\$31.36
Average hourly wage for level 09 arts, design, entertainment, sports, and media occupations in Illinois	\$34.36
Average hourly wage for full-time level 09 arts, design, entertainment, sports, and media occupations in Illinois	\$34.40
<b>Automotive service technicians and mechanics</b>	
0	
Average hourly wage for nonunion automotive service technicians and mechanics in Illinois	\$21.06
Average hourly wage for full-time level 05 automotive service technicians and mechanics in Illinois	\$21.36
Average hourly wage for level 05 automotive service technicians and mechanics in Illinois	\$21.36
Average hourly wage for time-based automotive service technicians and mechanics in Illinois	\$21.51
Average hourly wage for full-time automotive service technicians and mechanics in Illinois	\$22.42
Average hourly wage for not able to be leveled automotive service technicians and mechanics in Illinois	\$24.47
Average hourly wage for full-time not able to be leveled automotive service technicians and mechanics in Illino	\$24.79
Average hourly wage for incentive-based automotive service technicians and mechanics in Illinois	\$25.36
<b>Bartenders</b>	
0	
Average hourly wage for nonunion bartenders in Illinois	\$10.86
Average hourly wage for time-based bartenders in Illinois	\$11.73
<b>Bill and account collectors</b>	
0	
Average hourly wage for nonunion bill and account collectors in Illinois	\$19.23
Average hourly wage for level 05 bill and account collectors in Illinois	\$19.34
Average hourly wage for full-time level 05 bill and account collectors in Illinois	\$19.34
Average hourly wage for time-based bill and account collectors in Illinois	\$19.44
Average hourly wage for full-time bill and account collectors in Illinois	\$19.77
<b>Billing and posting clerks</b>	
0	
Average hourly wage for level 04 billing and posting clerks in Illinois	\$17.63
Average hourly wage for full-time level 04 billing and posting clerks in Illinois	\$17.64
Average hourly wage for nonunion billing and posting clerks in Illinois	\$20.80
Average hourly wage for time-based billing and posting clerks in Illinois	\$20.96
Average hourly wage for full-time billing and posting clerks in Illinois	\$21.33
Average hourly wage for level 05 billing and posting clerks in Illinois	\$23.10
Average hourly wage for full-time level 05 billing and posting clerks in Illinois	\$23.11
<b>Bookkeeping, accounting, and auditing clerks</b>	
0	
Average hourly wage for part-time bookkeeping, accounting, and auditing clerks in Illinois	\$17.52
Average hourly wage for level 04 bookkeeping, accounting, and auditing clerks in Illinois	\$18.11
Average hourly wage for full-time level 04 bookkeeping, accounting, and auditing clerks in Illinois	\$19.34
Average hourly wage for not able to be leveled bookkeeping, accounting, and auditing clerks in Illinois	\$20.60
Average hourly wage for full-time not able to be leveled bookkeeping, accounting, and auditing clerks in Illinois	\$20.68
Average hourly wage for nonunion bookkeeping, accounting, and auditing clerks in Illinois	\$20.72

SCHEDULE A.

Descriptions.wm ( Descriptions.wm (3).occupations) Descriptions.i Descriptions.series_title	Hourly Range
Illinois Bookkeeping, accounting, and auditing clerks	0
Average hourly wage for time-based bookkeeping, accounting, and auditing clerks in Illinois	\$20.99
Average hourly wage for level 05 bookkeeping, accounting, and auditing clerks in Illinois	\$21.96
Average hourly wage for full-time bookkeeping, accounting, and auditing clerks in Illinois	\$22.70
Average hourly wage for full-time level 05 bookkeeping, accounting, and auditing clerks in Illinois	\$23.56
Average hourly wage for level 06 bookkeeping, accounting, and auditing clerks in Illinois	\$28.37
Average hourly wage for full-time level 06 bookkeeping, accounting, and auditing clerks in Illinois	\$29.54
<b>Brokerage clerks</b>	0
Average hourly wage for time-based brokerage clerks in Illinois	\$27.67
Average hourly wage for nonunion brokerage clerks in Illinois	\$27.74
Average hourly wage for full-time brokerage clerks in Illinois	\$28.22
<b>Building and grounds cleaning and maintenance occupations</b>	0
Average hourly wage for part-time level 01 building and grounds cleaning and maintenance occupations in Illinois	\$11.83
Average hourly wage for part-time level 02 building and grounds cleaning and maintenance occupations in Illinois	\$12.58
Average hourly wage for part-time building and grounds cleaning and maintenance occupations in Illinois	\$13.04
Average hourly wage for level 01 building and grounds cleaning and maintenance occupations in Illinois	\$13.19
Average hourly wage for part-time level 03 building and grounds cleaning and maintenance occupations in Illinois	\$13.73
Average hourly wage for level 02 building and grounds cleaning and maintenance occupations in Illinois	\$13.94
Average hourly wage for nonunion building and grounds cleaning and maintenance occupations in Illinois	\$14.07
Average hourly wage for full-time level 01 building and grounds cleaning and maintenance occupations in Illinois	\$14.10
Average hourly wage for level 03 building and grounds cleaning and maintenance occupations in Illinois	\$14.69
Average hourly wage for full-time level 02 building and grounds cleaning and maintenance occupations in Illinois	\$14.85
Average hourly wage for not able to be leveled building and grounds cleaning and maintenance occupations in Illinois	\$14.90
Average hourly wage for full-time not able to be leveled building and grounds cleaning and maintenance occupations in Illinois	\$15.09
Average hourly wage for time-based building and grounds cleaning and maintenance occupations in Illinois	\$15.29
Average hourly wage for full-time level 03 building and grounds cleaning and maintenance occupations in Illinois	\$15.49
Average hourly wage for full-time building and grounds cleaning and maintenance occupations in Illinois	\$16.21
Average hourly wage for full-time level 04 building and grounds cleaning and maintenance occupations in Illinois	\$17.60
Average hourly wage for level 04 building and grounds cleaning and maintenance occupations in Illinois	\$17.70
Average hourly wage for union building and grounds cleaning and maintenance occupations in Illinois	\$19.42
<b>Bus and truck mechanics and diesel engine specialists</b>	0
Average hourly wage for nonunion bus and truck mechanics and diesel engine specialists in Illinois	\$21.94
Average hourly wage for time-based bus and truck mechanics and diesel engine specialists in Illinois	\$25.32
Average hourly wage for full-time bus and truck mechanics and diesel engine specialists in Illinois	\$25.69
<b>Bus drivers, transit and intercity</b>	0
Average hourly wage for time-based bus drivers, transit and intercity in Illinois	\$23.65
Average hourly wage for union bus drivers, transit and intercity in Illinois	\$26.84
<b>Business and financial operations occupations</b>	0
Average hourly wage for part-time not able to be leveled business and financial operations occupations in Illinois	\$17.55
Average hourly wage for level 07 business and financial operations occupations in Illinois	\$21.99
Average hourly wage for level 06 business and financial operations occupations in Illinois	\$22.67
Average hourly wage for full-time level 07 business and financial operations occupations in Illinois	\$22.68
Average hourly wage for full-time level 06 business and financial operations occupations in Illinois	\$23.03
Average hourly wage for level 08 business and financial operations occupations in Illinois	\$28.92
Average hourly wage for full-time level 08 business and financial operations occupations in Illinois	\$29.36
Average hourly wage for union business and financial operations occupations in Illinois	\$33.02
Average hourly wage for full-time level 09 business and financial operations occupations in Illinois	\$35.28
Average hourly wage for level 09 business and financial operations occupations in Illinois	\$35.35
Average hourly wage for time-based business and financial operations occupations in Illinois	\$35.77

SCHEDULE A.

Descriptions.wm ( Descriptions.wm (3).occup	Descriptions.i	Descriptions.series_title	Hourly Range
Illinois	Business and financial oper	0 Average hourly wage for nonunion business and financial operations occupations in Illinois	\$37.21
		Average hourly wage for full-time business and financial operations occupations in Illinois	\$37.76
		Average hourly wage for not able to be leveled business and financial operations occupations in Illinois	\$38.27
		Average hourly wage for full-time not able to be leveled business and financial operations occupations in Illinois	\$40.24
		Average hourly wage for full-time level 10 business and financial operations occupations in Illinois	\$44.78
		Average hourly wage for level 10 business and financial operations occupations in Illinois	\$44.78
		Average hourly wage for full-time level 11 business and financial operations occupations in Illinois	\$53.76
		Average hourly wage for level 11 business and financial operations occupations in Illinois	\$53.83
		Average hourly wage for incentive-based business and financial operations occupations in Illinois	\$62.01
	<b>Butchers and meat cutters</b>		
		0	
		Average hourly wage for time-based butchers and meat cutters in Illinois	\$15.83
		Average hourly wage for full-time butchers and meat cutters in Illinois	\$16.09
	<b>Buyers and purchasing agents</b>		
		0	
		Average hourly wage for nonunion buyers and purchasing agents in Illinois	\$31.80
		Average hourly wage for time-based buyers and purchasing agents in Illinois	\$31.86
		Average hourly wage for full-time buyers and purchasing agents in Illinois	\$32.13
	<b>Carpenters</b>		
		0	
		Average hourly wage for time-based carpenters in Illinois	\$32.08
		Average hourly wage for full-time carpenters in Illinois	\$32.42
		Average hourly wage for not able to be leveled carpenters in Illinois	\$34.42
		Average hourly wage for full-time not able to be leveled carpenters in Illinois	\$35.84
		Average hourly wage for full-time level 06 carpenters in Illinois	\$37.39
		Average hourly wage for level 06 carpenters in Illinois	\$38.43
		Average hourly wage for union carpenters in Illinois	\$40.73
	<b>Cashiers</b>		
		0	
		Average hourly wage for part-time level 02 cashiers in Illinois	\$10.98
		Average hourly wage for level 02 cashiers in Illinois	\$11.03
		Average hourly wage for full-time level 02 cashiers in Illinois	\$11.16
		Average hourly wage for part-time cashiers in Illinois	\$11.28
		Average hourly wage for nonunion cashiers in Illinois	\$11.39
		Average hourly wage for time-based cashiers in Illinois	\$11.71
		Average hourly wage for part-time level 03 cashiers in Illinois	\$11.99
		Average hourly wage for level 03 cashiers in Illinois	\$12.57
		Average hourly wage for full-time cashiers in Illinois	\$12.89
		Average hourly wage for full-time level 03 cashiers in Illinois	\$13.64
		Average hourly wage for union cashiers in Illinois	\$13.91
	<b>Chemical technicians</b>		
		0	
		Average hourly wage for time-based chemical technicians in Illinois	\$26.45
		Average hourly wage for full-time chemical technicians in Illinois	\$26.75
	<b>Chief executives</b>		
		0	
		Average hourly wage for full-time not able to be leveled chief executives in Illinois	
		Average hourly wage for not able to be leveled chief executives in Illinois	
		Average hourly wage for full-time chief executives in Illinois	
		Average hourly wage for time-based chief executives in Illinois	
	<b>Child, family, and school social workers</b>		
		0	
		Average hourly wage for not able to be leveled child, family, and school social workers in Illinois	\$26.29

SCHEDULE A.

Descriptions.wm (	Descriptions.wm (3).occup	Descriptions.i	Descriptions.series_title	Hourly Range
Illinois	Child, family, and school so	0	Average hourly wage for time-based child, family, and school social workers in Illinois	\$26.73
			Average hourly wage for full-time not able to be leveled child, family, and school social workers in Illinois	\$27.00
			Average hourly wage for full-time child, family, and school social workers in Illinois	\$27.94
	<b>Childcare workers</b>			
		0		
			Average hourly wage for part-time childcare workers in Illinois	\$11.58
			Average hourly wage for time-based childcare workers in Illinois	\$12.14
			Average hourly wage for nonunion childcare workers in Illinois	\$12.15
			Average hourly wage for full-time childcare workers in Illinois	\$13.45
	<b>Civil engineers</b>			
		0		
			Average hourly wage for time-based civil engineers in Illinois	\$44.21
			Average hourly wage for full-time civil engineers in Illinois	\$45.07
			Average hourly wage for nonunion civil engineers in Illinois	\$45.19
	<b>Claims adjusters, examiners, and investigators</b>			
		0		
			Average hourly wage for time-based claims adjusters, examiners, and investigators in Illinois	\$30.74
			Average hourly wage for full-time claims adjusters, examiners, and investigators in Illinois	\$30.77
			Average hourly wage for nonunion claims adjusters, examiners, and investigators in Illinois	\$31.73
			Average hourly wage for level 09 claims adjusters, examiners, and investigators in Illinois	\$33.70
			Average hourly wage for full-time level 09 claims adjusters, examiners, and investigators in Illinois	\$33.70
			Average hourly wage for not able to be leveled claims adjusters, examiners, and investigators in Illinois	\$35.42
			Average hourly wage for full-time not able to be leveled claims adjusters, examiners, and investigators in Illinois	\$35.53
	<b>Cleaners of vehicles and equipment</b>			
		0		
			Average hourly wage for level 01 cleaners of vehicles and equipment in Illinois	\$11.02
			Average hourly wage for nonunion cleaners of vehicles and equipment in Illinois	\$11.94
			Average hourly wage for time-based cleaners of vehicles and equipment in Illinois	\$12.65
			Average hourly wage for full-time cleaners of vehicles and equipment in Illinois	\$13.86
	<b>Clinical laboratory technologists and technicians</b>			
		0		
			Average hourly wage for time-based clinical laboratory technologists and technicians in Illinois	\$24.76
			Average hourly wage for full-time clinical laboratory technologists and technicians in Illinois	\$26.30
	<b>Coating, painting, and spraying machine setters, operators, and tenders</b>			
		0		
			Average hourly wage for nonunion coating, painting, and spraying machine setters, operators, and tenders in Illinois	\$19.23
			Average hourly wage for time-based coating, painting, and spraying machine setters, operators, and tenders in Illinois	\$19.52
			Average hourly wage for full-time coating, painting, and spraying machine setters, operators, and tenders in Illinois	\$19.87
	<b>Community and social service occupations</b>			
		0		
			Average hourly wage for level 06 community and social service occupations in Illinois	\$17.61
			Average hourly wage for full-time level 06 community and social service occupations in Illinois	\$18.59
			Average hourly wage for part-time community and social service occupations in Illinois	\$18.67
			Average hourly wage for nonunion community and social service occupations in Illinois	\$21.41
			Average hourly wage for full-time level 07 community and social service occupations in Illinois	\$21.71
			Average hourly wage for level 07 community and social service occupations in Illinois	\$21.80
			Average hourly wage for time-based community and social service occupations in Illinois	\$24.01
			Average hourly wage for not able to be leveled community and social service occupations in Illinois	\$24.78
			Average hourly wage for full-time community and social service occupations in Illinois	\$25.16
			Average hourly wage for full-time not able to be leveled community and social service occupations in Illinois	\$26.32
			Average hourly wage for level 08 community and social service occupations in Illinois	\$27.26
			Average hourly wage for full-time level 08 community and social service occupations in Illinois	\$27.79
			Average hourly wage for union community and social service occupations in Illinois	\$31.94

SCHEDULE A.

Descriptions.wm (	Descriptions.wm (3).occup	Descriptions.i	Descriptions.series_title	Hourly Range
Illinois	Community and social serv	0	Average hourly wage for level 09 community and social service occupations in Illinois	\$32.76
			Average hourly wage for full-time level 09 community and social service occupations in Illinois	\$32.82
			<b>Compensation, benefits, and job analysis specialists</b>	
		0	Average hourly wage for time-based compensation, benefits, and job analysis specialists in Illinois	\$33.23
			Average hourly wage for nonunion compensation, benefits, and job analysis specialists in Illinois	\$33.39
			Average hourly wage for full-time compensation, benefits, and job analysis specialists in Illinois	\$33.75
			<b>Compliance officers</b>	
		0	Average hourly wage for time-based compliance officers in Illinois	\$35.47
			Average hourly wage for nonunion compliance officers in Illinois	\$36.02
			Average hourly wage for full-time compliance officers in Illinois	\$36.14
			Average hourly wage for not able to be leveled compliance officers in Illinois	\$36.59
			Average hourly wage for full-time not able to be leveled compliance officers in Illinois	\$37.33
			<b>Computer and information systems managers</b>	
		0	Average hourly wage for full-time computer and information systems managers in Illinois	\$71.66
			Average hourly wage for nonunion computer and information systems managers in Illinois	\$71.69
			Average hourly wage for time-based computer and information systems managers in Illinois	\$71.90
			Average hourly wage for not able to be leveled computer and information systems managers in Illinois	\$73.22
			Average hourly wage for full-time not able to be leveled computer and information systems managers in Illinois	\$73.23
			<b>Computer and mathematical occupations</b>	
		0	Average hourly wage for level 06 computer and mathematical occupations in Illinois	\$21.12
			Average hourly wage for full-time level 06 computer and mathematical occupations in Illinois	\$21.89
			Average hourly wage for full-time level 07 computer and mathematical occupations in Illinois	\$27.50
			Average hourly wage for level 07 computer and mathematical occupations in Illinois	\$28.17
			Average hourly wage for level 08 computer and mathematical occupations in Illinois	\$36.12
			Average hourly wage for full-time level 08 computer and mathematical occupations in Illinois	\$36.40
			Average hourly wage for level 09 computer and mathematical occupations in Illinois	\$37.81
			Average hourly wage for full-time level 09 computer and mathematical occupations in Illinois	\$37.81
			Average hourly wage for union computer and mathematical occupations in Illinois	\$41.25
			Average hourly wage for time-based computer and mathematical occupations in Illinois	\$43.28
			Average hourly wage for nonunion computer and mathematical occupations in Illinois	\$43.39
			Average hourly wage for full-time computer and mathematical occupations in Illinois	\$43.80
			Average hourly wage for not able to be leveled computer and mathematical occupations in Illinois	\$47.10
			Average hourly wage for full-time not able to be leveled computer and mathematical occupations in Illinois	\$47.35
			Average hourly wage for full-time level 10 computer and mathematical occupations in Illinois	\$50.33
			Average hourly wage for level 10 computer and mathematical occupations in Illinois	\$50.34
			Average hourly wage for full-time level 11 computer and mathematical occupations in Illinois	\$50.79
			Average hourly wage for level 11 computer and mathematical occupations in Illinois	\$50.84
			<b>Computer network support specialists</b>	
		0	Average hourly wage for time-based computer network support specialists in Illinois	\$30.01
			Average hourly wage for nonunion computer network support specialists in Illinois	\$30.53
			Average hourly wage for full-time computer network support specialists in Illinois	\$31.28
			<b>Computer numerically controlled tool operators</b>	
		0	Average hourly wage for nonunion computer numerically controlled tool operators in Illinois	\$19.15
			Average hourly wage for time-based computer numerically controlled tool operators in Illinois	\$19.39
			Average hourly wage for full-time computer numerically controlled tool operators in Illinois	\$19.61
			Average hourly wage for level 05 computer numerically controlled tool operators in Illinois	\$20.89
			Average hourly wage for full-time level 05 computer numerically controlled tool operators in Illinois	\$20.89



SCHEDULE A.

Descriptions.wm ( Descriptions.wm (3).occupz Descriptions.i Descriptions.series_title	Hourly Range
Illinois Computer occupations, all other	
0	
Average hourly wage for time-based computer occupations, all other in Illinois	\$44.40
Average hourly wage for nonunion computer occupations, all other in Illinois	\$45.01
Average hourly wage for full-time not able to be leveled computer occupations, all other in Illinois	\$45.45
Average hourly wage for not able to be leveled computer occupations, all other in Illinois	\$45.47
Average hourly wage for full-time computer occupations, all other in Illinois	\$45.93
Computer programmers	
0	
Average hourly wage for time-based computer programmers in Illinois	\$44.66
Average hourly wage for nonunion computer programmers in Illinois	\$44.67
Average hourly wage for full-time computer programmers in Illinois	\$45.58
Computer systems analysts	
0	
Average hourly wage for level 08 computer systems analysts in Illinois	\$34.63
Average hourly wage for full-time level 08 computer systems analysts in Illinois	\$34.67
Average hourly wage for level 09 computer systems analysts in Illinois	\$40.15
Average hourly wage for full-time level 09 computer systems analysts in Illinois	\$40.16
Average hourly wage for nonunion computer systems analysts in Illinois	\$42.65
Average hourly wage for time-based computer systems analysts in Illinois	\$43.89
Average hourly wage for full-time computer systems analysts in Illinois	\$44.20
Computer user support specialists	
0	
Average hourly wage for level 06 computer user support specialists in Illinois	\$19.05
Average hourly wage for full-time level 06 computer user support specialists in Illinois	\$20.01
Average hourly wage for time-based computer user support specialists in Illinois	\$25.54
Average hourly wage for nonunion computer user support specialists in Illinois	\$26.14
Average hourly wage for full-time computer user support specialists in Illinois	\$26.56
Construction and extraction occupations	
0	
Average hourly wage for level 03 construction and extraction occupations in Illinois	\$19.73
Average hourly wage for full-time level 03 construction and extraction occupations in Illinois	\$19.87
Average hourly wage for level 04 construction and extraction occupations in Illinois	\$21.55
Average hourly wage for part-time construction and extraction occupations in Illinois	\$27.38
Average hourly wage for level 05 construction and extraction occupations in Illinois	\$30.58
Average hourly wage for full-time level 05 construction and extraction occupations in Illinois	\$30.69
Average hourly wage for time-based construction and extraction occupations in Illinois	\$33.06
Average hourly wage for full-time construction and extraction occupations in Illinois	\$33.46
Average hourly wage for not able to be leveled construction and extraction occupations in Illinois	\$33.53
Average hourly wage for full-time not able to be leveled construction and extraction occupations in Illinois	\$34.05
Average hourly wage for full-time level 06 construction and extraction occupations in Illinois	\$39.13
Average hourly wage for level 06 construction and extraction occupations in Illinois	\$39.67
Average hourly wage for full-time level 07 construction and extraction occupations in Illinois	\$40.76
Average hourly wage for union construction and extraction occupations in Illinois	\$40.85
Average hourly wage for level 07 construction and extraction occupations in Illinois	\$40.95
Construction laborers	
0	
Average hourly wage for full-time construction laborers in Illinois	\$29.52
Average hourly wage for union construction laborers in Illinois	\$39.65
Construction managers	
0	
Average hourly wage for time-based construction managers in Illinois	\$45.68
Average hourly wage for nonunion construction managers in Illinois	\$46.35



SCHEDULE A.

Descriptions.wm (	Descriptions.wm (3).occupat	Descriptions.i	Descriptions.series_title	Hourly Range
Illinois	Construction managers	0	Average hourly wage for full-time construction managers in Illinois	\$47.07
	<b>Control and valve installers and repairers, except mechanical door</b>	0		
			Average hourly wage for time-based control and valve installers and repairers, except mechanical door in Illinois	\$38.47
			Average hourly wage for full-time control and valve installers and repairers, except mechanical door in Illinois	\$38.48
			Average hourly wage for union control and valve installers and repairers, except mechanical door in Illinois	\$41.79
			Average hourly wage for not able to be leveled control and valve installers and repairers, except mechanical door in Illinois	\$44.07
			Average hourly wage for full-time not able to be leveled control and valve installers and repairers, except mechanical door in Illinois	\$44.09
	<b>Cooks, institution and cafeteria</b>	0		
			Average hourly wage for level 03 cooks, institution and cafeteria in Illinois	\$12.87
			Average hourly wage for nonunion cooks, institution and cafeteria in Illinois	\$12.89
			Average hourly wage for full-time not able to be leveled cooks, institution and cafeteria in Illinois	\$13.42
			Average hourly wage for full-time level 03 cooks, institution and cafeteria in Illinois	\$13.46
			Average hourly wage for time-based cooks, institution and cafeteria in Illinois	\$13.59
			Average hourly wage for full-time cooks, institution and cafeteria in Illinois	\$13.81
			Average hourly wage for not able to be leveled cooks, institution and cafeteria in Illinois	\$14.29
	<b>Cooks, restaurant</b>	0		
			Average hourly wage for level 03 cooks, restaurant in Illinois	\$12.71
			Average hourly wage for nonunion cooks, restaurant in Illinois	\$13.86
			Average hourly wage for time-based cooks, restaurant in Illinois	\$14.03
			Average hourly wage for full-time cooks, restaurant in Illinois	\$14.50
	<b>Correctional officers and jailers</b>	0		
			Average hourly wage for full-time correctional officers and jailers in Illinois	\$28.97
			Average hourly wage for time-based correctional officers and jailers in Illinois	\$28.99
			Average hourly wage for union correctional officers and jailers in Illinois	\$29.98
	<b>Cost estimators</b>	0		
			Average hourly wage for time-based cost estimators in Illinois	\$34.62
			Average hourly wage for nonunion cost estimators in Illinois	\$34.84
			Average hourly wage for full-time cost estimators in Illinois	\$35.19
	<b>Counter and rental clerks</b>	0		
			Average hourly wage for time-based counter and rental clerks in Illinois	\$13.57
			Average hourly wage for nonunion counter and rental clerks in Illinois	\$13.68
	<b>Court, municipal, and license clerks</b>	0		
			Average hourly wage for nonunion court, municipal, and license clerks in Illinois	\$19.87
			Average hourly wage for time-based court, municipal, and license clerks in Illinois	\$21.09
			Average hourly wage for full-time court, municipal, and license clerks in Illinois	\$22.68
	<b>Credit analysts</b>	0		
			Average hourly wage for time-based credit analysts in Illinois	\$37.20
			Average hourly wage for nonunion credit analysts in Illinois	\$38.12
			Average hourly wage for full-time credit analysts in Illinois	\$38.30
	<b>Customer service representatives</b>	0		
			Average hourly wage for level 03 customer service representatives in Illinois	\$12.65
			Average hourly wage for full-time level 03 customer service representatives in Illinois	\$15.19
			Average hourly wage for level 04 customer service representatives in Illinois	\$16.49
			Average hourly wage for full-time level 04 customer service representatives in Illinois	\$16.59

SCHEDULE A.

Descriptions.wm ( ( Descriptions.wm (3).occupat	Descriptions.i	Descriptions.series_title	Hourly Range
Illinois	Customer service represen	0 Average hourly wage for time-based customer service representatives in Illinois	\$18.50
		Average hourly wage for nonunion customer service representatives in Illinois	\$18.66
		Average hourly wage for full-time customer service representatives in Illinois	\$20.16
		Average hourly wage for level 05 customer service representatives in Illinois	\$20.99
		Average hourly wage for full-time level 05 customer service representatives in Illinois	\$21.11
		Average hourly wage for incentive-based customer service representatives in Illinois	\$21.37
		Average hourly wage for not able to be leveled customer service representatives in Illinois	\$21.80
		Average hourly wage for full-time not able to be leveled customer service representatives in Illinois	\$21.85
		Average hourly wage for full-time level 06 customer service representatives in Illinois	\$25.86
		Average hourly wage for level 06 customer service representatives in Illinois	\$25.86
	<b>Cutting and slicing machine setters, operators, and tenders</b>		
		0	
		Average hourly wage for nonunion cutting and slicing machine setters, operators, and tenders in Illinois	\$17.46
		Average hourly wage for full-time cutting and slicing machine setters, operators, and tenders in Illinois	\$17.54
		Average hourly wage for time-based cutting and slicing machine setters, operators, and tenders in Illinois	\$17.54
	<b>Cutting, punching, and press machine setters, operators, and tenders, metal and plastic</b>		
		0	
		Average hourly wage for nonunion cutting, punching, and press machine setters, operators, and tenders, meta	\$16.62
		Average hourly wage for time-based cutting, punching, and press machine setters, operators, and tenders, me	\$17.70
		Average hourly wage for full-time cutting, punching, and press machine setters, operators, and tenders, metal	\$18.36
		Average hourly wage for level 05 cutting, punching, and press machine setters, operators, and tenders, metal	\$19.24
		Average hourly wage for full-time level 05 cutting, punching, and press machine setters, operators, and tender	\$19.24
	<b>Data entry keyers</b>		
		0	
		Average hourly wage for nonunion data entry keyers in Illinois	\$18.05
		Average hourly wage for time-based data entry keyers in Illinois	\$18.38
	<b>Database administrators and architects</b>		
		0	
		Average hourly wage for time-based database administrators and architects in Illinois	\$47.06
		Average hourly wage for nonunion database administrators and architects in Illinois	\$47.09
		Average hourly wage for full-time database administrators and architects in Illinois	\$47.55
		Average hourly wage for not able to be leveled database administrators and architects in Illinois	\$51.91
		Average hourly wage for full-time not able to be leveled database administrators and architects in Illinois	\$52.21
	<b>Dining room and cafeteria attendants and bartender helpers</b>		
		0	
		Average hourly wage for level 01 dining room and cafeteria attendants and bartender helpers in Illinois	\$10.05
		Average hourly wage for part-time dining room and cafeteria attendants and bartender helpers in Illinois	\$10.37
		Average hourly wage for nonunion dining room and cafeteria attendants and bartender helpers in Illinois	\$10.52
		Average hourly wage for time-based dining room and cafeteria attendants and bartender helpers in Illinois	\$11.12
		Average hourly wage for full-time dining room and cafeteria attendants and bartender helpers in Illinois	\$12.28
	<b>Dishwashers</b>		
		0	
		Average hourly wage for level 01 dishwashers in Illinois	\$11.44
		Average hourly wage for nonunion dishwashers in Illinois	\$11.62
		Average hourly wage for time-based dishwashers in Illinois	\$11.81
	<b>Dispatchers, except police, fire, and ambulance</b>		
		0	
		Average hourly wage for nonunion dispatchers, except police, fire, and ambulance in Illinois	\$22.09
		Average hourly wage for time-based dispatchers, except police, fire, and ambulance in Illinois	\$22.95
		Average hourly wage for full-time dispatchers, except police, fire, and ambulance in Illinois	\$23.52
	<b>Driver/sales workers</b>		
		0	
		Average hourly wage for time-based driver/sales workers in Illinois	\$12.29

SCHEDULE A.

Descriptions.wm (	Descriptions.wm (3).occup	Descriptions.i	Descriptions.series_title	Hourly Range
Illinois	Driver/sales workers	0	Average hourly wage for nonunion driver/sales workers in Illinois	\$13.51
	<b>Editors</b>			
		0		
			Average hourly wage for time-based editors in Illinois	\$29.35
			Average hourly wage for nonunion editors in Illinois	\$29.86
			Average hourly wage for full-time editors in Illinois	\$30.15
			Average hourly wage for not able to be leveled editors in Illinois	\$31.28
			Average hourly wage for full-time not able to be leveled editors in Illinois	\$32.27
	<b>Education administrators, postsecondary</b>			
		0		
			Average hourly wage for nonunion education administrators, postsecondary in Illinois	\$46.05
			Average hourly wage for time-based education administrators, postsecondary in Illinois	\$46.43
			Average hourly wage for full-time education administrators, postsecondary in Illinois	\$46.54
			Average hourly wage for not able to be leveled education administrators, postsecondary in Illinois	\$49.89
			Average hourly wage for full-time not able to be leveled education administrators, postsecondary in Illinois	\$50.01
	<b>Educational instruction and library occupations</b>			
		0		
			Average hourly wage for level 03 educational instruction and library occupations in Illinois	\$11.66
			Average hourly wage for level 04 educational instruction and library occupations in Illinois	\$14.29
			Average hourly wage for level 07 educational instruction and library occupations in Illinois	\$20.46
			Average hourly wage for nonunion educational instruction and library occupations in Illinois	\$22.15
			Average hourly wage for level 08 educational instruction and library occupations in Illinois	\$26.17
			Average hourly wage for not able to be leveled educational instruction and library occupations in Illinois	\$27.25
			Average hourly wage for level 09 educational instruction and library occupations in Illinois	\$34.60
			Average hourly wage for level 10 educational instruction and library occupations in Illinois	\$38.42
			Average hourly wage for level 11 educational instruction and library occupations in Illinois	\$44.21
			Average hourly wage for level 12 educational instruction and library occupations in Illinois	\$58.42
	<b>Educational, guidance, and career counselors and advisors</b>			
		0		
			Average hourly wage for nonunion educational, guidance, and career counselors and advisors in Illinois	\$24.28
			Average hourly wage for time-based educational, guidance, and career counselors and advisors in Illinois	\$27.23
			Average hourly wage for full-time educational, guidance, and career counselors and advisors in Illinois	\$27.89
	<b>Electrical and electronic engineering technologists and technicians</b>			
		0		
			Average hourly wage for full-time electrical and electronic engineering technologists and technicians in Illinois	\$32.10
			Average hourly wage for nonunion electrical and electronic engineering technologists and technicians in Illinois	\$32.27
			Average hourly wage for time-based electrical and electronic engineering technologists and technicians in Illinois	\$32.85
	<b>Electrical engineers</b>			
		0		
			Average hourly wage for not able to be leveled electrical engineers in Illinois	\$50.18
	<b>Electrical power-line installers and repairers</b>			
		0		
			Average hourly wage for time-based electrical power-line installers and repairers in Illinois	\$40.98
			Average hourly wage for full-time electrical power-line installers and repairers in Illinois	\$41.08
			Average hourly wage for union electrical power-line installers and repairers in Illinois	\$46.09
	<b>Electrical, electronic, and electromechanical assemblers, except coil winders, tapers, and finishers</b>			
		0		
			Average hourly wage for nonunion electrical, electronic, and electromechanical assemblers, except coil winder	\$16.27
			Average hourly wage for full-time not able to be leveled electrical, electronic, and electromechanical assemblers, except coil winders	\$16.30
			Average hourly wage for not able to be leveled electrical, electronic, and electromechanical assemblers, except coil winders	\$16.30
			Average hourly wage for time-based electrical, electronic, and electromechanical assemblers, except coil winders	\$16.36
			Average hourly wage for full-time electrical, electronic, and electromechanical assemblers, except coil winders	\$16.43
	<b>Electricians</b>			

SCHEDULE A.

Descriptions.wm ( Descriptions.wm (3).occupz	Descriptions.i	Descriptions.series_title	Hourly Range
Illinois	Electricians	0	
		Average hourly wage for nonunion electricians in Illinois	\$29.58
		Average hourly wage for time-based electricians in Illinois	\$37.22
		Average hourly wage for full-time electricians in Illinois	\$38.00
		Average hourly wage for level 07 electricians in Illinois	\$38.76
		Average hourly wage for full-time level 07 electricians in Illinois	\$38.76
		Average hourly wage for level 06 electricians in Illinois	\$39.72
		Average hourly wage for full-time level 06 electricians in Illinois	\$39.72
		Average hourly wage for union electricians in Illinois	\$41.81
	<b>Electronics engineers, except computer</b>		
		0	
		Average hourly wage for time-based electronics engineers, except computer in Illinois	\$49.32
		Average hourly wage for full-time electronics engineers, except computer in Illinois	\$49.46
		Average hourly wage for nonunion electronics engineers, except computer in Illinois	\$50.05
	<b>Engineers, all other</b>		
		0	
		Average hourly wage for not able to be leveled engineers, all other in Illinois	\$43.23
	<b>Executive secretaries and executive administrative assistants</b>		
		0	
		Average hourly wage for level 05 executive secretaries and executive administrative assistants in Illinois	\$24.26
		Average hourly wage for full-time level 05 executive secretaries and executive administrative assistants in Illinois	\$25.50
		Average hourly wage for time-based executive secretaries and executive administrative assistants in Illinois	\$28.06
		Average hourly wage for level 06 executive secretaries and executive administrative assistants in Illinois	\$28.28
		Average hourly wage for full-time level 06 executive secretaries and executive administrative assistants in Illinois	\$28.28
		Average hourly wage for nonunion executive secretaries and executive administrative assistants in Illinois	\$29.05
		Average hourly wage for full-time executive secretaries and executive administrative assistants in Illinois	\$29.54
		Average hourly wage for full-time level 07 executive secretaries and executive administrative assistants in Illinois	\$31.94
		Average hourly wage for level 07 executive secretaries and executive administrative assistants in Illinois	\$31.94
	<b>Exercise trainers and group fitness instructors</b>		
		0	
		Average hourly wage for time-based exercise trainers and group fitness instructors in Illinois	\$22.67
		Average hourly wage for part-time exercise trainers and group fitness instructors in Illinois	\$22.86
		Average hourly wage for nonunion exercise trainers and group fitness instructors in Illinois	\$23.00
	<b>Extruding and drawing machine setters, operators, and tenders, metal and plastic</b>		
		0	
		Average hourly wage for full-time extruding and drawing machine setters, operators, and tenders, metal and plastic	\$19.42
		Average hourly wage for time-based extruding and drawing machine setters, operators, and tenders, metal and plastic	\$19.83
	<b>Extruding, forming, pressing, and compacting machine setters, operators, and tenders</b>		
		0	
		Average hourly wage for time-based extruding, forming, pressing, and compacting machine setters, operators, and tenders	\$20.57
		Average hourly wage for full-time extruding, forming, pressing, and compacting machine setters, operators, and tenders	\$20.61
	<b>Fast food and counter workers</b>		
		0	
		Average hourly wage for part-time level 01 fast food and counter workers in Illinois	\$10.14
		Average hourly wage for level 01 fast food and counter workers in Illinois	\$10.17
		Average hourly wage for part-time fast food and counter workers in Illinois	\$10.67
		Average hourly wage for part-time level 02 fast food and counter workers in Illinois	\$10.77
		Average hourly wage for level 02 fast food and counter workers in Illinois	\$10.82
		Average hourly wage for nonunion fast food and counter workers in Illinois	\$11.12
		Average hourly wage for time-based fast food and counter workers in Illinois	\$11.19
		Average hourly wage for part-time level 03 fast food and counter workers in Illinois	\$11.89
		Average hourly wage for full-time fast food and counter workers in Illinois	\$12.81
		Average hourly wage for level 03 fast food and counter workers in Illinois	\$12.96

SCHEDULE A.

Descriptions.wm (	Descriptions.wm (3).occupat	Descriptions.i	Descriptions.series_title	Hourly Range
Illinois	Fast food and counter work	0	Average hourly wage for full-time level 03 fast food and counter workers in Illinois	\$13.21
	<b>File clerks</b>			
		0		
			Average hourly wage for nonunion file clerks in Illinois	\$17.62
			Average hourly wage for time-based file clerks in Illinois	\$19.06
			Average hourly wage for full-time file clerks in Illinois	\$19.60
	<b>Financial and investment analysts, financial risk specialists, and financial specialists, all other</b>			
		0		
			Average hourly wage for level 09 financial and investment analysts, financial risk specialists, and financial spe	\$39.47
			Average hourly wage for full-time level 09 financial and investment analysts, financial risk specialists, and finan	\$39.47
			Average hourly wage for not able to be leveled financial and investment analysts, financial risk specialists, and	\$42.15
			Average hourly wage for full-time not able to be leveled financial and investment analysts, financial risk specia	\$43.34
			Average hourly wage for nonunion financial and investment analysts, financial risk specialists, and financial sp	\$43.81
			Average hourly wage for time-based financial and investment analysts, financial risk specialists, and financial s	\$43.85
			Average hourly wage for full-time financial and investment analysts, financial risk specialists, and financial spe	\$44.51
			Average hourly wage for level 11 financial and investment analysts, financial risk specialists, and financial spe	\$54.67
			Average hourly wage for full-time level 11 financial and investment analysts, financial risk specialists, and finan	\$54.67
	<b>Financial clerks, all other</b>			
		0		
			Average hourly wage for time-based financial clerks, all other in Illinois	\$22.52
			Average hourly wage for nonunion financial clerks, all other in Illinois	\$22.57
			Average hourly wage for full-time financial clerks, all other in Illinois	\$23.06
	<b>Financial managers</b>			
		0		
			Average hourly wage for full-time level 09 financial managers in Illinois	\$40.93
			Average hourly wage for level 09 financial managers in Illinois	\$40.93
			Average hourly wage for time-based financial managers in Illinois	\$68.91
			Average hourly wage for nonunion financial managers in Illinois	\$70.63
			Average hourly wage for full-time financial managers in Illinois	\$70.73
			Average hourly wage for incentive-based financial managers in Illinois	\$79.47
			Average hourly wage for not able to be leveled financial managers in Illinois	\$83.68
			Average hourly wage for full-time not able to be leveled financial managers in Illinois	\$84.42
	<b>Firefighters</b>			
		0		
			Average hourly wage for time-based firefighters in Illinois	\$27.98
			Average hourly wage for full-time firefighters in Illinois	\$31.07
	<b>First-line supervisors of construction trades and extraction workers</b>			
		0		
			Average hourly wage for nonunion first-line supervisors of construction trades and extraction workers in Illinois	\$36.97
			Average hourly wage for not able to be leveled first-line supervisors of construction trades and extraction work	\$38.46
			Average hourly wage for full-time not able to be leveled first-line supervisors of construction trades and extract	\$38.50
			Average hourly wage for time-based first-line supervisors of construction trades and extraction workers in Illino	\$39.79
			Average hourly wage for full-time first-line supervisors of construction trades and extraction workers in Illinois	\$39.89
			Average hourly wage for level 07 first-line supervisors of construction trades and extraction workers in Illinois	\$43.12
			Average hourly wage for full-time level 07 first-line supervisors of construction trades and extraction workers in	\$43.12
			Average hourly wage for union first-line supervisors of construction trades and extraction workers in Illinois	\$44.93
	<b>First-line supervisors of food preparation and serving workers</b>			
		0		
			Average hourly wage for nonunion first-line supervisors of food preparation and serving workers in Illinois	\$15.00
			Average hourly wage for time-based first-line supervisors of food preparation and serving workers in Illinois	\$15.74
			Average hourly wage for full-time first-line supervisors of food preparation and serving workers in Illinois	\$17.11
	<b>First-line supervisors of housekeeping and janitorial workers</b>			
		0		

SCHEDULE A.

Descriptions.wm ( Descriptions.wm (3).occup	Descriptions.i	Descriptions.series_title	Hourly Range
Illinois	First-line supervisors of hot	0 Average hourly wage for nonunion first-line supervisors of housekeeping and janitorial workers in Illinois	\$21.40
		Average hourly wage for time-based first-line supervisors of housekeeping and janitorial workers in Illinois	\$22.24
		Average hourly wage for full-time first-line supervisors of housekeeping and janitorial workers in Illinois	\$22.44
	<b>First-line supervisors of mechanics, installers, and repairers</b>		
	0	Average hourly wage for nonunion first-line supervisors of mechanics, installers, and repairers in Illinois	\$32.63
		Average hourly wage for full-time level 07 first-line supervisors of mechanics, installers, and repairers in Illinois	\$33.62
		Average hourly wage for level 07 first-line supervisors of mechanics, installers, and repairers in Illinois	\$33.62
		Average hourly wage for full-time first-line supervisors of mechanics, installers, and repairers in Illinois	\$34.19
	<b>First-line supervisors of office and administrative support workers</b>		
	0	Average hourly wage for level 05 first-line supervisors of office and administrative support workers in Illinois	\$25.44
		Average hourly wage for full-time level 05 first-line supervisors of office and administrative support workers in I	\$25.44
		Average hourly wage for full-time level 07 first-line supervisors of office and administrative support workers in I	\$29.05
		Average hourly wage for level 07 first-line supervisors of office and administrative support workers in Illinois	\$29.05
		Average hourly wage for nonunion first-line supervisors of office and administrative support workers in Illinois	\$29.53
		Average hourly wage for full-time first-line supervisors of office and administrative support workers in Illinois	\$29.91
		Average hourly wage for time-based first-line supervisors of office and administrative support workers in Illinois	\$31.07
	<b>First-line supervisors of personal service and entertainment workers, except gambling services</b>		
	0	Average hourly wage for nonunion first-line supervisors of personal service and entertainment workers, except	\$18.47
		Average hourly wage for time-based first-line supervisors of personal service and entertainment workers, exce	\$19.40
		Average hourly wage for full-time first-line supervisors of personal service and entertainment workers, except c	\$20.58
	<b>First-line supervisors of police and detectives</b>		
	0	Average hourly wage for time-based first-line supervisors of police and detectives in Illinois	\$51.37
		Average hourly wage for full-time first-line supervisors of police and detectives in Illinois	\$51.66
	<b>First-line supervisors of production and operating workers</b>		
	0	Average hourly wage for time-based first-line supervisors of production and operating workers in Illinois	\$30.23
		Average hourly wage for nonunion first-line supervisors of production and operating workers in Illinois	\$30.24
		Average hourly wage for full-time first-line supervisors of production and operating workers in Illinois	\$30.49
		Average hourly wage for level 07 first-line supervisors of production and operating workers in Illinois	\$31.51
		Average hourly wage for full-time level 07 first-line supervisors of production and operating workers in Illinois	\$31.51
		Average hourly wage for full-time level 08 first-line supervisors of production and operating workers in Illinois	\$36.38
		Average hourly wage for level 08 first-line supervisors of production and operating workers in Illinois	\$36.38
	<b>First-line supervisors of retail sales workers</b>		
	0	Average hourly wage for level 05 first-line supervisors of retail sales workers in Illinois	\$19.11
		Average hourly wage for full-time level 05 first-line supervisors of retail sales workers in Illinois	\$19.19
		Average hourly wage for time-based first-line supervisors of retail sales workers in Illinois	\$19.60
		Average hourly wage for level 06 first-line supervisors of retail sales workers in Illinois	\$21.08
		Average hourly wage for full-time level 06 first-line supervisors of retail sales workers in Illinois	\$21.08
		Average hourly wage for nonunion first-line supervisors of retail sales workers in Illinois	\$21.31
		Average hourly wage for full-time first-line supervisors of retail sales workers in Illinois	\$21.80
	<b>First-line supervisors of transportation workers, except aircraft cargo handling supervisors</b>		
	0	Average hourly wage for nonunion first-line supervisors of transportation workers, except aircraft cargo handlin	\$27.99
		Average hourly wage for full-time first-line supervisors of transportation workers, except aircraft cargo handling	\$28.65
	<b>Food preparation and serving related occupations</b>		
	0	Average hourly wage for part-time level 01 food preparation and serving related occupations in Illinois	\$10.17
		Average hourly wage for level 01 food preparation and serving related occupations in Illinois	\$10.46

SCHEDULE A.

Descriptions.wm ( Descriptions.wm (3).occup	Descriptions.i	Descriptions.series_title	Hourly Range
Illinois	Food preparation and servi	0 Average hourly wage for part-time level 02 food preparation and serving related occupations in Illinois	\$10.46
		Average hourly wage for level 02 food preparation and serving related occupations in Illinois	\$10.62
		Average hourly wage for part-time food preparation and serving related occupations in Illinois	\$10.90
		Average hourly wage for full-time level 02 food preparation and serving related occupations in Illinois	\$11.34
		Average hourly wage for part-time level 03 food preparation and serving related occupations in Illinois	\$11.78
		Average hourly wage for nonunion food preparation and serving related occupations in Illinois	\$11.83
		Average hourly wage for full-time level 01 food preparation and serving related occupations in Illinois	\$11.99
		Average hourly wage for time-based food preparation and serving related occupations in Illinois	\$12.17
		Average hourly wage for level 03 food preparation and serving related occupations in Illinois	\$12.56
		Average hourly wage for part-time not able to be leveled food preparation and serving related occupations in Il	\$12.94
		Average hourly wage for full-time level 03 food preparation and serving related occupations in Illinois	\$13.25
		Average hourly wage for not able to be leveled food preparation and serving related occupations in Illinois	\$14.22
		Average hourly wage for full-time food preparation and serving related occupations in Illinois	\$14.61
		Average hourly wage for level 04 food preparation and serving related occupations in Illinois	\$15.31
		Average hourly wage for full-time not able to be leveled food preparation and serving related occupations in Illi	\$15.74
		Average hourly wage for full-time level 04 food preparation and serving related occupations in Illinois	\$16.09
		Average hourly wage for union food preparation and serving related occupations in Illinois	\$18.26
		Average hourly wage for incentive-based food preparation and serving related occupations in Illinois	\$18.72
<b>Food preparation workers</b>			
		0	
		Average hourly wage for part-time level 02 food preparation workers in Illinois	\$10.80
		Average hourly wage for level 02 food preparation workers in Illinois	\$10.97
		Average hourly wage for part-time level 03 food preparation workers in Illinois	\$11.82
		Average hourly wage for part-time food preparation workers in Illinois	\$11.88
		Average hourly wage for nonunion food preparation workers in Illinois	\$12.07
		Average hourly wage for time-based food preparation workers in Illinois	\$12.63
		Average hourly wage for level 03 food preparation workers in Illinois	\$14.14
		Average hourly wage for full-time food preparation workers in Illinois	\$14.30
		Average hourly wage for union food preparation workers in Illinois	\$15.69
<b>Food servers, nonrestaurant</b>			
		0	
		Average hourly wage for nonunion food servers, nonrestaurant in Illinois	\$11.67
		Average hourly wage for part-time food servers, nonrestaurant in Illinois	\$11.71
		Average hourly wage for time-based food servers, nonrestaurant in Illinois	\$12.08
<b>General and operations managers</b>			
		0	
		Average hourly wage for time-based general and operations managers in Illinois	\$54.61
		Average hourly wage for nonunion general and operations managers in Illinois	\$60.04
		Average hourly wage for full-time general and operations managers in Illinois	\$60.76
		Average hourly wage for not able to be leveled general and operations managers in Illinois	\$69.89
		Average hourly wage for full-time not able to be leveled general and operations managers in Illinois	\$72.30
<b>Graphic designers</b>			
		0	
		Average hourly wage for nonunion graphic designers in Illinois	\$27.61
		Average hourly wage for full-time graphic designers in Illinois	\$27.99
		Average hourly wage for time-based graphic designers in Illinois	\$28.08
<b>Grinding/lapping/polishing/buffing machine tool setters, operators, and tenders, metal and plastic</b>			
		0	
		Average hourly wage for full-time grinding/lapping/polishing/buffing machine tool setters, operators, and tender	\$18.82
		Average hourly wage for time-based grinding/lapping/polishing/buffing machine tool setters, operators, and ten	\$19.44
<b>Healthcare practitioners and technical occupations</b>			
		0	
		Average hourly wage for level 04 healthcare practitioners and technical occupations in Illinois	\$15.17



SCHEDULE A.

Descriptions.wm ( Descriptions.wm (3).occupations	Descriptions.i Descriptions.series_title	Hourly Range
Illinois	Healthcare practitioners and technical occupations in Illinois	\$16.08
	Average hourly wage for full-time level 04 healthcare practitioners and technical occupations in Illinois	\$16.08
	Average hourly wage for level 05 healthcare practitioners and technical occupations in Illinois	\$20.66
	Average hourly wage for full-time level 05 healthcare practitioners and technical occupations in Illinois	\$21.00
	Average hourly wage for part-time level 06 healthcare practitioners and technical occupations in Illinois	\$22.41
	Average hourly wage for level 06 healthcare practitioners and technical occupations in Illinois	\$23.44
	Average hourly wage for full-time level 06 healthcare practitioners and technical occupations in Illinois	\$23.66
	Average hourly wage for part-time level 07 healthcare practitioners and technical occupations in Illinois	\$28.36
	Average hourly wage for level 07 healthcare practitioners and technical occupations in Illinois	\$29.43
	Average hourly wage for full-time level 07 healthcare practitioners and technical occupations in Illinois	\$29.65
	Average hourly wage for part-time healthcare practitioners and technical occupations in Illinois	\$31.19
	Average hourly wage for part-time level 09 healthcare practitioners and technical occupations in Illinois	\$35.53
	Average hourly wage for full-time level 08 healthcare practitioners and technical occupations in Illinois	\$36.28
	Average hourly wage for level 09 healthcare practitioners and technical occupations in Illinois	\$37.04
	Average hourly wage for level 08 healthcare practitioners and technical occupations in Illinois	\$37.05
	Average hourly wage for full-time level 09 healthcare practitioners and technical occupations in Illinois	\$37.33
	Average hourly wage for part-time not able to be leveled healthcare practitioners and technical occupations in Illinois	\$37.44
	Average hourly wage for nonunion healthcare practitioners and technical occupations in Illinois	\$37.74
	Average hourly wage for time-based healthcare practitioners and technical occupations in Illinois	\$38.08
	Average hourly wage for full-time healthcare practitioners and technical occupations in Illinois	\$40.48
	Average hourly wage for union healthcare practitioners and technical occupations in Illinois	\$46.41
	Average hourly wage for not able to be leveled healthcare practitioners and technical occupations in Illinois	\$51.43
	Average hourly wage for full-time not able to be leveled healthcare practitioners and technical occupations in Illinois	\$54.49
	Average hourly wage for full-time level 11 healthcare practitioners and technical occupations in Illinois	\$63.04
	Average hourly wage for level 11 healthcare practitioners and technical occupations in Illinois	\$63.60
<b>Healthcare social workers</b>		
	0	
	Average hourly wage for level 09 healthcare social workers in Illinois	\$28.58
<b>Healthcare support occupations</b>		
	0	
	Average hourly wage for part-time level 02 healthcare support occupations in Illinois	\$11.65
	Average hourly wage for level 02 healthcare support occupations in Illinois	\$12.27
	Average hourly wage for part-time level 03 healthcare support occupations in Illinois	\$12.41
	Average hourly wage for full-time level 02 healthcare support occupations in Illinois	\$12.76
	Average hourly wage for level 03 healthcare support occupations in Illinois	\$13.05
	Average hourly wage for part-time healthcare support occupations in Illinois	\$13.33
	Average hourly wage for full-time level 03 healthcare support occupations in Illinois	\$13.68
	Average hourly wage for part-time level 04 healthcare support occupations in Illinois	\$14.29
	Average hourly wage for nonunion healthcare support occupations in Illinois	\$14.69
	Average hourly wage for time-based healthcare support occupations in Illinois	\$15.02
	Average hourly wage for level 04 healthcare support occupations in Illinois	\$15.03
	Average hourly wage for full-time level 04 healthcare support occupations in Illinois	\$15.23
	Average hourly wage for full-time healthcare support occupations in Illinois	\$15.95
	Average hourly wage for not able to be leveled healthcare support occupations in Illinois	\$18.39
	Average hourly wage for union healthcare support occupations in Illinois	\$18.86
	Average hourly wage for full-time not able to be leveled healthcare support occupations in Illinois	\$19.27
	Average hourly wage for full-time level 05 healthcare support occupations in Illinois	\$19.68
	Average hourly wage for level 05 healthcare support occupations in Illinois	\$20.35
<b>Heating, air conditioning, and refrigeration mechanics and installers</b>		
	0	
	Average hourly wage for union heating, air conditioning, and refrigeration mechanics and installers in Illinois	\$38.89
<b>Heavy and tractor-trailer truck drivers</b>		
	0	
	Average hourly wage for nonunion heavy and tractor-trailer truck drivers in Illinois	\$21.44



SCHEDULE A.

Descriptions.wm (	Descriptions.wm (3).occup	Descriptions.i	Descriptions.series_title	Hourly Range
Illinois	Heavy and tractor-trailer tru	0	Average hourly wage for level 04 heavy and tractor-trailer truck drivers in Illinois	\$23.02
			Average hourly wage for full-time level 04 heavy and tractor-trailer truck drivers in Illinois	\$23.19
			Average hourly wage for time-based heavy and tractor-trailer truck drivers in Illinois	\$24.00
			Average hourly wage for full-time heavy and tractor-trailer truck drivers in Illinois	\$24.24
			Average hourly wage for union heavy and tractor-trailer truck drivers in Illinois	\$28.92
	<b>Helpers--production workers</b>	0		
			Average hourly wage for part-time helpers--production workers in Illinois	\$12.45
			Average hourly wage for level 02 helpers--production workers in Illinois	\$13.10
			Average hourly wage for nonunion helpers--production workers in Illinois	\$14.00
			Average hourly wage for time-based helpers--production workers in Illinois	\$14.87
			Average hourly wage for full-time helpers--production workers in Illinois	\$17.22
	<b>Highway maintenance workers</b>	0		
			Average hourly wage for time-based highway maintenance workers in Illinois	\$25.78
			Average hourly wage for full-time highway maintenance workers in Illinois	\$27.25
			Average hourly wage for union highway maintenance workers in Illinois	\$29.99
	<b>Home health and personal care aides</b>	0		
			Average hourly wage for part-time level 03 home health and personal care aides in Illinois	\$11.88
			Average hourly wage for part-time home health and personal care aides in Illinois	\$12.03
			Average hourly wage for level 03 home health and personal care aides in Illinois	\$12.17
			Average hourly wage for nonunion home health and personal care aides in Illinois	\$12.46
			Average hourly wage for time-based home health and personal care aides in Illinois	\$12.70
			Average hourly wage for full-time level 03 home health and personal care aides in Illinois	\$12.82
			Average hourly wage for full-time home health and personal care aides in Illinois	\$13.37
	<b>Hosts and hostesses, restaurant, lounge, and coffee shop</b>	0		
			Average hourly wage for part-time hosts and hostesses, restaurant, lounge, and coffee shop in Illinois	\$11.06
			Average hourly wage for nonunion hosts and hostesses, restaurant, lounge, and coffee shop in Illinois	\$11.44
			Average hourly wage for time-based hosts and hostesses, restaurant, lounge, and coffee shop in Illinois	\$11.53
	<b>Human resources assistants, except payroll and timekeeping</b>	0		
			Average hourly wage for time-based human resources assistants, except payroll and timekeeping in Illinois	\$19.65
			Average hourly wage for full-time human resources assistants, except payroll and timekeeping in Illinois	\$19.98
	<b>Human resources specialists</b>	0		
			Average hourly wage for time-based human resources specialists in Illinois	\$30.07
			Average hourly wage for nonunion human resources specialists in Illinois	\$30.48
			Average hourly wage for full-time human resources specialists in Illinois	\$30.60
			Average hourly wage for not able to be leveled human resources specialists in Illinois	\$31.56
			Average hourly wage for full-time not able to be leveled human resources specialists in Illinois	\$31.81
	<b>Industrial machinery mechanics</b>	0		
			Average hourly wage for time-based industrial machinery mechanics in Illinois	\$27.22
			Average hourly wage for full-time industrial machinery mechanics in Illinois	\$27.66
			Average hourly wage for nonunion industrial machinery mechanics in Illinois	\$27.68
	<b>Industrial production managers</b>	0		
			Average hourly wage for time-based industrial production managers in Illinois	\$50.91
			Average hourly wage for nonunion industrial production managers in Illinois	\$51.05
			Average hourly wage for full-time industrial production managers in Illinois	\$51.08
	<b>Industrial truck and tractor operators</b>			

SCHEDULE A.

Descriptions.wm ( Descriptions.wm (3).occupat	Descriptions.series_title	Hourly Range
Illinois	Industrial truck and tractor operators	
	0	
	Average hourly wage for level 02 industrial truck and tractor operators in Illinois	\$15.43
	Average hourly wage for full-time level 02 industrial truck and tractor operators in Illinois	\$15.73
	Average hourly wage for nonunion industrial truck and tractor operators in Illinois	\$17.71
	Average hourly wage for full-time level 03 industrial truck and tractor operators in Illinois	\$17.96
	Average hourly wage for level 03 industrial truck and tractor operators in Illinois	\$18.08
	Average hourly wage for full-time industrial truck and tractor operators in Illinois	\$18.37
	Average hourly wage for time-based industrial truck and tractor operators in Illinois	\$18.51
	Average hourly wage for full-time level 04 industrial truck and tractor operators in Illinois	\$19.01
	Average hourly wage for level 04 industrial truck and tractor operators in Illinois	\$19.89
	Average hourly wage for union industrial truck and tractor operators in Illinois	\$21.17
<b>Information and record clerks, all other</b>		
	0	
	Average hourly wage for time-based information and record clerks, all other in Illinois	\$21.18
	Average hourly wage for nonunion information and record clerks, all other in Illinois	\$21.36
	Average hourly wage for full-time information and record clerks, all other in Illinois	\$23.55
<b>Information security analysts</b>		
	0	
	Average hourly wage for time-based information security analysts in Illinois	\$49.28
	Average hourly wage for nonunion information security analysts in Illinois	\$49.30
	Average hourly wage for full-time information security analysts in Illinois	\$49.44
<b>Inspectors, testers, sorters, samplers, and weighers</b>		
	0	
	Average hourly wage for level 03 inspectors, testers, sorters, samplers, and weighers in Illinois	\$15.72
	Average hourly wage for nonunion inspectors, testers, sorters, samplers, and weighers in Illinois	\$19.01
	Average hourly wage for time-based inspectors, testers, sorters, samplers, and weighers in Illinois	\$19.97
	Average hourly wage for full-time inspectors, testers, sorters, samplers, and weighers in Illinois	\$20.45
	Average hourly wage for not able to be leveled inspectors, testers, sorters, samplers, and weighers in Illinois	\$22.01
	Average hourly wage for full-time not able to be leveled inspectors, testers, sorters, samplers, and weighers in Illinois	\$22.30
<b>Installation, maintenance, and repair occupations</b>		
	0	
	Average hourly wage for level 03 installation, maintenance, and repair occupations in Illinois	\$14.28
	Average hourly wage for level 04 installation, maintenance, and repair occupations in Illinois	\$16.87
	Average hourly wage for full-time level 04 installation, maintenance, and repair occupations in Illinois	\$16.92
	Average hourly wage for level 05 installation, maintenance, and repair occupations in Illinois	\$22.00
	Average hourly wage for nonunion installation, maintenance, and repair occupations in Illinois	\$22.18
	Average hourly wage for full-time level 05 installation, maintenance, and repair occupations in Illinois	\$22.25
	Average hourly wage for time-based installation, maintenance, and repair occupations in Illinois	\$24.83
	Average hourly wage for full-time installation, maintenance, and repair occupations in Illinois	\$25.45
	Average hourly wage for not able to be leveled installation, maintenance, and repair occupations in Illinois	\$25.45
	Average hourly wage for full-time not able to be leveled installation, maintenance, and repair occupations in Illinois	\$26.13
	Average hourly wage for incentive-based installation, maintenance, and repair occupations in Illinois	\$27.26
	Average hourly wage for level 06 installation, maintenance, and repair occupations in Illinois	\$30.00
	Average hourly wage for full-time level 06 installation, maintenance, and repair occupations in Illinois	\$30.01
	Average hourly wage for level 07 installation, maintenance, and repair occupations in Illinois	\$33.51
	Average hourly wage for full-time level 07 installation, maintenance, and repair occupations in Illinois	\$33.63
	Average hourly wage for union installation, maintenance, and repair occupations in Illinois	\$35.99
	Average hourly wage for full-time level 08 installation, maintenance, and repair occupations in Illinois	\$36.66
	Average hourly wage for level 08 installation, maintenance, and repair occupations in Illinois	\$36.66
<b>Installation, maintenance, and repair workers, all other</b>		
	0	
	Average hourly wage for nonunion installation, maintenance, and repair workers, all other in Illinois	\$22.85
	Average hourly wage for time-based installation, maintenance, and repair workers, all other in Illinois	\$24.69

SCHEDULE A.

Descriptions.wm (	Descriptions.wm (3).occup	Descriptions.i	Descriptions.series_title	Hourly Range
Illinois	Installation, maintenance, a	0	Average hourly wage for full-time installation, maintenance, and repair workers, all other in Illinois	\$27.23
	<b>Insurance claims and policy processing clerks</b>	0		
			Average hourly wage for full-time insurance claims and policy processing clerks in Illinois	\$20.50
			Average hourly wage for time-based insurance claims and policy processing clerks in Illinois	\$20.58
			Average hourly wage for nonunion insurance claims and policy processing clerks in Illinois	\$20.79
			Average hourly wage for level 05 insurance claims and policy processing clerks in Illinois	\$21.47
			Average hourly wage for full-time level 05 insurance claims and policy processing clerks in Illinois	\$21.47
			Average hourly wage for full-time not able to be leveled insurance claims and policy processing clerks in Illinois	\$22.60
			Average hourly wage for not able to be leveled insurance claims and policy processing clerks in Illinois	\$22.60
			Average hourly wage for full-time level 06 insurance claims and policy processing clerks in Illinois	\$23.64
			Average hourly wage for level 06 insurance claims and policy processing clerks in Illinois	\$24.54
	<b>Insurance sales agents</b>	0		
			Average hourly wage for time-based insurance sales agents in Illinois	\$26.77
			Average hourly wage for nonunion insurance sales agents in Illinois	\$32.61
	<b>Insurance underwriters</b>	0		
			Average hourly wage for time-based insurance underwriters in Illinois	\$35.74
			Average hourly wage for nonunion insurance underwriters in Illinois	\$35.77
			Average hourly wage for full-time insurance underwriters in Illinois	\$35.80
			Average hourly wage for level 09 insurance underwriters in Illinois	\$39.44
			Average hourly wage for full-time level 09 insurance underwriters in Illinois	\$39.44
	<b>Interviewers, except eligibility and loan</b>	0		
			Average hourly wage for nonunion interviewers, except eligibility and loan in Illinois	\$17.53
			Average hourly wage for time-based interviewers, except eligibility and loan in Illinois	\$17.85
	<b>Janitors and cleaners, except maids and housekeeping cleaners</b>	0		
			Average hourly wage for part-time level 01 janitors and cleaners, except maids and housekeeping cleaners in Illinois	\$12.03
			Average hourly wage for part-time level 02 janitors and cleaners, except maids and housekeeping cleaners in Illinois	\$12.14
			Average hourly wage for part-time janitors and cleaners, except maids and housekeeping cleaners in Illinois	\$12.72
			Average hourly wage for level 01 janitors and cleaners, except maids and housekeeping cleaners in Illinois	\$12.74
			Average hourly wage for nonunion janitors and cleaners, except maids and housekeeping cleaners in Illinois	\$12.96
			Average hourly wage for full-time level 01 janitors and cleaners, except maids and housekeeping cleaners in Illinois	\$13.60
			Average hourly wage for level 02 janitors and cleaners, except maids and housekeeping cleaners in Illinois	\$14.18
			Average hourly wage for level 03 janitors and cleaners, except maids and housekeeping cleaners in Illinois	\$14.49
			Average hourly wage for time-based janitors and cleaners, except maids and housekeeping cleaners in Illinois	\$14.71
			Average hourly wage for full-time level 03 janitors and cleaners, except maids and housekeeping cleaners in Illinois	\$15.21
			Average hourly wage for full-time janitors and cleaners, except maids and housekeeping cleaners in Illinois	\$15.82
			Average hourly wage for full-time level 02 janitors and cleaners, except maids and housekeeping cleaners in Illinois	\$16.01
			Average hourly wage for not able to be leveled janitors and cleaners, except maids and housekeeping cleaners in Illinois	\$16.59
			Average hourly wage for full-time not able to be leveled janitors and cleaners, except maids and housekeeping cleaners in Illinois	\$16.94
			Average hourly wage for full-time level 04 janitors and cleaners, except maids and housekeeping cleaners in Illinois	\$16.99
			Average hourly wage for level 04 janitors and cleaners, except maids and housekeeping cleaners in Illinois	\$17.23
			Average hourly wage for union janitors and cleaners, except maids and housekeeping cleaners in Illinois	\$18.59
	<b>Laborers and freight, stock, and material movers, hand</b>	0		
			Average hourly wage for part-time level 02 laborers and freight, stock, and material movers, hand in Illinois	\$12.56
			Average hourly wage for level 02 laborers and freight, stock, and material movers, hand in Illinois	\$13.29
			Average hourly wage for full-time level 02 laborers and freight, stock, and material movers, hand in Illinois	\$13.54
			Average hourly wage for nonunion laborers and freight, stock, and material movers, hand in Illinois	\$13.64
			Average hourly wage for level 01 laborers and freight, stock, and material movers, hand in Illinois	\$14.35

SCHEDULE A.

Descriptions.wm (	Descriptions.wm (3).occup	Descriptions.i	Descriptions.series_title	Hourly Range
Illinois	Laborers and freight, stock,	0	Average hourly wage for part-time laborers and freight, stock, and material movers, hand in Illinois	\$14.36
			Average hourly wage for time-based laborers and freight, stock, and material movers, hand in Illinois	\$15.20
			Average hourly wage for full-time laborers and freight, stock, and material movers, hand in Illinois	\$15.86
			Average hourly wage for full-time level 03 laborers and freight, stock, and material movers, hand in Illinois	\$16.80
			Average hourly wage for level 03 laborers and freight, stock, and material movers, hand in Illinois	\$16.95
			Average hourly wage for union laborers and freight, stock, and material movers, hand in Illinois	\$18.96
			Average hourly wage for level 04 laborers and freight, stock, and material movers, hand in Illinois	\$21.27
			Average hourly wage for full-time level 04 laborers and freight, stock, and material movers, hand in Illinois	\$21.27
	<b>Landscaping and groundskeeping workers</b>			
		0		
			Average hourly wage for level 02 landscaping and groundskeeping workers in Illinois	\$13.87
			Average hourly wage for part-time landscaping and groundskeeping workers in Illinois	\$13.90
			Average hourly wage for nonunion landscaping and groundskeeping workers in Illinois	\$14.89
			Average hourly wage for time-based landscaping and groundskeeping workers in Illinois	\$16.05
			Average hourly wage for full-time landscaping and groundskeeping workers in Illinois	\$17.37
	<b>Laundry and dry-cleaning workers</b>			
		0		
			Average hourly wage for nonunion laundry and dry-cleaning workers in Illinois	\$11.91
			Average hourly wage for time-based laundry and dry-cleaning workers in Illinois	\$12.28
			Average hourly wage for full-time laundry and dry-cleaning workers in Illinois	\$12.90
	<b>Lawyers</b>			
		0		
			Average hourly wage for time-based lawyers in Illinois	\$75.81
			Average hourly wage for full-time lawyers in Illinois	\$76.32
			Average hourly wage for nonunion lawyers in Illinois	\$77.42
	<b>Legal occupations</b>			
		0		
			Average hourly wage for time-based legal occupations in Illinois	\$59.73
			Average hourly wage for full-time legal occupations in Illinois	\$59.90
			Average hourly wage for not able to be leveled legal occupations in Illinois	\$81.86
			Average hourly wage for full-time not able to be leveled legal occupations in Illinois	\$83.33
	<b>Librarians and media collections specialists</b>			
		0		
			Average hourly wage for nonunion librarians and media collections specialists in Illinois	\$26.99
			Average hourly wage for time-based librarians and media collections specialists in Illinois	\$28.68
			Average hourly wage for full-time librarians and media collections specialists in Illinois	\$30.74
	<b>Library technicians</b>			
		0		
			Average hourly wage for nonunion library technicians in Illinois	\$16.65
			Average hourly wage for time-based library technicians in Illinois	\$16.88
			Average hourly wage for full-time library technicians in Illinois	\$18.54
	<b>Licensed practical and licensed vocational nurses</b>			
		0		
			Average hourly wage for level 06 licensed practical and licensed vocational nurses in Illinois	\$23.43
			Average hourly wage for full-time level 06 licensed practical and licensed vocational nurses in Illinois	\$23.63
			Average hourly wage for nonunion licensed practical and licensed vocational nurses in Illinois	\$24.42
			Average hourly wage for part-time licensed practical and licensed vocational nurses in Illinois	\$24.85
			Average hourly wage for time-based licensed practical and licensed vocational nurses in Illinois	\$25.61
			Average hourly wage for full-time licensed practical and licensed vocational nurses in Illinois	\$25.77
	<b>Life, physical, and social science occupations</b>			
		0		
			Average hourly wage for level 07 life, physical, and social science occupations in Illinois	\$26.49
			Average hourly wage for full-time level 07 life, physical, and social science occupations in Illinois	\$27.32

SCHEDULE A.

Descriptions.wm (	Descriptions.wm (3).occupat	Descriptions.i	Descriptions.series_title	Hourly Range
Illinois	Life, physical, and social sc	0	Average hourly wage for nonunion life, physical, and social science occupations in Illinois	\$33.69
			Average hourly wage for time-based life, physical, and social science occupations in Illinois	\$34.78
			Average hourly wage for full-time level 09 life, physical, and social science occupations in Illinois	\$35.46
			Average hourly wage for level 09 life, physical, and social science occupations in Illinois	\$35.49
			Average hourly wage for full-time life, physical, and social science occupations in Illinois	\$35.53
			Average hourly wage for not able to be leveled life, physical, and social science occupations in Illinois	\$36.62
			Average hourly wage for full-time not able to be leveled life, physical, and social science occupations in Illinois	\$37.24
		Lifeguards, ski patrol, and other recreational protective service workers		
	0		Average hourly wage for part-time level 02 lifeguards, ski patrol, and other recreational protective service work	\$10.90
			Average hourly wage for part-time lifeguards, ski patrol, and other recreational protective service workers in Illi	\$10.97
			Average hourly wage for level 02 lifeguards, ski patrol, and other recreational protective service workers in Illin	\$10.99
			Average hourly wage for nonunion lifeguards, ski patrol, and other recreational protective service workers in Illi	\$11.38
			Average hourly wage for time-based lifeguards, ski patrol, and other recreational protective service workers in	\$11.92
		Light truck drivers		
	0		Average hourly wage for level 02 light truck drivers in Illinois	\$14.21
			Average hourly wage for nonunion light truck drivers in Illinois	\$17.69
			Average hourly wage for time-based light truck drivers in Illinois	\$21.15
			Average hourly wage for level 03 light truck drivers in Illinois	\$21.33
			Average hourly wage for full-time light truck drivers in Illinois	\$23.22
Loan interviewers and clerks				
	0		Average hourly wage for time-based loan interviewers and clerks in Illinois	\$19.08
			Average hourly wage for full-time not able to be leveled loan interviewers and clerks in Illinois	\$19.99
			Average hourly wage for not able to be leveled loan interviewers and clerks in Illinois	\$19.99
			Average hourly wage for nonunion loan interviewers and clerks in Illinois	\$20.06
			Average hourly wage for level 05 loan interviewers and clerks in Illinois	\$20.18
			Average hourly wage for full-time loan interviewers and clerks in Illinois	\$20.20
			Average hourly wage for full-time level 05 loan interviewers and clerks in Illinois	\$20.32
Loan officers				
	0		Average hourly wage for time-based loan officers in Illinois	\$34.11
			Average hourly wage for nonunion loan officers in Illinois	\$37.86
			Average hourly wage for full-time loan officers in Illinois	\$37.91
			Average hourly wage for full-time level 09 loan officers in Illinois	\$41.48
			Average hourly wage for level 09 loan officers in Illinois	\$41.48
			Average hourly wage for incentive-based loan officers in Illinois	\$44.61
			Average hourly wage for not able to be leveled loan officers in Illinois	\$44.72
			Average hourly wage for full-time not able to be leveled loan officers in Illinois	\$44.72
Logisticians				
	0		Average hourly wage for nonunion logisticians in Illinois	\$31.51
			Average hourly wage for time-based logisticians in Illinois	\$31.56
			Average hourly wage for full-time logisticians in Illinois	\$31.98
Machinists				
	0		Average hourly wage for level 05 machinists in Illinois	\$17.88
			Average hourly wage for full-time level 05 machinists in Illinois	\$18.91
			Average hourly wage for nonunion machinists in Illinois	\$19.57
			Average hourly wage for time-based machinists in Illinois	\$20.53
			Average hourly wage for full-time machinists in Illinois	\$21.95
Maids and housekeeping cleaners				

SCHEDULE A.

Descriptions.wm (	Descriptions.wm (3).occup	Descriptions.i	Descriptions.series_title	Hourly Range
Illinois	Maids and housekeeping cl	0	Average hourly wage for part-time level 01 maids and housekeeping cleaners in Illinois	\$10.16
			Average hourly wage for part-time maids and housekeeping cleaners in Illinois	\$11.82
			Average hourly wage for nonunion maids and housekeeping cleaners in Illinois	\$12.46
			Average hourly wage for time-based maids and housekeeping cleaners in Illinois	\$13.34
			Average hourly wage for full-time maids and housekeeping cleaners in Illinois	\$13.48
			Average hourly wage for level 01 maids and housekeeping cleaners in Illinois	\$14.23
			Average hourly wage for union maids and housekeeping cleaners in Illinois	\$17.32
	<b>Maintenance and repair workers, general</b>	0	Average hourly wage for nonunion maintenance and repair workers, general in Illinois	\$20.23
			Average hourly wage for time-based maintenance and repair workers, general in Illinois	\$21.46
			Average hourly wage for full-time maintenance and repair workers, general in Illinois	\$21.94
			Average hourly wage for level 06 maintenance and repair workers, general in Illinois	\$29.15
			Average hourly wage for full-time level 06 maintenance and repair workers, general in Illinois	\$29.15
	<b>Maintenance workers, machinery</b>	0	Average hourly wage for nonunion maintenance workers, machinery in Illinois	\$23.65
			Average hourly wage for time-based maintenance workers, machinery in Illinois	\$25.25
			Average hourly wage for full-time maintenance workers, machinery in Illinois	\$25.84
	<b>Management analysts</b>	0	Average hourly wage for time-based management analysts in Illinois	\$46.92
			Average hourly wage for nonunion management analysts in Illinois	\$48.89
			Average hourly wage for full-time management analysts in Illinois	\$49.90
			Average hourly wage for level 11 management analysts in Illinois	\$63.59
			Average hourly wage for full-time level 11 management analysts in Illinois	\$63.60
	<b>Management occupations</b>	0	Average hourly wage for level 07 management occupations in Illinois	\$22.90
			Average hourly wage for full-time level 07 management occupations in Illinois	\$23.23
			Average hourly wage for level 09 management occupations in Illinois	\$37.00
			Average hourly wage for full-time level 09 management occupations in Illinois	\$37.08
			Average hourly wage for full-time level 10 management occupations in Illinois	\$41.20
			Average hourly wage for level 10 management occupations in Illinois	\$41.21
			Average hourly wage for time-based management occupations in Illinois	\$54.88
			Average hourly wage for level 11 management occupations in Illinois	\$56.67
			Average hourly wage for full-time level 11 management occupations in Illinois	\$56.77
			Average hourly wage for nonunion management occupations in Illinois	\$57.56
			Average hourly wage for full-time management occupations in Illinois	\$58.40
			Average hourly wage for full-time level 12 management occupations in Illinois	\$62.65
			Average hourly wage for level 12 management occupations in Illinois	\$62.66
			Average hourly wage for not able to be leveled management occupations in Illinois	\$63.72
			Average hourly wage for full-time not able to be leveled management occupations in Illinois	\$65.72
			Average hourly wage for incentive-based management occupations in Illinois	\$82.97
	<b>Market research analysts and marketing specialists</b>	0	Average hourly wage for not able to be leveled market research analysts and marketing specialists in Illinois	\$31.93
	<b>Marketing managers</b>	0	Average hourly wage for time-based marketing managers in Illinois	\$60.97
			Average hourly wage for nonunion marketing managers in Illinois	\$64.04
			Average hourly wage for not able to be leveled marketing managers in Illinois	\$64.52

SCHEDULE A.

Descriptions.wm (	Descriptions.wm (3).occup	Descriptions.i	Descriptions.series_title	Hourly Range
Illinois	Marketing managers	0	Average hourly wage for full-time not able to be leveled marketing managers in Illinois	\$64.61
			Average hourly wage for full-time marketing managers in Illinois	\$65.84
	<b>Mechanical engineers</b>	0		
			Average hourly wage for not able to be leveled mechanical engineers in Illinois	\$42.33
			Average hourly wage for full-time not able to be leveled mechanical engineers in Illinois	\$42.41
			Average hourly wage for time-based mechanical engineers in Illinois	\$45.10
			Average hourly wage for nonunion mechanical engineers in Illinois	\$45.12
			Average hourly wage for full-time mechanical engineers in Illinois	\$45.27
	<b>Medical and health services managers</b>	0		
			Average hourly wage for not able to be leveled medical and health services managers in Illinois	\$62.31
	<b>Medical assistants</b>	0		
			Average hourly wage for level 04 medical assistants in Illinois	\$16.48
			Average hourly wage for nonunion medical assistants in Illinois	\$17.18
			Average hourly wage for time-based medical assistants in Illinois	\$17.53
			Average hourly wage for full-time medical assistants in Illinois	\$18.81
	<b>Medical dosimetrists and records specialists, and health technologists and technicians, all other</b>	0		
			Average hourly wage for nonunion medical dosimetrists and records specialists, and health technologists and	\$22.46
			Average hourly wage for time-based medical dosimetrists and records specialists, and health technologists an	\$22.99
	<b>Medical scientists, except epidemiologists</b>	0		
			Average hourly wage for nonunion medical scientists, except epidemiologists in Illinois	\$41.50
	<b>Medical secretaries and administrative assistants</b>	0		
			Average hourly wage for nonunion medical secretaries and administrative assistants in Illinois	\$17.77
			Average hourly wage for time-based medical secretaries and administrative assistants in Illinois	\$18.05
			Average hourly wage for full-time not able to be leveled medical secretaries and administrative assistants in Illi	\$18.21
			Average hourly wage for not able to be leveled medical secretaries and administrative assistants in Illinois	\$18.21
			Average hourly wage for full-time medical secretaries and administrative assistants in Illinois	\$18.40
	<b>Meeting, convention, and event planners</b>	0		
			Average hourly wage for nonunion meeting, convention, and event planners in Illinois	\$24.94
			Average hourly wage for time-based meeting, convention, and event planners in Illinois	\$24.97
			Average hourly wage for full-time meeting, convention, and event planners in Illinois	\$25.54
	<b>Millwrights</b>	0		
			Average hourly wage for time-based millwrights in Illinois	\$30.24
			Average hourly wage for full-time millwrights in Illinois	\$30.74
	<b>Miscellaneous assemblers and fabricators</b>	0		
			Average hourly wage for level 02 miscellaneous assemblers and fabricators in Illinois	\$14.56
			Average hourly wage for full-time level 02 miscellaneous assemblers and fabricators in Illinois	\$14.56
			Average hourly wage for nonunion miscellaneous assemblers and fabricators in Illinois	\$14.58
			Average hourly wage for time-based miscellaneous assemblers and fabricators in Illinois	\$16.79
			Average hourly wage for level 03 miscellaneous assemblers and fabricators in Illinois	\$16.90
			Average hourly wage for full-time level 03 miscellaneous assemblers and fabricators in Illinois	\$17.08
			Average hourly wage for not able to be leveled miscellaneous assemblers and fabricators in Illinois	\$17.16
			Average hourly wage for full-time not able to be leveled miscellaneous assemblers and fabricators in Illinois	\$17.23
			Average hourly wage for full-time miscellaneous assemblers and fabricators in Illinois	\$17.36
			Average hourly wage for full-time level 04 miscellaneous assemblers and fabricators in Illinois	\$20.87



SCHEDULE A.

Descriptions.wm (	Descriptions.wm (3).occup	Descriptions.i	Descriptions.series_title	Hourly Range
Illinois	Miscellaneous assemblers :	0	Average hourly wage for level 04 miscellaneous assemblers and fabricators in Illinois	\$20.87
			Average hourly wage for union miscellaneous assemblers and fabricators in Illinois	\$21.12
	<b>Mobile heavy equipment mechanics, except engines</b>	0		
			Average hourly wage for time-based mobile heavy equipment mechanics, except engines in Illinois	\$29.31
			Average hourly wage for full-time mobile heavy equipment mechanics, except engines in Illinois	\$29.55
	<b>Molding, coremaking, and casting machine setters, operators, and tenders, metal and plastic</b>	0		
			Average hourly wage for nonunion molding, coremaking, and casting machine setters, operators, and tenders,	\$17.29
			Average hourly wage for time-based molding, coremaking, and casting machine setters, operators, and tender	\$17.82
			Average hourly wage for full-time molding, coremaking, and casting machine setters, operators, and tenders, r	\$18.67
	<b>Motor vehicle operators, all other</b>	0		
			Average hourly wage for nonunion motor vehicle operators, all other in Illinois	\$17.84
			Average hourly wage for time-based motor vehicle operators, all other in Illinois	\$20.99
	<b>Multiple machine tool setters, operators, and tenders, metal and plastic</b>	0		
			Average hourly wage for level 03 multiple machine tool setters, operators, and tenders, metal and plastic in Illi	\$15.72
			Average hourly wage for full-time level 03 multiple machine tool setters, operators, and tenders, metal and pla	\$15.75
			Average hourly wage for nonunion multiple machine tool setters, operators, and tenders, metal and plastic in Il	\$16.48
			Average hourly wage for time-based multiple machine tool setters, operators, and tenders, metal and plastic in	\$18.74
			Average hourly wage for full-time multiple machine tool setters, operators, and tenders, metal and plastic in Illi	\$19.05
			Average hourly wage for not able to be leveled multiple machine tool setters, operators, and tenders, metal an	\$20.21
			Average hourly wage for full-time not able to be leveled multiple machine tool setters, operators, and tenders, i	\$20.27
			Average hourly wage for union multiple machine tool setters, operators, and tenders, metal and plastic in Illinoi	\$23.80
	<b>Network and computer systems administrators</b>	0		
			Average hourly wage for nonunion network and computer systems administrators in Illinois	\$41.65
			Average hourly wage for time-based network and computer systems administrators in Illinois	\$41.72
			Average hourly wage for full-time network and computer systems administrators in Illinois	\$41.85
	<b>New accounts clerks</b>	0		
			Average hourly wage for level 04 new accounts clerks in Illinois	\$16.12
			Average hourly wage for full-time level 04 new accounts clerks in Illinois	\$16.13
			Average hourly wage for nonunion new accounts clerks in Illinois	\$18.45
			Average hourly wage for full-time new accounts clerks in Illinois	\$18.55
			Average hourly wage for level 05 new accounts clerks in Illinois	\$18.58
			Average hourly wage for full-time level 05 new accounts clerks in Illinois	\$18.59
			Average hourly wage for time-based new accounts clerks in Illinois	\$18.63
			Average hourly wage for full-time level 06 new accounts clerks in Illinois	\$22.61
			Average hourly wage for level 06 new accounts clerks in Illinois	\$22.62
	<b>News analysts, reporters, and journalists</b>	0		
			Average hourly wage for nonunion news analysts, reporters, and journalists in Illinois	\$26.82
	<b>Nursing assistants</b>	0		
			Average hourly wage for level 02 nursing assistants in Illinois	\$12.48
			Average hourly wage for full-time level 03 nursing assistants in Illinois	\$13.98
			Average hourly wage for level 03 nursing assistants in Illinois	\$14.12
			Average hourly wage for full-time nursing assistants in Illinois	\$14.12
			Average hourly wage for nonunion nursing assistants in Illinois	\$14.22
			Average hourly wage for time-based nursing assistants in Illinois	\$14.27
			Average hourly wage for part-time level 03 nursing assistants in Illinois	\$14.54



SCHEDULE A.

Descriptions.wm (3).occupz Descriptions.i Descriptions.series_title			Hourly Range	
Illinois	Nursing assistants	0	Average hourly wage for part-time nursing assistants in Illinois	\$14.67
			Average hourly wage for full-time level 04 nursing assistants in Illinois	\$15.28
			Average hourly wage for level 04 nursing assistants in Illinois	\$15.39
Occupational therapists				
		0		
			Average hourly wage for time-based occupational therapists in Illinois	\$40.70
			Average hourly wage for full-time occupational therapists in Illinois	\$41.69
Office and administrative support occupations				
		0		
			Average hourly wage for part-time level 03 office and administrative support occupations in Illinois	\$11.79
			Average hourly wage for part-time level 02 office and administrative support occupations in Illinois	\$12.20
			Average hourly wage for level 02 office and administrative support occupations in Illinois	\$13.12
			Average hourly wage for level 03 office and administrative support occupations in Illinois	\$13.46
			Average hourly wage for full-time level 02 office and administrative support occupations in Illinois	\$13.75
			Average hourly wage for part-time office and administrative support occupations in Illinois	\$13.96
			Average hourly wage for full-time level 03 office and administrative support occupations in Illinois	\$15.38
			Average hourly wage for part-time level 04 office and administrative support occupations in Illinois	\$16.02
			Average hourly wage for part-time not able to be leveled office and administrative support occupations in Illinois	\$17.33
			Average hourly wage for level 04 office and administrative support occupations in Illinois	\$18.44
			Average hourly wage for full-time level 04 office and administrative support occupations in Illinois	\$18.92
			Average hourly wage for nonunion office and administrative support occupations in Illinois	\$19.30
			Average hourly wage for part-time level 05 office and administrative support occupations in Illinois	\$19.64
			Average hourly wage for time-based office and administrative support occupations in Illinois	\$19.85
			Average hourly wage for full-time office and administrative support occupations in Illinois	\$21.59
			Average hourly wage for not able to be leveled office and administrative support occupations in Illinois	\$21.96
			Average hourly wage for level 05 office and administrative support occupations in Illinois	\$22.09
			Average hourly wage for full-time not able to be leveled office and administrative support occupations in Illinois	\$22.40
			Average hourly wage for full-time level 05 office and administrative support occupations in Illinois	\$22.51
			Average hourly wage for incentive-based office and administrative support occupations in Illinois	\$22.85
			Average hourly wage for union office and administrative support occupations in Illinois	\$26.16
			Average hourly wage for level 06 office and administrative support occupations in Illinois	\$27.05
			Average hourly wage for full-time level 06 office and administrative support occupations in Illinois	\$27.11
			Average hourly wage for full-time level 07 office and administrative support occupations in Illinois	\$28.66
			Average hourly wage for level 07 office and administrative support occupations in Illinois	\$28.66
			Average hourly wage for full-time level 08 office and administrative support occupations in Illinois	\$33.21
			Average hourly wage for level 08 office and administrative support occupations in Illinois	\$33.21
Office and administrative support workers, all other				
		0		
			Average hourly wage for nonunion office and administrative support workers, all other in Illinois	\$18.86
			Average hourly wage for time-based office and administrative support workers, all other in Illinois	\$19.76
			Average hourly wage for full-time not able to be leveled office and administrative support workers, all other in Illinois	\$20.13
			Average hourly wage for not able to be leveled office and administrative support workers, all other in Illinois	\$20.22
			Average hourly wage for full-time office and administrative support workers, all other in Illinois	\$20.97
Office clerks, general				
		0		
			Average hourly wage for level 03 office clerks, general in Illinois	\$12.05
			Average hourly wage for part-time office clerks, general in Illinois	\$13.93
			Average hourly wage for full-time level 03 office clerks, general in Illinois	\$14.30
			Average hourly wage for nonunion office clerks, general in Illinois	\$16.31
			Average hourly wage for time-based office clerks, general in Illinois	\$18.31
			Average hourly wage for level 04 office clerks, general in Illinois	\$19.02
			Average hourly wage for not able to be leveled office clerks, general in Illinois	\$19.25
			Average hourly wage for full-time not able to be leveled office clerks, general in Illinois	\$19.42

SCHEDULE A.

Descriptions.wm (	Descriptions.wm (3).occupat	Descriptions.i	Descriptions.series_title	Hourly Range
Illinois	Office clerks, general	0	Average hourly wage for full-time level 04 office clerks, general in Illinois	\$19.88
			Average hourly wage for full-time office clerks, general in Illinois	\$21.10
			Average hourly wage for level 05 office clerks, general in Illinois	\$23.89
			Average hourly wage for full-time level 05 office clerks, general in Illinois	\$24.26
	<b>Operating engineers and other construction equipment operators</b>	0		
			Average hourly wage for full-time operating engineers and other construction equipment operators in Illinois	\$36.91
			Average hourly wage for time-based operating engineers and other construction equipment operators in Illinois	\$38.31
			Average hourly wage for level 05 operating engineers and other construction equipment operators in Illinois	\$40.24
			Average hourly wage for full-time level 05 operating engineers and other construction equipment operators in I	\$40.24
			Average hourly wage for union operating engineers and other construction equipment operators in Illinois	\$42.01
	<b>Order clerks</b>	0		
			Average hourly wage for time-based order clerks in Illinois	\$17.43
			Average hourly wage for nonunion order clerks in Illinois	\$17.44
	<b>Packaging and filling machine operators and tenders</b>	0		
			Average hourly wage for nonunion packaging and filling machine operators and tenders in Illinois	\$15.37
			Average hourly wage for time-based packaging and filling machine operators and tenders in Illinois	\$16.68
			Average hourly wage for full-time packaging and filling machine operators and tenders in Illinois	\$17.10
	<b>Packers and packagers, hand</b>	0		
			Average hourly wage for part-time level 01 packers and packagers, hand in Illinois	\$10.86
			Average hourly wage for part-time packers and packagers, hand in Illinois	\$11.33
			Average hourly wage for nonunion packers and packagers, hand in Illinois	\$13.28
			Average hourly wage for level 02 packers and packagers, hand in Illinois	\$13.66
			Average hourly wage for full-time level 02 packers and packagers, hand in Illinois	\$13.76
			Average hourly wage for time-based packers and packagers, hand in Illinois	\$14.15
			Average hourly wage for full-time packers and packagers, hand in Illinois	\$14.49
			Average hourly wage for union packers and packagers, hand in Illinois	\$17.79
	<b>Paralegals and legal assistants</b>	0		
			Average hourly wage for nonunion paralegals and legal assistants in Illinois	\$28.54
			Average hourly wage for time-based paralegals and legal assistants in Illinois	\$28.63
			Average hourly wage for full-time paralegals and legal assistants in Illinois	\$29.25
	<b>Parking attendants</b>	0		
			Average hourly wage for time-based parking attendants in Illinois	\$13.87
			Average hourly wage for full-time parking attendants in Illinois	\$15.78
			Average hourly wage for union parking attendants in Illinois	\$16.96
	<b>Parts salespersons</b>	0		
			Average hourly wage for time-based parts salespersons in Illinois	\$16.93
			Average hourly wage for nonunion parts salespersons in Illinois	\$17.29
			Average hourly wage for level 04 parts salespersons in Illinois	\$17.59
			Average hourly wage for full-time level 04 parts salespersons in Illinois	\$17.59
			Average hourly wage for full-time parts salespersons in Illinois	\$20.13
	<b>Passenger vehicle drivers, except bus drivers, transit and intercity</b>	0		
			Average hourly wage for nonunion passenger vehicle drivers, except bus drivers, transit and intercity in Illinois	\$15.29
			Average hourly wage for level 03 passenger vehicle drivers, except bus drivers, transit and intercity in Illinois	\$16.37
			Average hourly wage for time-based passenger vehicle drivers, except bus drivers, transit and intercity in Illinois	\$17.00
			Average hourly wage for union passenger vehicle drivers, except bus drivers, transit and intercity in Illinois	\$19.20

SCHEDULE A.

Descriptions.wm ( Descriptions.wm (3).occup	Descriptions.i Descriptions.series_title	Hourly Range
Illinois	<b>Payroll and timekeeping clerks</b>	
	0	
	Average hourly wage for nonunion payroll and timekeeping clerks in Illinois	\$24.26
	Average hourly wage for full-time payroll and timekeeping clerks in Illinois	\$24.60
	Average hourly wage for time-based payroll and timekeeping clerks in Illinois	\$24.78
	<b>Personal care and service occupations</b>	
	0	
	Average hourly wage for part-time level 01 personal care and service occupations in Illinois	\$10.94
	Average hourly wage for level 01 personal care and service occupations in Illinois	\$10.96
	Average hourly wage for part-time level 02 personal care and service occupations in Illinois	\$11.77
	Average hourly wage for level 03 personal care and service occupations in Illinois	\$11.78
	Average hourly wage for level 02 personal care and service occupations in Illinois	\$11.85
	Average hourly wage for part-time level 04 personal care and service occupations in Illinois	\$13.03
	Average hourly wage for part-time personal care and service occupations in Illinois	\$14.13
	Average hourly wage for level 04 personal care and service occupations in Illinois	\$14.57
	Average hourly wage for nonunion personal care and service occupations in Illinois	\$14.85
	Average hourly wage for time-based personal care and service occupations in Illinois	\$14.85
	Average hourly wage for level 05 personal care and service occupations in Illinois	\$16.91
	Average hourly wage for full-time personal care and service occupations in Illinois	\$16.98
	Average hourly wage for not able to be leveled personal care and service occupations in Illinois	\$17.84
	<b>Personal financial advisors</b>	
	0	
	Average hourly wage for level 09 personal financial advisors in Illinois	\$68.20
	Average hourly wage for full-time level 09 personal financial advisors in Illinois	\$68.20
	Average hourly wage for full-time personal financial advisors in Illinois	\$68.52
	Average hourly wage for nonunion personal financial advisors in Illinois	\$68.52
	<b>Personal service managers, except gambling; and managers, all other</b>	
	0	
	Average hourly wage for time-based personal service managers, entertainment managers, except gambling; a	\$47.78
	Average hourly wage for nonunion personal service managers, entertainment managers, except gambling; and	\$48.02
	Average hourly wage for full-time personal service managers, entertainment managers, except gambling; and	\$48.59
	Average hourly wage for not able to be leveled personal service managers, entertainment managers, except g	\$51.76
	Average hourly wage for full-time not able to be leveled personal service managers, entertainment managers,	\$52.72
	<b>Pharmacists</b>	
	0	
	Average hourly wage for time-based pharmacists in Illinois	\$60.31
	Average hourly wage for nonunion pharmacists in Illinois	\$60.36
	Average hourly wage for full-time pharmacists in Illinois	\$62.48
	<b>Pharmacy aides</b>	
	0	
	Average hourly wage for time-based pharmacy aides in Illinois	\$14.61
	<b>Pharmacy technicians</b>	
	0	
	Average hourly wage for level 04 pharmacy technicians in Illinois	\$14.15
	Average hourly wage for part-time pharmacy technicians in Illinois	\$14.21
	Average hourly wage for nonunion pharmacy technicians in Illinois	\$16.01
	Average hourly wage for time-based pharmacy technicians in Illinois	\$16.09
	Average hourly wage for full-time pharmacy technicians in Illinois	\$17.67
	<b>Physical therapist assistants</b>	
	0	
	Average hourly wage for nonunion physical therapist assistants in Illinois	\$28.18
	Average hourly wage for time-based physical therapist assistants in Illinois	\$28.43
	Average hourly wage for full-time physical therapist assistants in Illinois	\$28.98

SCHEDULE A.

Descriptions.wm ( Descriptions.wm (3).occupz Descriptions.i Descriptions.series_title	Hourly Range
Illinois	
<b>Physical therapists</b>	
0	
Average hourly wage for nonunion physical therapists in Illinois	\$42.17
Average hourly wage for full-time physical therapists in Illinois	\$43.58
Average hourly wage for time-based physical therapists in Illinois	\$44.06
<b>Plumbers, pipefitters, and steamfitters</b>	
0	
Average hourly wage for full-time not able to be leveled plumbers, pipefitters, and steamfitters in Illinois	\$38.83
Average hourly wage for not able to be leveled plumbers, pipefitters, and steamfitters in Illinois	\$38.84
Average hourly wage for time-based plumbers, pipefitters, and steamfitters in Illinois	\$41.41
Average hourly wage for full-time plumbers, pipefitters, and steamfitters in Illinois	\$41.44
Average hourly wage for full-time level 06 plumbers, pipefitters, and steamfitters in Illinois	\$45.41
Average hourly wage for level 06 plumbers, pipefitters, and steamfitters in Illinois	\$45.44
Average hourly wage for union plumbers, pipefitters, and steamfitters in Illinois	\$46.16
Average hourly wage for level 07 plumbers, pipefitters, and steamfitters in Illinois	\$48.57
Average hourly wage for full-time level 07 plumbers, pipefitters, and steamfitters in Illinois	\$48.57
<b>Police and sheriff's patrol officers</b>	
0	
Average hourly wage for time-based police and sheriff's patrol officers in Illinois	\$37.75
Average hourly wage for full-time police and sheriff's patrol officers in Illinois	\$38.22
Average hourly wage for union police and sheriff's patrol officers in Illinois	\$39.26
Average hourly wage for level 07 police and sheriff's patrol officers in Illinois	\$39.83
Average hourly wage for full-time level 07 police and sheriff's patrol officers in Illinois	\$39.83
<b>Power plant operators</b>	
0	
Average hourly wage for time-based power plant operators in Illinois	\$35.89
Average hourly wage for full-time power plant operators in Illinois	\$36.14
<b>Preschool teachers, except special education</b>	
0	
Average hourly wage for nonunion preschool teachers, except special education in Illinois	\$14.63
Average hourly wage for time-based preschool teachers, except special education in Illinois	\$15.76
Average hourly wage for full-time preschool teachers, except special education in Illinois	\$16.02
<b>Printing press operators</b>	
0	
Average hourly wage for nonunion printing press operators in Illinois	\$18.64
Average hourly wage for time-based printing press operators in Illinois	\$19.55
Average hourly wage for full-time printing press operators in Illinois	\$19.73
<b>Production occupations</b>	
0	
Average hourly wage for part-time level 01 production occupations in Illinois	\$10.22
Average hourly wage for level 01 production occupations in Illinois	\$11.12
Average hourly wage for part-time level 02 production occupations in Illinois	\$11.43
Average hourly wage for full-time level 01 production occupations in Illinois	\$11.76
Average hourly wage for part-time production occupations in Illinois	\$12.07
Average hourly wage for level 02 production occupations in Illinois	\$13.42
Average hourly wage for full-time level 02 production occupations in Illinois	\$13.70
Average hourly wage for level 03 production occupations in Illinois	\$15.79
Average hourly wage for full-time level 03 production occupations in Illinois	\$16.50
Average hourly wage for nonunion production occupations in Illinois	\$18.26
Average hourly wage for time-based production occupations in Illinois	\$19.20
Average hourly wage for full-time level 04 production occupations in Illinois	\$19.22
Average hourly wage for level 04 production occupations in Illinois	\$19.23
Average hourly wage for level 05 production occupations in Illinois	\$19.87

SCHEDULE A.

Descriptions.wm ( Descriptions.wm (3).occup	Descriptions.i	Descriptions.series_title	Hourly Range
Illinois	Production occupations	0 Average hourly wage for full-time production occupations in Illinois	\$19.96
		Average hourly wage for full-time level 05 production occupations in Illinois	\$20.13
		Average hourly wage for not able to be leveled production occupations in Illinois	\$20.47
		Average hourly wage for full-time not able to be leveled production occupations in Illinois	\$20.95
		Average hourly wage for union production occupations in Illinois	\$23.31
		Average hourly wage for full-time level 06 production occupations in Illinois	\$24.47
		Average hourly wage for level 06 production occupations in Illinois	\$24.48
		Average hourly wage for level 07 production occupations in Illinois	\$32.41
		Average hourly wage for full-time level 07 production occupations in Illinois	\$32.41
		Average hourly wage for level 08 production occupations in Illinois	\$35.61
		Average hourly wage for full-time level 08 production occupations in Illinois	\$35.61
	<b>Production workers, all other</b>		
		0	
		Average hourly wage for part-time production workers, all other in Illinois	\$11.99
		Average hourly wage for nonunion production workers, all other in Illinois	\$16.12
		Average hourly wage for time-based production workers, all other in Illinois	\$17.11
		Average hourly wage for full-time production workers, all other in Illinois	\$18.92
		Average hourly wage for not able to be leveled production workers, all other in Illinois	\$20.35
		Average hourly wage for full-time not able to be leveled production workers, all other in Illinois	\$20.76
	<b>Production, planning, and expediting clerks</b>		
		0	
		Average hourly wage for nonunion production, planning, and expediting clerks in Illinois	\$23.73
		Average hourly wage for time-based production, planning, and expediting clerks in Illinois	\$24.24
		Average hourly wage for full-time production, planning, and expediting clerks in Illinois	\$24.35
	<b>Project management specialists and business operations specialists, all other</b>		
		0	
		Average hourly wage for level 08 project management specialists and business operations specialists, all othe	\$27.22
		Average hourly wage for full-time level 08 project management specialists and business operations specialists	\$28.96
		Average hourly wage for not able to be leveled project management specialists and business operations speci	\$37.74
		Average hourly wage for level 09 project management specialists and business operations specialists, all othe	\$37.98
		Average hourly wage for full-time level 09 project management specialists and business operations specialists	\$37.98
		Average hourly wage for time-based project management specialists and business operations specialists, all o	\$38.18
		Average hourly wage for nonunion project management specialists and business operations specialists, all oth	\$38.33
		Average hourly wage for full-time not able to be leveled project management specialists and business operatio	\$38.89
		Average hourly wage for full-time project management specialists and business operations specialists, all othe	\$39.29
		Average hourly wage for level 11 project management specialists and business operations specialists, all othe	\$50.81
		Average hourly wage for full-time level 11 project management specialists and business operations specialists	\$50.81
	<b>Property, real estate, and community association managers</b>		
		0	
		Average hourly wage for time-based property, real estate, and community association managers in Illinois	\$34.51
		Average hourly wage for nonunion property, real estate, and community association managers in Illinois	\$35.17
		Average hourly wage for full-time property, real estate, and community association managers in Illinois	\$35.67
	<b>Protective service occupations</b>		
		0	
		Average hourly wage for level 02 protective service occupations in Illinois	\$12.80
		Average hourly wage for part-time protective service occupations in Illinois	\$15.15
		Average hourly wage for level 04 protective service occupations in Illinois	\$17.02
		Average hourly wage for nonunion protective service occupations in Illinois	\$18.68
		Average hourly wage for time-based protective service occupations in Illinois	\$26.31
		Average hourly wage for not able to be leveled protective service occupations in Illinois	\$27.77
		Average hourly wage for level 05 protective service occupations in Illinois	\$27.89
		Average hourly wage for full-time level 05 protective service occupations in Illinois	\$28.23
		Average hourly wage for full-time protective service occupations in Illinois	\$29.50

SCHEDULE A.

Descriptions.wm (3).occupat	Descriptions.wm (3).series_title	Hourly Range
Illinois	Protective service occupations	0 Average hourly wage for full-time not able to be leveled protective service occupations in Illinois \$32.06 Average hourly wage for union protective service occupations in Illinois \$34.26 Average hourly wage for level 07 protective service occupations in Illinois \$38.42 Average hourly wage for full-time level 07 protective service occupations in Illinois \$38.43
	<b>Public relations and fundraising managers</b>	
	0	Average hourly wage for time-based public relations and fundraising managers in Illinois \$57.90 Average hourly wage for nonunion public relations and fundraising managers in Illinois \$58.58 Average hourly wage for full-time public relations and fundraising managers in Illinois \$58.95
	<b>Radiologic technologists and technicians</b>	
	0	Average hourly wage for nonunion radiologic technologists and technicians in Illinois \$29.64 Average hourly wage for full-time radiologic technologists and technicians in Illinois \$30.29 Average hourly wage for time-based radiologic technologists and technicians in Illinois \$30.41 Average hourly wage for full-time level 07 radiologic technologists and technicians in Illinois \$32.43 Average hourly wage for level 07 radiologic technologists and technicians in Illinois \$32.45
	<b>Receptionists and information clerks</b>	
	0	Average hourly wage for part-time level 02 receptionists and information clerks in Illinois \$11.46 Average hourly wage for part-time receptionists and information clerks in Illinois \$11.89 Average hourly wage for level 02 receptionists and information clerks in Illinois \$12.98 Average hourly wage for full-time level 02 receptionists and information clerks in Illinois \$13.78 Average hourly wage for nonunion receptionists and information clerks in Illinois \$14.80 Average hourly wage for time-based receptionists and information clerks in Illinois \$14.97 Average hourly wage for full-time level 03 receptionists and information clerks in Illinois \$15.60 Average hourly wage for full-time receptionists and information clerks in Illinois \$15.96
	<b>Recreation workers</b>	
	0	Average hourly wage for part-time recreation workers in Illinois \$12.21 Average hourly wage for nonunion recreation workers in Illinois \$13.08 Average hourly wage for time-based recreation workers in Illinois \$13.22
	<b>Registered nurses</b>	
	0	Average hourly wage for part-time level 09 registered nurses in Illinois \$32.91 Average hourly wage for nonunion registered nurses in Illinois \$34.55 Average hourly wage for part-time registered nurses in Illinois \$34.76 Average hourly wage for time-based registered nurses in Illinois \$35.17 Average hourly wage for full-time registered nurses in Illinois \$35.28 Average hourly wage for level 09 registered nurses in Illinois \$35.37 Average hourly wage for full-time level 09 registered nurses in Illinois \$35.83 Average hourly wage for full-time level 08 registered nurses in Illinois \$37.04 Average hourly wage for level 08 registered nurses in Illinois \$37.93 Average hourly wage for union registered nurses in Illinois \$43.67
	<b>Reservation and transportation ticket agents and travel clerks</b>	
	0	Average hourly wage for level 04 reservation and transportation ticket agents and travel clerks in Illinois \$22.67 Average hourly wage for time-based reservation and transportation ticket agents and travel clerks in Illinois \$22.98 Average hourly wage for full-time level 04 reservation and transportation ticket agents and travel clerks in Illinois \$23.45 Average hourly wage for full-time reservation and transportation ticket agents and travel clerks in Illinois \$23.74 Average hourly wage for union reservation and transportation ticket agents and travel clerks in Illinois \$24.13
	<b>Respiratory therapists</b>	
	0	Average hourly wage for nonunion respiratory therapists in Illinois \$28.96

SCHEDULE A.

Descriptions.wm (	Descriptions.wm (3).occup	Descriptions.i	Descriptions.series_title	Hourly Range
Illinois	Respiratory therapists	0	Average hourly wage for time-based respiratory therapists in Illinois	\$28.96
	Retail salespersons	0		
			Average hourly wage for part-time level 02 retail salespersons in Illinois	\$11.12
			Average hourly wage for level 01 retail salespersons in Illinois	\$11.61
			Average hourly wage for part-time level 01 retail salespersons in Illinois	\$11.61
			Average hourly wage for part-time retail salespersons in Illinois	\$11.63
			Average hourly wage for level 02 retail salespersons in Illinois	\$11.97
			Average hourly wage for part-time level 04 retail salespersons in Illinois	\$12.50
			Average hourly wage for part-time level 03 retail salespersons in Illinois	\$12.86
			Average hourly wage for time-based retail salespersons in Illinois	\$12.99
			Average hourly wage for level 03 retail salespersons in Illinois	\$13.21
			Average hourly wage for nonunion retail salespersons in Illinois	\$14.08
			Average hourly wage for full-time level 03 retail salespersons in Illinois	\$14.53
			Average hourly wage for level 04 retail salespersons in Illinois	\$17.42
			Average hourly wage for full-time retail salespersons in Illinois	\$20.76
			Average hourly wage for incentive-based retail salespersons in Illinois	\$24.01
	Sales and related occupations	0		
			Average hourly wage for part-time level 02 sales and related occupations in Illinois	\$11.02
			Average hourly wage for part-time level 01 sales and related occupations in Illinois	\$11.30
			Average hourly wage for level 02 sales and related occupations in Illinois	\$11.42
			Average hourly wage for part-time not able to be leveled sales and related occupations in Illinois	\$11.45
			Average hourly wage for part-time sales and related occupations in Illinois	\$11.50
			Average hourly wage for level 01 sales and related occupations in Illinois	\$11.61
			Average hourly wage for part-time level 03 sales and related occupations in Illinois	\$12.26
			Average hourly wage for level 03 sales and related occupations in Illinois	\$12.72
			Average hourly wage for full-time level 02 sales and related occupations in Illinois	\$13.09
			Average hourly wage for full-time level 03 sales and related occupations in Illinois	\$13.62
			Average hourly wage for union sales and related occupations in Illinois	\$16.34
			Average hourly wage for level 04 sales and related occupations in Illinois	\$16.99
			Average hourly wage for time-based sales and related occupations in Illinois	\$17.23
			Average hourly wage for full-time level 04 sales and related occupations in Illinois	\$19.20
			Average hourly wage for nonunion sales and related occupations in Illinois	\$21.11
			Average hourly wage for level 05 sales and related occupations in Illinois	\$22.51
			Average hourly wage for full-time level 05 sales and related occupations in Illinois	\$22.87
			Average hourly wage for not able to be leveled sales and related occupations in Illinois	\$25.52
			Average hourly wage for full-time sales and related occupations in Illinois	\$27.85
			Average hourly wage for full-time level 06 sales and related occupations in Illinois	\$29.82
			Average hourly wage for level 06 sales and related occupations in Illinois	\$29.85
			Average hourly wage for full-time not able to be leveled sales and related occupations in Illinois	\$29.98
			Average hourly wage for full-time level 07 sales and related occupations in Illinois	\$33.34
			Average hourly wage for level 07 sales and related occupations in Illinois	\$33.34
			Average hourly wage for incentive-based sales and related occupations in Illinois	\$35.89
			Average hourly wage for full-time level 08 sales and related occupations in Illinois	\$39.83
			Average hourly wage for level 08 sales and related occupations in Illinois	\$39.83
			Average hourly wage for level 09 sales and related occupations in Illinois	\$55.28
			Average hourly wage for full-time level 09 sales and related occupations in Illinois	\$55.29
	Sales and related workers, all other	0		
			Average hourly wage for nonunion sales and related workers, all other in Illinois	\$15.72
	Sales managers	0		



SCHEDULE A.

Descriptions.wm (	Descriptions.wm (3).occupat	Descriptions.i	Descriptions.series_title	Hourly Range
Illinois	Sales managers	0	Average hourly wage for time-based sales managers in Illinois	\$59.14
			Average hourly wage for nonunion sales managers in Illinois	\$65.34
			Average hourly wage for full-time sales managers in Illinois	\$65.44
	<b>Sales representatives of services, except advertising, insurance, financial services, and travel</b>	0		
			Average hourly wage for time-based sales representatives of services, except advertising, insurance, financial	\$26.23
			Average hourly wage for nonunion sales representatives of services, except advertising, insurance, financial s	\$29.78
			Average hourly wage for full-time sales representatives of services, except advertising, insurance, financial sei	\$30.97
	<b>Sales representatives, wholesale and manufacturing, except technical and scientific products</b>	0		
			Average hourly wage for time-based sales representatives, wholesale and manufacturing, except technical and	\$29.14
			Average hourly wage for full-time level 06 sales representatives, wholesale and manufacturing, except technici	\$31.83
			Average hourly wage for level 06 sales representatives, wholesale and manufacturing, except technical and sc	\$31.83
			Average hourly wage for nonunion sales representatives, wholesale and manufacturing, except technical and s	\$33.16
			Average hourly wage for full-time sales representatives, wholesale and manufacturing, except technical and sc	\$33.49
			Average hourly wage for incentive-based sales representatives, wholesale and manufacturing, except technica	\$39.46
	<b>Sales representatives, wholesale and manufacturing, technical and scientific products</b>	0		
			Average hourly wage for nonunion sales representatives, wholesale and manufacturing, technical and scientifi	\$42.23
			Average hourly wage for full-time sales representatives, wholesale and manufacturing, technical and scientific	\$42.32
	<b>Secretaries and administrative assistants, except legal, medical, and executive</b>	0		
			Average hourly wage for part-time secretaries and administrative assistants, except legal, medical, and execut	\$13.42
			Average hourly wage for level 04 secretaries and administrative assistants, except legal, medical, and executi	\$16.98
			Average hourly wage for full-time level 04 secretaries and administrative assistants, except legal, medical, and	\$17.17
			Average hourly wage for nonunion secretaries and administrative assistants, except legal, medical, and execu	\$18.52
			Average hourly wage for time-based secretaries and administrative assistants, except legal, medical, and exec	\$18.92
			Average hourly wage for not able to be leveled secretaries and administrative assistants, except legal, medica	\$19.85
			Average hourly wage for full-time not able to be leveled secretaries and administrative assistants, except legal	\$20.61
			Average hourly wage for full-time secretaries and administrative assistants, except legal, medical, and executi	\$20.66
			Average hourly wage for level 05 secretaries and administrative assistants, except legal, medical, and executi	\$22.28
			Average hourly wage for full-time level 05 secretaries and administrative assistants, except legal, medical, and	\$22.56
			Average hourly wage for union secretaries and administrative assistants, except legal, medical, and executive	\$23.56
			Average hourly wage for level 06 secretaries and administrative assistants, except legal, medical, and executi	\$28.12
			Average hourly wage for full-time level 06 secretaries and administrative assistants, except legal, medical, and	\$28.12
	<b>Security guards</b>	0		
			Average hourly wage for nonunion security guards in Illinois	\$15.50
			Average hourly wage for full-time security guards in Illinois	\$15.86
			Average hourly wage for time-based security guards in Illinois	\$16.25
			Average hourly wage for level 04 security guards in Illinois	\$17.49
	<b>Sheet metal workers</b>	0		
			Average hourly wage for union sheet metal workers in Illinois	\$35.53
	<b>Shipping, receiving, and inventory clerks</b>	0		
			Average hourly wage for nonunion shipping, receiving, and inventory clerks in Illinois	\$17.58
			Average hourly wage for time-based shipping, receiving, and inventory clerks in Illinois	\$17.62
			Average hourly wage for full-time shipping, receiving, and inventory clerks in Illinois	\$18.69
			Average hourly wage for not able to be leveled shipping, receiving, and inventory clerks in Illinois	\$19.82
	<b>Social and human service assistants</b>	0		
			Average hourly wage for nonunion social and human service assistants in Illinois	\$17.31



SCHEDULE A.

Descriptions.wm (3).occup	Descriptions.wm (3).series_title	Hourly Range
Illinois	Social and human service assistants	0 Average hourly wage for time-based social and human service assistants in Illinois \$18.43 Average hourly wage for full-time social and human service assistants in Illinois \$19.43
	<b>Software developers and software quality assurance analysts and testers</b>	
	0	
	Average hourly wage for level 11 software developers and software quality assurance analysts and testers in Illinois	\$47.02
	Average hourly wage for full-time level 11 software developers and software quality assurance analysts and testers in Illinois	\$47.02
	Average hourly wage for time-based software developers and software quality assurance analysts and testers in Illinois	\$49.88
	Average hourly wage for nonunion software developers and software quality assurance analysts and testers in Illinois	\$49.91
	Average hourly wage for full-time software developers and software quality assurance analysts and testers in Illinois	\$50.02
	Average hourly wage for not able to be leveled software developers and software quality assurance analysts and testers in Illinois	\$55.40
	Average hourly wage for full-time not able to be leveled software developers and software quality assurance analysts and testers in Illinois	\$55.44
	<b>Speech-language pathologists</b>	
	0	
	Average hourly wage for time-based speech-language pathologists in Illinois	\$37.91
	Average hourly wage for full-time speech-language pathologists in Illinois	\$40.21
	<b>Stationary engineers and boiler operators</b>	
	0	
	Average hourly wage for time-based stationary engineers and boiler operators in Illinois	\$41.92
	Average hourly wage for full-time stationary engineers and boiler operators in Illinois	\$41.93
	<b>Stockers and order fillers</b>	
	0	
	Average hourly wage for level 01 stockers and order fillers in Illinois	\$11.24
	Average hourly wage for part-time level 01 stockers and order fillers in Illinois	\$11.34
	Average hourly wage for part-time level 02 stockers and order fillers in Illinois	\$11.43
	Average hourly wage for part-time not able to be leveled stockers and order fillers in Illinois	\$11.63
	Average hourly wage for level 02 stockers and order fillers in Illinois	\$11.99
	Average hourly wage for part-time stockers and order fillers in Illinois	\$12.01
	Average hourly wage for part-time level 03 stockers and order fillers in Illinois	\$12.94
	Average hourly wage for full-time level 02 stockers and order fillers in Illinois	\$13.72
	Average hourly wage for time-based stockers and order fillers in Illinois	\$14.17
	Average hourly wage for nonunion stockers and order fillers in Illinois	\$14.33
	Average hourly wage for not able to be leveled stockers and order fillers in Illinois	\$15.73
	Average hourly wage for union stockers and order fillers in Illinois	\$16.38
	Average hourly wage for level 03 stockers and order fillers in Illinois	\$16.55
	Average hourly wage for full-time not able to be leveled stockers and order fillers in Illinois	\$16.75
	Average hourly wage for full-time stockers and order fillers in Illinois	\$17.29
	Average hourly wage for level 04 stockers and order fillers in Illinois	\$17.63
	Average hourly wage for full-time level 04 stockers and order fillers in Illinois	\$18.25
	Average hourly wage for full-time level 03 stockers and order fillers in Illinois	\$19.08
	<b>Structural iron and steel workers</b>	
	0	
	Average hourly wage for full-time structural iron and steel workers in Illinois	\$41.60
	Average hourly wage for time-based structural iron and steel workers in Illinois	\$41.87
	<b>Telecommunications equipment installers and repairers, except line installers</b>	
	0	
	Average hourly wage for full-time telecommunications equipment installers and repairers, except line installers in Illinois	\$31.06
	Average hourly wage for time-based telecommunications equipment installers and repairers, except line installers in Illinois	\$32.78
	Average hourly wage for level 06 telecommunications equipment installers and repairers, except line installers in Illinois	\$33.06
	Average hourly wage for full-time level 06 telecommunications equipment installers and repairers, except line installers in Illinois	\$33.06
	Average hourly wage for union telecommunications equipment installers and repairers, except line installers in Illinois	\$34.78
	<b>Tellers</b>	
	0	
	Average hourly wage for level 02 tellers in Illinois	\$13.58

SCHEDULE A.

Descriptions.wm (3).occupz Descriptions.i Descriptions.series_title		Hourly Range	
Illinois	Tellers	0 Average hourly wage for full-time level 03 tellers in Illinois	\$13.74
		Average hourly wage for level 03 tellers in Illinois	\$13.80
		Average hourly wage for part-time level 03 tellers in Illinois	\$13.93
		Average hourly wage for part-time tellers in Illinois	\$14.26
		Average hourly wage for time-based tellers in Illinois	\$14.42
		Average hourly wage for nonunion tellers in Illinois	\$15.17
		Average hourly wage for full-time tellers in Illinois	\$15.69
		Average hourly wage for incentive-based tellers in Illinois	\$16.80
		Average hourly wage for level 04 tellers in Illinois	\$16.82
		Average hourly wage for full-time level 04 tellers in Illinois	\$17.84
Tool and die makers			
	0		
	Average hourly wage for nonunion tool and die makers in Illinois	\$24.93	
	Average hourly wage for time-based tool and die makers in Illinois	\$25.88	
	Average hourly wage for full-time tool and die makers in Illinois	\$25.98	
Training and development specialists			
	0		
	Average hourly wage for time-based training and development specialists in Illinois	\$30.82	
	Average hourly wage for nonunion training and development specialists in Illinois	\$32.08	
	Average hourly wage for full-time training and development specialists in Illinois	\$32.40	
Transportation and material moving occupations			
	0		
	Average hourly wage for part-time level 02 transportation and material moving occupations in Illinois	\$11.81	
	Average hourly wage for part-time level 01 transportation and material moving occupations in Illinois	\$12.93	
	Average hourly wage for level 02 transportation and material moving occupations in Illinois	\$13.20	
	Average hourly wage for level 01 transportation and material moving occupations in Illinois	\$13.27	
	Average hourly wage for part-time transportation and material moving occupations in Illinois	\$13.87	
	Average hourly wage for part-time level 03 transportation and material moving occupations in Illinois	\$15.39	
	Average hourly wage for nonunion transportation and material moving occupations in Illinois	\$15.94	
	Average hourly wage for level 03 transportation and material moving occupations in Illinois	\$17.29	
	Average hourly wage for time-based transportation and material moving occupations in Illinois	\$18.79	
	Average hourly wage for part-time not able to be leveled transportation and material moving occupations in Illinois	\$19.59	
	Average hourly wage for part-time level 04 transportation and material moving occupations in Illinois	\$19.87	
	Average hourly wage for not able to be leveled transportation and material moving occupations in Illinois	\$21.84	
	Average hourly wage for incentive-based transportation and material moving occupations in Illinois	\$22.98	
	Average hourly wage for level 04 transportation and material moving occupations in Illinois	\$23.43	
	Average hourly wage for level 05 transportation and material moving occupations in Illinois	\$27.13	
	Average hourly wage for level 06 transportation and material moving occupations in Illinois	\$31.73	
Waiters and waitresses			
	0		
	Average hourly wage for part-time level 02 waiters and waitresses in Illinois	\$9.09	
	Average hourly wage for level 02 waiters and waitresses in Illinois	\$9.43	
	Average hourly wage for part-time waiters and waitresses in Illinois	\$10.11	
	Average hourly wage for nonunion waiters and waitresses in Illinois	\$10.69	
	Average hourly wage for time-based waiters and waitresses in Illinois	\$11.14	
Web developers and digital interface designers			
	0		
	Average hourly wage for time-based web developers and digital interface designers in Illinois	\$37.81	
	Average hourly wage for full-time web developers and digital interface designers in Illinois	\$38.20	
	Average hourly wage for nonunion web developers and digital interface designers in Illinois	\$38.38	
	Average hourly wage for not able to be leveled web developers and digital interface designers in Illinois	\$39.97	
	Average hourly wage for full-time not able to be leveled web developers and digital interface designers in Illinois	\$40.33	
Welders, cutters, solderers, and brazers			

SCHEDULE A.

Descriptions.wm (	Descriptions.wm (3).occupat	Descriptions.i	Descriptions.series_title	Hourly Range
Illinois	Welders, cutters, solderers,	0		
			Average hourly wage for level 04 welders, cutters, solderers, and brazers in Illinois	\$17.95
			Average hourly wage for full-time level 04 welders, cutters, solderers, and brazers in Illinois	\$17.95
			Average hourly wage for nonunion welders, cutters, solderers, and brazers in Illinois	\$19.30
			Average hourly wage for time-based welders, cutters, solderers, and brazers in Illinois	\$20.60
			Average hourly wage for full-time welders, cutters, solderers, and brazers in Illinois	\$20.73
	<b>Woodworking machine setters, operators, and tenders, except sawing</b>	0		
			Average hourly wage for nonunion woodworking machine setters, operators, and tenders, except sawing in Illinois	\$17.38
			Average hourly wage for full-time woodworking machine setters, operators, and tenders, except sawing in Illinois	\$17.78

## SCHEDULE B

<b>O*NET-SOC Code</b>	<b>Title</b>	<b>Description</b>
11-1011.00	Chief Executives	Determine and formulate policies and provide overall direction of companies or private and public sector organizations within guidelines set up by a board of directors or similar governing body. Plan, direct, or coordinate operational activities at the highest level of management with the help of subordinate executives and staff managers.
11-1011.03	Chief Sustainability Officers	Communicate and coordinate with management, shareholders, customers, and employees to address sustainability issues. Enact or oversee a corporate sustainability strategy.
11-1021.00	General and Operations Managers	Plan, direct, or coordinate the operations of public or private sector organizations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services.
11-1031.00	Legislators	Develop, introduce or enact laws and statutes at the local, tribal, State, or Federal level. Includes only workers in elected positions.
11-2011.00	Advertising and Promotions Managers	Plan, direct, or coordinate advertising policies and programs or produce collateral materials, such as posters, contests, coupons, or give-aways, to create extra interest in the purchase of a product or service for a department, an entire organization, or on an account basis.
11-2011.01	Green Marketers	Create and implement methods to market green products and services.
11-2021.00	Marketing Managers	Plan, direct, or coordinate marketing policies and programs, such as determining the demand for products and services offered by a firm and its competitors, and identify potential customers. Develop pricing strategies with the goal of maximizing the firm's profits or share of the market while ensuring the firm's customers are satisfied. Oversee product development or monitor trends that indicate the need for new products and services.
11-2022.00	Sales Managers	Plan, direct, or coordinate the actual distribution or movement of a product or service to the customer. Coordinate sales distribution by establishing sales territories, quotas, and goals and establish training programs for sales representatives. Analyze sales statistics gathered by staff to determine sales potential and inventory requirements and monitor the preferences of customers.
11-2031.00	Public Relations and Fundraising Managers	Plan, direct, or coordinate activities designed to create or maintain a favorable public image or raise issue awareness for their organization or client; or if engaged in fundraising, plan, direct, or coordinate activities to solicit and maintain funds for special projects or nonprofit organizations.
11-3011.00	Administrative Services Managers	Plan, direct, or coordinate one or more administrative services of an organization, such as records and information management, mail distribution, facilities planning and maintenance, custodial operations, and other office support services.

SCHEDULE B

O*NET-SOC Code	Title	Description
11-3021.00	Computer and Information Systems Managers	Plan, direct, or coordinate activities in such fields as electronic data processing, information systems, systems analysis, and computer programming.
11-3031.00	Financial Managers	Plan, direct, or coordinate accounting, investing, banking, insurance, securities, and other financial activities of a branch, office, or department of an establishment.
11-3031.01	Treasurers and Controllers	Direct financial activities, such as planning, procurement, and investments for all or part of an organization.
11-3031.02	Financial Managers, Branch or Department	Direct and coordinate financial activities of workers in a branch, office, or department of an establishment, such as branch bank, brokerage firm, risk and insurance department, or credit department.
11-3051.00	Industrial Production Managers	Plan, direct, or coordinate the work activities and resources necessary for manufacturing products in accordance with cost, quality, and quantity specifications.
11-3051.01	Quality Control Systems Managers	Plan, direct, or coordinate quality assurance programs. Formulate quality control policies and control quality of laboratory and production efforts.
11-3051.02	Geothermal Production Managers	Manage operations at geothermal power generation facilities. Maintain and monitor geothermal plant equipment for efficient and safe plant operations.
11-3051.03	Biofuels Production Managers	Manage biofuels production and plant operations. Collect and process information on plant production and performance, diagnose problems, and design corrective procedures.
11-3051.04	Biomass Power Plant Managers	Manage operations at biomass power generation facilities. Direct work activities at plant, including supervision of operations and maintenance staff.
11-3051.05	Methane/Landfill Gas Collection System Operators	Direct daily operations, maintenance, or repair of landfill gas projects, including maintenance of daily logs, determination of service priorities, and compliance with reporting requirements.
11-3051.06	Hydroelectric Production Managers	Manage operations at hydroelectric power generation facilities. Maintain and monitor hydroelectric plant equipment for efficient and safe plant operations.
11-3061.00	Purchasing Managers	Plan, direct, or coordinate the activities of buyers, purchasing officers, and related workers involved in purchasing materials, products, and services. Includes wholesale or retail trade merchandising managers and procurement managers.
11-3071.00	Transportation, Storage, and Distribution Managers	Plan, direct, or coordinate transportation, storage, or distribution activities in accordance with organizational policies and applicable government laws or regulations. Includes logistics managers.
11-3071.01	Transportation Managers	Plan, direct, or coordinate the transportation operations within an organization or the activities of organizations that provide transportation services.
11-3071.02	Storage and Distribution Managers	Plan, direct, or coordinate the storage or distribution operations within an organization or the activities of organizations that are engaged in storing or distributing materials or products.

SCHEDULE B

O*NET-SOC Code	Title	Description
11-3071.03	Logistics Managers	Plan, direct, or coordinate purchasing, warehousing, distribution, forecasting, customer service, or planning services. Manage logistics personnel and logistics systems and direct daily operations.
11-3111.00	Compensation and Benefits Managers	Plan, direct, or coordinate compensation and benefits activities of an organization.
11-3121.00	Human Resources Managers	Plan, direct, or coordinate human resources activities and staff of an organization.
11-3131.00	Training and Development Managers	Plan, direct, or coordinate the training and development activities and staff of an organization.
11-9013.00	Farmers, Ranchers, and Other Agricultural Managers	Plan, direct, or coordinate the management or operation of farms, ranches, greenhouses, aquacultural operations, nurseries, timber tracts, or other agricultural establishments. May hire, train, and supervise farm workers or contract for services to carry out the day-to-day activities of the managed operation. May engage in or supervise planting, cultivating, harvesting, and financial and marketing activities.
11-9013.01	Nursery and Greenhouse Managers	Plan, organize, direct, control, and coordinate activities of workers engaged in propagating, cultivating, and harvesting horticultural specialties, such as trees, shrubs, flowers, mushrooms, and other plants.
11-9013.02	Farm and Ranch Managers	Plan, direct, or coordinate the management or operation of farms, ranches, greenhouses, aquacultural operations, nurseries, timber tracts, or other agricultural establishments. May hire, train, or supervise farm workers or contract for services to carry out the day-to-day activities of the managed operation. May engage in or supervise planting, cultivating, harvesting, financial, or marketing activities.
11-9013.03	Aquacultural Managers	Direct and coordinate, through subordinate supervisory personnel, activities of workers engaged in fish hatchery production for corporations, cooperatives, or other owners.
11-9021.00	Construction Managers	Plan, direct, or coordinate, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of structures, facilities, and systems. Participate in the conceptual development of a construction project and oversee its organization, scheduling, budgeting, and implementation. Includes managers in specialized construction fields, such as carpentry or plumbing.
11-9031.00	Education Administrators, Preschool and Childcare Center/Program	Plan, direct, or coordinate the academic and nonacademic activities of preschool and childcare centers or programs.
11-9032.00	Education Administrators, Elementary and Secondary School	Plan, direct, or coordinate the academic, administrative, or auxiliary activities of public or private elementary or secondary level schools.
11-9033.00	Education Administrators, Postsecondary	Plan, direct, or coordinate research, instructional, student administration and services, and other educational activities at postsecondary institutions, including universities, colleges, and junior and community colleges.
11-9039.00	Education Administrators, All Other	All education administrators not listed separately.
11-9039.01	Distance Learning Coordinators	Coordinate day-to-day operations of distance learning programs and schedule courses.

## SCHEDULE B

<b>O*NET-SOC Code</b>	<b>Title</b>	<b>Description</b>
11-9039.02	Fitness and Wellness Coordinators	Manage or coordinate fitness and wellness programs and services. Manage and train staff of wellness specialists, health educators, or fitness instructors.
11-9041.00	Architectural and Engineering Managers	Plan, direct, or coordinate activities in such fields as architecture and engineering or research and development in these fields.
11-9041.01	Biofuels/Biodiesel Technology and Product Development Managers	Define, plan, or execute biofuels/biodiesel research programs that evaluate alternative feedstock and process technologies with near-term commercial potential.
11-9051.00	Food Service Managers	Plan, direct, or coordinate activities of an organization or department that serves food and beverages.
11-9061.00	Funeral Service Managers	Plan, direct, or coordinate the services or resources of funeral homes. Includes activities such as determining prices for services or merchandise and managing the facilities of funeral homes.
11-9071.00	Gaming Managers	Plan, direct, or coordinate gaming operations in a casino. May formulate house rules.
11-9081.00	Lodging Managers	Plan, direct, or coordinate activities of an organization or department that provides lodging and other accommodations.
11-9111.00	Medical and Health Services Managers	Plan, direct, or coordinate medical and health services in hospitals, clinics, managed care organizations, public health agencies, or similar organizations.
11-9121.00	Natural Sciences Managers	Plan, direct, or coordinate activities in such fields as life sciences, physical sciences, mathematics, statistics, and research and development in these fields.
11-9121.01	Clinical Research Coordinators	Plan, direct, or coordinate clinical research projects. Direct the activities of workers engaged in clinical research projects to ensure compliance with protocols and overall clinical objectives. May evaluate and analyze clinical data.
11-9121.02	Water Resource Specialists	Design or implement programs and strategies related to water resource issues such as supply, quality, and regulatory compliance issues.
11-9131.00	Postmasters and Mail Superintendents	Plan, direct, or coordinate operational, administrative, management, and supportive services of a U.S. post office; or coordinate activities of workers engaged in postal and related work in assigned post office.
11-9141.00	Property, Real Estate, and Community Association Managers	Plan, direct, or coordinate the selling, buying, leasing, or governance activities of commercial, industrial, or residential real estate properties. Includes managers of homeowner and condominium associations, rented or leased housing units, buildings, or land (including rights-of-way).
11-9151.00	Social and Community Service Managers	Plan, direct, or coordinate the activities of a social service program or community outreach organization. Oversee the program or organization's budget and policies regarding participant involvement, program requirements, and benefits. Work may involve directing social workers, counselors, or probation officers.

SCHEDULE B

O*NET-SOC Code	Title	Description
11-9161.00	Emergency Management Directors	Plan and direct disaster response or crisis management activities, provide disaster preparedness training, and prepare emergency plans and procedures for natural (e.g., hurricanes, floods, earthquakes), wartime, or technological (e.g., nuclear power plant emergencies or hazardous materials spills) disasters or hostage situations.
11-9199.00	Managers, All Other	All managers not listed separately.
11-9199.01	Regulatory Affairs Managers	Plan, direct, or coordinate production activities of an organization to ensure compliance with regulations and standard operating procedures.
11-9199.02	Compliance Managers	Plan, direct, or coordinate activities of an organization to ensure compliance with ethical or regulatory standards.
11-9199.03	Investment Fund Managers	Plan, direct, or coordinate investment strategy or operations for a large pool of liquid assets supplied by institutional investors or individual investors.
11-9199.04	Supply Chain Managers	Direct or coordinate production, purchasing, warehousing, distribution, or financial forecasting services or activities to limit costs and improve accuracy, customer service, or safety. Examine existing procedures or opportunities for streamlining activities to meet product distribution needs. Direct the movement, storage, or processing of inventory.
11-9199.07	Security Managers	Direct an organization's security functions, including physical security and safety of employees, facilities, and assets.
11-9199.08	Loss Prevention Managers	Plan and direct policies, procedures, or systems to prevent the loss of assets. Determine risk exposure or potential liability, and develop risk control measures.
11-9199.09	Wind Energy Operations Managers	Manage wind field operations, including personnel, maintenance activities, financial activities, and planning.
11-9199.10	Wind Energy Project Managers	Lead or manage the development and evaluation of potential wind energy business opportunities, including environmental studies, permitting, and proposals. May also manage construction of projects.
11-9199.11	Brownfield Redevelopment Specialists and Site Managers	Plan and direct cleanup and redevelopment of contaminated properties for reuse. Does not include properties sufficiently contaminated to qualify as Superfund sites.
13-1011.00	Agents and Business Managers of Artists, Performers, and Athletes	Represent and promote artists, performers, and athletes in dealings with current or prospective employers. May handle contract negotiation and other business matters for clients.
13-1021.00	Buyers and Purchasing Agents, Farm Products	Purchase farm products either for further processing or resale. Includes tree farm contractors, grain brokers and market operators, grain buyers, and tobacco buyers.
13-1022.00	Wholesale and Retail Buyers, Except Farm Products	Buy merchandise or commodities, other than farm products, for resale to consumers at the wholesale or retail level, including both durable and nondurable goods. Analyze past buying trends, sales records, price, and quality of merchandise to determine value and yield. Select, order, and authorize payment for merchandise according to contractual agreements. May conduct meetings with sales personnel and introduce new products. Includes assistant wholesale and retail buyers of nonfarm products.



SCHEDULE B

<b>O*NET-SOC Code</b>	<b>Title</b>	<b>Description</b>
13-1023.00	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Purchase machinery, equipment, tools, parts, supplies, or services necessary for the operation of an establishment. Purchase raw or semi-finished materials for manufacturing.
13-1031.00	Claims Adjusters, Examiners, and Investigators	Review settled claims to determine that payments and settlements are made in accordance with company practices and procedures. Confer with legal counsel on claims requiring litigation. May also settle insurance claims.
13-1031.01	Claims Examiners, Property and Casualty Insurance	Review settled insurance claims to determine that payments and settlements have been made in accordance with company practices and procedures. Report overpayments, underpayments, and other irregularities. Confer with legal counsel on claims requiring litigation.
13-1031.02	Insurance Adjusters, Examiners, and Investigators	Investigate, analyze, and determine the extent of insurance company's liability concerning personal, casualty, or property loss or damages, and attempt to effect settlement with claimants. Correspond with or interview medical specialists, agents, witnesses, or claimants to compile information. Calculate benefit payments and approve payment of claims within a certain monetary limit.
13-1032.00	Insurance Appraisers, Auto Damage	Appraise automobile or other vehicle damage to determine repair costs for insurance claim settlement. Prepare insurance forms to indicate repair cost or cost estimates and recommendations. May seek agreement with automotive repair shop on repair costs.
13-1041.00	Compliance Officers	Examine, evaluate, and investigate eligibility for or conformity with laws and regulations governing contract compliance of licenses and permits, and perform other compliance and enforcement inspection and analysis activities not classified elsewhere.
13-1041.01	Environmental Compliance Inspectors	Inspect and investigate sources of pollution to protect the public and environment and ensure conformance with Federal, State, and local regulations and ordinances.
13-1041.02	Licensing Examiners and Inspectors	Examine, evaluate, and investigate eligibility for, conformity with, or liability under licenses or permits.
13-1041.03	Equal Opportunity Representatives and Officers	Monitor and evaluate compliance with equal opportunity laws, guidelines, and policies to ensure that employment practices and contracting arrangements give equal opportunity without regard to race, religion, color, national origin, sex, age, or disability.
13-1041.04	Government Property Inspectors and Investigators	Investigate or inspect government property to ensure compliance with contract agreements and government regulations.
13-1041.06	Coroners	Direct activities such as autopsies, pathological and toxicological analyses, and inquests relating to the investigation of deaths occurring within a legal jurisdiction to determine cause of death or to fix responsibility for accidental, violent, or unexplained deaths.
13-1041.07	Regulatory Affairs Specialists	Coordinate and document internal regulatory processes, such as internal audits, inspections, license renewals, or registrations. May compile and prepare materials for submission to regulatory agencies.

## SCHEDULE B

<b>O*NET-SOC Code</b>	<b>Title</b>	<b>Description</b>
13-1051.00	Cost Estimators	Prepare cost estimates for product manufacturing, construction projects, or services to aid management in bidding on or determining price of product or service. May specialize according to particular service performed or type of product manufactured.
13-1071.00	Human Resources Specialists	Perform activities in the human resource area. Includes employment specialists who screen, recruit, interview, and place workers.
13-1074.00	Farm Labor Contractors	Recruit and hire seasonal or temporary agricultural laborers. May transport, house, and provide meals for workers.
13-1075.00	Labor Relations Specialists	Resolve disputes between workers and managers, negotiate collective bargaining agreements, or coordinate grievance procedures to handle employee complaints.
13-1081.00	Logisticians	Analyze and coordinate the logistical functions of a firm or organization. Responsible for the entire life cycle of a product, including acquisition, distribution, internal allocation, delivery, and final disposal of resources.
13-1081.01	Logistics Engineers	Design or analyze operational solutions for projects such as transportation optimization, network modeling, process and methods analysis, cost containment, capacity enhancement, routing and shipment optimization, or information management.
13-1081.02	Logistics Analysts	Analyze product delivery or supply chain processes to identify or recommend changes. May manage route activity including invoicing, electronic bills, and shipment tracing.
13-1111.00	Management Analysts	Conduct organizational studies and evaluations, design systems and procedures, conduct work simplification and measurement studies, and prepare operations and procedures manuals to assist management in operating more efficiently and effectively. Includes program analysts and management consultants.
13-1121.00	Meeting, Convention, and Event Planners	Coordinate activities of staff, convention personnel, or clients to make arrangements for group meetings, events, or conventions.
13-1131.00	Fundraisers	Organize activities to raise funds or otherwise solicit and gather monetary donations or other gifts for an organization. May design and produce promotional materials. May also raise awareness of the organization's work, goals, and financial needs.
13-1141.00	Compensation, Benefits, and Job Analysis Specialists	Conduct programs of compensation and benefits and job analysis for employer. May specialize in specific areas, such as position classification and pension programs.
13-1151.00	Training and Development Specialists	Design and conduct training and development programs to improve individual and organizational performance. May analyze training needs.
13-1161.00	Market Research Analysts and Marketing Specialists	Research market conditions in local, regional, or national areas, or gather information to determine potential sales of a product or service, or create a marketing campaign. May gather information on competitors, prices, sales, and methods of marketing and distribution.
13-1199.00	Business Operations Specialists, All Other	All business operations specialists not listed separately.

SCHEDULE B

<b>O*NET-SOC Code</b>	<b>Title</b>	<b>Description</b>
13-1199.01	Energy Auditors	Conduct energy audits of buildings, building systems, or process systems. May also conduct investment grade audits of buildings or systems.
13-1199.02	Security Management Specialists	Conduct security assessments for organizations, and design security systems and processes. May specialize in areas such as physical security, personnel security, and information security. May work in fields such as health care, banking, gaming, security engineering, or manufacturing.
13-1199.03	Customs Brokers	Prepare customs documentation and ensure that shipments meet all applicable laws to facilitate the import and export of goods. Determine and track duties and taxes payable and process payments on behalf of client. Sign documents under a power of attorney. Represent clients in meetings with customs officials and apply for duty refunds and tariff reclassifications. Coordinate transportation and storage of imported goods.
13-1199.04	Business Continuity Planners	Develop, maintain, or implement business continuity and disaster recovery strategies and solutions, including risk assessments, business impact analyses, strategy selection, and documentation of business continuity and disaster recovery procedures. Plan, conduct, and debrief regular mock-disaster exercises to test the adequacy of existing plans and strategies, updating procedures and plans regularly. Act as a coordinator for continuity efforts after a disruption event.
13-1199.05	Sustainability Specialists	Address organizational sustainability issues, such as waste stream management, green building practices, and green procurement plans.
13-1199.06	Online Merchants	Conduct retail activities of businesses operating exclusively online. May perform duties such as preparing business strategies, buying merchandise, managing inventory, implementing marketing activities, fulfilling and shipping online orders, and balancing financial records.
13-2011.00	Accountants and Auditors	Examine, analyze, and interpret accounting records to prepare financial statements, give advice, or audit and evaluate statements prepared by others. Install or advise on systems of recording costs or other financial and budgetary data.
13-2011.01	Accountants	Analyze financial information and prepare financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability, or other financial activities within an organization.
13-2011.02	Auditors	Examine and analyze accounting records to determine financial status of establishment and prepare financial reports concerning operating procedures.
13-2031.00	Budget Analysts	Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations. Analyze budgeting and accounting reports.
13-2051.00	Financial Analysts	Conduct quantitative analyses of information affecting investment programs of public or private institutions.

## SCHEDULE B

<b>O*NET-SOC Code</b>	<b>Title</b>	<b>Description</b>
13-2052.00	Personal Financial Advisors	Advise clients on financial plans using knowledge of tax and investment strategies, securities, insurance, pension plans, and real estate. Duties include assessing clients' assets, liabilities, cash flow, insurance coverage, tax status, and financial objectives.
13-2099.00	Financial Specialists, All Other	All financial specialists not listed separately.
13-2099.02	Risk Management Specialists	Analyze and manage risk management issues by identifying, measuring, and making decisions on operational or enterprise risks for an organization.
15-1121.00	Computer Systems Analysts	Analyze science, engineering, business, and other data processing problems to implement and improve computer systems. Analyze user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations. May analyze or recommend commercially available software.
15-1122.00	Information Security Analysts	Plan, implement, upgrade, or monitor security measures for the protection of computer networks and information. May ensure appropriate security controls are in place that will safeguard digital files and vital electronic infrastructure. May respond to computer security breaches and viruses.
15-1134.00	Web Developers	Design, create, and modify Web sites. Analyze user needs to implement Web site content, graphics, performance, and capacity. May integrate Web sites with other computer applications. May convert written, graphic, audio, and video components to compatible Web formats by using software designed to facilitate the creation of Web and multimedia content.
15-1142.00	Network and Computer Systems Administrators	Install, configure, and support an organization's local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Monitor network to ensure network availability to all system users and may perform necessary maintenance to support network availability. May monitor and test Web site performance to ensure Web sites operate correctly and without interruption. May assist in network modeling, analysis, planning, and coordination between network and data communications hardware and software. May supervise computer user support specialists and computer network support specialists. May administer network security measures.
15-1151.00	Computer User Support Specialists	Provide technical assistance to computer users. Answer questions or resolve computer problems for clients in person, or via telephone or electronically. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems.
15-1152.00	Computer Network Support Specialists	Analyze, test, troubleshoot, and evaluate existing network systems, such as local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Perform network maintenance to ensure networks operate correctly with minimal interruption.

SCHEDULE B

<b>O*NET-SOC Code</b>	<b>Title</b>	<b>Description</b>
15-1199.05	Geographic Information Systems Technicians	Assist scientists, technologists, or related professionals in building, maintaining, modifying, or using geographic information systems (GIS) databases. May also perform some custom application development or provide user support.
15-1199.08	Business Intelligence Analysts	Produce financial and market intelligence by querying data repositories and generating periodic reports. Devise methods for identifying data patterns and trends in available information sources.
15-1199.09	Information Technology Project Managers	Plan, initiate, and manage information technology (IT) projects. Lead and guide the work of technical staff. Serve as liaison between business and technical aspects of projects. Plan project stages and assess business implications for each stage. Monitor progress to assure deadlines, standards, and cost targets are met.
15-2031.00	Operations Research Analysts	Formulate and apply mathematical modeling and other optimizing methods to develop and interpret information that assists management with decision making, policy formulation, or other managerial functions. May collect and analyze data and develop decision support software, service, or products. May develop and supply optimal time, cost, or logistics networks for program evaluation, review, or implementation.
17-1012.00	Landscape Architects	Plan and design land areas for projects such as parks and other recreational facilities, airports, highways, hospitals, schools, land subdivisions, and commercial, industrial, and residential sites.
19-1031.00	Conservation Scientists	Manage, improve, and protect natural resources to maximize their use without damaging the environment. May conduct soil surveys and develop plans to eliminate soil erosion or to protect rangelands. May instruct farmers, agricultural production managers, or ranchers in best ways to use crop rotation, contour plowing, or terracing to conserve soil and water; in the number and kind of livestock and forage plants best suited to particular ranges; and in range and farm improvements, such as fencing and reservoirs for stock watering.
19-1031.03	Park Naturalists	Plan, develop, and conduct programs to inform public of historical, natural, and scientific features of national, state, or local park.
19-1032.00	Foresters	Manage public and private forested lands for economic, recreational, and conservation purposes. May inventory the type, amount, and location of standing timber, appraise the timber's worth, negotiate the purchase, and draw up contracts for procurement. May determine how to conserve wildlife habitats, creek beds, water quality, and soil stability, and how best to comply with environmental regulations. May devise plans for planting and growing new trees, monitor trees for healthy growth, and determine optimal harvesting schedules.
19-3051.00	Urban and Regional Planners	Develop comprehensive plans and programs for use of land and physical facilities of jurisdictions, such as towns, cities, counties, and metropolitan areas.

SCHEDULE B

<b>O*NET-SOC Code</b>	<b>Title</b>	<b>Description</b>
19-4093.00	Forest and Conservation Technicians	Provide technical assistance regarding the conservation of soil, water, forests, or related natural resources. May compile data pertaining to size, content, condition, and other characteristics of forest tracts, under the direction of foresters; or train and lead forest workers in forest propagation, fire prevention and suppression. May assist conservation scientists in managing, improving, and protecting rangelands and wildlife habitats.
25-2011.00	Preschool Teachers, Except Special Education	Instruct preschool-aged children in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility. May be required to hold State certification.
25-3021.00	Self-Enrichment Education Teachers	Teach or instruct courses other than those that normally lead to an occupational objective or degree. Courses may include self-improvement, nonvocational, and nonacademic subjects. Teaching may or may not take place in a traditional educational institution.
25-9031.00	Instructional Coordinators	Develop instructional material, coordinate educational content, and incorporate current technology in specialized fields that provide guidelines to educators and instructors for developing curricula and conducting courses. Includes educational consultants and specialists, and instructional material directors.
27-1024.00	Graphic Designers	Design or create graphics to meet specific commercial or promotional needs, such as packaging, displays, or logos. May use a variety of mediums to achieve artistic or decorative effects.
27-2022.00	Coaches and Scouts	Instruct or coach groups or individuals in the fundamentals of sports. Demonstrate techniques and methods of participation. May evaluate athletes' strengths and weaknesses as possible recruits or to improve the athletes' technique to prepare them for competition. Those required to hold teaching degrees should be reported in the appropriate teaching category.
27-2023.00	Umpires, Referees, and Other Sports Officials	Officiate at competitive athletic or sporting events. Detect infractions of rules and decide penalties according to established regulations. Includes all sporting officials, referees, and competition judges.
29-1128.00	Exercise Physiologists	Assess, plan, or implement fitness programs that include exercise or physical activities such as those designed to improve cardiorespiratory function, body composition, muscular strength, muscular endurance, or flexibility.
29-9091.00	Athletic Trainers	Evaluate and advise individuals to assist recovery from or avoid athletic-related injuries or illnesses, or maintain peak physical fitness. May provide first aid or emergency care.
31-9011.00	Massage Therapists	Perform therapeutic massages of soft tissues and joints. May assist in the assessment of range of motion and muscle strength, or propose client therapy plans.
33-9092.00	Lifeguards, Ski Patrol, and Other Recreational Protective Service Workers	Monitor recreational areas, such as pools, beaches, or ski slopes to provide assistance and protection to participants.

SCHEDULE B

O*NET-SOC Code	Title	Description
35-1011.00	Chefs and Head Cooks	Direct and may participate in the preparation, seasoning, and cooking of salads, soups, fish, meats, vegetables, desserts, or other foods. May plan and price menu items, order supplies, and keep records and accounts.
35-2014.00	Cooks, Restaurant	Prepare, season, and cook dishes such as soups, meats, vegetables, or desserts in restaurants. May order supplies, keep records and accounts, price items on menu, or plan menu.
35-2015.00	Cooks, Short Order	Prepare and cook to order a variety of foods that require only a short preparation time. May take orders from customers and serve patrons at counters or tables.
35-2019.00	Cooks, All Other	All cooks not listed separately.
35-3011.00	Bartenders	Mix and serve drinks to patrons, directly or through waitstaff.
35-3031.00	Waiters and Waitresses	Take orders and serve food and beverages to patrons at tables in dining establishment.
35-9021.00	Dishwashers	Clean dishes, kitchen, food preparation equipment, or utensils.
37-1011.00	First-Line Supervisors of Housekeeping and Janitorial Workers	Directly supervise and coordinate work activities of cleaning personnel in hotels, hospitals, offices, and other establishments.
37-1012.00	First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers	Directly supervise and coordinate activities of workers engaged in landscaping or groundskeeping activities. Work may involve reviewing contracts to ascertain service, machine, and workforce requirements; answering inquiries from potential customers regarding methods, material, and price ranges; and preparing estimates according to labor, material, and machine costs.
37-2011.00	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	Keep buildings in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Duties may include tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalk.
37-2019.00	Building Cleaning Workers, All Other	All building cleaning workers not listed separately.
37-3011.00	Landscaping and Groundskeeping Workers	Landscape or maintain grounds of property using hand or power tools or equipment. Workers typically perform a variety of tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, sprinkler installation, and installation of mortarless segmental concrete masonry wall units.
37-3012.00	Pesticide Handlers, Sprayers, and Applicators, Vegetation	Mix or apply pesticides, herbicides, fungicides, or insecticides through sprays, dusts, vapors, soil incorporation, or chemical application on trees, shrubs, lawns, or botanical crops. Usually requires specific training and State or Federal certification.
37-3013.00	Tree Trimmers and Pruners	Using sophisticated climbing and rigging techniques, cut away dead or excess branches from trees or shrubs to maintain right-of-way for roads, sidewalks, or utilities, or to improve appearance, health, and value of tree. Prune or treat trees or shrubs using handsaws, hand pruners, clippers, and power pruners. Works off the ground in the tree canopy and may use truck-mounted lifts.



## SCHEDULE B

<b>O*NET-SOC Code</b>	<b>Title</b>	<b>Description</b>
37-3019.00	Grounds Maintenance Workers, All Other	All grounds maintenance workers not listed separately.
39-1021.00	First-Line Supervisors of Personal Service Workers	Directly supervise and coordinate activities of personal service workers, such as flight attendants, hairdressers, or caddies.
39-1021.01	Spa Managers	Plan, direct, or coordinate activities of a spa facility. Coordinate programs, schedule and direct staff, and oversee financial activities.
39-3091.00	Amusement and Recreation Attendants	Perform variety of attending duties at amusement or recreation facility. May schedule use of recreation facilities, maintain and provide equipment to participants of sporting events or recreational pursuits, or operate amusement concessions and rides.
39-9011.00	Childcare Workers	Attend to children at schools, businesses, private households, and childcare institutions. Perform a variety of tasks, such as dressing, feeding, bathing, and overseeing play.
39-9031.00	Fitness Trainers and Aerobics Instructors	Instruct or coach groups or individuals in exercise activities. Demonstrate techniques and form, observe participants, and explain to them corrective measures necessary to improve their skills.
39-9032.00	Recreation Workers	Conduct recreation activities with groups in public, private, or volunteer agencies or recreation facilities. Organize and promote activities, such as arts and crafts, sports, games, music, dramatics, social recreation, camping, and hobbies, taking into account the needs and interests of individual members.
41-1012.00	First-Line Supervisors of Non-Retail Sales Workers	Directly supervise and coordinate activities of sales workers other than retail sales workers. May perform duties such as budgeting, accounting, and personnel work, in addition to supervisory duties.
41-2011.00	Cashiers	Receive and disburse money in establishments other than financial institutions. May use electronic scanners, cash registers, or related equipment. May process credit or debit card transactions and validate checks.
41-2021.00	Counter and Rental Clerks	Receive orders, generally in person, for repairs, rentals, and services. May describe available options, compute costs, and accept payment.
41-3011.00	Advertising Sales Agents	Sell or solicit advertising space, time, or media in publications, signage, TV, radio, or the Internet. Includes individuals who obtain leases for outdoor advertising sites or persuade retailers to use sales promotion display items.
41-3099.00	Sales Representatives, Services, All Other	All services sales representatives not listed separately.
43-1011.00	First-Line Supervisors of Office and Administrative Support Workers	Directly supervise and coordinate the activities of clerical and administrative support workers.
43-3011.00	Bill and Account Collectors	Locate and notify customers of delinquent accounts by mail, telephone, or personal visit to solicit payment. Duties include receiving payment and posting amount to customer's account; preparing statements to credit department if customer fails to respond; initiating repossession proceedings or service disconnection; and keeping records of collection and status of accounts.



SCHEDULE B

O*NET-SOC Code	Title	Description
43-3021.00	Billing and Posting Clerks	Compile, compute, and record billing, accounting, statistical, and other numerical data for billing purposes. Prepare billing invoices for services rendered or for delivery or shipment of goods.
43-3031.00	Bookkeeping, Accounting, and Auditing Clerks	Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.
43-3051.00	Payroll and Timekeeping Clerks	Compile and record employee time and payroll data. May compute employees' time worked, production, and commission. May compute and post wages and deductions, or prepare paychecks.
43-3099.00	Financial Clerks, All Other	All financial clerks not listed separately.
43-4051.00	Customer Service Representatives	Interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints.
43-4151.00	Order Clerks	Receive and process incoming orders for materials, merchandise, classified ads, or services such as repairs, installations, or rental of facilities. Generally receives orders via mail, phone, fax, or other electronic means. Duties include informing customers of receipt, prices, shipping dates, and delays; preparing contracts; and handling complaints.
43-6011.00	Executive Secretaries and Executive Administrative Assistants	Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff.
43-9021.00	Data Entry Keyers	Operate data entry device, such as keyboard or photo composing perforator. Duties may include verifying data and preparing materials for printing.
43-9199.00	Office and Administrative Support Workers, All Other	All office and administrative support workers not listed separately.
45-1011.00	First-Line Supervisors of Farming, Fishing, and Forestry Workers	Directly supervise and coordinate the activities of agricultural, forestry, aquacultural, and related workers.
45-4011.00	Forest and Conservation Workers	Under supervision, perform manual labor necessary to develop, maintain, or protect areas such as forests, forested areas, woodlands, wetlands, and rangelands through such activities as raising and transporting seedlings; combating insects, pests, and diseases harmful to plant life; and building structures to control water, erosion, and leaching of soil. Includes forester aides, seedling pullers, and tree planters.
47-2031.00	Carpenters	Construct, erect, install, or repair structures and fixtures made of wood, such as concrete forms; building frameworks, including partitions, joists, studding, and rafters; and wood stairways, window and door frames, and hardwood floors. May also install cabinets, siding, drywall and batt or roll insulation. Includes brattice builders who build doors or brattices (ventilation walls or partitions) in underground passageways.

SCHEDULE B

O*NET-SOC Code	Title	Description
47-2061.00	Construction Laborers	Perform tasks involving physical labor at construction sites. May operate hand and power tools of all types: air hammers, earth tampers, cement mixers, small mechanical hoists, surveying and measuring equipment, and a variety of other equipment and instruments. May clean and prepare sites, dig trenches, set braces to support the sides of excavations, erect scaffolding, and clean up rubble, debris and other waste materials. May assist other craft workers.
47-2111.00	Electricians	Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems.
49-1011.00	First-Line Supervisors of Mechanics, Installers, and Repairers	Directly supervise and coordinate the activities of mechanics, installers, and repairers.
49-2092.00	Electric Motor, Power Tool, and Related Repairers	Repair, maintain, or install electric motors, wiring, or switches.
49-2093.00	Electrical and Electronics Installers and Repairers, Transportation Equipment	Install, adjust, or maintain mobile electronics communication equipment, including sound, sonar, security, navigation, and surveillance systems on trains, watercraft, or other mobile equipment.
49-2096.00	Electronic Equipment Installers and Repairers, Motor Vehicles	Install, diagnose, or repair communications, sound, security, or navigation equipment in motor vehicles.
49-3023.00	Automotive Service Technicians and Mechanics	Diagnose, adjust, repair, or overhaul automotive vehicles.
49-3023.01	Automotive Master Mechanics	Repair automobiles, trucks, buses, and other vehicles. Master mechanics repair virtually any part on the vehicle or specialize in the transmission system.
49-3053.00	Outdoor Power Equipment and Other Small Engine Mechanics	Diagnose, adjust, repair, or overhaul small engines used to power lawn mowers, chain saws, recreational sporting equipment and related equipment.
49-9021.00	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	Install or repair heating, central air conditioning, or refrigeration systems, including oil burners, hot-air furnaces, and heating stoves.
49-9021.01	Heating and Air Conditioning Mechanics and Installers	Install, service, or repair heating and air conditioning systems in residences or commercial establishments.
49-9021.02	Refrigeration Mechanics and Installers	Install and repair industrial and commercial refrigerating systems.
49-9043.00	Maintenance Workers, Machinery	Lubricate machinery, change parts, or perform other routine machinery maintenance.
49-9071.00	Maintenance and Repair Workers, General	Perform work involving the skills of two or more maintenance or craft occupations to keep machines, mechanical equipment, or the structure of an establishment in repair. Duties may involve pipe fitting; boiler making; insulating; welding; machining; carpentry; repairing electrical or mechanical equipment; installing, aligning, and balancing new equipment; and repairing buildings, floors, or stairs.
53-3022.00	Bus Drivers, School or Special Client	Transport students or special clients, such as the elderly or persons with disabilities. Ensure adherence to safety rules. May assist passengers in boarding or exiting.

**SCHEDULE C**  
**HEPD Full-time Salary Ranges**

<b>Position</b>	<b>Minimum</b>	<b>Mid-Point Per Contract</b>	<b>Maximum</b>
<b>Executive Director</b>			
Division Director	\$ 90,000.00	\$ 112,500.00	\$ 135,000.00
Superintendents/General Managers	\$67,500	\$84,375	\$101,250
Senior Manager	\$53,000	\$66,250	\$79,500
Senior Supervisor/Manager	\$45,000	\$56,250	\$67,500
Associate/Support	\$36,000	\$45,000	\$54,000
Grade 1	\$36,250	\$45,000	\$53,550
Grade 2	\$41,250	\$53,000	\$59,850
Grade 3	\$44,000	\$54,500	\$65,100
Grade 4	\$52,000	\$62,500	\$72,975
Grade 5	\$62,500	\$71,000	\$79,500
Grade 6	\$72,750	\$86,000	\$99,250
Grade 7	\$93,750	\$119,500	\$145,000
Amusement and Recreation Attendants	\$ 21,000.00	\$ 26,250.00	\$ 31,500.00
<b>Grade 1</b>			
Janitors and cleaners	\$ 28,500.00	\$ 35,750.00	\$ 43,000.00
Landscaping and groundskeeping 1	\$ 29,250.00	\$ 36,500.00	\$ 43,750.00
<b>Grade 2</b>			
Heating, Air Conditioning, and Refrigeration Mechanics and Installers	\$ 36,250.00	\$ 45,250.00	\$ 54,250.00
Billing and Posting Clerks	\$ 35,500.00	\$ 44,500.00	\$ 53,500.00
Landscaping and groundskeeping 2			
<b>Grade 3</b>			
Sales and Related Occupations	\$ 38,000.00	\$ 47,500.00	\$ 57,000.00
Computer User Support Specialists	\$ 40,000.00	\$ 50,000.00	\$ 60,000.00
Exercise Trainers and Group Fitness Instructors	\$ 40,500.00	\$ 50,500.00	\$ 60,500.00
Sous Chef	\$ 43,000.00	\$ 53,750.00	\$ 64,500.00
Automotive Service Technicians and Mechanics	\$ 40,500.00	\$ 50,750.00	\$ 61,000.00
<b>Grade 4</b>			
Bookkeeping, Accounting and Auditing Clerks	\$ 46,500.00	\$ 58,250.00	\$ 70,000.00
Installation, Maintenance and Repair Workers	\$ 41,500.00	\$ 52,000.00	\$ 62,500.00
Payroll and Timekeeping Clerks	\$ 43,500.00	\$ 54,250.00	\$ 65,000.00
First-line Supervisors of Personal Service and Entertainment	\$ 34,500.00	\$ 43,000.00	\$ 51,500.00
Meeting, Convention and Event Planners	\$ 44,500.00	\$ 55,500.00	\$ 62,040.00
Executive Chef			
<b>Grade 5</b>			
Graphic Designers	\$ 52,000.00	\$ 65,000.00	\$ 78,000.00
Executive Secretaries and Executive Administrative Assistants	\$ 49,250.00	\$ 61,500.00	\$ 73,750.00
First-line Supervisors of Office and Administrative Services	\$ 49,500.00	\$ 62,000.00	\$ 69,520.00
<b>Grade 6</b>			
Human Resources Specialists	\$ 54,500.00	\$ 68,000.00	\$ 81,500.00
<b>Grade 7</b>			
First-line Supervisors of Mechanics, Installers and Repairers	\$ 62,500.00	\$ 78,000.00	\$ 82,280.00
Turf Manager	\$ 34,500.00	\$ 43,000.00	\$ 51,500.00
<b>Grade 8</b>			
Golf Course Superintendents	\$ 60,000.00	\$ 75,000.00	\$ 90,000.00
<b>Grade 9</b>			
Project Management Specialists and Business Operations Specialists	\$ 72,750.00	\$ 91,000.00	\$ 96,140.00
<b>Grade 10</b>			
Accountants and Auditors	\$ 73,500.00	\$ 91,750.00	\$ 110,000.00
Director of Operations	\$ 85,500.00	\$ 106,750.00	\$ 128,000.00
<b>Grade 11</b>			
Personal service managers, entertainment managers	\$ 93,750.00	\$ 117,250.00	\$ 140,750.00
Director of Finance & Administration	\$ 109,750.00	\$ 137,250.00	\$ 144,980.00
Public relations and fundraising managers	\$ 103,250.00	\$ 129,000.00	\$ 154,750.00
<b>Grade 12</b>			
Marketing Managers	\$ 111,500.00	\$ 139,500.00	\$ 167,500.00
General and Operations Managers	\$ 111,000.00	\$ 138,750.00	\$ 166,500.00
Computer and Information Systems Managers	\$ 127,500.00	\$ 159,500.00	\$ 191,500.00

SCHEDULE D

Employees Outside the New Wage Ranges

New Pay Grade	Min	Mid	Max	Position
Grade 1	\$ 36,250	\$ 45,000	\$ 53,550	Groundworker
				Groundworker
				Groundworker
				Groundworker
				Groundworker
				Groundworker
				Operations Supervisor
				Registration Associate
				Building Maintenance Associate
				Building Maintenance Associate
				Building Maintenance Associate
				Building Maintenance Associate
				Building Maintenance Associate
				Building Maintenance Associate
				ICE Maintenance Associate
				ICE Maintenance Associate
				Business Services Associate
Grade 2	\$ 41,250	\$ 53,000	\$ 59,850	Admin Registration Associate
				Building Tech
				Building Tech
				Disbursement Associate
				IT Associate
				Mechanic
				Aquatic Tech
				Building Maintenance Supervisor
				Building Maintenance Supervisor
				Cash Control Associate
Grade 3	\$ 44,000	\$ 54,500	\$ 65,100	Assistant Golf Course Superintendent
				Program Manager
				Program Manager
				Program Manager
				Program Manager
				Mechanic II
				Playground, Development & Construction Manager
				Turf Manager
				WRC Facility Manager
				TC Facility Manager
				Member Services Manager
Grade 4	\$ 52,000	\$ 62,500	\$ 72,975	Fitness Program Manager
				Equipment Manager
				Executive Chef
				Golf Operations Manager
				Graphics Manager
				Human Resource Manager
				Ice Operations Manager
				Food & Beverage Manager
				Sales Manager
				Operations Manager
Grade 5	\$ 62,500	\$ 71,000	\$ 79,500	Executive Assistant
				GIS/Parks, Planning, Maintenance Administrator
				Supervisor of Aquatics & Buildings
				Supervisor of Mechanics
				Supervisor of Playgrounds, Development & Construction
				Supervisor of Turf and Horticulture
Grade 6	\$ 72,750	\$ 86,000	\$ 99,250	General Manager
				General Manager
				Golf Course Superintendent
				Information Technology Manager
				Superintendent of Business
				Superintendent of Recreation
Grade 7	\$ 93,750	\$ 119,500	\$ 145,000	Superintendent of Communications & Marketing
				Admin & Finance
				Facilities
				Parks, Planning, Development Recreation

**HOFFMAN ESTATES PARK DISTRICT**  
**JOB DESCRIPTION**  
**Grounds Worker**  
**JOB CLASSIFICATION – Grade 1 NON-EXEMPT**

Function

Parks Grounds is responsible for performing a variety of park labor duties to maintain and/or repair park properties, landscapes, athletic fields, construction projects and equipment.

Supervision Received

Parks Grounds is responsible to Supervisor of Parks or Supervisor of Playgrounds, Construction & Development.

Essential Functions

1. Responsible for maintaining turf in a professional manner employing proper mowing techniques.
2. Responsible for tree trimming to ensure that all trees are professionally maintained.
3. Responsible for tree and shrub planting in a professional manner employing proper horticultural techniques.
4. Responsible for safely operating park district vehicles.
5. Responsible for ball field maintenance and athletic field striping.
6. Responsible for performing electrical, plumbing, mechanical and carpentry work required to repair, install, and maintain district buildings, facilities, structures, fences, playgrounds, and amenities.

Marginal Functions

1. Assist in sod installation, seeding, and restoration of parks grounds and athletic fields.
2. Assist applicator in turf fertilization and weed control.
3. Responsible for snow removal to ensure that walkways, drives, and parking areas are clear of snow and ice.
4. Able to paint with skill both interior and exterior of park district buildings and aquatic facilities
5. Ensure that all parks grounds and facilities are litter and trash free.
6. Assist when necessary in the repair, replacement or laying of concrete for buildings, steps, and sidewalks.
7. Assist when necessary in the repair of asphalt driveways, walking paths, and parking lots.

8. Responsible for the maintenance of lagoon drains, swails, and culverts.
9. Responsible for maintaining all park signage, including making signs as required.
10. Assist in the repair of parks irrigation systems.
11. Assist in the maintenance of parks drainage systems.
12. Assist horticulture supervisor in maintaining shrub and flower beds.
13. Assist horticulture supervisor in tree removal.
14. May be called upon to operate a vehicle with manual transmission.

#### Customer Service Responsibilities

1. Staff will greet all visitors in a friendly manner.
2. Staff will be courteous at all times.
3. Staff will provide to customers accurate information in all district communications.

#### Psychological Considerations

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

#### Physiological Considerations

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

#### Environmental Considerations

1. Worker is exposed to outside weather conditions 90% of the time, including extreme heat and cold, snow, rain or ice.
2. Protective clothing is required as follows:
  - Earplugs, ear covers
  - Helmets
  - Respirators
  - Safety goggles/glasses
  - Chaps
  - Leather type steel-toed work boot
  - Protective gloves
  - Disposable (chemical) overalls

### Cognitive Considerations

1. Worker must be able to follow directions from supervisor with safe follow through.
2. Worker must use good safety awareness and judgement.

### Recommendations for Accommodation

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

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

### Requirements

1. Operate power equipment necessary to complete assignments.
2. Able to lift 50lbs with no bending or twisting restrictions.
3. Deal with the public and fellow employees in a polite and businesslike manner.
4. CDL Class "B" with air brake endorsement is required
5. Operate all heavy equipment (i.e., tractors, backhoe, skid loader, tree space, chipper, etc.) with skill.
6. Operate snowplow equipment.
7. Operate chain saws.
8. Operate snowmobile.
9. In Turf / Horticulture Dept. a Pesticide Operators License may be required. In-house application training is mandatory.
10. Become familiar with the Employee Safety Manuals.
11. Perform all other duties as assigned.
12. In Construction & Buildings Department a Certified Playground Safety Inspector's license may be required.
13. In Aquatics & Buildings Department an Aquatic Facility Operator's license may be required.

### Experience

1. Full-time position. Experience desirable but not required.

### Education

1. High School Diploma preferred.

**HOFFMAN ESTATES PARK DISTRICT**  
**JOB DESCRIPTION**  
**Operations Supervisor**  
**Job Classification: Grade 1 Exempt**

Function

The Operations Supervisor is responsible for the Kids Korner, Service Desk, Spa Services, Café, Leagues, and Facility Rentals while developing and implementing a program for quality customer service. Along with Supervision of Building Maintenance.

Reporting to the General Manager, the Operations Supervisor is responsible for ensuring that hospitality is provided within the operations and program area at the highest level of customer service. Works collaboratively with other departments to plan and implement programs and services that meet the needs of the organization and its members.

Supervision Received

Work is performed under the supervision of the General Manager

Supervision Exercised

This position supervises Building Maintenance Supervisor and part-time facility staff in designated area as assigned.

Essential Functions/Responsibilities

***A. General Administration***

1. Research, analyze, review, recommend and interpret appropriate policies and procedures.
2. Develop and implement annual objectives for assigned areas of responsibility.
3. Attend educational training and remain informed on current trends and issues in related responsibilities.
4. Support and promote all safety and loss control policies adopted by the district and assist in ensuring the safety of employees, customers and property.
5. Facilitates the planning, development and implementation of programs and services for areas of responsibility. Continuously monitors and evaluates programs and services to recognize opportunities for improvement and collaboratively initiates changes.
6. Develops goals for areas of responsibility consistent with organizational goals. Identifies the resources that are needed to accomplish goals, and



- develops and submits an annual budget to support needs; maintains accountability for budget on an ongoing basis. Consistently demonstrates cost-effectiveness through efficient use of resources.
7. Interviews, hires and coaches team members. Supports and facilitates the development of team members' knowledge and skills during orientation and on an ongoing basis, gives timely feedback and provides guidance and training that motivates performance and helps each individual reach their goals; offers help without removing responsibility.
  8. Facilitates the development of policies and procedures to meet departmental and organizational goals, collaborating with other teams as necessary. Ensures that policies and procedures are appropriately approved and communicated.
  9. Prepares weekly and monthly reports regarding management of activities within areas of responsibility.
  10. Oversees the Café, Leagues, Facility Rentals and provides direction to the associates who are affiliated with these areas.
  11. Oversees the Kids Korner and provides direction to the Kids Korner Coordinator.
  12. Oversees the Service Desk and Member Services Associates
  13. Represents The Club in a professional, courteous and enthusiastic manner.
  14. Participate, develop, revise, and implement business plans on an annual and/or an as needed basis.
  15. Adheres to all client/owner standards, policies and procedures.
  16. Performs all other duties as assigned.

#### ***B. Customer Relations***

1. Evaluates customer and community interests and assess needs. Makes recommendations for future planning.
2. Handles member questions, concerns and suggestions.
3. Develops and conducts member surveys.
4. Works with facility staff to develop an effective program of quality customer service.

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

1. Supports, promotes 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. Understands 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 with the Employee Safety Manual.

#### Psychological Considerations

1. Must be able to handle questions, complaints and concerns from the public in a professional manner.
2. Must be able to work with co-workers.
3. Must be able to handle crisis situations.
4. Must be able to respond to deadlines.

#### Physiological Considerations

1. Must be able to spend up to 30% of working hours working on a computer.
2. Must be able to drive to required meetings and workshops as well as to remote district facilities.
3. Must be able to spend extended time working at a desk and/or handling telephone calls.
4. Indoor considerations include lighting and temperature.

#### Cognitive Considerations

1. Must be able to follow direction given by the General Manager of Operations and complete responsibilities as described.
2. Must exhibit good analytical skills and problem solving ability in completing responsibilities.
3. Must use good judgement.

#### Requirements

1. Excellent skills in oral and written communications.
2. Ability to lead and train staff effectively, highly organized and skilled in project management.
3. Expertise in providing quality customer service.

#### Experience

1. A minimum of three years' experience in facility management, recreation, customer service and leadership in the wellness and fitness industry.

#### Education

1. Level of knowledge normally acquired through the completion of a Bachelor's Degree from an accredited college or university or equivalent experience.

**HOFFMAN ESTATES PARK DISTRICT**  
**JOB DESCRIPTION**  
**Registration Associate (FT)**  
**JOB CLASSIFICATION: Grade 1 Non-Exempt**

Function

The Registration Associate position is responsible for providing registration services to the patrons of the Hoffman Estates Park District.

Supervision Received

This position functions under the direct supervision of the Accounting Manager while daily guidance is provided by the Admin Registration Associate.

Supervision

The Registration Associate position works instrumentally with other District and departmental staff in processes and proprietary software.

Responsibilities

**A.     *Registration***

1.     Welcome and assist individuals at the district facilities.
2.     Answer District telephones to assist the patrons.
3.     Provide registration for general and specialty programs as assigned.
4.     Perform word processing, data entry and clerical assistance as assigned.
5.     Document and distribute complaints, questions and/or comments to appropriate staff.
6.     Assist in maintaining accurate database.

**B.     *Divisional***

1.     Assist with audit process as required.
2.     Assist with budget process as required.
3.     Assist with membership processing as required.
4.     Assist with billing process as required.
5.     Help to improve daily business operations through development of new procedures.
6.     Assist with proprietary software upgrades and database maintenance.
7.     Have basic understanding of other business department duties as required by Superintendent of Business and/or Director of Finance to ensure cross training.
8.     Aid or perform other projects or duties at the discretion of the Accounting Manager, Superintendent of Business and/or Director of Finance.
9.     Serve on various district and department committees.
10.    Attend facility, departmental, and/or general staff meetings as scheduled.
11.    Attend professional educational training and remain informed to current trends and issues in related responsibilities as required.
12.    Be familiar with the district procedures that are necessary in accomplishing required tasks.

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

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

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.

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. Knowledgeable 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. 2-4 years registration/customer service or related field experience.
2. Experience with District proprietary software desirable.

#### Education

1. High school diploma required.
2. College degree preferred.

**HOFFMAN ESTATES PARK DISTRICT**  
**JOB DESCRIPTION**  
**Building Maintenance Associate**  
**JOB CLASSIFICATION – NON-EXEMPT**  
**Salary Range Grade 1**

Function

The Building Maintenance Associate is responsible for custodial maintenance, room setups and general upkeep of the facility to which they are assigned.

Supervision Received

Reports directly to the Building Maintenance Supervisor at the facility.

Essential Functions/Responsibilities

**A. General Administration**

1. Work a flexible schedule, including weekends and holidays as needed, along with building opening and closing responsibilities.
2. Knowledge of occupational hazards and safety precautions.
3. Knowledge of floor care practices such as buffing and screening.
4. Accomplish job assignments with a minimum amount of supervision.
5. Responsible for the care and use of all park district equipment.
6. Responsible for completion of assigned jobs, utilizing daily, weekly, monthly and quarterly checklists.
7. Perform all job assignments in a professional manner.
8. Maintain open communications with the facility employees.
9. Responsible for all custodial related inventories related to the job.
10. Keep accurate inventory records.
11. Notify supervisor of inventory supplies.
12. Be willing to work as a team player and do whatever it takes to get the job done in the best way possible.
13. Perform all other duties as assigned.

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

1. Support, promote or cause to be changed all safety, health and loss control policies of the Hoffman Estates Park District.
2. Ensure that all employees are provided necessary instruction related to safe usage of tools, equipment and machinery.
3. Require and insure that all employees utilize proper personal protective equipment provided for use in conducting assigned work tasks.
4. Require timely reports submitted by employees related to injuries and illnesses of employees or witnesses of employees and/or Hoffman Estates Park District activity participants.

5. Ensure the safety of all external / internal customers and the Protection of park district property
6. Be familiar with the Employee Safety Manual.
7. Trained in the following:
  - CPR and AED
  - Follow PDRMA specific guidelines ~~for ice arena operations~~
  - Accident Reporting Documentation
  - Basic First Aid
  - Crisis Communication
  - Threats of Violence
  - Weather Safety
  - Attend CHEER training
  - Attend Hoffman University trainings as required

#### Customer Service Responsibilities

1. Staff will greet all visitors in a friendly manner.
2. Staff will be courteous at all times.
3. Staff will provide to internal and external customers, accurate information in all district communications, in a timely manner.

#### Marginal Functions/Responsibilities

1. Maintain work area in an organized and safe standard.
2. Assist with preparation of operating budget.
3. Assist department heads and their assistants in accident investigation, or property safety inspections as required.
4. Basic knowledge of whirlpool maintenance and record keeping.
5. Complete minor repairs inside of buildings as directed.
6. Assist Program / Athletic Manager and Facility Manager when needed.
7. Clean ventilation registers
8. Remove snow and ice from public walkway.
9. Performs other duties as required by the Facility Manager
10. Assist facility staff with rentals and special events, set-up and breakdown.
11. Attend required staff meetings.
12. Receive deliveries and store as needed.
13. Communicate with residents, employees and vendors via telephone, email

#### Psychological Considerations

1. Worker must work closely with co-workers.
2. Worker must work around general population/park patrons in public areas.
3. Worker must work under supervision and direction of superiors.
4. Must be able to handle stressful situations with the public and other staff.
5. Must be able to respond to a customer's needs.

#### Physiological Considerations

1. Worker is exposed to chemicals (i.e. cleaning materials).

2. Worker must be able to lift, push or roll heavy objects without bending or twisting restrictions.
3. Must be able to work prolonged hours.
4. Must be able to lift and carry one hundred pounds.
5. Must be able to stand, walk and climb.
6. Must be able to work at various times.
7. Must be able to work outdoors in difficult climates

#### Environmental Considerations

1. Worker may occasionally be exposed to outside weather conditions, including extreme heat and cold, snow, rain or ice.
2. The following protective clothing may be required to wear:
  - Earplugs, ear covers
  - Helmets
  - Safety goggles/glasses
  - Leather type work boot, steel toe
  - Protective gloves
  - Insulated jackets

#### Cognitive Considerations

1. Worker must be able to follow directions from supervisor with safe follow through.
2. Worker must use good safety awareness and judgment.
3. Must have good problem solving ability and good judgement in carrying out responsibilities as required.

#### Requirements

1. Vacuum carpets, sweep and mop flooring.
2. Empty trash.
3. Clean tables and chairs.
4. Clean drinking fountains, kitchen appliances, and restrooms.
5. Fill and maintain soap dispensers, toilet paper, and paper towels.
6. Wash windows, walls and fixtures.
7. Replace light bulbs and lamps.
8. Strip and wax floors.
9. Shampoo carpets.
10. Periodic inspections of restrooms, locker rooms and showers.
11. Setting up tables and chairs for meetings as required, must be able to lift and carry 50 lbs.
12. Sweep and clean gym bleachers
13. Sweep and mop south and north lobbies and first floor concessions (lower level as requested)
14. Clean and mop men's and women's locker rooms.
15. Special projects.
16. Policing and removal of debris in the immediate area surrounding the building including all entrances and parking lots.



17. Collecting and inventorying of supplies to buildings.
18. Complete and submit reports as directed.
19. Replace U.S. Flag when worn.
20. Raise and lower flag as needed.
21. Must have a valid driver's license

#### Experience

1. No experience needed.

#### Education

1. High school graduate or trade school, and additional training or education related to the duties and responsibilities of the position preferred.

**HOFFMAN ESTATES PARK DISTRICT**  
**JOB DESCRIPTION**  
**Ice Maintenance Associate**  
**JOB CLASSIFICATION – Grade 1 NON-EXEMPT**

Function

Maintains the ice rink operation by establishing and completing ongoing maintenance of the ice rinks. Responsible for Zamboni use as well as ice arena and facility custodial needs.

Supervision Received

Reports directly to the Ice Maintenance Manager.

Essential Functions/Responsibilities

**A. General Administration**

1. Work a flexible schedule, including weekends and holidays as needed, along with building opening and closing responsibilities.
2. Knowledge of occupational hazards and safety precautions.
3. Knowledge of floor care practices such as buffing and screening.
4. Accomplish job assignments with a minimum amount of supervision.
5. Responsible for the care and use of all park district equipment.
6. Responsible for completion of assigned jobs, utilizing daily, weekly, monthly and quarterly checklists.
7. Perform all job assignments in a professional manner.
8. Maintain open communications with the Facility Manager
9. Responsible for all custodial related inventories related to the job.
10. Keep accurate inventory records.
11. Notify Facility Manager of inventory supplies.
12. Be willing to work as a team player and do whatever it takes to get the job done in the best way possible.
13. Perform all other duties as assigned.

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

1. Support, promote or cause to be changed all safety, health and loss control policies of the Hoffman Estates Park District.
2. Ensure that all employees are provided necessary instruction related to safe usage of tools, equipment and machinery.
3. Require and insure that all employees utilize proper personal protective equipment provided for use in conducting assigned work tasks.
4. Require timely reports submitted by employees related to injuries and illnesses of employees or witnesses of employees and/or Hoffman Estates Park District activity participants.
5. Ensure the safety of all external / internal customers and the Protection of park district property.

6. Be familiar with the Employee Safety Manual.
7. Trained in the following:
  - CPR and AED
  - Accident Reporting Documentation
  - Basic First Aid
  - Crisis Communication
  - Threats of Violence
  - Weather Safety
  - Attend CHEER training
  - Attend Hoffman University trainings as required

#### Customer Service Responsibilities

1. Staff will greet all visitors in a friendly manner.
2. Staff will be courteous at all times.
3. Staff will provide to internal and external customers, accurate information in all district communications, in a timely manner.

#### Marginal Functions/Responsibilities

1. Maintain work area in an organized and safe standard.
2. Assist with preparation of operating budget.
3. Assist department heads and their assistants in accident investigation, or property safety inspections as required.
4. Basic knowledge of whirlpool maintenance and record keeping.
5. Complete minor repairs inside of buildings as directed.
6. Assist Program / Athletic Manager and Facility Manager when needed.
7. Clean ventilation registers
8. Remove snow and ice from public walkway.
9. Performs other duties as required by the Facility Manager
10. Assist facility staff with rentals and special events, set-up and breakdown.
11. Attend required staff meetings.
12. Receive deliveries and store as needed.
13. Communicate with residents, employees and vendors via telephone, email

#### Psychological Considerations

1. Worker must work closely with co-workers.
2. Worker must work around general population/park patrons in public areas.
3. Worker must work under supervision and direction of superiors.
4. Must be able to handle stressful situations with the public and other staff.
5. Must be able to respond to a customer's needs.

#### Physiological Considerations

1. Worker is exposed to chemicals (i.e. cleaning materials).
2. Worker must be able to lift, push or roll heavy objects without bending or twisting restrictions.
3. Must be able to work prolonged hours.
4. Must be able to lift and carry one hundred pounds.

5. Must be able to stand, walk and climb.
6. Must be able to work at various times.
7. Must be able to work outdoors in difficult climates

#### Environmental Considerations

1. Worker may occasionally be exposed to outside weather conditions, including extreme heat and cold, snow, rain or ice.
2. The following protective clothing may be required to wear:
  - Earplugs, ear covers
  - Helmets
  - Safety goggles/glasses
  - Leather type work boot, steel toe
  - Protective gloves
  - Insulated jackets

#### Cognitive Considerations

1. Worker must be able to follow directions from supervisor with safe follow through.
2. Worker must use good safety awareness and judgment.
3. Must have good problem solving ability and good judgement in carrying out responsibilities as required.

#### Requirements

1. Ice Maintenance: maintaining proper ice depth with the use of the Zamboni, routine Zamboni and regular checks of ice mechanicals. Upkeep and vacuum carpets, sweep and mop flooring.
2. Empty trash, vacuum carpets, sweep and mop flooring
3. Clean tables and chairs.
4. Clean drinking fountains, kitchen appliances, and restrooms.
5. Fill and maintain soap dispensers, toilet paper, and paper towels.
6. Wash windows, walls and fixtures.
7. Replace light bulbs and lamps.
8. Strip and wax floors.
9. Shampoo carpets.
10. Periodic inspections of restrooms, locker rooms and showers.
11. Setting up tables and chairs for meetings as required, must be able to lift and carry 50 lbs.
12. Sweep and clean gym bleachers
13. Sweep and mop south and north lobbies and first floor concessions (lower level as requested)
14. Clean and mop men's and women's locker rooms.
15. Special projects.
16. Policing and removal of debris in the immediate area surrounding the building including all entrances and parking lots.
17. Collecting and inventorying of supplies to buildings.
18. Complete and submit reports as directed.
19. Replace U.S. Flag when worn.
20. Raise and lower flag as needed.

21. Must have a valid driver's license

Experience

1. Zamboni operational experience preferred.

Education

1. High school graduate or trade school, and additional training or education related to the duties and responsibilities of the position.

**HOFFMAN ESTATES PARK DISTRICT**  
**JOB DESCRIPTION**  
**Business Services Associate (FT)**  
**JOB CLASSIFICATION: Grade 1 Non-Exempt**

Function

The Business Services Associate position is responsible for providing registration services to the patrons of the Hoffman Estates Park District.

Supervision Received

This position functions under the direct supervision of the Superintendent of Business while daily guidance is provided by the Admin Registrar.

Supervision

The Business Services Associate position works instrumentally with other District and departmental staff in processes and proprietary software.

Responsibilities

**A.     *Registration***

1.     Provide backup to desk operations at the district facilities.
2.     Provide backup answering District telephones to assist the patrons.
3.     Complete post billing tasks such as pass suspensions and decline letters.
4.     Process any billing changes not able to be completed by facility personnel.
5.     Process class cancellations and refund requests.
6.     Process FT staff registrations as necessary.
7.     Perform word processing, data entry and clerical assistance as assigned.
8.     Document and distribute complaints, questions and/or comments to appropriate staff.
9.     Assist in maintaining accurate database.

**B.     *Divisional***

1.     Assist with audit process as required.
2.     Assist with budget process as required.
3.     Assist with membership processing as required.
4.     Assist with billing process as required.
5.     Help to improve daily business operations through development of new procedures.
6.     Assist with proprietary software upgrades and database maintenance.
7.     Have basic understanding of other business department duties as required by Superintendent of Business and/or Director of Finance to ensure cross training.
8.     Aid or perform other projects or duties at the discretion of the Accounting Manager, Superintendent of Business and/or Director of Finance.
9.     Serve on various district and department committees.
10.    Attend facility, departmental, and/or general staff meetings as scheduled.

11. Attend professional educational training and remain informed to current trends and issues in related responsibilities as required.
12. Be familiar with the district procedures that are necessary in accomplishing required tasks.

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

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

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.

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. Knowledgeable 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. 2-4 years registration/customer service or related field experience.
2. Experience with District proprietary software desirable.

#### Education

1. High school diploma required.
2. College degree preferred.



**HOFFMAN ESTATES PARK DISTRICT**  
**JOB DESCRIPTION**  
**Admin Registration Associate (FT)**  
**JOB CLASSIFICATION: Grade 2 Non-Exempt**

Function

The Admin Registration Associate position is responsible for providing administrative registration services to the patrons of the Hoffman Estates Park District.

Supervision Received

This position functions under the direct supervision of the Accounting Manager.

Supervision

The Admin Registration Associate position works instrumentally with other District and departmental staff in processes and proprietary software and oversees business department Registrars.

Responsibilities

**A.     *Registration***

1.     Welcome and assist individuals at the district facilities.
2.     Answer District telephones to assist the patrons.
3.     Provide registration for general and specialty programs as assigned.
4.     Process park permits.
5.     Perform waitlists/transfers as required.
6.     Monitor minimum/maximum participation to ensure program fiscal responsibility.
7.     Process activity masters, class cancellations and refund requests.
8.     Process FT staff registrations as necessary.
9.     Perform word processing, data entry and clerical assistance as assigned.
10.    Document and distribute complaints, questions and/or comments to appropriate staff.
11.    Maintain accurate customer database.

**B.     *Divisional***

1.     Assist with audit process as required.
2.     Assist with budget process as required.
3.     Assist with membership processing as required.
4.     Assist with billing process as required.
5.     Help to improve daily business operations through development of new procedures.
6.     Assist with proprietary software upgrades and database maintenance.
7.     Have basic understanding of other business department duties as required by Superintendent of Business and/or Director of Finance to ensure cross training.
8.     Aid or perform other projects or duties at the discretion of the Accounting Manager, Superintendent of Business and/or Director of Finance.
9.     Provide training as directed by the Superintendent of Business.

10. Serve on various district and department committees.
11. Attend facility, departmental, and/or general staff meetings as scheduled.
12. Attend professional educational training and remain informed to current trends and issues in related responsibilities as required.
13. Be familiar with the district procedures that are necessary in accomplishing required tasks.

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

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

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.

### 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. Knowledgeable 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. 3-5 years registration/customer service or related field experience.
2. Experience with District proprietary software desirable.

### Education

1. High school diploma required.
2. College degree preferred.

**HOFFMAN ESTATES PARK DISTRICT**  
**JOB DESCRIPTION**  
**Building Technician**  
**JOB CLASSIFICATION – Grade 2 NON-EXEMPT**

**Function**

The Building Technician will maintain the facility's heating, air conditioning and electrical systems in a safe, efficient manner by establishing and enforcing preventative and on-going maintenance. Responsibility will also include plumbing and various building mechanical task as well.

**Supervision**

The Building Technician is responsible to the Supervisor of Aquatics and Building. The Building Technician shall supervise assigned Building Tech's and seasonal staff. May receive direction from the Division Director of Parks, Planning & Maintenance.

**Essential Functions/Responsibilities**

***A. General Administration***

1. Responsible for highly specialized heating, air conditioning, mechanical, electrical, plumbing and carpentry work required throughout district buildings and facilities.
2. Accomplish job assignments with a minimum amount of supervision.
3. Responsible for the care and use of all park district equipment.
4. Designate job assignments and arrange work schedules to all employees under his/her direction.
5. Responsible for completion of assigned jobs, checking to be sure they are completed professionally.
6. Perform all job assignments in a professional manner.
7. Maintain open communications with the Division Director and park Supervisors.
8. Deal with the public and fellow employees in a polite and businesslike manner.
9. Knowledge of occupational hazard and safety precautions as they relate to this position.
10. Must have experience in and knowledge of the methods, materials, tools, equipment, and effective practices used in carrying out duties of the assigned position.
11. Maintain work area in an organized and safe standard.
12. Responsible for maintaining all building HVAC equipment.
13. Repair drinking fountains and water lines.
14. Keep up-to-date records and reports on inspections of and service to

- equipment; submit reports as required.
- 15. Perform maintenance and all repairs to building fixtures, equipment, furnishings and the building structure.
- 16. Perform all other duties as assigned.

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

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

**Customer Service Responsibilities**

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

**Marginal Functions/Responsibilities**

- 1. Assist in budget preparation.
- 2. Assist in report writing
- 3. Blueprint reading.

**Psychological Considerations**

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

**Physiological Considerations**

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

twisting restrictions.

### **Environmental Considerations**

1. Worker is exposed to outside weather conditions 90% of the time, including extreme heat and cold, snow, rain or ice.
2. Protective clothing is required as follows:
  - Earplugs, ear covers
  - Helmets
  - Respirators
  - Safety goggles/glasses
  - Chaps
  - Leather type work boot
  - Protective gloves
  - Disposable (chemical) overalls

### **Cognitive Considerations**

1. Worker must be able to follow directions from supervisor with safe follow through.
2. Worker must use good safety awareness and judgement.

### **Recommendations for Accommodation**

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

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

### **Requirements**

1. Working specialized/technical knowledge of heating, ventilation, and air conditioning. Basic knowledge of carpentry, plumbing, electrical and painting.
2. Operate all power and hand tools with skill (i.e. power saws, table saws, sewer rodders, scaffolding, etc.)
3. Read and understand blueprints and printed instructions.
4. Responsible for the maintenance of all equipment used in the operation of daily work assignments.
5. Knowledge of basic water chemistry and pool filtration.
6. Become familiar with employee safety manuals to a level necessary to promote compliance by employees under direction.
7. Able to lift 50 lbs with no bending or twisting restrictions.
8. Operate heavy grounds equipment when needed to accomplish work-related jobs.

9. Through a preventative maintenance program, inspect and maintain a proper operations of all HVAC, mechanical, electrical and plumbing equipment.
10. Assist in repair to electrical controls.
11. Repair and replace plumbing parts and fixtures.
12. Maintain properly balanced water conditions for indoor and outdoor pools as needed.
13. Maintain pool equipment and filtration system in safe, efficient working condition.
14. Routinely inspect and record pool filtration information, submit reports as required.
15. Make emergency repairs.
16. Prepares and submits reports as directed.
17. Perform all other duties as assigned.

### **Experience**

1. A minimum of one year experience in an HVAC related field, electrical related field or building maintenance.

### **Education**

1. High school graduate or trade school degree/certification required.

**HOFFMAN ESTATES PARK DISTRICT**  
**JOB DESCRIPTION**  
**Disbursement Associate (FT)**  
**JOB CLASSIFICATION: Grade 2 – Non-Exempt**

Function

The Disbursement Associate position is responsible for the timely processing and accountability of the district's accounts payable and payroll functions.

Supervision Received

This position functions under the direct supervision of the Superintendent of Business.

Supervision Exercised

The Disbursement Associate position works instrumentally with other District and departmental staff in processes and proprietary software.

Responsibilities

**A.     *Accounts Payable***

1.     Process all vendor payments, insuring payment of all staff purchase orders and vendor invoices.
2.     Manage filing of all accounts payable documents in a timely and orderly basis.
3.     Handle all vendor inquiries concerning payment of park district obligations.
4.     Maintain vendor database in the computer system.
5.     Assist in maintaining contractual records.
6.     Maintain electronic purchase order system.
7.     Process all district purchase orders by matching to vendor-submitted invoices and processing for payment.
8.     Process monthly detailed board reports detailing all vendor invoices to be paid awaiting board approval and manual disbursements made.
9.     Prepare accounts payable checks for disbursement.
10.    Process manual checks on an as-needed basis.
11.    Process electronic banking as required.
12.    Process general ledger postings and perform monthly reconciliations.
13.    Assist Superintendent of Business in additional capacities as required.
14.    Ensure all monthly, quarterly or yearly recurring invoices are accounted for timely as required.
15.    Ensure accurate year-end cut off of invoices.
16.    Submit ACH file to the bank.
17.    Complete Wire Transfers.

**B.     *Payroll***

1.     Process all hours worked.
2.     Ensure accurate upload of electronic hours/schedules worked to payroll processing software.

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3. Prepare payroll for disbursement.
4. Process general ledger postings and perform monthly reconciliations.
5. Process electronic banking as required.
6. Assist in maintaining proprietary software that captures hours worked and payroll processing to ensure databases mirror one another.
7. Process Illinois State withholding.
8. Process W2's and 1099's.
9. Assist Superintendent of Business or Human Resource Manager in additional capacities as required.

**C. *Divisional***

1. Assist with audit process as required.
2. Assist with budget process as required.
3. Help to improve daily business operations through development of new procedures.
4. Assist with proprietary software upgrades and database maintenance.
5. Have basic understanding of other business department duties as required by Superintendent of Business and/or Director of Finance to ensure cross training.
6. Aid or perform other projects or duties at the discretion of the Superintendent of Business and/or Director of Finance.
7. Provide training as directed by the Superintendent of Business.
8. Serve on various district and department committees.
9. Attend facility, departmental, and/or general staff meetings as scheduled.
10. Attend professional educational training and remain informed to current trends and issues in related responsibilities as required.
11. 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, health and loss control policies as adopted by the park district.
2. Be familiar with the Employee Safety Manual.
3. Be familiar with the safe operation of any equipment necessary in accomplishing required tasks.
4. Responsible for providing all injury, illness and health information required by the Hoffman Estates Park District 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 with the Employee Safety Manual.

**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.

### 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. Knowledgeable 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. 2-4 years accounting or related field experience.
2. Experience with District proprietary software desirable.

### Education

1. High school diploma required.
2. College degree preferred.

**HOFFMAN ESTATES PARK DISTRICT**  
**JOB DESCRIPTION**  
**Information Technology Associate (FT)**  
**JOB CLASSIFICATION: Grade 2 Exempt**

Function

The Information Technology (IT) Associate will assist the IT Manager with the day to day operations of the IT Department. Responsibilities include the management of all IT system resources including, but not limited to, servers, computers, networking hardware, mobile devices, printers, telephones, security cameras, and peripherals. The IT Associate will help to provide continuous training to all District staff in the use of the District's IT systems.

Supervision Received

This position functions under the direct supervision of the IT Manager and the Deputy Director/Director of Finance and Administration.

Supervision Exercised

The IT Associate indirectly supervises District staff in regard to IT District resources and their usage.

Essential Functions/Responsibilities

***A. Information Technology***

1. Provide technical hardware & software support to District Windows and Mac users and resolve issues.
2. Process IT requests/tickets utilizing District IT Support software & complete in a timely manner.
3. Install and support client workstations.
4. Install and support proprietary District software applications.
5. Train staff in the use of all appropriate computer hardware and IT equipment.
6. Monitor workstations for any hardware and/or software issues and work to resolve those issues.
7. Help maintain hardware/software inventories and ensure computer user accounts are accurate and up-to-date.
8. Update and/or patch all computer Operating Systems (OS) & applications as they become available.
9. Administer & support all ShoreTel telecommunications equipment.
10. Analyze, troubleshoot, update, maintain, and repair computer systems, hardware and computer peripherals, including printers & mobile devices.
11. Assist in creating and maintaining images for computers throughout the District.
12. Aid or perform other projects or duties at the discretion of the IT Manager and the Deputy Director/Director of Finance and Administration.

### ***B. Divisional***

1. Attend professional educational training and remain informed of current trends and issues in related IT responsibilities.
2. Be familiar with the District procedures that are necessary in accomplishing required tasks.
3. Attend facility, departmental, and/or general staff meetings as scheduled.

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

1. Support, promote and make recommendations regarding all safety, health and loss control policies as adopted by the Park District.
2. Ensure all IT equipment is safely installed.
3. Be familiar with the Employee Safety Manual.
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 illness/injury.
6. Responsible for notification of injury or illness relating to a task assignment as described with the Employee Safety Manual.

### **Marginal Functions/Responsibilities**

1. Must be flexible to travel to remote District facilities to observe the operation of programs and services.
2. Assist with questions, concerns, and complaints from staff and the public in a timely manner.
3. Use a computer to perform required tasks, create documentation, 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 IT.
3. Must be able to handle the pressure of IT system interruption, user concerns, hardware and/or software concerns.
4. Must be able to work with co-workers.

### **Physiological Considerations**

1. Must be able to be seated or stand 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.
4. Must be able to assist in the coordination and implementation of all technology-related equipment and services.
5. Must be able to lift and carry 50 pounds without any restrictions.
6. Must be able to stand, walk, and climb.
7. Must be able to work at various times as IT is 24/7 on call.
8. Must be able to perform duties indoors or outdoors.
9. This position could include prolonged periods of sitting, walking, and/or standing.
10. Must be able to use hand tools.

### 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 have good problem solving ability and good judgment.
6. Must have the ability to read, write, and organize materials.
7. Must be able to follow supervisor's directions.
8. Must be multi-task oriented.

### Requirements

1. Good knowledge of computer hardware, software, mobile devices, printers, IP phones, and other IT equipment.
2. Familiarity of Microsoft OS and applications including Office suite.
3. Familiarity of Microsoft Exchange and Active Directory.
4. Familiarity in the installation/configuration/management of IP security video cameras.
5. Ability to train a variety of skill level employees on all aspects of IT.
6. Work independently and/or as a team member to resolve issues and provide cost effective solutions to the District. Attention to detail and problem solving expertise necessary.
7. Good verbal and written communication skills. Creating documentation to train staff on various IT processes & procedures as well as maintaining inventory of various IT hardware.
8. Good practical knowledge of building a computer's software base, from installing the OS to configuring software installs.
9. Self-starter eager to get involved in the troubleshooting process.
10. Exceptional customer support & interpersonal skills, with a focus on rapport-building, listening, and questioning skills.
11. Must possess a valid Illinois driver's license.

### Education/Experience/Certification

1. Associate's degree or equivalent from two year College or technical school; at least two years related experience and/or training; or equivalent combination of education and experience.
2. CompTIA (Information Technology Industry & Association) A+ Certification desirable.

3. Experienced with installing/configuring/troubleshooting PC hardware and operating systems (Win7/8/10, Mac OSX, Win Server 2008 R2/2012 R2).
4. Microsoft application support experience including Exchange, Outlook, Word, PowerPoint, Excel, etc.
5. Knowledge of networking protocols including: TCP/IP, DNS, DHCP, etc.
6. Familiarity supporting Mac OSX, mobile android and iOS devices.
7. Experienced in troubleshooting WiFi and networking issues including routers, switches, and hubs.
8. Knowledge of District Proprietary software preferred. i.e. Vermont Systems Inc., RecTrac, MainTrac, FinTrac, BS&A accounting.

Approved DRB: 10/2014

**HOFFMAN ESTATES PARK DISTRICT**  
**JOB DESCRIPTION**  
**Mechanic**  
**JOB CLASSIFICATION – Grade 2 NON-EXEMPT**

**Function**

Responsible for performing inspections, adjustments and repairs as necessary to Park District vehicles and equipment (i.e. trucks, tractors, automobiles and small engine equipment).

**Supervision Received**

Responsible to the Supervisor of Mechanics.

**Essential Functions/Responsibilities**

***A. General Administration***

1. Performs inspections, adjustments and repairs as necessary to Park District vehicles and equipment (i.e. trucks, tractors, automobiles and small engine equipment).
2. Fabricates special equipment.
3. Responsible for accurate documentation of records, and logs of maintenance practices and inventories.
4. Participates in maintenance of equipment, upkeep of tools, and housekeeping of work areas.
5. Projects a positive image and maintains a cooperative attitude with co-workers and public.
6. Communicates progress, status or problems with assignments or operation to the Mechanic Supervisor.
7. Participates in the District's safety and training program to ensure that work performed and services provided are implemented in a safe manner.
8. Perform other duties as assigned.
9. Perform weekly vehicle inspections and fill out inspection reports

***B. Knowledge and Abilities***

1. Knowledge and ability to service and repair gasoline 4 cycle, 2 cycle, diesel engines and hydraulic systems.
2. Knowledge and ability to service and repair small engine equipment (i.e. lawn mowers, sod cutters, compressors, pumps, rollers, etc.).
3. Knowledge and ability to service and repair tractors (i.e. front end loaders, backhoes, and general garden/farm type tractors and the like).
4. Knowledge and ability to service and repair trucks (i.e. pickup trucks, dump truck, etc.)
5. Knowledge and ability to service and repair automobile fleet (i.e. passenger

- vehicles).
- 6. Knowledge and ability to perform specialized repairs (i.e. engine overhauling).
- 7. Skilled in the use of analyzing equipment, scanners, acetylene torches, ~~are~~ welders, power and hand tools generally used to service and repair vehicles and equipment.

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

- 1. Support, promote or cause to be changed all safety, health and loss control policies of the Hoffman Estates Park District.
- 2. Insure that all employees are provided necessary instruction related to safe usage of tools, equipment and machinery.
- 3. Require and insure that all employees utilize proper personal protective equipment provided for use in conducting assigned work tasks.
- 4. Require timely reports be submitted by employee related to injuries and illness of employee or witnessed by employee.

**Customer Service Responsibilities**

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

**Marginal Functions/Responsibilities**

- 1. Assist in the preparation of the operating budget.
- 2. Assist in assessing the needs and purchase of equipment.
- 3. Assist department heads and their assistants in accident investigation, or property safety inspections as required.

**Psychological Considerations**

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

**Physiological Considerations**

- 1. Worker is exposed to chemicals (i.e. fertilizers, weed killers, cleaning materials).
- 2. Worker must be able to lift, push or roll heavy objects without bending or twisting restrictions.
- 3. Work may be in awkward or difficult positions resulting in physical fatigue.

**Environmental Considerations**



1. Worker is exposed to outside weather conditions 80% of the time, including extreme heat and cold, snow, rain or ice.
2. Protective clothing is required as follows
  - Earplugs, ear covers
  - Helmets
  - Respirators
  - Safety goggles/glasses
  - Chaps
  - Leather type work boot, steel toe
  - Protective gloves

### **Cognitive Considerations**

1. Worker must be able to follow directions from supervisor with safe follow through.
2. Worker must use good safety awareness and judgement.

### **Recommendations for Accommodation**

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

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

### **Requirements**

1. Must be able to operate all power and hand tools.
2. Read and understand blueprints and printed instructions.
3. Assist supervisory staff in accident investigations.
4. Interface with other supervisors and be prepared to provide assistance in other areas when necessary.
5. Work in conjunction with the Safety Coordinator in safety training of all park maintenance employees.
6. Responsible for the maintenance of all equipment used in the operation of his/her department.
7. Knowledge of park and village regulations and applicable federal and state safety regulations.
8. Deal with the public and fellow employees in a polite and businesslike manner.
9. Become familiar with both the supervisor and employee safety manuals to a level necessary to promote compliance by employees under direction.
10. Ability to operate heavy equipment (i.e. backhoe, skid loader, trencher, tractors, etc.)
11. Ability to lift 50lbs with no bending or twisting restrictions.
12. Must have mechanic's related tools sufficient to perform required repairs.
13. Valid driver's license, CDL Class "A" with air brakes, with Passenger endorsement

14. A Certified Defensive Driving Course Instructor.
15. On call on a rotational schedule and when need in the event of weather or equipment break downs

### **Experience**

- 1, Three to five years previous experience in related field.

### **Education**

1. High school diploma with 3 years job related experience, additional training or education related to the duties and responsibilities of the position.

**HOFFMAN ESTATES PARK DISTRICT**  
**JOB DESCRIPTION**  
**Aquatic Technician**  
**JOB CLASSIFICATION: – Grade 2 NON-EXEMPT**

**Function**

Aquatic Technician will maintain aquatic systems by establishing and enforcing preventive and on-going maintenance, water quality testing programs, scheduling service needs and repairs and coordinating routine maintenance shut-downs. Responsibility will not be limited to aquatic concerns entirely as employee will also assist in HVAC, plumbing and various building mechanical task as well.

**Supervision**

The Aquatic Technician is responsible to the Supervisor of Aquatic and Buildings. The Aquatic Technician shall supervise assigned seasonal staff at Seascap Family Aquatic Center. May receive direction from the Division Director of Park and Facilities Services.

**Essential Functions/Responsibilities**

***A. General Administration***

1. Responsible for maintaining proper pool and spa conditions and record keeping set by the National Swimming Pool Foundation. Other duties will include but not limited to HVAC, plumbing, electrical and carpentry work required throughout district buildings and facilities.
2. Accomplish job assignments with a minimum amount of supervision.
3. Responsible for the care and use of all park district equipment.
4. Designate job assignments and arrange work schedules to all employees under his/her direction.
5. Responsible for completion of assigned jobs, checking to be sure they are completed professionally.
6. Perform all job assignments in a professional manner.
7. Maintain open communications with the Division Director and park Supervisors.
8. Deal with the public and fellow employees in a polite and businesslike manner.
9. Knowledge of occupational hazard and safety precautions as they relate to this position.
10. Must have experience in and knowledge of the methods, materials, tools, equipment, and effective practices used in carrying out duties of the assigned position.
11. Maintain work area in an organized and safe standard.

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12. Responsible for maintaining all pool filtration systems in HEPD facilities.
13. Responsible for daily opening and maintenance operations at Seascape Family Aquatic Center.
14. Keep up-to-date records and reports on inspections of and service to pool filtration system equipment; submit reports as required.
15. Perform deep pool cleanings at The Club twice per week, perform deep spa cleaning cleanings every Monday at The Club and Triphahn Center.
16. Perform maintenance and all repairs to building fixtures, equipment, furnishings and the building structure.
17. Perform all other duties as assigned.

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

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

**Customer Service Responsibilities**

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

**Marginal Functions/Responsibilities**

1. Assist in budget preparation.
2. Assist in report writing
3. Blueprint reading.

**Psychological Considerations**

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

### **Physiological Considerations**

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

### **Environmental Considerations**

1. Worker is exposed to outside weather conditions 90% of the time, including extreme heat and cold, snow, rain or ice.
2. Protective clothing is required as follows:  
Earplugs, ear covers  
Helmets  
Respirators  
Safety goggles/glasses  
Chaps  
Leather type work boot  
Protective gloves  
Disposable (chemical) overalls

### **Cognitive Considerations**

1. Worker must be able to follow directions from supervisor with safe follow through.
2. Worker must use good safety awareness and judgement.

### **Recommendations for Accommodation**

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

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

### **Requirements**

1. Working specialized/technical knowledge of electrical components and schematics. Basic knowledge of carpentry, plumbing, HVAC and painting.
2. Operate all power and hand tools with skill (i.e. power saws, table saws, sewer rodders, scaffolding, etc.)
3. Read and understand blueprints and printed instructions.
4. Responsible for the maintenance of all equipment used in the operation of daily work assignments.
5. Knowledge of basic water chemistry and pool filtration.

6. Become familiar with employee safety manuals to a level necessary to promote compliance by employees under direction.
7. Able to lift 50 lbs with no bending or twisting restrictions.
8. Operate heavy grounds equipment when needed to accomplish work-related jobs.
9. Through a preventative maintenance program, inspect and maintain a proper operations of all electrical equipment. Assist in maintaining a proper operations of all mechanical, HVAC and plumbing equipment.
10. Make repairs to electrical controls.
11. Repair and replace plumbing parts and fixtures.
12. Maintain properly balanced water conditions for indoor and outdoor pools as needed.
13. Maintain pool equipment and filtration system in safe, efficient working condition.
14. Routinely inspect and record pool filtration information, submit reports as required.
15. Make emergency repairs.
16. Prepares and submits reports as directed.
17. Perform all other duties as assigned.

### **Experience**

1. A minimum of one year experience in building or ground maintenance.

### **Education**

1. High school graduate or trade school degree/certification required.
2. Certified Pool /Spa Operator Certification required.

**HOFFMAN ESTATES PARK DISTRICT**  
**JOB DESCRIPTION**  
**Triphahn Center**  
**Building Maintenance Supervisor**  
**JOB CLASSIFICATION: NON-EXEMPT**  
**Salary Range Grade 2**

Function

The Building Maintenance Supervisor completes all routine maintenance of the facility as assigned. Position is responsible for ordering and inventory of supplies while managing the supplies budget for the Triphahn center, coordinating and assigning room setup duties, completing work orders when needed to complete task and approval of payroll of building maintenance staff.

Supervision Received

Reports directly to the Director of Parks, Planning and Maintenance or Building Facility Manager.

Essential Functions/Responsibilities

**A. General Administration**

1. Work a flexible schedule, including weekends and holidays as needed, along with building opening and closing responsibilities.
2. Knowledge of occupational hazards and safety precautions.
3. Knowledge of floor care practices such as buffing and screening.
4. Accomplish job assignments with a minimum amount of supervision.
5. Responsible for the care and use of all park district equipment.
6. Responsible for completion of assigned jobs, utilizing daily, weekly, monthly and quarterly checklists.
7. Perform all job assignments in a professional manner.
8. Maintain open communications with the Facility Manager
9. Responsible for all maintenance related inventories related to the job.
10. Keep accurate inventory records.
11. Paint with skill interior Triphahn Center.
12. Notify Director of inventory supplies.
13. Be willing to work as a team player and do whatever it takes to get the job done in the best way possible.
14. Perform all other duties as assigned.

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

1. Support, promote or cause to be changed all safety, health and loss control policies of the Hoffman Estates Park District.
2. Ensure that all employees are provided necessary instruction related to safe

- usage of tools, equipment and machinery.
3. Require and insure that all employees utilize proper personal protective equipment provided for use in conducting assigned work tasks.
  4. Require timely reports submitted by employees related to injuries and illnesses of employees or witnesses of employees and/or Hoffman Estates Park District activity participants.
  5. Ensure the safety of all external / internal customers and the Protection of park district property
  6. Be familiar with the Employee Safety Manual.
  7. Trained in the following:
    - CPR and AED
    - Follow PDRMA specific guidelines ~~for ice arena operations~~
    - Accident Reporting Documentation
    - Basic First Aid
    - Crisis Communication
    - Threats of Violence
    - Weather Safety
    - Attend CHEER training
    - Attend Hoffman University trainings as required

#### Customer Service Responsibilities

1. Staff will greet all visitors in a friendly manner.
2. Staff will be courteous at all times.
3. Staff will provide to internal and external customers, accurate information in all district communications, in a timely manner.

#### Marginal Functions/Responsibilities

1. Maintain work area in an organized and safe standard.
2. Assist with preparation of operating budget.
3. Assist department heads and their assistants in accident investigation, or property safety inspections as required.
4. Basic knowledge of whirlpool maintenance and record keeping.
5. Complete minor repairs inside of buildings as directed.
6. Assist Program / Athletic Manager and Facility Manager when needed.
7. Clean ventilation registers
8. Remove snow and ice from public walkway.
9. Performs other duties as required by the Facility Manager
10. Assist facility staff with rentals and special events, set-up and breakdown.
11. Attend required staff meetings.
12. Receive deliveries and store as needed.
13. Communicate with residents, employees and vendors via telephone, email

#### Psychological Considerations

1. Worker must work closely with co-workers.
2. Worker must work around general population/park patrons in public areas.



3. Worker must work under supervision and direction of superiors.
4. Must be able to handle stressful situations with the public and other staff.
5. Must be able to respond to a customer's needs.

#### Physiological Considerations

1. Worker is exposed to chemicals (i.e. cleaning materials).
2. Worker must be able to lift, push or roll heavy objects without bending or twisting restrictions.
3. Must be able to work prolonged hours.
4. Must be able to lift and carry one hundred pounds.
5. Must be able to stand, walk and climb.
6. Must be able to work at various times.
7. Must be able to work outdoors in difficult climates

#### Environmental Considerations

1. Worker may occasionally be exposed to outside weather conditions, including extreme heat and cold, snow, rain or ice.
2. The following protective clothing may be required to wear:
  - Earplugs, ear covers
  - Helmets
  - Safety goggles/glasses
  - Leather type work boot, steel toe
  - Protective gloves
  - Insulated jackets

#### Cognitive Considerations

1. Worker must be able to follow directions from supervisor with safe follow through.
2. Worker must use good safety awareness and judgment.
3. Must have good problem solving ability and good judgement in carrying out responsibilities as required.

#### Requirements

1. Inventory supplies and order as needed.
2. Complete routine maintenance task.
3. Complete care of spa and sauna.
4. Approval of payroll for building maintenance staff.
5. Be responsible for assigning task to building maintenance staff.
6. Raise and lower flag as needed.
7. Must have a valid driver's license
8. CPO certification required.
9. Inspections of restrooms, locker rooms and showers.
10. Setting up tables and chairs for meetings as required, must be able to lift and carry 50 lbs.
11. Sweep and clean gym bleachers
12. Sweep and mop south and north lobbies and first floor concessions

(lower level as requested)

13. Clean and mop men's and women's locker rooms.
14. Special projects.
15. Policing and removal of debris in the immediate area surrounding the building including all entrances and parking lots.
16. Collecting and inventorying of supplies to buildings.
17. Complete and submit reports as directed.
18. Replace U.S. Flag when worn.
19. Vacuum carpets, sweep and mop flooring.
20. Empty trash.
21. Clean tables and chairs.
22. Clean drinking fountains, kitchen appliances, and restrooms.
23. Fill and maintain soap dispensers, toilet paper, and paper towels.
24. Wash windows, walls and fixtures.
25. Replace light bulbs and lamps.
26. Strip and wax floors.
27. Shampoo carpets

#### Experience

1. A minimum of two years previous experience with building maintenance operations.

#### Education

1. High school graduate or trade school, and additional training or education related to the duties and responsibilities of the position.

**HOFFMAN ESTATES PARK DISTRICT**  
**JOB DESCRIPTION**  
**Cash Control Associate (FT)**  
**JOB CLASSIFICATION: Grade 2 Non-Exempt**

Function

The cash control associate position is responsible for cash receipt processing.

Supervision Received

This position functions under the direct supervision of the Superintendent of Business.

Supervision Exercised

The Cash Control Associate position works instrumentally with other District and departmental staff in processes and proprietary software.

Responsibilities

**A.    *Cash***

1.    Process all receipts on a daily basis.
2.    Process refunds.
3.    Monitor cash journals processed by front desk staff, noting any discrepancies or delays and informing appropriate staff.
4.    Make and record all bank deposits on a daily basis.
5.    Process all billing and account remittances.
6.    Process all NSF and/or returned payments to account.
7.    Prepare, analyze and distribute monthly A/R statements.
8.    Prepare and mail invoices or suspended notices on an as-needed basis. Monitor to ensure collection and ensure they do not exceed 60 days.
9.    Monitor and perpetually reconcile household credit balances with general ledger.
10.   Prepare and mail notification on an as-needed basis to members or customers as necessary to perform required tasks.
11.   Seasonally assist facilities with cash receipt processing.

**B.    *General***

1.    Assist new hire process by maintaining District proprietary databases.
2.    Assist registration process as required.
3.    Scan membership documentation as required.
4.    Maintain records for rental facilities and waivers.
5.    Coordinate foundation deposits and process scholarship requests.
6.    Manage TC office supplies and paper.

**C.    *Divisional***

1.    Assist with audit process as required.
2.    Assist with budget process as required.

3. Help to improve daily business operations through development of new procedures.
4. Assist with proprietary software upgrades and database maintenance.
5. Have basic understanding of other business department duties as required by Superintendent of Business and/or Director of Finance to ensure cross training.
6. Aid or perform other projects or duties at the discretion of the Superintendent of Business and/or Director of Finance.
7. Provide training as directed by the Superintendent of Business.
8. Serve on various district and department committees.
9. Attend facility, departmental, and/or general staff meetings as scheduled.
10. Attend professional educational training and remain informed to current trends and issues in related responsibilities as required.
11. 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, health and loss control policies as adopted by the park district.
2. Be familiar with the Employee Safety Manual.
3. Be familiar with the safe operation of any equipment necessary in accomplishing required tasks.
4. Responsible for providing all injury, illness and health information required by the Hoffman Estates Park District 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 with the Employee Safety Manual.

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.

### 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. Knowledgeable 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. 2-4 years accounting or related field experience.
2. Experience with District proprietary software desirable.

### Education

1. High school diploma required.
2. College degree preferred.

**HOFFAMN ESTATES PARK DISTRICT**  
**JOB DESCRIPTION**  
**Assistant Golf Course Superintendent**  
**Bridges of Poplar Creek Country Club**  
**JOB CLASSIFICATION: Grade 3 EXEMPT**

Function

The Assistant Superintendent directs and participates in the maintenance of the golf course tees, greens, fairways, and overall property care; supervises the maintenance and repair of motorized and other mechanical equipment; and does related work as required under the guidance of the Golf Course Superintendent.

Supervision Received

Work is performed under the supervision of the Golf Course Superintendent and may serve in the Superintendent's capacity during his/her absence.

Supervision Exercised

Supervision of full-time and part-time staff hired for the purpose of maintaining club properties.

Essential Functions/Responsibilities

***A. General Administration***

1. Assists in planning and supervising the maintenance of greens, tees and fairways; schedules work; and supervises the employees and the use of the equipment.
2. Instructs equipment operators on the operation and care of mowing and other equipment; supervises pesticide applications and/or operates and calibrates pesticide application equipment; and supervises and participates in the operation and maintenance of pumps, and in the maintenance of irrigation and drainage systems.
3. Assists in personnel management and evaluation, employee safety and personnel discipline.
4. Supervises and may modify the daily work schedule based on professional interpretation.

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

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

***C. Customer Service Responsibilities***

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

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

1. Assists in personnel management and evaluation, employee safety, personnel discipline and may also modify the daily work schedule based on professional interpretation.

Marginal Functions/Responsibilities

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

Psychological Considerations

1. Must be able to handle stressful situations with the public and other staff.
2. Must be able to respond to a customer's needs.

Physiological Considerations

1. Is exposed to chemicals (i.e. fertilizers, pesticides, cleaning materials)
2. Must be able to lift and carry 100 pounds.
3. Must be able to stand, walk and climb.
4. Must be able to work at various times.
5. Must be able to work outdoors in difficult climates.

Environmental Considerations

1. Will perform many responsibilities indoors.
2. Lighting and temperature are conditions that may impact how the Assistant Golf Course Superintendent performs his/her responsibilities.
3. Will perform many responsibilities outdoors and be exposed to outside weather conditions, including extreme heat and cold, snow, rain or ice.
4. Protective clothing is required as follows: Safety goggles/glasses

### Cognitive Considerations

1. Must be able to follow directions and perform responsibilities as described.
2. Must have good problem solving ability and good judgement in managing the district golf course.

### Requirements

1. Working knowledge of the maintenance of golf course tees, fairways and greens; seeding and maintenance practices for golf course turf; planting, cultivating, pruning, and caring for plants, shrubs and trees; characteristics and proper use of various fertilizers and soil conditioners; herbicides and pest control methods and materials; drainage control methods; and irrigation systems, including wells, pumps and automatic controls.
2. Ability to schedule and supervise maintenance work to achieve the most efficient utilization of workers and equipment; prepare clear and concise reports; and maintain effective employee and public relations.
3. Possession of a valid driver's license.
4. Requires current state certification or licensing as a pesticide applicator.

### Experience

1. Three years previous experience in related field is preferred.

### Education

1. High school diploma required.
2. Secondary education or training courses in horticulture or turf preferred.



**HOFFMAN ESTATES PARK DISTRICT**  
**JOB DESCRIPTION**  
**Athletic Manager (FT)**  
**JOB CLASSIFICATION – Grade 3 EXEMPT**

Function

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

Supervision Received

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

Supervision Exercised

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

Essential Functions/Responsibilities

**A. Administration**

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

**B. Personnel Management**

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

- c. Sports officials
- d. Volunteers
- 2. Recruitment, selection, hiring, training, evaluation and dismissal of program staff according to policies.
- 3. Conduct appropriate safety training for staff.
- 4. Conduct appropriate customer service training for staff.
- 5. Establish personnel quality control systems for ensuring customer satisfaction.
- 6. Maintain accurate payroll and personnel records.

**C. *Planning***

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

**D. *Program Management***

- 1. Research, plan, develop, implement and evaluate programs as proposed and approved.
- 2. Prepare appropriate budget, marketing and staffing schedules.
- 3. Develop new and innovative programs where need exists.
- 4. Review and modify existing programs to meet current and future community needs.
- 5. Maintain accurate scheduling, field assignment and set-up specifics, coordinating with parks department.
- 6. Maintain online athletic field light scheduling per rental/league/program needs.
- 7. Manage all rental contracts and collection of payments.
- 8. Schedule of all travel and in-house games and practices.
- 9. Develop, plan and implement esports drop-in play and tournament schedules.

**E. *Customer Service***

- 1. Develop and maintain effective internal and external public relations with staff, customers, press (as needed), vendors, other agencies and the community.
- 2. Maintain daily written and verbal communication with customers, staff, agencies, organizations and individuals.
- 3. Encourage and maintain inter-departmental communications within the District through meetings and written correspondence.
- 4. Develop and maintain high standards of quality for customer service.
- 5. Liaison between HEParks and external affiliates/renters such as HUSC, HEAA, inter-village league representatives.

***F. Marketing***

1. Develop and implement effective marketing plans for programs.
2. Evaluate and revise marketing plans on a regular basis.
3. Develop and implement appropriate user surveys for marketing purposes.
4. Prepare accurate and appropriate program information for seasonal brochures and other public information.

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

1. Support, promote and make recommendations regarding all safety, health and loss control policies as adopted by the park district.
2. React calmly, quickly and correctly in an accident situation.
3. Be familiar with the Employee Safety Manual
4. CPR/AED & First Aid Certification required.
5. Responsible for providing all injury, illness and health information required.
6. Follow all safety and health state guidelines.

Marginal Functions/Responsibilities

1. Must have knowledge and understanding of Park District policies and procedures.
2. Must display the ability to work well with others.
3. Must be neat in appearance.
4. Must be flexible and adaptable to new situations.
5. Must be punctual and dependable.
6. Must complete required trainings, such as mandated reported and others.

Physiological Considerations

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

Environmental Considerations

1. Indoor considerations include lighting and temperature.
2. Outdoor considerations include sun, inclement weather and temperature fluctuations.

Cognitive Considerations

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

4. Must have the ability to handle multiple tasks.

#### Psychological Considerations

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

#### Requirements

1. Current Certified Park and Recreation Professional (CPRP) status or eligible to acquire within one year of hiring.
2. Skill in oral and written communications.
3. Skill in supervisory techniques and management.
4. Ability to develop comprehensive programs for all ages.
5. Knowledge of budget and fiscal accountability.
6. Ability to problem-solve and interpret situations.
7. Ability to identify and interpret community needs, demographics, economic structure and interests in order to develop programs to meet these needs.
8. Must have valid Illinois Driver's License.

#### Experience

1. A minimum of 2 years programming experience preferred.

#### Education

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

Revised AK 10/20/2020  
Approved DRB 11/2015

**HOFFMAN ESTATES PARK DISTRICT**  
**JOB DESCRIPTION**  
**Program Manager – Early Childhood**  
**JOB CLASSIFICATION: Grade 3 – EXEMPT**

Function

The Program Manager is responsible for the planning, operation, organization and evaluation of programs with the Hoffman Estates Park District including, but not limited to, Preschool, the Early Learning and Care Center (ELC), half day summer camps, Safety Town, tot classes, parent-tot classes, early childhood enrichment programs, as well as specific events and contractual programs.

Supervision Received

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

Supervision Exercised

The Program Manager directly supervises Preschool and ELC instructors, program instructors, seasonal staff, contractual service providers and volunteers.

Essential Functions/Responsibilities

**A. Administration**

1. Prepare and implement specific facility and program budgets within adopted guidelines.
2. Develop and implement goals and objectives for assigned areas of responsibility.
3. Research, analyze, review, recommend and interpret program fees and appropriate policies.
4. Research, plan, develop, implement and evaluate programs as proposed and approved.
5. Monitor and review appropriate financial reports.
6. Communicate via email, phone and website to program participants.
7. Purchase and maintain inventory of supplies and merchandise as required and within adopted guidelines.
8. Utilize recreation & financial software programs.
9. Attend professional educational training and remain informed on current trends and issues in related responsibilities.
10. Prepare and present written and verbal reports as assigned.
11. Work a flexible schedule, including weekends and holidays as needed.
12. Work assigned special events.
13. Meet uniform and appearance standards.

14. Perform all other duties as assigned.

**B. *Personnel Management***

1. Direct supervision of the following:
  - a. Preschool & ELC staff
  - b. Program instructors
  - c. Camp staff
  - d. Volunteers where applicable
2. Recruitment, selection, hiring, training, evaluation and dismissal of program staff according to policies.
3. Ability to substitute within program as needed.
4. Conduct appropriate safety training for staff.
5. Conduct appropriate customer service training for staff.
6. Establish personnel quality control systems for ensuring customer satisfaction.
7. Maintain accurate payroll and personnel records.

**C. *Planning***

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

**D. *Program Management***

1. Research, plan, develop, implement and evaluate programs as proposed and approved.
2. Prepare appropriate budget, marketing and staffing schedules.
3. Develop new and innovative programs where need exists.
4. Review and modify existing programs to meet current and future community needs.
5. Maintain all required DCFS standards & accreditation guidelines.
6. Manage payment collection when auto-payments decline.

**E. *Customer Service***

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

***F. Marketing***

1. Develop and implement effective marketing plans for programs.
2. Evaluate and revise marketing plans on a regular basis.
3. Develop and implement appropriate user surveys for marketing and evaluation purposes.
4. Prepare accurate and appropriate program information for seasonal brochures and other public information.

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

1. Support, promote and make recommendations regarding all safety, health and loss control policies as adopted by the park district.
2. React calmly, quickly and correctly in an accident situation.
3. Be familiar with the Employee Safety Manual
4. CPR/AED & First Aid Certification required.
5. Responsible for providing all injury, illness and health information required.
6. Follow all safety and health state guidelines.
7. Practice safe food handling procedures for serving/preparing meals & food storage.

Marginal Functions/Responsibilities

1. Must have knowledge and understanding of Park District policies and procedures.
2. Must display the ability to work well with others.
3. Must be neat in appearance.
4. Must be flexible and adaptable to new situations.
5. Must be punctual and dependable.
6. Must complete required trainings, such as mandated reported and others.

Physiological Considerations

1. The employee must be able to spend up to 50% of working hours working on a computer.
2. The employee must be able to drive to required meetings and workshops as well as to remote district facilities.
3. The employee must be able to spend extended time working at a desk and/or handling telephone calls.
4. The employee must be able to use a computer keyboard to develop plans, reports and correspondence.

Environmental Considerations

1. Indoor considerations include lighting and temperature.
2. Outdoor considerations include sun, inclement weather and temperature fluctuations.

Cognitive Considerations

1. The employee must be able to follow direction given by the supervisor and

- complete responsibilities as described.
- 2. The employee must exhibit good analytical skills and problem solving ability in completing responsibilities.
- 3. The employee must use good judgement.
- 4. Must have the ability to handle multiple tasks.

#### Psychological Considerations

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

#### Physical Requirements

- 1. Must be able to lift, hold or carry 50 lbs without restrictions.
- 2. Must be able to bend and twist with full range of motion.

#### Requirements

- 1. Skill in oral and written communications.
- 2. Skill in supervisory techniques and management.
- 3. Ability to develop comprehensive programs for all ages.
- 4. Knowledge of budget and fiscal accountability.
- 5. Ability to problem-solve and interpret situations.
- 6. Ability to identify and interpret community needs, demographics, economic structure and interests in order to develop programs to meet these needs.
- 7. Must have valid Illinois Driver's License.

#### Experience

- 1. A minimum of two years programming experience, teaching experience, or a combination thereof, required.

#### Education

- 1. Bachelor's Degree required in Recreation, Education, Early Childhood Education or other related field.
- 2. Must meet the minimum requirements for DCFS Director status.

Revised: AK 10/20/2020

Revised: August 2, 2018

Approved DRB: October 27, 2015



**HOFFMAN ESTATES PARK DISTRICT**  
**JOB DESCRIPTION**  
**Program Manager – School Age**  
**JOB CLASSIFICATION: Grade 3 – EXEMPT**

Function

The Program Manager is responsible for the planning, operation, organization and evaluation of school-age care programs with the Hoffman Estates Park District including, but not limited to the STAR before & after school program, summer camps, school day out trips/mini camps and special events.

Supervision Received

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

Supervision Exercised

The Program Manager directly supervises STAR site coordinators and counselors, program instructors, seasonal camp staff and volunteers.

Essential Functions/Responsibilities

**A. Administration**

1. Prepare and implement specific facility and program budgets within adopted guidelines.
2. Develop and implement goals and objectives for assigned areas of responsibility.
3. Research, analyze, review, recommend and interpret program fees and appropriate policies
4. Research, plan, develop, implement and evaluate programs as proposed and approved.
5. Monitor and review appropriate financial reports.
6. Work with communications and marketing department to promote programs.
7. Manage DHS Child Care Assistance Program (CCAP) & DCFS license-exemption requirements.
8. Purchase and maintain inventory of supplies and merchandise as required and within adopted guidelines.
9. Utilize recreation & financial software programs.
10. Attend professional educational training and remain informed on current trends and issues in related responsibilities.
11. Prepare and present written and verbal reports as assigned.
12. Work a flexible schedule, including weekends and holidays as needed.
13. Work assigned special events.
14. Meet uniform and appearance standards.

15. Perform all other duties as assigned.

**B. *Personnel Management***

1. Direct supervision of the following
  - a. STAR staff
  - b. Camp seasonal staff
  - c. School Age program volunteers
2. Recruitment, selection, hiring, training, evaluation and dismissal of program staff according to policies.
3. Ability to substitute within program as needed.
4. Conduct regular visits to program sites.
5. Conduct appropriate safety training for staff.
6. Conduct appropriate customer service training for staff.
7. Establish personnel quality control systems for ensuring customer satisfaction.
8. Maintain accurate payroll and personnel records.

**C. *Planning***

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

**D. *Program Management***

1. Research, plan, develop, implement and evaluate programs as proposed and approved.
2. Prepare appropriate budget, marketing and staffing schedules.
3. Develop new and innovative programs where need exists.
4. Review and modify existing programs to meet current and future community needs.
5. Maintain all required DCFS-exempt standards for STAR sites.
6. Manage payment collection when auto-payments decline.

**E. *Customer Service***

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

***F. Marketing***

1. Develop and implement effective marketing plans for programs.
2. Evaluate and revise marketing plans on a regular basis.
3. Develop and implement appropriate user surveys for marketing and evaluation purposes.
4. Prepare accurate and appropriate program information for seasonal brochures and other public information.

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

1. Support, promote and make recommendations regarding all safety, health and loss control policies as adopted by the Park District.
2. React calmly, quickly and correctly in an accident situation.
3. Be familiar with the Employee Safety Manual
4. CPR/AED & First Aid Certification required.
5. Responsible for providing all injury, illness and health information required.
6. Follow all safety and health state guidelines.
7. Practice safe food handling procedures for serving/preparing meals & food storage.

**Marginal Functions/Responsibilities**

1. Must have knowledge and understanding of Park District policies and procedures.
2. Must display the ability to work well with others.
3. Must be neat in appearance.
4. Must be flexible and adaptable to new situations.
5. Must be punctual and dependable.
6. Must complete required trainings, such as mandated reported and others.

**Physiological Considerations**

1. The employee must be able to spend up to 50% of working hours working on a computer.
2. The employee must be able to drive to required meetings and workshops as well as to remote district facilities.
3. The employee must be able to spend extended time working at a desk and/or handling telephone calls.
4. The employee must be able to use a computer keyboard to develop plans, reports and correspondence.

**Environmental Considerations**

1. Indoor considerations include lighting and temperature.
2. Outdoor considerations include sun, inclement weather and temperature fluctuations.

**Cognitive Considerations**

1. The employee must be able to follow direction given by the supervisor and

- complete responsibilities as described.
2. The employee must exhibit good analytical skills and problem solving ability in completing responsibilities.
3. The employee must use good judgement.
4. Must have the ability to handle multiple tasks.

#### Psychological Considerations

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

#### Requirements

1. Current Certified Park and Recreation Professional (CPRP) status or eligible to acquire within one year of hiring.
2. Skill in oral and written communications.
3. Skill in supervisory techniques and management.
4. Ability to develop comprehensive programs for all ages.
5. Knowledge of budget and fiscal accountability.
6. Ability to problem-solve and interpret situations.
7. Ability to identify and interpret community needs, demographics, economic structure and interests in order to develop programs to meet these needs.
8. Must have valid Illinois Drivers License.

#### Experience

1. A minimum of two years' programming experience required.

#### Education

1. Bachelor's Degree required in Recreation, Education, Business or other related field.

Revised: AK 10/20/2020

**HOFFMAN ESTATES PARK DISTRICT**  
**JOB DESCRIPTION**  
**Mechanic II**  
**JOB CLASSIFICATION – Grade 3 NON-EXEMPT**

Function

Responsible for performing inspections, adjustments and repairs as necessary to Park District vehicles and equipment (i.e. trucks, tractors, automobiles and small engine equipment).

Supervision Received

Responsible to the Supervisor of Mechanics.

Essential Functions/Responsibilities

**A. General Administration**

1. Performs inspections, adjustments and repairs as necessary to Park District vehicles and equipment (i.e. trucks, tractors, automobiles and small engine equipment).
2. Fabricates special equipment.
3. Responsible for accurate documentation of records, and logs of maintenance practices and inventories.
4. Participates in maintenance of equipment, upkeep of tools, and housekeeping of work areas.
5. Projects a positive image and maintains a cooperative attitude with co-workers and public.
6. Communicates progress, status or problems with assignments or operation to the Mechanic Supervisor.
7. Participates in the District's safety and training program to ensure that work performed and services provided are implemented in a safe manner.
8. Perform other duties as assigned.
9. Perform weekly vehicle inspections and fill out inspection reports
10. Order and maintain fuel inventory levels.
11. Obtain fuel operator's license class A, B and C.
12. Ability to order parts and keep inventory of supplies.
13. Computer knowledge to research auto repair manuals, procedures and technical specifications.

**B. Knowledge and Abilities**

1. Knowledge of electrical and hydraulic schematics.
2. Knowledge and ability to service and repair automatic transmissions, clutches and hydrostatic transmissions.
3. Knowledge of diesel engine maintenance and repair.
4. Knowledge and ability to service and repair gasoline 4 cycle, 2 cycle, diesel engines and hydraulic systems.

5. Knowledge and ability to service and repair small engine equipment (i.e. lawn mowers, sod cutters, compressors, pumps, rollers, etc.).
6. Knowledge and ability to service and repair tractors (i.e. front end loaders, backhoes, and general garden/farm type tractors and the like).
7. Knowledge and ability to service and repair trucks (i.e. pickup trucks, dump truck, etc.)
8. Knowledge and ability to service and repair automobile fleet (i.e. passenger vehicles).
9. Knowledge and ability to perform specialized repairs (i.e. engine overhauling).
10. Skilled in the use of analyzing equipment, scanners, acetylene torches, ~~are~~ welders, power and hand tools generally used to service and repair vehicles and equipment.

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

1. Support, promote or cause to be changed all safety, health and loss control policies of the Hoffman Estates Park District.
2. Insure that all employees are provided necessary instruction related to safe usage of tools, equipment and machinery.
3. Require and insure that all employees utilize proper personal protective equipment provided for use in conducting assigned work tasks.
4. Require timely reports be submitted by employee related to injuries and illness of employee or witnessed by employee.

Customer Service Responsibilities

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

Marginal Functions/Responsibilities

1. Assist in the preparation of the operating budget.
2. Assist in assessing the needs and purchase of equipment.
3. Assist department heads and their assistants in accident investigation, or property safety inspections as required.

Psychological Considerations

1. Worker must work closely with co-workers.
2. Worker must work around general population/park patrons in public areas.

3. Worker must work under supervision and direction of superiors.

#### Physiological Considerations

1. Worker is exposed to chemicals (i.e. fertilizers, weed killers, cleaning materials).
2. Worker must be able to lift, push or roll heavy objects without bending or twisting restrictions.
3. Work may be in awkward or difficult positions resulting in physical fatigue.

#### Environmental Considerations

1. Worker is exposed to outside weather conditions 80% of the time, including extreme heat and cold, snow, rain or ice.
2. Protective clothing is required as follows:  
Earplugs, ear covers  
Helmets  
Respirators  
Safety goggles/glasses  
Chaps  
Leather type work boot, steel toe  
Protective gloves

#### Cognitive Considerations

1. Worker must be able to follow directions from supervisor with safe follow through.
2. Worker must use good safety awareness and judgement.

#### Recommendations for Accommodation

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

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

#### Requirements

1. Must be able to operate all power and hand tools.
2. Read and understand blueprints and printed instructions.
3. Assist supervisory staff in accident investigations.
4. Interface with other supervisors and be prepared to provide assistance in other areas when necessary.
5. Work in conjunction with the Safety Coordinator in safety training of all park maintenance employees.
6. Responsible for the maintenance of all equipment used in the operation of his/her department.

7. Knowledge of park and village regulations and applicable federal and state safety regulations.
8. Deal with the public and fellow employees in a polite and businesslike manner.
9. Become familiar with both the supervisor and employee safety manuals to a level necessary to promote compliance by employees under direction.
10. Ability to operate heavy equipment (i.e. backhoe, skid loader, trencher, tractors, etc.)
11. Ability to lift 50lbs with no bending or twisting restrictions.
12. Must have mechanic's related tools sufficient to perform required repairs.
13. Valid driver's license, CDL Class "A" with air brakes, with Passenger endorsement
14. A Certified Defensive Driving Course Instructor.
15. On call on a rotational schedule and when need in the event of weather or equipment break downs

#### Experience

1. Three to five years' previous experience in related field.

#### Education

1. High school diploma with 3 years job related experience, additional training or education related to the duties and responsibilities of the position.



**HOFFMAN ESTATES PARK DISTRICT**  
**JOB DESCRIPTION**  
**Playground, Development & Construction Manager**  
**Grade 3 Non-Exempt**

Function

Responsible for all playgrounds, athletic fields, construction projects and facility projects throughout the district. Including working with and supervising assigned personnel, planning, organizing and evaluating.

Supervision Received

Responsible to the Division Director of Parks, Planning & Maintenance as well as the Supervisor of Playgrounds, Construction and Development.

Supervision Exercised

Shall give directions to full time and seasonal staff as assigned by the Division Director and Supervisor. Shall supervise assigned seasonal staff.

Essential Functions/Responsibilities

***A. General Administration***

1. Shall give directions to full time and seasonal staff as assigned by superiors.
2. Responsible for supervising assigned seasonal staff.
3. Designate job assignments and arrange work schedules to all employees under his/her direction.
4. Responsible for completion of assigned jobs, checking to be sure they are completed professionally.
5. Order and maintain inventoried supplies and equipment.
6. Code Purchase orders.
7. Maintain open communications to all personnel and the Division Director.
8. Provide input and participation in the planning process as it pertains to the maintenance and construction of facilities, equipment and development of short and long range planning.
9. Repair, replace, lay new concrete for buildings, sidewalks and stairs.
10. Repair all vandalized buildings, interior and exterior.
11. Repair all vandalized facilities (i.e. signs, benches, picnic tables, bleachers and fences).
12. Responsible for installation and repair of all playground equipment.
13. Responsible for all athletic field maintenance and support amenities (i.e. backstops, benches, fences).
14. Responsible for Facility Projects as assigned.
15. Responsible for total maintenance of all playing courts.
16. Responsible for maintenance of all park signs.
17. Remove all graffiti within 24 hours of being identified.
18. Interface with other staff and be prepared to provide assistance in other areas when necessary.
19. Responsible for Inspections of Soccer Goal, Skate Park & Inline Hockey, Base Ball

- fields and Playground & Audits.
20. Responsible for all set-up and striping of Baseball Fields, Soccer, Football, Cricket and Lacrosse Fields.
  21. Install and remove all Shade Canopy's at Playground & Shelters.
  22. Perform other duties as assigned.

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

1. Support and promote all safety, health and loss control policies of the Hoffman Estates Park District.
2. Insure that all employees are provided necessary instruction related to safe usage of tools, equipment and machinery.
3. Require and insure that all employees utilize proper personal protective equipment provided for use in conducting assigned work tasks.
4. Require timely reports be submitted by employees related to injuries and illness of employees or witnessed of employees and/or Hoffman Estates Park District activity participants.

### Customer Service Responsibilities

1. Staff will greet all visitors in a friendly manner.
2. Staff will be courteous at all times.
3. Staff will provide the customers with accurate information in all park district communications.

### Marginal Functions/Responsibilities

1. Assist in the preparation of the operating budget.
2. Assist in assessing the needs and purchase of equipment.
3. Assist division heads and their assistants in accident investigation, or property safety inspections as required.

### Psychological Considerations

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

### Physiological Considerations

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

### Environmental Considerations

1. Worker is exposed to outside weather conditions 90% of the time, including extreme heat and cold, snow, rain or ice.
2. Protective clothing is required as follows:  
Earplugs, ear covers

- Helmets
- Respirators
- Safety goggles/glasses
- Chaps
- Steel Toe work boot
- Protective gloves
- Disposable (chemical) overalls

### Cognitive Considerations

1. Worker must be able to follow directions from supervisor with safe follow through.
2. Worker must use good safety awareness and judgment.

### Recommendations for Accommodation

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

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

### Requirements

1. Must be able to operate all power and hand tools.
2. Instruct workers in skills, plumbing, electrical and carpentry.
3. Read and understand blueprints and printed instructions.
4. Basic knowledge in the use of surveying equipment.
5. Assist supervisory staff in accident investigations.
6. Interface with other staff and be prepared to provide assistance in other areas when necessary.
7. Work in conjunction with the Safety Coordinator in safety training of all park maintenance employees.
8. Responsible for the maintenance of all equipment used in the operation of his/her department.
9. Knowledge of park and village regulations and applicable federal and state safety regulations.
10. Deal with the public and fellow employees in a polite and businesslike manner.
11. Become familiar with both the supervisor and employee safety manuals to a level necessary to promote compliance by employees under direction.
12. Ability to operate heavy equipment (i.e. backhoe, skid loader, trencher, tractors, etc.)
13. Ability to lift heavy objects with no bending or twisting restrictions.
14. Valid driver's license, CDL Class "A".
15. A Certified Playground Safety Inspector.

### Experience

1. Three years working experience in construction or related field required.

### Education

1. High School Diploma required. Certified Playground Safety Inspector certificate required. Associates or Bachelor's Degree in Park Maintenance or related field preferred.

**HOFFMAN ESTATES PARK DISTRICT**  
**JOB DESCRIPTION**  
**Turf Manager (FT)**  
**JOB CLASSIFICATION: Grade 3 Non-Exempt**

Function

Responsible for maintenance of athletic fields including equipment operation, irrigation repair and operation and inspecting athletic field and park turf conditions as well as supervising assigned personnel, planning, organizing and evaluating.

Supervision Received

Responsible to the Division Director of Parks, Planning & Maintenance as well as Supervisor of Parks.

Supervision Exercised

Shall give directions to full-time and seasonal staff as assigned by the Division Director and Supervisors. Shall supervise assigned seasonal staff

Essential Functions/Responsibilities

**A. General Administration**

1. Shall give directions to full-time and seasonal staff as assigned by superiors.
2. Responsible for supervising assigned seasonal staff.
3. Designate job assignments and arrange work schedules to all employees under his/her direction.
4. Responsible for completion of assigned jobs, checking to be sure they are completed professionally.
5. Code purchase orders.
6. Assist in the preparation of the operating budget.
7. Order and maintain inventoried turf and horticultural, pesticide, chemical, fertilizer supplies, grass seed, soil erosion mat, top soil and mulch when necessary.
8. Maintain open communications to all personnel and the Division Director.
9. Maintain records of all plantings in the park district of all new areas.
10. Responsible for all fertilizing, weed and disease control in all parks, landscaped and natural areas.
11. Responsible for all irrigation systems within the parks.
12. Will setup scheduling and perform all mowing activities at sports fields.
13. Supervise all personnel assigned to him/her.
14. Interface with other forepersons and be prepared to provide assistance in other areas when necessary.
15. Perform other duties as assigned.

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

1. Support and promote all safety, health and loss control policies of the Hoffman Estates Park District.
2. Insure that all employees are provided necessary instruction related to safe usage of tools, equipment and machinery.
3. Require and insure that all employees utilize proper personal protective equipment provided for use in conducting assigned work tasks.
4. Assist division heads and their assistants in accident investigation, or property safety inspections as required.
5. Conduct bi-monthly landscape/grounds inspections beginning in March through October.

### Customer Service Responsibilities

1. Staff will greet all visitors in a friendly manner.
2. Staff will be courteous at all times.
3. Staff will provide the customers with accurate information in all park district communications.

### Marginal Functions/Responsibilities

1. Assist in assessing the needs and purchase of equipment.
2. Communicate with mechanics maintenance needs for equipment used in the operation of his/her department.
3. Assist with all fertilizing, weed and disease control in all parks.

### Psychological Considerations

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

### Physiological Considerations

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

### Environmental Considerations

1. Worker is exposed to outside weather conditions 90% of the time, including extreme heat and cold, snow, rain or ice.
2. Protective clothing is required as follows:
  - Earplugs, ear covers
  - Helmets
  - Respirators
  - Safety goggles/glasses

Chaps  
Leather type work boot  
Protective gloves  
Disposable (chemical) overalls

#### Cognitive Considerations

1. Worker must be able to follow directions from supervisor with safe follow through.

#### Qualifications / Experience

1. Minimum of three years working experience in the field is preferred
2. Illinois Pesticide Operator License for Turf
3. Illinois CDL Class A Driver's License or the ability to acquire within 90 days of hire.

#### Education

1. Associates Degree in Horticulture, Turf, Park Maintenance, or related field required if less than three years' experience in the field.
2. Bachelor's Degree Preferred.

**HOFFMAN ESTATES PARK DISTRICT**  
**JOB DESCRIPTION**  
**Facility Manager WRC**  
**JOB CLASSIFICATION: Grade 3 – EXEMPT**

Function

The Facility Manager is responsible for the operation, organization and evaluation of facilities and programs with the Hoffman Estates Park District.

Reporting to the Director of Recreation, the Facility Manager coordinates the day-to-day operations of the facility including service desk, facility schedule, facility rentals, fitness center and programs. Hires and trains service desk staff to provide quality control and customer service. Responsible for overall day-to-day operations at Willow Recreation Center, Skate Park, Bo's Run & Freedom Run Dog Parks and Vogeley Barn. Also works with other Program Managers to coordinate the planning of programs and services within the facility that meets the needs of the organization, its members and employees.

Supervision Received

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

Supervision Exercised

The Facility Manager directly supervises front desk staff, fitness staff, rental attendants, full and part time custodians.

Essential Functions/Responsibilities

**A. Administration**

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

11. Perform any other projects or duties as assigned.

**B. *Personnel Management***

1. Direct supervision of the following
  - a. Program Instructors
  - b. Service desk attendants and building attendants
  - c. Facility maintenance associates
  - d. Volunteers where applicable
2. Recruitment, selection, hiring, training, evaluation and dismissal of program staff according to policies.
3. Create service desk staff schedules.
4. Develop and implement service desk training plan.
5. Conduct appropriate safety training for staff.
6. Conduct appropriate customer service training for staff.
7. Establish personnel quality control systems for ensuring customer satisfaction.
8. Maintain accurate payroll and personnel records.

**C. *Planning***

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

**D. *Program Management***

1. Research, plan, develop, implement and evaluate fitness programs held at Willow Recreation Center.
2. Research, plan, develop, implement and evaluate additional programs including, but not limited to: special events, skateboarding classes, dog obedience, racquetball lessons & leagues.
3. Prepare appropriate budget, marketing and staffing schedules.
4. Develop new and innovative programs where need exists.
5. Review and modify existing programs to meet current and future community needs.
6. Increase and manage retention of fitness memberships.

**E. *Facility Management***

1. Provide quality operation of Willow Recreation Center, Skate Park, Bo's Run & Freedom Run Dog Parks & Vogeley Barn.
2. Develop and implement capital repairs and improvements for Willow Recreation Center, Skate Park, Bo's Run & Freedom Run Dog Parks & Vogeley Barn.



3. Operate service desk including processing registrations, rentals, refunds and other customer service needs.
4. Oversee and maintain facility schedule and rentals
5. Coordinate facility rentals, recreation programs and special events at Willow.
6. Communicates regularly with facility renters.
7. Develop and maintain quality preventive maintenance programs for all assigned facilities.
8. Develop and implement marketing plans for assigned facilities.

***F. Customer Service***

1. Develop and maintain effective internal and external public relations with staff, customers, press (as needed), vendors, other agencies and the community.
2. Maintain daily written and verbal communication with customers, staff, agencies, organizations and individuals.
3. Encourage and maintain inter-departmental communications within the District through meetings and written correspondence.
4. Develop and maintain high standards of quality for customer service.
5. Liaison to Wings & Talons organization.
6. Liaison to Vogeley House renter/organization.

***G. Marketing***

1. Develop and implement effective marketing plans for facilities and programs.
2. Evaluate and revise marketing plans on a regular basis.
3. Develop and implement appropriate user surveys for marketing purposes.
4. Prepare accurate and appropriate program and facility information for seasonal brochures and other public information.
5. Works with the C&M manager to develop initiatives to enhance operations and services at WRC & Vogeley within the facilities division and the district as a whole.

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

1. Lead CPR / AED trainings to all full-time and part-time personnel.
2. Coordinate facility-wide safety equipment, inspections and re-orders.
3. Support, promote and make recommendations regarding all safety, health and loss control policies as adopted by the park district.
4. Be familiar with the Employee Safety Manual.
5. Be familiar with the safe operation of any equipment necessary in accomplishing required tasks.
6. Responsible for providing all injury, illness and health information required by the Hoffman Estates Park District.
7. AED/CPR certification & instructor certification within 1 year of hire.
8. Vehicle Check Ride

#### Marginal Functions/Responsibilities

1. Must have knowledge and understanding of Park District policies and procedures.
2. Must display the ability to work well with others.
3. Must be neat in appearance.
4. Must be flexible and adaptable to new situations.
5. Must be punctual and dependable.
6. Must complete required trainings, such as mandated reported and others.

#### Psychological Considerations

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

#### Physiological Considerations

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

#### Environmental Considerations

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

#### Cognitive Considerations

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

## Requirements

1. Current Certified Park & Recreation status or eligible to acquire within one year of hiring.
2. Current Medic Instructor or attain certification within first year of employment.
3. Skill in oral and written communications.
4. Skill in supervisory techniques and management.
5. Ability to develop comprehensive racquetball programs for all ages.
6. Knowledge of budget and fiscal accountability.
7. Ability to problem-solve and interpret situations.
8. Ability to identify and interpret community needs, demographics, economic structure and interests in order to develop programs to meet these needs.
9. Must be able to work nights and weekends.
10. Must have valid Illinois Drivers License.

## Experience

1. Experience in management required.
2. Related experience and basic understanding of fitness facilities and programs desirable and preferred.

## Education

Bachelor's Degree in Parks and Recreation, Leisure Studies, Business Administration or related field and a minimum of two years' of professional experience.

Approved DRB: 12/2014  
Revised AK 10/20/2020

**HOFFMAN ESTATES PARK DISTRICT**  
**JOB DESCRIPTION**  
**Facility Manager TC**  
**JOB CLASSIFICATION: Grade 3 – EXEMPT**

Function

The Facility Manager is responsible for the operation, organization and evaluation of facilities and programs with the Hoffman Estates Park District:

Reporting to the Director of Recreation, the Facility Manager coordinates the day-to-day operations of the facility including service desk, facility schedule and rentals, fitness center and programs, and senior center including senior programs and events. Hires and trains service desk staff to provide quality control and customer service. Also works with the GM of Ice Operations and other Program Managers to coordinate the planning of programs and services within the facility that meets the needs of the organization, its members and employees.

Supervision Received

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

Supervision Exercised

The Facility Manager directly supervises service desk staff, senior program instructors and fitness staff.

Essential Functions/Responsibilities

**A. Administration**

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

**B. *Personnel Management***

1. Direct supervision of the following
  - a. Service desk staff and facility attendants
  - b. Program Instructors
  - c. Volunteers where applicable
2. Recruitment, selection, hiring, training, evaluation and dismissal of program staff according to policies.
3. Create service desk staff schedules for Triphahn Center and cashier schedules at Seascope.
4. Develop and implement service desk training plan.
5. Conduct appropriate safety training for staff.
6. Conduct appropriate customer service training for staff.
7. Establish personnel quality control systems for ensuring customer satisfaction.
8. Maintain accurate payroll and personnel records.

**C. *Planning***

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

**D. *Program Management***

1. Research, plan, develop, implement and evaluate fitness programs.
2. Research, plan, develop, implement and evaluate senior programs and events.
3. Prepare appropriate budget, marketing and staffing schedules.
4. Develop new and innovative programs where need exists.
5. Review and modify existing programs to meet current and future community needs.
6. Increase and manage retention of fitness memberships.

**E. *Facility Management***

1. Provide quality operation of the Community Center
2. Operate service desk including processing registrations, rentals, refunds and other customer service needs.
3. Cover service desk shifts when vacancies arise.
4. Manage off-hour facility incidents, including alarm or emergency calls.
5. Schedule Seascope rentals.
6. Develop and implement capital repairs and improvements for the Community Center.
7. Communicates regularly with facility renters.
8. Oversee and maintain facility schedule and rentals.
9. Coordinate facility rentals, recreation programs and special events at TCIA.
10. Develop and maintain quality preventive maintenance programs for all fitness equipment at TCIA.

11. Develop and implement marketing plans for assigned operations.

***F. Customer Service***

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

***G. Marketing***

1. Develop and implement effective marketing plans for facility and programs.
2. Evaluate and revise marketing plans on a regular basis.
3. Develop and implement appropriate user surveys for marketing purposes.
4. Prepare accurate and appropriate program and facility information for seasonal brochures and other public information.
5. Works with the C&M department to develop initiatives to enhance operations and services at TCIA within the facilities division and the district as a whole.

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

1. Lead CPR / AED trainings to all full-time and part-time personnel
2. Support, promote and make recommendations regarding all safety, health and loss control policies as adopted by the park district.
3. Be familiar with the Employee Safety Manual.
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.
6. AED/CPR certification & instructor certification within 1 year of hire

**Marginal Functions/Responsibilities**

1. Must have knowledge and understanding of Park District policies and procedures.
2. Must display the ability to work well with others.
3. Must be neat in appearance.
4. Must be flexible and adaptable to new situations.
5. Must be punctual and dependable.
6. Must complete required trainings, such as mandated reported and others.

**Psychological Considerations**

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

4. The employee must be able to respond to deadlines.

#### Physiological Considerations

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

#### Environmental Considerations

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

#### Cognitive Considerations

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

#### Requirements

1. Current CPRP status or eligible to acquire within two years of hire.
2. Current Medic CPR Instructor or eligible to acquire within one year of hiring.
3. Skill in oral and written communications.
4. Skill in supervisory techniques and management.
5. Knowledge of budget and fiscal accountability.
6. Ability to problem-solve and interpret situations.
7. Ability to identify and interpret community needs, demographics, economic structure and interests in order to develop programs to meet these needs.
8. Must be able to work nights and weekends.
9. Must have valid Illinois Drivers License.

#### Experience

1. Experience in management required.
2. Related experience and basic understanding of community centers facilities and programs desirable and preferred.

#### Education

High School degree required, Bachelor's Degree preferred in Recreation,  
Park Leisure Service Administration or related field.

Approved DRB: 12/2014  
Revised/Approved DRB: 02/2015  
Revised/Approved MK: 06/01/18



**HOFFMAN ESTATES PARK DISTRICT  
JOB DESCRIPTION  
THE CLUB AT PRAIRIE STONE  
MEMBER SERVICES MANAGER  
JOB CLASSIFICATION: Grade 3 - Exempt**

Function

The Member Services Manager provides a full range of sales support including development of sales plans, strategies, and tactics for all fitness center services and facilities. Provides direction to sales staff to assist in attaining facility goals and objectives and conducts sales calls and tours as necessary.

Supervision Received

Work is performed under the direct supervision of the General Manager.

Supervision Exercised

The Member Services Manager directly supervises the work of the Member Services Associations in with regards to membership sales.

Essential Functions/Responsibilities

**A. Administration**

1. Works closely with the Sales Manager to research and analyzes sales information and presents recommendations used in ongoing strategy refinement, promotional development and implementation planning.
2. Meets regularly with General Manager to keep up-to-date on facility plans and activities.
3. Conducts sales tours, enrolls members, maintains and develops sales reports and files.
4. Devises sales goals and objectives that support meeting overall facility service/revenue targets. Monitors and analyzes customer satisfaction trends and assists in developing improvement action plans to support sales/service goal attainment.
5. Maintains policies and procedures for sales transactions and membership enrollment, including membership upgrades, freezes, bridges and cancellations.
6. Initiates membership retention strategies and action plans to improve customer relations and reduce attrition levels. In conjunction with the General Manager plans and implements member incentive programs. Assists with the resolution of membership disputes and questions.

7. Works with the C&M Department to develop a comprehensive annual marketing plan for the sales department. Also works with the marketing department to help develop a fiscal year budget.
8. Prepares weekly and monthly reports to reflect sales activity.
9. Counsels and provides guidance to Member Service Associates within the facility, including all administrative and management functions (e.g. recruitment, department business planning, etc.). Provides support to Member Service Associates as necessary; enrolls members, gives tours, report development and member communications.
10. Works with the HEPD marketing department to provide external and internal customers with necessary communications (e.g. newsletters, flyers, brochures, etc.)
11. Represents fitness center in a professional, courteous and enthusiastic manner.
12. Presents a positive public image of the center by practicing healthy lifestyle behaviors and promoting wellness through public speaking.
13. Adheres to all client/owner standards, policies and procedures.
14. Travel required within target market area to promote facility.

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

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

Marginal Functions/Responsibilities

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

Psychological Considerations

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

### Physiological Considerations

1. The employee must be able to spend up majority of working hours working on a computer.
2. The employee must be able to drive to required meetings and workshops as well as to remote district facilities.
3. The employee must be able to spend extended time working at a desk and/or handling telephone calls.
4. Requires very little physical effort. May require occasional lifting or moving of lightweight or average-weight material.
5. Flow of work and character of duties involves normal mental and visual attention much or all of the time.

### Environmental Considerations

1. The employee will perform responsibilities indoors and outdoors.
2. Indoor considerations include lighting and temperature.
3. Outdoor considerations include sun, inclement weather and temperature fluctuations.
4. Able to work in absence of disagreeable elements.
5. Probability of injury is remote.

### Cognitive Considerations

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

### Requirements

1. The communication skills necessary to effectively interact with all levels of the facility's customers, associates and the media.
2. The analytical skills necessary to develop effective sales communications strategies and plans and to develop and monitor the sales budget.
3. The written communication skills necessary to effectively execute sales communication plans.
4. The written communication skills necessary to simultaneously coordinate and execute multiple projects within established timelines.
5. Ability to problem-solve and interpret situations.
6. The level of knowledge usually obtained through the completion of a Bachelors Degree in Business or Member Services Management.

### Experience

1. A minimum of three years experience in a sales marketing function, demonstrating a positive impact on an organization. Health club experience preferred.
2. CPR Certification.

### Education

1. Bachelor's Degree in Business or Sales Management, Marketing Communications, Exercise Science or related field is preferred.

**HOFFMAN ESTATES PARK DISTRICT**  
**The Club at Prairie Stone**  
**JOB DESCRIPTION**  
**Fitness Program Manager**  
**FLSA JOB CLASSIFICATION: Grade 3 EXEMPT**

Function

The Fitness Manager is responsible for providing quality fitness services that meet and exceed expectations of the Hoffman Estates Park District. Responsibilities include developing, organizing and promoting fitness programs and special events, supporting member retention efforts and initiatives, and supervising fitness team members which includes, but not limited to group fitness staff, HIIT coaches and personal trainers.

Supervision Received

This position functions under the direct supervision of The Club at Prairie Stone General Manager.

Supervision Exercised

The Fitness Manager is responsible for the supervision of the group fitness staff, HIIT coaches, and personal trainers.

Essential Functions/Responsibilities

**General Administration**

1. Develop, organize, promote, and offer fitness programs, workshops and fitness related events with the intention of strengthening customer satisfaction and retention. Monitor and evaluate effectiveness of services offered, accommodating to meet customer and facility needs.
2. Work with C&M Department in developing marketing plans and social media posts to promote the Club.
3. Support member retention efforts by working collaboratively with the member services team to develop and implement member retention programs, initiatives, and services.
4. Supervise fitness team members with responsibilities to include monitoring fitness staff responsibilities and enhancing customer service through increasing member rapport building opportunities with fitness team. Responsible for interviewing, hiring, and training of fitness team members and for providing training and educational opportunities, with emphasis upon fitness industry knowledge, customer service and safety/emergency response plan. Manage monthly staff schedule and deliver performance reviews according to the performance management program.

5. Maintain appropriate staffing, coordinates group fitness schedule, and provide opportunities for fitness team interaction with customers to increase customer service, staff visibility, and rapport with members.
6. Assist with monitoring fitness supplies and equipment. Assess and order fitness equipment and supplies as needed, in accordance with park district procedure. Assist in the selection, budgeting and purchasing of new fitness equipment.
7. Oversee the personal training team members, HIIT coaches, and group fitness team members, ensuring that high quality services are developed, promoted and offered. Provide general management, administrative assistance as needed.
8. Instruct a minimum of five classes per week.
9. Participate in Hoffman Estates Park District programs and special events to support district initiatives and goals.
10. Work collaboratively among the fitness team to ensure all facets of the fitness department are being assessed, evaluated, and monitored for effectiveness.
11. Participate within the HEPD team meetings to remain updated in facility/district events.
12. Performs additional duties as assigned.

#### Marginal Functions/Responsibilities

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

1. Support and promote all safety, health and loss control policies as adopted by the Park District.
2. Be familiar with the Employee Safety Manual.
3. Be familiar with the safe operation of any equipment necessary in accomplishing required tasks.
4. Responsible for providing all injury, illness and health information required by the Hoffman Estates Park District in it's efforts to assign tasks within an individual's capacity to prevent injury/illness.
5. Responsible for notification of injury or illness relating to a task assignment as described with the Employee Safety Manual.

##### ***B. Customer Service***

1. Treat all customers with courtesy, respect and friendliness.
2. Respond to customer inquiries in a timely manner.
3. Handle customer concerns with respect, cooperation, and consideration.

#### Psychological Considerations

1. Must be able to respond to a customer's needs.
2. Must be able to communicate respectfully to customers.

### Physiological Considerations

1. Must be able to handle the physical requirements of the program.
2. Must be able to work at various times.

### Cognitive Considerations

1. Must be able to perform responsibilities as described.
2. Must use good judgment with customers, co-workers and supervisors.

### Requirements

1. Education, certification and experience within the fitness industry
2. 3 years experience in program coordination and management.
3. Knowledge of Hoffman Estates Park District and The Club at Prairie Stone
4. Valid Driver's License or state identification.

### Experience

1. Experience and prior training in the fitness industry, program management, and group fitness preferred
2. Certification with a nationally recognized fitness/group fitness organization such as ACSM, NASM, ACE, preferred.
3. Basic First Aid and AED/CPR Certification

### Education

1. Bachelor's degree in fitness management, exercise science or related field preferred.

Approved

**HOFFMAN ESTATES PARK DISTRICT**  
**JOB DESCRIPTION**  
**Equipment Manager (FT)**  
**Job Classification: Grade 4 Non-Exempt**

Function

The Equipment Manager reports to the Golf Course Superintendent and oversees a comprehensive preventive maintenance program. This program includes the repair of broken or failing equipment, including golf cart fleet, keeping records of parts and labor needed to maintain each piece of equipment and placing orders for parts and supplies needed for equipment or service.

Supervision Received

Work is performed under the supervision of the Golf Course Superintendent at Bridges of Poplar Creek Country Club.

Essential Functions/Responsibilities

***A. General Administration***

1. Inspects, diagnoses and repairs mechanical defects/failures in various golf course maintenance equipment, including, diesel-, electric- and gasoline-powered automobiles, trucks, trenchers, sweepers, rollers, mowers, golf cart rental fleet and other mechanical equipment used in utility work.
2. Instructs and/or trains golf course maintenance workers regarding preventive maintenance, and the proper cleaning of and safe operation of equipment.
3. Prioritizes equipment repair and maintenance work.
4. Maintains a preventive maintenance program within budget on all equipment, and purchases repair parts and replacement supplies.
5. Keeps a complete set of records for equipment and parts inventory purchases, equipment conditions, costs of repairs and preventive maintenance for all equipment.
6. Spot checks equipment for performance on the course, makes emergency repairs to equipment on the course, and services or supervises servicing of equipment prior to use.
7. Oversees the shop area maintenance.
8. Regulates employees' use of equipment in absence of superintendent and assistant superintendent, if needed, and performs other duties as directed by the superintendent.
9. Recommends equipment purchases and leases.
10. Assists golf course maintenance staff in general golf course maintenance practices when needed.
11. Performs other duties as assigned by the Golf Course Superintendent.

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

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



3. Be familiar with the safe operation of any equipment necessary in accomplishing required tasks.
4. 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 with the Employee Safety Manual.

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

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

### **Marginal Functions/Responsibilities**

1. Regulates employee use of equipment in the absence of the Superintendent and Assistant Superintendent, if needed.
2. Travel to various locations of the facility to observe the operation.
3. Communicate with residents, employees and vendors via telephone.
4. Use of computer programs to develop plans, reports and correspondence.
5. Maintains the maintenance building in a clean, organized and professional manner.

### **Psychological Considerations**

1. Must be able to handle stressful situations with the public and other staff.
2. Must be able to respond to a customer's needs.

### **Physiological Considerations**

1. Is exposed to chemicals (i.e. fertilizers, pesticides, cleaning materials).
2. Must be able to lift and carry 100 pounds.
3. Must be able to stand, walk and climb.
4. Must be able to work at various times.
5. Must be able to work outdoors in difficult climates.

### **Environmental Considerations**

1. Will perform many responsibilities indoors.
2. Lighting and temperature are conditions that may impact how he/she performs his/her responsibilities.
3. Will perform many responsibilities outdoors and be exposed to outside weather conditions, including extreme heat and cold, snow, rain or ice.
4. Protective clothing is required as follows: Safety goggles/glasses

### Cognitive Considerations

1. Must be able to follow directions and perform responsibilities as described
2. Must have good problem solving ability and good judgement in managing the district golf course.

### Requirements

1. Working knowledge of light and heavy maintenance equipment and automotive apparatus.
2. Skill in the use of a wide variety of equipment repair tools, and the making of various types of mechanical repairs.
3. Knowledge of the theory, care, and operation of internal combustion engines and mowing equipment
4. Ability to diagnose mechanical troubles and determine appropriate maintenance work
5. Ability to communicate effectively and keep business records.
6. Possess a valid CDL driver's license.

### Experience

1. Three years previous experience in related field is preferred.

### Education

1. High school diploma with additional training or education related to the duties and responsibilities of the position is preferred.

**HOFFMAN ESTATES PARK DISTRICT**  
**JOB DESCRIPTION**  
**Executive Chef**  
**JOB CLASSIFICATION: Grade 4 EXEMPT**

Function

The Executive Chef is responsible for the coordination, purchasing, production and preparation of all food related items from the kitchen, bar and grill area, and ½ Way House for all Food & Beverage guests.

Supervision Received

Work is performed under the supervision of the Food & Beverage Manager and Director of Golf and Facilities.

Supervision Exercised

The Executive Chef directly supervises the Line Cooks, and Dishwashers. Indirectly supervises banquet staff, and restaurant staff.

Essential Functions and Responsibilities

**A. General Administration**

1. Understand and perform menu requirements while adhering to and maintaining consistent recipe standards
2. Conduct a food inventory on a monthly basis and key items on a weekly basis, to ensure a low level of product on hand
3. Conduct inventory on china, silverware, chaffers, and all kitchen utensils annually.
4. Assist in the coordination of the weekly buying plan with the menus designed and offered.
5. Adhere to a “full usage” policy of all non-perishable items on hand and provide waste sheets when necessary.
6. Maintain labor cost within the guidelines of the budget and seasonal needs
7. Maintain cost controls with awareness of alternative buying patterns for all food purchases.
8. Hire, train, schedule and delegate duties for kitchen staff.
9. Complete all necessary HR paperwork for all staff. (New hire paperwork, Employee Status Forms, Reviews, Etc.)
10. Train and adhere to portion control management standards for all kitchen and halfway house/ grill staff.
11. Adhere to and enforce acceptable attire and grooming standards as put forth by HEParks.
12. Work with Food & Beverage Manager to Revise/develop the use of wedding, banquet, holiday, bar and grill menus to be competitive with our competition.
13. With the use of Event master Software stay up to date on function sheets.
14. Schedule all routine maintenance on kitchen equipment. Knives, Hood Cleaning etc.

15. Input and update food and beverage inventories in appropriate computer software.

**B. *Customer Service***

1. Conduct all business, both internal and external in a professional, friendly and courteous manner.
2. Train staff to adhere to all customer service requirements in regards to professionalism and courtesy to all guests.
3. Staff will assist other departments where needed
4. Staff will greet all visitors in a friendly manner.
5. Staff will be courteous at all times.
6. Voice mailbox & Email will be checked daily and messages will be returned the same day.
7. Staff will provide the customers with accurate information in all park district communications.

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

1. Support, promote and make recommendations regarding all safety, health and loss control policies as adopted by the park district.
2. Develops and implements kitchen and facility safety programs.
3. Be familiar with the Employee Safety Manual.
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. Maintain secure storage areas to prevent loss of product.
8. Maintain a clean and sanitary work area to prevent food borne illness.

**Marginal Responsibilities**

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

**Psychological Considerations**

1. Must be able to handle stressful situations with the public and other staff.
2. Must be able to respond to a customer's needs.

**Physiological Considerations**

1. Must be able to work prolong hours during nights and days as needed.
2. Must be able to stand, walk and climb.
3. Must be able to work at various times.
4. Must be able to work outdoors in difficult climates.
5. Must be able to carry heavy trays

### Cognitive Considerations

1. Must be able to follow directions and perform responsibilities as described.

### Requirements

1. Must have or be in the process of obtaining Food Sanitation Certificate
2. 18 years of age or older
3. Must have past experience in managing a staff of 2 or more for at least 2 years
4. Must have restaurant, hotel or club experience.

### Experience

1. Must have experience in managing a staff of 2 or more for a minimum of 3 years in a banquet, hotel, or high volume restaurant setting.

**HOFFMAN ESTATES PARK DISTRICT**  
**JOB DESCRIPTION**  
**Golf Operations Manager / Head Golf Professional**  
**JOB CLASSIFICATION: Grade 4 EXEMPT**

Function

The Golf Operations Manager/Head Golf Professional is responsible for the administration, development, planning, and supervision of all golf related operations, including the staffing of all outside food and beverage service employees at Bridges of Poplar Creek Country Club

Supervision

Work is performed under the supervision of the Director of Golf & Facilities.

Supervision Exercised

The Golf Operations Manager directly supervises the Golf Operations Staff, and ½ Way House & Beverage Cart Staff.

Essential Functions/Responsibilities

***A. General Administration***

1. Maintains positive and productive relationships between the golf facility and its golfers, guests, employees, community, and industry.
2. Demonstrate leadership, positive attitude in a professional manner in all situations
3. Hires, trains, schedules, manages and evaluates all golf operation staff and ½ Way House & Beverage Cart employees.
4. Coordinates the opening and closing of the areas related to the golf operation, halfway house, beverage carts and driving range.
5. Oversees cash accounting and depository of daily receipts to 3 cash drawers, range machine and 2 beverage cart bank bags.
6. Schedules preferred tee times, leagues, and special events.
7. Coordinates and directs all golf outings, tournaments and special events on golf course & driving range.
8. Works directly with the Sales & Catering Supervisor, and Kitchen Supervisor, to create menus for the halfway house and beverage carts.
9. Responsible for following Village of Hoffman Estates liquor license rules and regulations in regards to staff BASSET training.
10. Responsible for inventory control, display, sales and promotion of pro shop merchandise.
11. Manages all aspects of the driving range operation.
12. Manages the Tee Sheet for internet specials in EZLinks and third party tee times.
13. Directs the daily maintenance and proper rotation of the golf cart fleet.
14. Enforces all rules and regulations of the golf course.
15. Educates & trains staff in regard to safety policies.
16. Involved in all aspects of golf instruction including junior program, video instruction, group and private lessons.

17. Performs other duties as assigned by the Director of Golf & Facilities.
18. Assists with creating marketing plans for the golf operation, website, updating email blasts and social media updates.
19. Work with the Director of Golf & Facilities in purchasing all retail items for the golf shop
20. Oversee all golf operations and operating budget
21. Assists facility in all HEParks special events.

#### ***B. Customer Service Responsibilities***

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

#### **Marginal Responsibilities**

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

#### **Psychological Considerations**

1. Must be able to handle stressful situations with the public and other staff.
2. Must be able to respond to a customer's needs.

#### **Physiological Considerations**

1. Must be able to work prolonged hours.
2. Must be able to work prolonged hours seated at a computer (carpal tunnel syndrome, vision).
3. Must be able to stand, walk and climb.
4. Must be able to work at various times.
5. Must be able to work outdoors in difficult climates.

#### **Environmental Considerations**

1. Will perform most responsibilities indoors.
2. Lighting and temperature are conditions that may impact how the Golf Operations Manager performs his/her responsibilities.
3. May be subject to outdoor weather conditions, including extreme heat and cold, snow, rain or ice.

#### **Cognitive Considerations**

1. Must be able to follow directions and perform responsibilities as described.
2. Must have good problem solving ability and good judgement in managing the districts golf-related activities.

### Requirements

1. Valid Illinois driver's license

### Experience

1. Minimum of five years of management experience in related field.

### Education

1. High School Diploma required.
2. Bachelor's or Associate's Degree preferred.
3. Member of the PGA of America or Minimum Level 1 Apprentice in good standing or working towards is Preferred



**HOFFMAN ESTATES PARK DISTRICT**  
**JOB DESCRIPTION**  
**Graphics Manager (FT)**  
**JOB CLASSIFICATION: Grade 4 Exempt**

Function

The Graphics Manager is responsible for the design and production of Park District seasonal brochure, flyers and other collateral material to help promote Hoffman Estates Park District programs and facilities.

Supervision Received

This position functions under the direct supervision of the C&M Manager.

Essential Functions/Responsibilities

**A. Marketing & Communications**

1. Design the seasonal brochure, including: layout, content, graphics, and images.
2. Coordinate production of seasonal brochure with print vendor, including: file upload, proof production and approval and coordination.
3. Oversee the distribution of the quarterly Program Guide and district newsletters.
4. Design flyers, newsletters, posters, logos, apparel images, brochures and programs as requested by various department managers.
5. Coordinate print production of flyers, posters, etc., and disseminate to appropriate staff for posting at all District facilities.
6. Design all marketing collateral for Bridges of Poplar Creek Country Club and The Club at Prairie Stone.
7. Generate, edit, publish and share daily social media updates within each platform to increase the visibility of the District's content, such as original text, images, digital catalogs, video, that is shareable and link-worthy which will encourage viewers to take action.
8. Coordinate regular web updates, including content management, document and image uploads and promotional features.
9. Attend various community events throughout the year, representing the Park District.
10. Take photographs or assign photographers to attend district and Foundation events as needed.
11. Maintain image library by taking photos when needed, purchasing stock photos/CD's, organizing photos.
12. Maintain Graphics computer, i.e. hardware, software, supplies, organize files, backup system.
13. Update facility signage – creating small signs in-house and working with vendors to create permanent signage.
14. Other tasks, as required.

**B. Planning**

1. Collect accurate and appropriate program information necessary for public information, i.e. dates, times, fees, contact info.
2. Use a variety of Park District resources, including staff, website and brochures, to help plan appropriate designs for promotional materials.

3. Develop new and expand existing display opportunities in the community.

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

1. Support, promote and make recommendations regarding all safety, health and loss control policies as adopted by the Park District.
2. Be familiar with the Employee Safety Manual.
3. Be familiar with the safe operation of any equipment necessary in accomplishing required tasks.
4. Support and promote all safety and loss control policies adopted by the district and assist in ensuring the safety of employees, customers and property.
5. Responsible for providing all injury, illness and health information required by the Hoffman Estates Park District in its effort to assign tasks within an individual's capacity to prevent potential injury/illness.

***D. Customer Service***

1. Maintain daily written and verbal communication with customers, staff, agencies, organizations and individuals.
2. Encourage and maintain inter-departmental communications within the District through meetings and written correspondence.
3. Develop and maintain high standards of quality for customer service.

Marginal Functions/Responsibilities

1. Must have knowledge and understanding of Park District policies and procedures.
2. Must display the ability to work well with others.
3. Must be flexible and adaptable to new situations.
4. Must be punctual and dependable.
5. Must complete required trainings, such as mandated reported and others.

Physiological Considerations

1. The employee must be able to spend up to 90% of working hours working on a computer.
2. The employee must be able to drive to required meetings and workshops as well as to remote district facilities.
3. The employee must be able to spend extended time working at a desk and/or handling telephone calls.
4. The employee must be able to use a computer keyboard to develop plans, reports and correspondence.
5. The employee must have excellent editing and proofreading skills.

Environmental Considerations

1. Indoor considerations include lighting and temperature.
2. Outdoor considerations include sun, inclement weather and temperature fluctuations.

Cognitive Considerations

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

3. The employee must use good judgement.
4. Must have the ability to handle multiple tasks.

Requirements

1. Knowledge and understanding of the graphic design concepts.
2. Proficiency in Adobe Suite Software, including Photoshop, InDesign and Illustrator.
3. Ability to work with a minimum of supervision.
4. Skill in oral and written communications.

Experience

1. At least 3-5 years' experience in graphic design and marketing with an active marketing agency or in-house marketing department.
2. Valid Driver's License

Education

1. High School Diploma required
2. Bachelor's Degree or level of knowledge normally required of a bachelor's degree required.

Revised AK 10/20/2020

**HOFFMAN ESTATES PARK DISTRICT**  
**JOB DESCRIPTION**  
**Human Resources Manager (FT)**  
**JOB CLASSIFICATION: Grade 4 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**  
**Ice Arena**  
**Ice Operations Manager**  
**JOB CLASSIFICATION: Grade 4 NON-EXEMPT**

Function

The Ice Maintenance Operations Manager is responsible for the overall maintenance of the ice rinks maintenance operations, supervises custodial and maintenance of ice arena and community center including supervision of personnel, contractual, planning, organizing and evaluating.

Supervision Received

Work is performed under the supervision of the Director of Parks, Planning & Maintenance.

Supervision Exercised

Responsible for supervision of full time and part time custodial, building staff and contractual services.

Essential Functions / Responsibilities

***A. General Administration***

1. Work a flexible schedule, including weekends and holidays as needed, along with building opening and closing responsibilities.
2. Manage custodial / building staff and contractual services.
3. Ensure implementation of the preventative maintenance program according to policy and procedures.
4. Perform routine ice maintenance and supervise staff performing the maintenance.
5. Monitor and maintain ice arena refrigeration system.
6. Monitor and test compressor according to specifications.
7. Maintain ice thickness, which includes weekly edger.
8. Responsible for ordering janitorial supplies and supplies associated with maintenance responsibilities. Follow purchase order procedures.
9. Monitor ammonia and ensure staff is trained and safety procedures are in place and being followed.
10. Assist General Manager in the annual budget pertaining to maintenance and custodial operations.
11. Assign and direct general workers with responsibilities related to the facility (trash removal, restock paper products, Zamboni, etc.).
12. Maintain Zamboni and perform daily checks including blade sharpening and propane inventory.
13. Responsible for the maintenance and safety of the ice melt pit area.



14. Perform maintenance to building as needed. Schedule work orders to staff for repairs to building. Schedule specific work orders to parks department if needed.
15. Develop and maintain safety procedures on maintenance equipment. Ensure staff is following procedures. Update annual operation manual on facility.
16. Supervise custodial staff on room set-up and breakdown.
17. Hire, train and evaluate custodial staff.
18. Assist General Manager in the scheduling and training of Zamboni drivers.
19. Assist Program Athletic and Recreation Managers when needed.
20. Building Manager On Duty schedule when needed.
21. Complete additional duties as assigned by the General Manager of Facilities.
22. Attend staff meetings, full time meetings and serve on committees when requested.
23. Enforce Park District policies and procedures.
24. Perform all other duties as assigned.

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

1. Support, promote and make recommendations regarding all safety, health and loss control policies as adopted by the Park District.
2. Be familiar with the Employee Safety Manual.
3. Follow PDRMA specific guidelines for ice arena operations.
4. Trained in the following:
  - Basic First Aid
  - Defensive Driving
  - CPR / AED
  - Gasoline Pump at Maintenance Facility
  - Vehicle Check Ride
  - Accident Report Documentation
  - Threats of Violence
  - Weather Safety
  - Crisis Communication

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

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

#### **Marginal Functions**

1. Maintain work area and organize safe standards.
2. Assist program / Athletic Manager and Facility Manager when needed.

#### **Psychological Consideration**

1. Must be able to handle stressful situations with the public and other staff.
2. Must be able to respond to a customer's needs.

### Physiological Considerations

1. Must be able to work prolonged hours.
2. Will be exposed to chemicals (i.e., cleaning materials)
3. Must be able to lift and carry 100 pounds.
4. Must be able to stand, walk and climb.
5. Must be able to work at various times.
6. Must be able to work outdoors in difficult times.

### Environmental Considerations

1. Will perform many responsibilities indoors.
2. Lighting and temperature are conditions that may impact how the Operations Manager performs his/her responsibilities.
3. Will perform many responsibilities in cold conditions associated with ice arena operations.
4. The following protective clothing may be required:
  - Earplugs
  - Helmets
  - Respirators
  - Safety goggles/glasses
  - Leather-type work boots with steel toe
  - Protective glasses
  - Insulated jackets

### Cognitive Considerations

1. Must be able to follow directions and perform responsibilities as described.
2. Must have good problem-solving ability and good judgment in managing the Hoffman Estates Community Center and Ice Arena Facility.

### Requirements

1. Valid Illinois Driver's License.

### Experience

1. Minimum of five (5) years' experience with ice arena maintenance and custodial operations.

### Education

1. Level of knowledge normally acquired through associate degree.

**HOFFMAN ESTATES PARK DISTRICT**  
**JOB DESCRIPTION**  
**Food & Beverage Manager**  
**JOB CLASSIFICATION: Grade 4 EXEMPT**

Function

The Food & Beverage Manager is responsible for the sales or booking of events and all aspects of planning of Food & Beverage operations which includes scheduling and training employees.

Supervision

Work is performed under the supervision of the Director of Golf and Facilities.

Supervision Exercised

The Food & Beverage Manager directly supervises the Executive Chef, Bar Staff, Banquet Captains and Banquet Staff. Indirectly supervises, kitchen staff.

Essential Functions/Responsibilities

**A. General Administration**

1. Initiate, receive and follow-up on phone calls, walk-ins, and emails too promote banquet sales.
2. Reserve Banquet Rooms for events and outings through the use of Event Master Software.
3. Prepare proposals and contracts for all Food & Beverage Events.
4. Prepare and supervise all final details on functions, with the inclusion of statements and schedule payments as required.
5. Hire, train, schedule and delegate duties for banquet captains and banquet servers
6. Develop forms to assist staff in carrying out detailing of functions.
7. Oversees the Executive Chef and Kitchen operations.
8. Coordinates work with banquet staff, custodial staff and Kitchen Production Supervisor to ensure correct set-ups for all Food & Beverage events.
9. Works with Director of Golf and Executive Chef, to Revise/develop the use of wedding, banquet, holiday, bar and grill menus to be competitive with our competition.
10. Work with marketing department and prepare brochures, menu and all advertising materials.
11. Ensures monthly inventory and product orders for all food & beverage operations are completed.
12. Oversee functions and Performs all other duties as assigned by Director of Golf and Facilities
13. Responsible for all linen orders and linen inventory
14. Responsible for ordering all Event extras including but not limited, cakes, sweet tables etc.
15. Responsible for supervision of Food & Beverage Staff schedules
16. Schedules all wedding tastings and rehearsals

17. Communicates with staff about all functions.
18. Prepare monthly reports on facility and district-wide activities

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

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

***C. Customer Service Responsibilities***

1. Conduct all business, both internal and external in a professional, friendly and courteous manner.
2. Train staff to adhere to all customer service requirements in regards to professionalism and courtesy to all guests.
3. Voice mailbox will be checked daily and messages will be returned the same day on work days. Out of Office messages set on off days.
4. Staff will provide the customers with accurate information in all park district communications.

Marginal Responsibilities

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

Psychological Considerations

1. Must be able to handle stressful situations with the public and other staff.
2. Must be able to respond to a customer's needs.

Physiological Considerations

1. Must be able to work prolonged hours during nights and weekends as needed.
2. Must be able to work prolonged hours seated at a computer (carpal tunnel syndrome, vision).
3. Must be able to stand, walk and climb.
4. Must be able to work at various times.
5. Must be able to work outdoors in difficult climates.

Environmental Considerations

1. Will perform most responsibilities indoors. Lighting and temperature are conditions that may impact how the Food and Beverage Supervisor performs his/her responsibilities.

#### Cognitive Considerations

1. Must be able to follow directions and perform responsibilities as described.
2. Must have good problem solving ability and good judgement in managing the district banquet functions at the clubhouse.

#### Requirements

1. Valid Illinois driver's license.
2. Proficient in Microsoft Office
3. Must maintain current Basset Certification

#### Experience

1. Minimum three years' experience in Food & Beverage operations
2. One year experience in event sales and coordination.

#### Education

1. Bachelor's Degree preferred or advanced training in the hospitality field.

**HOFFMAN ESTATES PARK DISTRICT**  
**The Club at Prairie Stone**  
**JOB DESCRIPTION**  
**Sales Manager**  
**FLSA JOB CLASSIFICATION: Grade 4 EXEMPT**

**Position Function/Summary**

Promote, advertise, and generate revenue for the Hoffman Estates Park District by negotiating and securing mutually beneficial partnerships, grants, sponsorships, in-kind or cash donations, and advertising in media. As well as providing a full range of sales support including development of sales plans, strategies, and tactics for all fitness center services and facilities.

**Supervision Received**

Work is performed under the direct supervision of the General Manager of The Club with additional supervision from the HEPD Administrative Team.

**Supervision Exercised**

Supervision of contractual services and vendors as they pertain to corporate agreements.

**Essential Functions/Responsibilities**

**A. Administration – Park District**

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

7. Create HEParks standards for corporate relations reports and recognition for sponsorships, donations, and partnerships.
8. Maximize return on investment for both Corporate Partners and HEParks by identifying mutual goals and audiences, and hosting sponsor summit meetings and workshops.
9. Represent and protect the interests of HEParks in regards to, but not limited to, agreements with intergovernmental, affiliate, event rentals, and food/beverage.
10. Educate, train, and provide resources to key staff for purposes of securing sponsorships or donations for pre-determined Park District events, programs, and/or activities.
11. Prepare long-range sponsorship/donation plan for HEParks, and set annual objectives, budget, and revenue projections in coordination with annual budget and plan. Oversee and approve expenditures pertaining to sponsorship/partnership agreements.
12. Act as a professional/courteous representative of HEParks within the community.
13. Attend and promote District-wide special events.
14. Attend and/or participate in local Chamber and community events.
15. Identify, write, and or coordinate grant submissions as appropriate.
16. Represents HEParks foundation by working to secure sponsorships and donations.
17. Works closely with the Member Services Manager to research and analyzes sales information and presents recommendations used in ongoing strategy refinement, promotional development and implementation planning for the Club at Prairie Stone.
18. Conducts sales tours, enrolls members, maintains and develops sales reports and files.
19. Counsels and provides guidance to Member Service Associates within the facility, including all administrative and management functions (e.g. recruitment, department business planning, etc.). Provides support to Member Service Associates as necessary to enrolls members, gives tours, report development and member communications.

### **Marginal Functions/Responsibilities**

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

1. Performs additional Park District duties as assigned.
2. Stay current on fundraising, sponsorship, and corporate partnership trends through educational training, workshops, and reading.
3. Maintain documentation of current sponsorships & partnerships.
4. Prepare monthly board reports

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

1. Support, promote and make recommendations regarding all safety, health and loss control policies as adopted by the Park District.
2. Be familiar with the Employee Safety Manual.
3. Be familiar with the safe operation of any equipment necessary in accomplishing required tasks.
4. Support and promote all safety and loss control policies adopted by the district and assist in ensuring the safety of employees, customers and property.

5. Responsible for providing all injury, illness and health information required by the Hoffman Estates Park District in its effort to assign tasks within an individual's capacity to prevent potential injury/illness.
6. Responsible for notification of injury or illness relating to a task assignment as described with the Employee Safety Manual.
7. Travel to various locations to observe the operation of programs, facilities and services.
8. Communicate with residents, employees and vendors via telephone, email, and social media.
9. Use computer/keyboard, as well as other technological equipment necessary to perform duties assigned.

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

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

### **Psychological Considerations**

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

### **Physiological Considerations**

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

### **Cognitive Considerations**

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



### Requirements

1. Skill in oral and written communications.
2. Skill in supervisory techniques and management.
3. Knowledge of budget and fiscal accountability.
4. Must have valid Driver's License and insurance.
5. Expected to work 40 hours per week, with attendance at special events & meetings including nights and weekends, when necessary.

### Experience

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

### Education

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

**HOFFMAN ESTATES PARK DISTRICT**  
**JOB DESCRIPTION**  
**Operations Manager (FT)**  
**JOB CLASSIFICATION: Grade 4 Exempt**

Function

The Accounting/Operations Manager position duties include software development, ledger posting and analysis, billing, accounts receivable, and internal audits.

Supervision Received

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

Supervision Exercised

The Accounting/Operations Manager position supervises the administrative registrars, and works instrumentally with other District and departmental staff in processes and proprietary software.

Responsibilities

**A. Staff**

1. Provide daily assistance and supervision.
2. Coordinate training and development, including cross training.
3. Provide mentoring for advancement.
4. Prepare and conduct performance reviews.

**B. Operations**

1. Complete review of new objectives and determine the best system solution to meet those objectives.
2. Perform end of period system tasks, including transfers to history.
3. Perform beginning of period system tasks, including setting configurations for online registration.
4. Determine what new features are available in software and how they can be used to improve processes.
5. Create custom reports and set up for auto distribution where applicable.
6. Work with software users to resolve issues.
7. Coordinate software upgrades and database maintenance.
8. Process new program requests as required.
9. Facilitate coupon and discount creation.

**C. General**

1. Assist with general ledger postings and reconciliations.
2. Audit independent contractor payments as required.
3. Process and maintain all reports necessary to perform required tasks, as well as monthly reporting for the district.
4. Assist with banking file upload process as required.

***D. Divisional***

1. Assist with audit process as required.
2. Assist with budget process as required.
3. Assist with new hire records as required.
4. Help to improve daily business operations through development of new procedures.
5. Have basic understanding of other business department duties as required by Superintendent of Business and/or Director of Finance to ensure cross training.
6. Aid or perform other projects or duties at the discretion of the Superintendent of Business and/or Director of Finance.
7. Provide training as directed by the Superintendent of Business.
8. Serve on various district and department committees.
9. Attend facility, departmental, and/or general staff meetings as scheduled.
10. Attend professional educational training and remain informed to current trends and issues in related responsibilities as required.
11. Be familiar with the district procedures that are necessary in accomplishing required tasks.

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

1. Support, promote and make recommendations regarding all safety, health and loss control policies as adopted by the park district.
2. Be familiar with the Employee Safety Manual.
3. Be familiar with the safe operation of any equipment necessary in accomplishing required tasks.
4. Responsible for notification of injury or illness relating to a task assignment as described with the Employee Safety Manual.

**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.

### 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. 3-5 years accounting or related field experience.
2. Experience with District proprietary software desirable.
3. Supervisory experience preferred.

### Education

1. Associate degree in a business or related field required.
2. Bachelor's degree preferred.

Approved CET: 06/01/2018

**HOFFMAN ESTATES PARK DISTRICT**  
**JOB DESCRIPTION**  
**Executive Assistant**  
**JOB CLASSIFICATION: Grade 5 EXEMPT**

Function

The Executive Assistant is responsible for assisting the Executive Director with the overall operation of the District. This includes scheduling meetings for the board and Executive Director; preparing correspondence, reports, and other work; acting as a liaison between the Executive Director, board of commissioners, community representatives and district employees, and maintaining board/committee records and related administrative details of the Hoffman Estates Park District. Act as Recording Secretary during Board, Committee and Foundation meetings.

Supervision Received

This position functions with a wide diversity and latitude of administrative and professional discretion under the direct supervision of the Executive Director.

Supervision Exercised

The Executive Assistant may exercise supervision over employees whose work is required by the Executive Director.

Essential Functions/Responsibilities

*A. Administration*

1. Assist the Executive Director by handling administrative responsibilities, duties and details.
2. Complete correspondence, reports, special projects, etc. for the Executive Director.
3. Act as Recording Secretary during Board, Committee and Foundation meetings.
4. Schedule meetings and update calendars.
5. Assist other Directors as needed.
6. Maintain organized filing system for administrative records and official district files to include the Ordinance and Resolution files and Deed files.
7. Assist the Executive Director in dealing with matters of interpretation of park district policies.
8. Perform special administrative tasks and duties of a confidential nature.
9. Prepare park district cooperative agreements with other agencies as directed by the Executive Director.
10. Act as liaison to internal and external customers.
11. Proofread reports and correspondence to insure 100% accuracy in written communications sent by the district.

12. Perform research as required to complete assigned responsibilities and special projects.
13. Perform all other duties as assigned by the Executive Director.

**B. *Board***

1. Prepare all board and committee meeting agendas, packets and required tasks for the successful implementation of scheduled meetings.
2. Act as Recording Secretary during Board, Committee and Foundation meetings.
3. Schedule meetings and update calendars.
4. Maintain organized filing system for board and committee packets.
5. Act as liaison of the Executive Director and Board to district staff.

**C. *Customer Service***

1. Assist with questions, concerns and complaints from the public.
2. Direct unresolved citizen concerns to appropriate staff immediately.
3. Keep desk and office area clean, neat and safe.

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

1. Support, promote and make recommendations regarding all safety, health and loss control policies as adopted by the park district.
2. Communicate with residents, employees and vendors.

**E. *T.E.A.M. Committee***

1. Attend T.E.A.M./Training Committee meetings.
2. Act as Voting Member/Secretary of T.E.A.M. Committee.
3. Help to promote positive employee relations and effective communication of the district's mission, goals, and master plan as part of the T.E.A.M. Committee.
4. Help to plan and implement staff training programs (Hoffman U's), quarterly staff meetings & socials.

**Psychological Considerations**

1. The Executive Assistant may feel added pressure from being held responsible for handling the directives issued by the Executive Director and board of the park district.
2. The Executive Assistant must be able to handle questions, complaints and concerns from the public and from employees in a professional manner.
3. The Executive Assistant must be able to work with co-workers.

### Physiological Considerations

1. The Executive Assistant must be able to spend up to 60% of his/her working hours working on the computer.
2. The Executive Assistant must be able to drive to required meetings and workshops as well as to remote district facilities.

### Environmental Considerations

1. The Executive Assistant will perform virtually all responsibilities indoors. Lighting and temperature are conditions that may impact how the Executive Assistant performs his/her responsibilities.
2. The Executive Assistant may be subject to outdoor weather conditions when he/she must drive to meetings, workshops and other district facilities.

### Cognitive Considerations

1. The Executive Assistant must be able to follow direction given by the Executive Director and complete responsibilities as described.
2. The Executive Assistant must exhibit good analytical skills and problem solving ability in completing responsibilities.
3. The Executive Assistant must use good judgement while acting for the Executive Director in the Executive Director's absence.

### Requirements

1. Knowledge and understanding of park districts.
2. Must possess advanced skills in Microsoft Office products and preferably Word Press.
3. Ability to type 55 wpm.
4. Possession of analytical, research and oral/written communications skills.
5. Must be highly organized and possess the ability to handle and organize multiple tasks simultaneously.
6. Ability to organize and direct the work of professional, skilled, clerical and semi-skilled employees.
7. Ability to develop and maintain positive and effective working relationships.
8. Ability to work with minimum supervision.
9. Ability to produce accurate work on a timely basis.
10. Ability to perform duties with initiative, sound judgment, persistence, creativity, integrity, tact and courtesy.
11. Must be able to efficiently draft and formulate business and personal letters.
12. High level of knowledge of the English language including grammar, punctuation and sentence structure.
13. A valid Illinois driver's license is required.

### Experience

1. Minimum of 5 years' experience as Executive Assistant or equivalent formal training and education in related field.

### Education

1. Graduate of an accredited university with an Associate's Degree in related field preferred.
2. Formal training/education in related field at a business school.



**HOFFMAN ESTATES PARK DISTRICT**  
**JOB DESCRIPTION**  
**GIS, Parks, & Risk Management Administrator (FT)**  
**Job Classification – Grade 5 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).

**HOFFMAN ESTATES PARK DISTRICT**  
**JOB DESCRIPTION**  
**Supervisor of Aquatics & Buildings**  
**JOB CLASSIFICATION: Grade 5 Non-Exempt**

Function

Responsible for all park facilities heating, air conditioning, electrical, plumbing and aquatic systems. Develops preventative maintenance plans for building mechanicals and aquatic systems including supervision of personnel, planning, organizing and evaluating.

Supervision Received

Responsible to the Division Director of Parks, Planning & Maintenance.

Supervision Exercised

Responsible for supervision of building technicians, parks aquatic staff and seasonal employees.

Essential Functions/Responsibilities

**A. General Administration**

1. Designate job assignments and arrange work schedules to all employees under his/her direction.
2. Responsible for completion of assigned jobs, checking to be sure they are completed professionally.
3. Order and maintain inventoried supplies and equipment.
4. Code purchase orders.
5. Responsible in assisting with the hiring and terminating of maintenance personnel and all seasonal employees.
6. Develop on the job training programs.
7. Assist in assessing the needs and purchase of equipment.
8. Provide input and participation in the planning process as it pertains to the maintenance of facilities, equipment and development of short and long range planning.
9. Develop a system of preventative maintenance of all buildings mechanical needs.
10. Maintain open communications to all buildings and grounds facilities personnel and the Division Director.
11. Responsible for completing all facility plumbing, HVAC, electrical, projects, and boiler repairs.
12. Responsible for maintenance of all exterior and interior lighting systems
13. Open, close and maintain swimming pools as assigned.

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14. Schedules and performs all facility maintenance tasks.
15. Conducts facility inspections and repairs according to manufacturer's guidelines.
16. Documents maintenance activities and repairs.
17. Monitors contractual work.
18. Observes and corrects safety hazards and maintenance issues.
19. Repair or replace broken water lines, drinking fountains, water heaters, sinks, toilets and related plumbing fixtures.
20. Interface with other forepersons and be prepared to provide assistance in other areas when necessary.
21. Perform other duties as assigned.

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

1. Support, promote or cause to be changed all safety, health and loss control policies of the Hoffman Estates Park District.
2. Insure that all employees are provided necessary instruction related to safe usage of tools, equipment and machinery.
3. Require and insure that all employees utilize proper personal protective equipment provided for use in conducting assigned work tasks.
4. Require timely reports be submitted by employees related to injuries and illness of employees or witnessed of employees and/or Hoffman Estates Park District activity participants.

Customer Service Responsibilities

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

Marginal Functions/Responsibilities

1. Assist in the preparation of the operating budget.
2. Assist in assessing the needs and purchase of equipment.
3. Assist division heads and their assistants in accident investigation, or property safety inspections as required.

Psychological Considerations

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

### Physiological Considerations

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

### Environmental Considerations

1. Worker is exposed to outside weather conditions 60% of the time, including extreme heat and cold, snow, rain or ice.
2. Protective clothing is required as follows:
  - Earplugs, ear covers
  - Helmets
  - Respirators
  - Safety goggles/glasses
  - Chaps
  - Leather type work boot
  - Protective gloves
  - Disposable (chemical) overalls

### Cognitive Considerations

1. Worker must be able to follow directions from supervisor with safe follow through.
2. Worker must use good safety awareness and judgement.
3. This position is considered an on-call position 24 hours per day, 7 days per week.

### Recommendations for Accommodation

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

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

### Requirements

1. Must be able to operate all power and hand tools.
2. Working specialized/technical knowledge of carpentry, plumbing, electrical and painting.
3. Operate all power and hand tools with skill (i.e. power saws, table saws, sewer rodders, scaffolding, etc.).

4. Read and understand blueprints and printed instructions.
5. Responsible for the maintenance of all equipment used in the operation of daily work assignments.
6. Knowledge of basic water chemistry and pool filtration and maintain accurate records as per State Code.
7. Become familiar with employee safety manuals to a level necessary to promote compliance by employee under direction.
8. Able to lift heavy objects with no bending or twisting restrictions.
9. Operate heavy grounds equipment when needed to accomplish work-related jobs.
10. Through a preventative maintenance program, inspect and maintain a proper operations of all mechanical, electrical, HVAC and plumbing equipment.
11. Make repairs to electrical controls.
12. Repair and replace plumbing parts and fixtures.
13. Maintain properly balanced water conditions for indoor and outdoor pools.
14. Maintain pool equipment and filtration system in safe, efficient working condition.
15. Routinely inspect and record pool filtration information, submit reports as required.
16. Make emergency repairs.
17. Must be available 24-hours a day, 7-days a week.
18. Prepares and submits reports as directed.
19. Perform all other duties as assigned.
20. Must be able to swim under water to maximum depth of pool.
21. Must have valid driver's license.
22. Become familiar with both the supervisor and employee safety manuals to a level necessary to promote compliance by employees under direction.
23. Instruct workers in skills, plumbing, electrical and HVAC.
24. Read and understand blueprints and printed instructions.
25. Basic knowledge in the use of surveying equipment.
26. Assist supervisory staff in accident investigations.
27. Interface with other supervisors and be prepared to provide assistance in other areas when necessary.
28. Work in conjunction with the Safety Coordinator in safety training of all park maintenance employees.
29. Responsible for the maintenance of all equipment used in the operation of his/her department.
30. Knowledge of park and village regulations and applicable federal and state safety regulations.
31. Deal with the public and fellow employees in a polite and businesslike manner.
32. A licensed Aquatic Facility Operator.



### Experience

1. Minimum of five years' experience in a related field.

### Education

1. High school graduate or trade school and a minimum of five years previous specialized maintenance experience including electrical and plumbing required. Proof of continuing education preferred.
2. Associates Degree or Bachelor's degree in related field preferred.
3. Certified as a national aquatic facility operator required.

**HOFFMAN ESTATES PARK DISTRICT**  
**JOB DESCRIPTION**  
**Supervisor of Mechanics**  
**JOB CLASSIFICATION: Grade 5 Non Exempt**

Function

The Supervisor of Mechanics is responsible for maintenance of all park district vehicles and equipment including supervision of personnel, planning, organizing, budgeting and evaluating.

Supervision Received

Responsible to the Division Director of Parks, Planning & Maintenance.

Supervision Exercised

Responsible for supervision of division crew leaders, mechanics and mechanic-related employees.

Essential Functions/Responsibilities

**A. General Administration**

1. Designates job assignments and arrange work schedules to all employees under his/her direction.
2. Responsible for completion of assigned jobs, checking to be sure they are completed professionally.
3. Order and maintain inventoried supplies and equipment.
4. Code purchase orders; turn them in to the Division Director within 24 hours.
5. Responsible in assisting with the hiring of mechanic personnel.
6. Develop on-the-job training programs.
7. Assist in assessing the needs and purchase of equipment.
8. Provide input and participation in the planning process as it pertains to the maintenance of equipment and development of short and long range planning.
9. Develop a system of preventative maintenance of all vehicles and equipment.
10. Maintain open communications to all buildings and grounds personnel and the Division Director.
11. Performs inspections, adjustments and repairs as necessary to park district vehicles and equipment (i.e. trucks, tractors, automobiles and small engine equipment).
12. Fabricates special equipment.
13. Responsible for accurate documentation of records, and logs of maintenance practices and inventories.
14. Participates in maintenance of equipment upkeep of tools and housekeeping

- of work areas.
15. Projects a positive image and maintains a cooperative attitude with co-workers and public.
  16. Communicates progress, status or problems with assignments or operation to the Division Director.
  17. Participates in the District's safety and training program to ensure that work performed and services provided are implemented in a safe manner.
  18. Responsible for total maintenance of all park vehicles and related equipment.
  19. Maintain records and make diagrams of all repairs; logs shall be kept.
  20. Interface with forepersons and be prepared to provide assistance in other areas when necessary.
  21. Perform other duties as assigned.
  22. Daily and monthly and yearly fuel monitoring reports and inspections
  23. Order and maintain fuel inventory
  24. Obtain fuel operator's license class A B and C
  25. Prepare written reports
  26. Complete weekly vehicle inspections fill out inspection reports

**B. *Knowledge and Abilities***

1. Knowledge and ability to service and repair gasoline 4 cycle, 2 cycle, diesel engines and hydraulic systems.
2. Knowledge and ability to service and repair small engine equipment (i.e. lawn mowers, sod cutters, compressors, pumps, rollers, etc.).
3. Knowledge and ability to service and repair tractors (i.e. front end loaders, backhoes, and general garden/farm type tractors and the like).
4. Knowledge and ability to service and repair trucks (i.e. pickup trucks, dump trucks, buses etc.)
5. Knowledge and ability to service and repair automobile fleet (i.e. passenger vehicles).
6. Knowledge and ability to perform specialized repairs (i.e. engine overhauling).
7. Skilled in the use of analyzing equipment, scanners acetylene torches, welders, power and hand tools generally used to service and repair vehicles and equipment.
8. Knowledge of Park and Village regulations and applicable Federal and State safety regulations.

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

1. Support, promote or cause to be changed all safety, health and loss control policies of the Hoffman Estates Park District.
2. Insure that all employees are provided necessary instruction related to safe usage of tools, equipment and machinery.
3. Require and insure that all employees utilize proper personal protective equipment provided for use in conducting assigned work tasks.
4. Require timely reports be submitted by employee related to injuries and

illness of employee or witnessed by employee and/or Hoffman Estates Park District activity participants.

#### Customer Service Responsibilities

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

#### Marginal Functions/Responsibilities

1. Assist in the preparation of the operating budget.
2. Assist in assessing the needs and purchase of equipment.
3. Assist division heads and their assistants in accident investigation, or property safety inspections as required.

#### Psychological Considerations

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

#### Physiological Considerations

1. Worker is exposed to chemicals (i.e. fertilizers, weed killers, cleaning materials).
2. Worker must be able to lift, push or roll heavy objects without bending or twisting restrictions.
3. Work may be in awkward or difficult positions resulting in physical fatigue.
4. Worker must work closely with co-workers.

#### Environmental Considerations

1. Worker is exposed to outside weather conditions 80% of the time, including extreme heat and cold, snow, rain or ice.
2. Protective clothing is required as follows:  
Earplugs  
Ear covers  
Helmets  
Respirators  
Safety goggles/glasses  
Chaps

Leather type work boot, steel toe  
Protective gloves  
Disposable (chemical) overalls

### Cognitive Considerations

1. Worker must be able to follow directions from supervisor with safe follow through.
2. Worker must use good safety awareness and judgement.

### Recommendations for Accommodation

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

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

### Requirements

1. Must be able to operate all power and hand tools.
2. Read and understand blueprints and printed instructions.
3. Assist supervisory staff in accident investigations.
4. Interface with other supervisors and be prepared to provide assistance in other areas when necessary.
5. Interface with other supervisors and be prepared to provide assistance in other areas when necessary.
6. Work in conjunction with the Safety Coordinator in safety training of all park maintenance employees.
7. Responsible for the maintenance of all equipment used in the operation of his/her department.
8. Deal with the public and fellow employees in a polite and businesslike manner.
9. Become familiar with both the supervisor and employee safety manuals to a level necessary to promote compliance by employees under direction.
10. Ability to operate heavy equipment (i.e. backhoe, skid loader, trencher, tractors, etc.).
11. Ability to lift heavy objects with no bending or twisting restrictions.
12. Must have mechanic's related tools sufficient to perform required repairs.
13. Valid driver's license, CDL Class "A" with air brakes, and Passenger endorsement within 90 days of employment start date.
14. On call one day per week and every fifth weekend.
15. Monitor budget and stay within allowed amount.

### Experience

1. Three years' supervisory experience in the field.

### Education

1. Associates Degree in auto repair or related fields preferred.

**HOFFMAN ESTATES PARK DISTRICT**  
**JOB DESCRIPTION**  
**Supervisor of Playgrounds, Development and Construction**  
**JOB CLASSIFICATION: Grade 5 Non-Exempt**

Function

Responsible for all playgrounds, athletic fields, construction projects, facility construction projects, capital development and handicap accessibility projects including supervision of personnel, planning, organizing and evaluating.

Supervision Received

Responsible to the Division Director of Parks, Planning & Maintenance.

Supervision Exercised

Responsible for supervision of Division Crew Leaders, maintenance workers, and seasonal employees.

Essential Functions/Responsibilities

**A. General Administration**

1. Designate job assignments and arrange work schedules to all employees under his/her direction.
2. Responsible for completion of assigned jobs, checking to be sure they are completed professionally.
3. Order and maintain inventoried supplies and equipment.
4. Code purchase orders.
5. Responsible in assisting with the hiring and terminating of maintenance personnel and all seasonal employees.
6. Develop on the job training programs.
7. Assist in assessing the needs and purchase of equipment.
8. Provide input and participation in the planning process as it pertains to the maintenance and construction of facilities, equipment and development of short and long range planning.
9. Maintain open communications to construction and grounds personnel, and the Division Director.
10. Repair, replace, lay new concrete for buildings, sidewalks and stairs.
11. Repair all vandalized buildings, interior and exterior.
12. Repair all vandalized facilities (i.e. signs, benches, picnic tables, bleachers and fences).
13. Responsible for installation and repair of all playground equipment.
14. Responsible for all athletic field maintenance and support amenities (i.e. backstops, benches, fences).
15. Responsible for facility construction based projects as assigned.
16. Responsible for total maintenance of all playing courts.
17. Maintain records and make diagrams of all repairs, new construction

- records; logs shall be kept.
18. Responsible for maintenance of all park signs.
  19. Responsible for all trash and litter removal within park system.
  20. Remove all graffiti within 24 hours of being identified.
  21. Interface with other forepersons and be prepared to provide assistance in other areas when necessary.
  22. Perform other duties as assigned.
  23. Responsible for Inspections of Soccer Goal, Skate Park & Inline Hockey, Base Ball fields and Playground & Audits.
  24. Install and remove all Shade Canopy's at Playground & Shelters.
  25. Responsible for all set-up and striping of Baseball Fields, Soccer, Football, Cricket and Lacrosse Fields.
  26. Supervise all contractual labor required for completion of capital development and handicap accessibility projects.
  27. Evaluate park and facility development projects and programs.
  28. Conduct field inspections to insure efficient and timely completion of task and projects.
  29. Recommend goals and objectives for development and develop plans to insure consistent and coordinated effort in order to achieve division goals and objectives.
  30. Coordinate development of new and renovated parks and facilities.

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

1. Support, promote or cause to be changed all safety, health and loss control policies of the Hoffman Estates Park District.
2. Insure that all employees are provided necessary instruction related to safe usage of tools, equipment and machinery.
3. Require and insure that all employees utilize proper personal protective equipment provided for use in conducting assigned work tasks.
4. Require timely reports be submitted by employees related to injuries and illness of employees or witnessed of employees and/or Hoffman Estates Park District activity participants.

Customer Service Responsibilities

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

Marginal Functions/Responsibilities

1. Assist in the preparation of the operating budget.
2. Assist in assessing the needs and purchase of equipment.



3. Assist division heads and their assistants in accident investigation, or property safety inspections as required.

#### Psychological Considerations

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

#### Physiological Considerations

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

#### Environmental Considerations

1. Worker is exposed to outside weather conditions 90% of the time, including extreme heat and cold, snow, rain or ice.
2. Protective clothing is required as follows:
  - Earplugs, ear covers
  - Helmets
  - Respirators
  - Safety goggles/glasses
  - Chaps
  - Steel Toe work boot
  - Protective gloves
  - Disposable (chemical) overalls

#### Cognitive Considerations

1. Worker must be able to follow directions from supervisor with safe follow through.
2. Worker must use good safety awareness and judgement.

#### Recommendations for Accommodation

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

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

#### Requirements

1. Must be able to operate all power and hand tools.
2. Instruct workers in skills, plumbing, electrical and carpentry.

3. Read and understand blueprints and printed instructions.
4. Basic knowledge in the use of surveying equipment.
5. Assist supervisory staff in accident investigations.
6. Interface with other supervisors and be prepared to provide assistance in other areas when necessary.
7. Work in conjunction with the Safety Coordinator in safety training of all park maintenance employees.
8. Responsible for the maintenance of all equipment used in the operation of his/her department.
9. Knowledge of park and village regulations and applicable federal and state safety regulations.
10. Deal with the public and fellow employees in a polite and businesslike manner.
11. Become familiar with both the supervisor and employee safety manuals to a level necessary to promote compliance by employees under direction.
12. Ability to operate heavy equipment (i.e. backhoe, skid loader, trencher, tractors, etc.)
13. Ability to lift heavy objects with no bending or twisting restrictions.
14. Valid driver's license, CDL Class "A".
15. A Certified Playground Safety Inspector.

#### Experience

1. Minimum of five years' experience in related field with three years in a management role.

#### Education

1. Associates or Bachelor's Degree in Park Maintenance or related fields preferred. Certification in Playground Safety Inspections required.

**HOFFMAN ESTATES PARK DISTRICT**  
**JOB DESCRIPTION**  
**Supervisor of Turf and Horticulture**  
**Grade 5 Non-Exempt**

Function

Responsible for managing the planning and maintenance of all horticulture, landscapes, land development and turf on all park properties including supervision of personnel, planning, organizing and evaluating.

Supervision Received

The Supervisor of Parks is responsible to the Division Director of Parks, Planning & Maintenance

Supervision Exercised

Shall give directions to full-time staff as assigned by the Division Director. Shall supervise assigned seasonal staff.

Essential Functions/Responsibilities

**A. General Administration**

1. Shall give directions to full-time staff as assigned by Division Director.
2. Responsible for hiring, supervising and terminating of assigned seasonal staff.
3. Designate job assignments and arrange work schedules to all employees under his/her direction.
4. Responsible for completion of assigned jobs, checking to be sure they are completed professionally.
5. Code purchase orders.
6. Assist in the preparation of the operating budget.
7. Order and maintain inventoried horticultural, pesticide, chemical and fertilizer supplies.
8. Maintain open communications to all personnel and the Division Director.
9. Maintain records of all plantings in the park district, making diagrams of all new areas.
10. Responsible for the memorial tree program in the Hoffman Estates Park District.
11. Responsible for all fertilizing, weed and disease control in all parks lakes, landscaped and natural areas.
12. Develop, design, purchase, plant and maintain flowers, shrubs and trees in all parks, keeping within budget restraints.
13. Administer, schedule, supervise and conduct prescribed burns in natural areas throughout the district.
14. Supervise all personnel assigned to him/her.

15. Interface with other forepersons and be prepared to provide assistance in other areas when necessary.
16. Perform other duties as assigned.

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

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

Customer Service Responsibilities

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

Marginal Functions/Responsibilities

1. Assist in assessing the needs and purchase of equipment.
2. Communicate with mechanics maintenance needs for equipment used in the operation of his/her department.
3. Assist with all fertilizing, weed and disease control in all parks.

Psychological Considerations

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

Physiological Considerations

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

Environmental Considerations

1. Worker is exposed to outside weather conditions 90% of the time, including extreme heat and cold, snow, rain or ice.
2. Protective clothing is required as follows:
  - Earplugs, ear covers
  - Helmets
  - Respirators
  - Safety goggles/glasses
  - Chaps
  - Leather type work boot
  - Protective gloves
  - Disposable (chemical) overalls

### Cognitive Considerations

1. Worker must be able to follow directions from supervisor with safe follow through.
2. Worker must use good safety awareness and judgement.
3. This position is considered on call 24 hours a day, 7-days a week.

### Recommendations for Accommodation

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

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

### Requirements

1. Licensed Spray Applicator in the Ornamentals, Turf & Aquatics categories for chemicals used in the park district.
2. Must be proficient in the operation of all park grounds and maintenance equipment.
3. Operate all equipment with skill and instruct the proper use to all his/her staff.
4. Read and understand printed materials.
5. Assist in accident reports, investigations and proper safety inspections.
6. Conduct bi-monthly landscape/grounds inspections beginning in March through October.
7. Responsible for inventory and record keeping of all chemicals used and stored in the chemical room.
8. Deal with the public and fellow employees in a polite and businesslike manner.
9. Become familiar with both the supervisor and employee safety manuals to a level necessary to promote compliance by employees under direction.
10. Valid driver's license, CDL Class "A" within 90 days of start of employment.

11. Be a Certified Prescribed Burn Manager with IDNR or acquire this certification in a timely fashion after hire.

Experience

1. Three years supervisory experience in the field.

Education

1. Associates Degree in the field of horticulture or related fields is required.

**HOFFMAN ESTATES PARK DISTRICT**  
**JOB DESCRIPTION**  
**General Manager of Ice Operations**  
**JOB CLASSIFICATION: Grade 6 EXEMPT**

Function

The General Manager of Ice Operations is responsible for the figure skating and hockey operations of the ice rink, outside of the maintenance and custodial services, within the Recreation Division.

Supervision Received

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

Supervision Exercised

The General Manager of Ice Operations directly supervises part-time staff as assigned by the Director of Recreation.

Essential Functions / Responsibilities

**A. General Administration**

1. Prepare and implement ice operations budget in accordance with approved goals and strategic plans.
2. Develop and implement department goals and objectives.
3. Research, analyze, review, recommend and interpret program fees and policies.
4. Monitor, review and act on relevant financial reports.
5. Prepare and present written and verbal reports as assigned.
6. Develop, implement and enforce policies and procedures within the recreation program services.
7. Utilize recreation & financial software programs.
8. Oversee and monitor the concessions agreement.
9. Attend professional educational training and remain informed on current trends and issues in related responsibilities.
10. Work a flexible schedule, including weekends and holidays as needed.
11. Work assigned special events.
12. Meet uniform and appearance standards
13. Perform any other projects or duties as assigned.

**B. Personnel Management**

1. Direct supervision of the following:
  - a. Skating Director
  - b. PPT Hockey Development Coordinator
  - c. Part time instructors and coaches

- d. Volunteers
2. Recruitment, selection, hiring, training, evaluation and dismissal of program staff according to policies.
3. Conduct appropriate safety training for staff.
4. Conduct appropriate customer service training for staff.
5. Establish personnel quality control systems for ensuring customer satisfaction.
6. Maintain accurate payroll and personnel records.

**C. *Planning***

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

**D. *Program Management***

1. Research, plan, develop, implement and evaluate ice rink programs as proposed and approved.
2. Prepare appropriate budget, marketing and staffing schedules.
3. Develop new and innovative skating and hockey programs and events where need exists.
4. Review and modify existing skating recreational ice programs and hockey recreational ice programs to meet current and future community needs.
5. Create and maintain an environment within the facility that promotes individual growth.
6. Maintain accurate program & league scheduling and rental schedules.
7. Manage all rental contracts and collection of payments.
8. Ability to lead program instruction and coach/instructor trainings.
9. Schedule of all league games and practices.
10. Work with parks department on the facility maintenance and ice operations.

**E. *Customer Service***

1. Develop and maintain effective internal and external public relations with staff, customers, and other agencies and the community.
2. Maintain daily written and verbal communication with customers, staff, agencies, organizations and individuals.
3. Encourage and maintain interdepartmental communications within the District through meetings and written correspondence.
4. Develop and maintain high standards of quality for customer service.
5. Liaison between HEParks and external affiliates/renters such as NIHL Timberwolves, NWHL, and CUHL.
6. Serves on the Rules and Ethics committee for the Wolf Pack Hockey Club



***F. Marketing***

1. Work with Communications and Marketing Department on brochure and public relations material.
2. Develop and implement effective marketing plans for ice operations
3. Evaluate and revise marketing plans on a regular basis.
4. Develop and implement appropriate use surveys for marketing purposes.
5. Prepare accurate and appropriate program and facility information for seasonal brochures, school newsletters and other public information.

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

1. Support, promote and make recommendations regarding all safety, health and loss control policies as adopted by the Park District.
2. Be familiar with the Employee Safety Manual.
3. Be familiar with the safe operation of any equipment necessary in accomplishing required tasks.
4. CPR/AED and First Aid certification required.
5. Responsible for providing all injury, illness and health information required by the Hoffman Estates Park District in its efforts to assign tasks within an individual's capacity to prevent potential injury / illness.
6. Follow all safety and health state guidelines.

**Marginal Functions/Responsibilities**

1. Must have knowledge and understanding of Park District policies and procedures.
2. Must display the ability to work well with others.
3. Must be neat in appearance.
4. Must be flexible and adaptable to new situations.
5. Must be punctual and dependable.
6. Must complete required trainings, such as mandated reported and others.

**Physiological Considerations**

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

**Environmental Considerations**

1. Indoor considerations include lighting and temperature.
2. Outdoor considerations include sun, inclement weather and temperature fluctuations.

### Cognitive Considerations

1. The employee must be able to follow direction given by the supervisor and complete responsibilities as described.
2. The employee must exhibit good analytical skills and problem solving ability in completing responsibilities.
3. The employee must use good judgement.
4. Must have the ability to handle multiple tasks.

### Psychological Considerations

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

### Requirements

1. Skill in oral and written communications.
2. Skill in supervisory techniques and management.
3. Ability to develop comprehensive athletic programs for all ages.
4. Knowledge of budget and fiscal accountability.
5. Ability to problem-solve and interpret situations.
6. Ability to identify and interpret community needs, demographics, economic structure and interests in order to develop programs to meet these needs.
7. Familiarity with computers and recreation software.
8. Ability to handle multiple administrative and programming tasks in a timely manner.

### Experience

1. Minimum of five years of indoor ice rink experience, managing athletic and recreation programs and staff.

### Education

1. A Bachelor's degree from an accredited college or university in Recreation, Business, Park, Leisure Service Administration or related field required.

Approved DRB 12/2014  
CT 6/11/18  
AK 10/20/2020

**HOFFMAN ESTATES PARK DISTRICT**  
**JOB DESCRIPTION**  
**General Manager**  
**JOB CLASSIFICATION: Grade 6 EXEMPT**

Function

The General Manager of The Club, is responsible for overseeing and providing guidance to all areas of operation including member's services, service desk, Kids Korner, Group Fitness, Specialty Fitness, rentals, day spa/massage therapy, contractual food service, pro shop, and maintenance. This position is also responsible for providing a full range of sales direction for the development of sales, plans, strategies, related to membership growth and retention at The Club.

Supervision Received

Under the direction and supervision of the Director of Golf and Facilities for the Hoffman Estates Park District.

Supervision Exercised

The General Manager directly supervises the following: Member Services Manager, Sales Manager, Fitness Program Manager and the Operations Manager. Indirect supervision also includes Building Maintenance Supervisor, Building Maintenance Associates, contractual staff, and part-time team members within the Operations and Member Services areas.

Essential Functions/Responsibilities

**A. Administration**

1. Develop and implement business plans and division goals, strategies, and objectives.
2. In conjunction with the Director of Golf & Facilities, assists in preparing fiscal year budgets for The Club.
3. Devises sales and retention goals and objectives that support overall facility service/revenue targets.
4. Supports and guides team in the development and execution of business/marketing plans and goals for areas of responsibility consistent with organization goals. Identifies the resources that are needed to accomplish goals, and develops and submits an annual budget to support needs; maintains accountability for budget on an ongoing basis. Consistently demonstrates cost effectiveness through efficient use of resources.
5. Works with the C&M Department to develop and coordinate an annual marketing plan for The Club.
6. Assists Fitness Program Manager in developing and evaluating all

- group fitness classes and specialty fitness classes.
7. Prepare reports, maintain accurate records and support project completion assigned by the Director of Golf & Facilities.
  8. Complete all other duties as assigned by the Director of Golf & Facilities.
  9. At all times, represents the facility as well as the district in a professional, courteous and enthusiastic manner. Presents a positive public image of the facility by practicing healthy lifestyle behaviors and promoting wellness through public speaking and community service.
  10. Adheres to all district standards, policies and procedures.

***B. Personnel Management***

1. Assist in the process of interviewing, hiring, and training team members. Encourage the facility managers and supervisors in the development of the knowledge and skill of department team.
2. Develop annual performance reviews and provide on-going feedback as it relates to the performance of managers, supervisors, and team within division.
3. Maintains accurate payroll and personnel records.

***C. Planning***

1. Evaluates customer and community interests and assess needs; make recommendations on future programs.
2. Plans and implements capital repairs and improvements for facilities according to adopted guidelines.
3. Submits appropriate facility and program reports as requested or need requires.
4. Develops and implements appropriate Master Plan objectives.

***D. Facility Management***

1. Develops and implements capital repairs and improvements for facilities as identified.
2. Provides leadership in creating effective and efficient maintenance and custodial systems and services for the facility.
3. Maintains effective and efficient scheduling program for assigned personnel.

***E. Community Relations***

1. Develops and maintains effective internal and external public relations with staff, members, guests, press (as needed), vendors, other agencies and the community.
2. Maintains daily written and verbal communication as needed with members, guests, staff, agencies, and organizations.

3. Develops and maintains high standards of quality for customer service.

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

1. Support, promote or cause to be changed all safety, health and loss control policies and procedures as approved by the District Board of Commissioners and/or the Director of Recreation and Facilities and the Executive Director.
2. Insure that all supervisory, full-time, and part-time, or seasonal personnel are provided necessary documentation regarding safety, health and loss control policies of the District.
3. Periodically require reports and summarization of incidents, statistics, and/or advancements in the areas of safety, health and loss control so to enhance the District policies in the respective areas of responsibilities.

Marginal Functions/Responsibilities

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

Psychological Considerations

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

Physiological Considerations

1. Must be able to drive to required meetings and workshops as well as to remote district facilities.
2. Must be able to spend extended time working at a desk and/or handling telephone calls and working on computers.

Environmental Considerations

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

Cognitive Considerations

1. Must be able to follow direction given by the supervisor and complete responsibilities as described.

2. Must exhibit good analytical skills and problem-solving ability in completing responsibilities.
3. Must use good judgment.

#### Requirements

1. AED/CPR Instructor Certification and additional industry certifications preferred.
2. Skill in oral and written communications.
3. Skill in supervisory techniques and management.
4. Knowledge of budget and fiscal accountability.
5. Ability to problem-solve and interpret situations.
6. Ability to identify and interpret community needs, demographics, economic structure and interests in order to develop programs to meet these needs.
7. Valid driver's license.

#### Experience

1. Minimum of five years experience in fitness industry.
2. Minimum of five years of sales and operational management and supervisory experience of full-time professional staff within the industry of fitness and/or parks and recreation.

#### Education

1. Bachelor's Degree required from accredited college or university in a health, marketing, sales or related field preferred but not required.

**HOFFMAN ESTATES PARK DISTRICT**  
**JOB DESCRIPTION**  
**Golf Course Superintendent**  
**JOB CLASSIFICATION: Grade 6 EXEMPT**

Function:

The Greens Superintendent is responsible for the maintenance operation and management of Bridges of Poplar Creek Country Club Grounds.

Supervision Received

Work is performed under the supervision of the Division Director of Golf Operations.

Supervision Exercised

The Golf Course Superintendent directly supervises full-time and part-time grounds maintenance staff at Bridges of Poplar Creek Country Club.

Essential Functions/Responsibilities

1. Construction, renovation and/or reconstruction of such properties, whether performed by maintenance staff or outside contractors.
2. Prepares the annual budgets for the maintenance and capital improvement of course properties.
3. The superintendent formulates the annual maintenance and capital budgets so as to implement board policies established in accordance with the long-range plan and defined maintenance standards.
4. Interviews, hires, trains and supervises a staff of employees for the purpose of maintaining the properties. The superintendent has authority to terminate employment of subordinates.
5. Plans all maintenance and project work, applying his or her agronomic and administrative expertise to achieve the agreed-upon maintenance standards and long-range goals.
6. Oversees the scheduling and routing of personnel and equipment to accomplish the work.
7. The superintendent frequently inspects the golf course, driving range, clubhouse surroundings, and event area related areas to evaluate how well management standards are being achieved and to effect changes in management programs.
8. Acquires equipment and purchases necessary supplies to maintain the golf course and other properties.
9. The superintendent is responsible for inventory control and oversees the equipment maintenance programs.
10. The superintendent approves all expenditures and exercises cost control measures to keep, as nearly as possible, operating and capital expenses in line with the approved budgets.
11. Keeps accurate and complete records on payroll, inventory, weather data, maintenance procedures, pesticide applications, etc.

12. Communicates regularly with other members of the top management group to discuss activities, goals, plans and member/customer input.
13. Performs other duties as assigned by the Director of Golf & Facilities.

#### Safety, Health and Loss Control

1. Support, promote or cause to be changed, all safety, health and loss control policies of the Hoffman Estates Park District.
2. Insure that all employees are provided necessary instruction related to safe usage of tools, equipment and machinery.
3. Require and insure that all employees utilize proper personal protective equipment provided for use in conducting assigned work tasks.
4. Require timely reports be submitted by employees related to injuries and illness of employees or witnessed of employees and/or Hoffman Estates Park District activity participants.

#### Customer Service Responsibilities

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

#### Marginal Functions/Responsibilities

1. Participate in review and summarization of incidents and reports relating to safety, health and loss control as required by the Division Director.
2. Periodically observe working actions and ethics of supervisors and employees to insure safety, health and loss control policies of the District are being observed and practiced.
3. Travel to various locations of the facility to observe the operation.
4. Communicate with residents, employees and vendors via telephone.
5. Use a computer keyboard to develop plans, reports and correspondence.

#### Psychological Considerations

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

#### Physiological Considerations

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



### Environmental Considerations

1. May be exposed to elements when assisting workers with outdoor functions.
2. Protective clothing may be required as follows:  
Earplugs, ear covers  
Helmets  
Safety goggles/glasses  
Leather type work boot
3. The Greens Superintendent will perform many responsibilities indoors. Lighting and temperature are conditions that may impact how the Greens Superintendent performs his/her responsibilities.

### Cognitive Considerations

1. Must exhibit good problem solving ability and good judgment in keeping with the mission of the park district.
2. Must demonstrate self control during stressful situations.

### Requirements

1. Requires a high degree of administrative and executive ability, especially in terms of problem solving and decision making.
2. Requires excellent oral and written communications skills.
3. Requires knowledge of current federal, state and local laws and regulations affecting the management of golf course operations—including, but not limited to, employment, safety and environmental standards, laws and regulations.
4. Required to hold current state certification or licensing as a pesticide applicator.
5. Requires participation in continuing education opportunities such as seminars, workshops, correspondence course, field days and trade shows.
6. Knowledge of agronomy and turfgrass management practices.
7. Working knowledge of golf facility construction principles, practices and methods.
8. Thorough understanding of the rules and strategies of the game of golf.

### Experience

1. Minimum five years' experience as Golf Course Superintendent or Assistant Golf Course Superintendent.

### Education

1. Two or four year degree in related field from a credited college.

**HOFFMAN ESTATES PARK DISTRICT**  
**JOB DESCRIPTION**  
**Information Technology Manager (FT)**  
**JOB CLASSIFICATION: Grade 6 Exempt**

Function

The Information Technology (IT) Manager is responsible for the management of all information technology system resources including: computers, servers, network hardware, mobile devices, printers, telephones and peripherals. The IT manager will coordinate, manage, and supervise the acquisition and implementation of advanced business and telecommunications technologies as well as provide continuous training to all District staff in the use of the District's information technology systems. The IT manager will also provide support for day to day problems with all computer hardware & software.

Supervision Received

This position functions under the direct supervision of the Deputy Director/Director of Finance & Administration.

Supervision Exercised

The Information Systems Manager indirectly supervises District staff in regard to computer and technological District resources and their usage.

Responsibilities

***A. Information Technology***

1. Coordinate, supervise, & manage the implementation of all technology-related equipment and services.
2. Process all IT help requests (tickets) for work utilizing District IT Support Portal
3. Train all system users in the use of all appropriate computer hardware and telecommunications equipment.
4. Regularly assess the IT needs of the District and recommend changes as necessary and appropriate.
5. Manage and maintain integrity of computer working environment and all computer equipment ensuring proper disaster recovery processes are in place and backups are current.
6. Update versions of all computer operating systems (OS), applications as they become available.
7. Administer all telecommunications equipment.
8. Provide assistance in maximum utilization of computer resources.
9. Prepare and administer IT budget requirements.
10. Maintain accurate and up-to-date computer user records.
11. Must be able to keep personnel information confidential.
12. Aid or perform other projects or duties at the discretion of the Deputy Director/Director of Finance and Administration.

### ***B. Divisional***

1. Attend professional educational training and remain informed to current trends and issues in related responsibilities.
2. Service on various district and departmental committees.
3. Be familiar with the district procedures that are necessary in accomplishing required tasks.

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

1. Support, promote and make recommendations regarding all safety, health and loss control policies as adopted by the park district.
2. Ensure all technology equipment is safely installed.
3. Be familiar with the Employee Safety Manual.
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 illness/injury.
6. Responsible for notification of injury or illness relating to a task assignment as described with the Employee Safety Manual.

### **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.

### Requirements

1. Thorough knowledge of computer hardware, software, mobile devices, and other IT equipment.
2. Knowledge of Microsoft Operating systems and applications including Office suite.
3. Knowledge of Microsoft Exchange 2013 and Active Directory.
4. Ability to train a variety of skill level employees on all aspects of computer systems.
5. Basic understanding of accounting principles.
6. Attention to detail and problem solving expertise necessary.
7. Good verbal and written communication skills to train and apply procedures for information system usage as well as creating documentation.

### Experience

1. 5 years IT related support service experience.
2. Extensive computer experience including:
  - a. Windows OS 7/8/8.1/2003/2008R2/2012R2
  - b. Office Suite Word/Excel/Powerpoint/Outlook
  - c. Enterprise Active Directory management
  - d. IT Hardware: servers, switches, routers, firewall
  - e. VOIP Phone System
  - f. MS Exchange
  - g. VMWare Virtualization
  - h. WIFI & LAN Network Topology
  - i. Remote Desktop Services
  - j. NAS Appliances
  - k. VEEAM Backup & Replication
3. Knowledge of District proprietary software preferred.

### Education/Certification

1. Bachelor's degree in Information Systems or related field.
2. CompTIA (Information Technology Industry & Association) A+ Certification. Prefer individual with Microsoft or Cisco certification.

Approved DRB 12/2014

**HOFFMAN ESTATES PARK DISTRICT**  
**JOB DESCRIPTION**  
**Superintendent of Business**  
**JOB CLASSIFICATION: Grade 6 EXEMPT**

Function

The Superintendent of Business oversees the daily business operations of the district; and operates as the liaison between the business staff and the Director of Finance.

Supervision Received

The Superintendent of Business functions under the direct supervision of the Director of Finance.

Supervision Exercised

The Superintendent of Business supervises the business staff including; Accounting Manager, Cash Control Associate, Disbursement Associate, Admin Registration Associate and Registrars, and part time business department clerks.

Responsibilities

**A.    *Staff***

1.     Provide daily assistance and supervision.
2.     Conduct staff meetings.
3.     Coordinate training and development, including cross training.
4.     Provide mentoring for advancement.
5.     Prepare and conduct performance reviews.

**B.    *Audit***

1.     Insure monthly, quarterly and annual audits as required.
2.     Prepare offline controls and spreadsheets as required.
3.     Coordinate supporting documentation for auditing firm as required.
4.     Prepare statistical requirements in accordance with CAFR.
5.     Act as liaison for District with auditing firm.

**C.    *General***

1.     Insure accurate processing of districts financial statements.
2.     Insure archiving of District reports.
3.     Monitor membership/participation information as required.
4.     Insure accurate processing of all EFT billing functions.
5.     Insure archiving of patron documentation.
6.     Assist Director of Finance and other staff with budget process.
7.     Process monthly bank reconciliations.
8.     Monitor districts liquid assets.
9.     Coordinate all banking correspondence.
10.    Prepare District bond/interest payments for review/submission.
11.    Prepare and process sales and payroll tax payments.
12.    Attend facility, departmental, and/or general staff meetings as scheduled.

13. Process and maintain all reports necessary to perform required tasks.
14. Prepare monthly journal entries as needed.
15. Prepare monthly board report and other documentation as required.
16. Help to improve business and/or district operations through development of new procedures.
17. Assist with proprietary software upgrades and database maintenance.
18. Recommend and insure utilization of best practices.

***D. Divisional***

1. Have full understanding of all business staff positions and duties and be able to fill in for him/her as necessary.
2. Have basic understanding of Human Resource Manager's duties and be able to fill in for him/her as necessary.
3. Attend board meetings in the absence of the Director of Finance.
4. Perform any other projects or duties at the discretion Director of Finance.
5. Attend professional educational training and remain informed to current trends and issues in related responsibilities.
6. Service on various district and departmental committees.
7. Be familiar with the district procedures that are necessary in accomplishing required tasks.

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

1. Support, promote and make recommendations regarding all safety, health and loss control policies as adopted by the park district.
2. Be familiar with the Employee Safety Manual.
3. Be familiar with the safe operation of any equipment necessary in accomplishing required tasks.
4. Responsible for providing all injury, illness and health information required by the Hoffman Estates Park District in its effort to assign tasks within an individual's capacity to prevent potential illness/injury.
5. Responsible for notification of injury or illness relating to a task assignment as described with the Employee Safety Manual.

**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.

### 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. 5-7 years accounting or related field experience.
2. 3-5 years supervisory experience.
3. Experience with District proprietary software desirable.

### Education

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

**HOFFMAN ESTATES PARK DISTRICT**  
**JOB DESCRIPTION**  
**Superintendent of Recreation (FT)**  
**JOB CLASSIFICATION: Grade 6 EXEMPT**

Function

The Superintendent of Recreation is responsible for the overall operation of the athletic and recreation programs within the Recreation Division.

Supervision Received

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

Supervision Exercised

The Superintendent of Recreation directly supervises full-time Athletic Managers and Program Managers and part time staff as assigned by the Director of Recreation.

Essential Functions/Responsibilities

**A. General Administration**

1. Prepare and implement program department budget within adopted guidelines.
2. Develop and implement department goals and objectives.
3. Research, analyze, review, recommend and interpret program fees and policies.
4. Monitor, review and act on relevant financial reports.
5. Prepare and present written and verbal reports as assigned.
6. Develop, implement and enforce policies and procedures within the recreation program services.
7. Utilize recreation & financial software programs.
8. Facilitate program inclusion with NWSRA
9. Attend professional educational training and remain informed on current trends and issues in related responsibilities.
10. Work a flexible schedule, including weekends and holidays as needed.
11. Work assigned special events.
12. Meet uniform and appearance standards
13. Perform any other projects or duties as assigned.

**B. Personnel Management**

1. Direct supervision of the following:
  - a. Athletic Managers
  - b. Recreation Managers
  - c. Seasonal Staff and Part-Time Instructors
  - d. Program Volunteers



2. Recruitment, selection, hiring, training, evaluation and dismissal of program staff according to policies.
3. Ability to cover the responsibilities in the absence of a manager.
4. Conduct appropriate safety training for staff.
5. Conduct appropriate customer service training for staff.
6. Establish personnel quality control systems for ensuring customer satisfaction.
7. Maintain accurate payroll and personnel records.

**C. *Planning***

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

**C. *Program Management***

1. Research, plan, develop, implement and evaluate recreation and athletic programs as proposed and approved.
2. Prepare appropriate budget, marketing and staffing schedules.
3. Assist in development of new and innovative recreation and athletic programs where need exists.
4. Review and modify existing recreation and athletic programs to meet current and future community needs.
5. Support district-wide special event development and implementation.
6. Assist with all safety issues regarding PDRMA requirements.

**D. *Customer Service***

1. Develop and maintain effective internal and external public relations with staff, customers, press (as needed), vendors, other agencies and the community.
2. Maintain daily written and verbal communication with customers, staff, agencies, organizations and individuals.
3. Encourage and maintain inter-departmental communications within the District through meetings and written correspondence.
4. Develop and maintain high standards of quality for customer service.
5. Liaison to school districts 54, 15, U-46 and 211.
6. Attend NWSRA Superintendent quarterly meetings.
7. Serve on Village Commissions.
8. Liaison to Higgins Education Committee & Hoffman Estates High School iCompete program.

**E. *Marketing***

1. In conjunction with Communications & Marketing department, develop effective marketing plans for athletic and recreation programs.
2. Evaluate and revise marketing plans on a regular basis.

3. Develop and implement appropriate user surveys for marketing purposes.
4. Lead department in ensuring accurate and appropriate athletic and recreation program information for seasonal brochures and other public information.

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

1. Support, promote and make recommendations regarding all safety, health and loss control policies as adopted by the park district.
2. Be familiar with the Employee Safety Manual.
3. Be familiar with the safe operation of any equipment necessary in accomplishing required tasks.
4. Responsible for providing all injury, illness and health information required by the Hoffman Estates Park District in its effort to assign tasks within an individual's capacity to prevent potential injury/illness.

Marginal Functions/Responsibilities

1. Must have knowledge and understanding of Park District policies and procedures.
2. Must display the ability to work well with others.
3. Must be flexible and adaptable to new situations.
4. Must be punctual and dependable.
5. Must complete required trainings, such as mandated reported and others.

Physiological Considerations

1. The employee must be able to spend up to 50% of working hours working on a computer.
2. The employee must be able to drive to required meetings and workshops as well as to remote district facilities.
3. The employee must be able to spend extended time working at a desk and/or handling telephone calls.
4. The employee must be able to use a computer keyboard to develop plans, reports and correspondence.

Environmental Considerations

1. Indoor considerations include lighting and temperature.
2. Outdoor considerations include sun, inclement weather and temperature fluctuations.

Cognitive Considerations

1. The employee must be able to follow direction given by the supervisor and complete responsibilities as described.
2. The employee must exhibit good analytical skills and problem solving ability in completing responsibilities.
3. The employee must use good judgement.
4. Must have the ability to handle multiple tasks.

### Psychological Considerations

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

### Requirements:

1. Certified Park & Recreation Professional or ability to obtain within one year of hire.
2. Skill in oral and written communications.
3. Skill in supervisory techniques and management.
4. Ability to develop comprehensive programs for all ages.
5. Knowledge of budget and fiscal accountability.
6. Ability to problem-solve and interpret situations.
7. Ability to identify and interpret community needs, demographics, economic structure and interests in order to develop programs to meet these needs.
8. Familiarity with computers and recreation software.
9. Ability to handle multiple administrative and programming tasks in a timely manner.

### Experience:

1. Minimum of five years of recreation services experience managing recreation programs, special events, athletics and staff.
2. Certified Park and Recreational Professional (CPRP) preferred.

### Education:

1. Bachelor's degree required from a college or university in Recreation Business, Park, Sports Management, Leisure Service Administration or a related field.
2. Master's Degree in Recreation, Park or Leisure Service Administration, preferred.

Approved DRB 09/27/16  
Revised MK 6/11/18  
Revised AK 5/20/19  
Revised AK 10/20/2020

**HOFFMAN ESTATES PARK DISTRICT**  
**JOB DESCRIPTION**  
**Superintendent of Communications & Marketing (FT)**  
**JOB CLASSIFICATION: Grade 6 Exempt**

Functions

Develop and implement the district's marketing plan to support and expand all programs, services and facilities. Create and design the strategic direction to meet program and facility objectives. Evaluate market analysis, target marketing and email/social media interaction.

Plans, implements and evaluates comprehensive communications, and public relations, to support all programs, services and facilities. Writes, develops, and oversees design and coordination of written publications. Oversees the production schedule of district publications and promotional materials. Oversees the continual development and management of the website and digital media outlets.

Works to develop new initiatives for marketing and communications, as well as new revenue generating programs and initiatives that support the district's Comprehensive Master Plan (CMP).

Supervision Received

Work is performed under the direct supervision of the Director of Recreation with additional supervision from the Administrative Team.

Supervision Exercised

The C&M Manager supervises the full time Graphics Manager, part time C&M Associate and part time photographer. Additional supervision is exercised over contractual services and vendors.

Essential Functions/Responsibilities

***A. Administration – Marketing***

1. Collaborate with all staff to produce relevant content to support and expand all programs, services and facilities while maintain brand image.
2. Develop creative marketing strategy with all program and facility initiatives.
3. Run regular social promotions and campaigns and track their success.
4. Track, measure and analyze all initiatives to report ROI.
5. Plan, develop and conduct market research through surveys, focus groups, needs analyses, and other methods to determine attitudes and needs of the Park District's populations, and compiles and presents the results.

6. Develop participation surveys for programs, events and facilities, compiles and presents the results.
7. Monitor emerging demographic, social, cultural and recreational trends to identify opportunities for new or revised programming, services and marketing outreach.

### ***B. Administration - Communications***

1. Plan, budget, implement and evaluate all written and digital communication for the district.
2. Write and edit district publications, including facility and program-brochures, newsletters, flyers, posters and the quarterly Program Guide.
3. Oversee the production schedule of all district publications and promotional materials.
4. Review/edit all district flyers and external correspondence to ensure they meet district branding standards for grammar, design and layout.
5. Write and oversee the distribution of all media releases and handle media inquiries.
6. Generate, edit, publish and share daily social media updates within each platform to increase the visibility of the District's content, such as original text, images, digital catalogs, video, that is shareable and link-worthy which will encourage viewers to take action.
7. Develop written, web, email and digital media campaigns based on knowledge of competitive research, platform determination, benchmarking, scheduling, messaging and audience targeting.
8. Coordinate daily, weekly, monthly and quarterly web updates, including content management, document and image uploads and promotional features.
9. Coordinate the content of email blasts through development of established timeline.
10. Manage subscriber lists to increase productivity of email campaigns.
11. Oversee the development of school flyers, newsletters, annual reports and special event/promotion flyers.
12. Oversee all communication and public relations components of the district's annual events.
13. Ensure that photos are taken at district events and programs as necessary and manage photo/video library.
14. Continuously improve communication outreach through collection and analysis of data/metrics, researching new outlets, insights and best practices and implementation

### ***C. Administration - General***

1. Assist program and facility managers in promoting district programs and facilities.
2. Participate in department staff meetings to communicate regularly on district projects

3. Prepare and implement program department budget within adopted guidelines.
4. Develop and implement department goals and objectives.
5. Monitor, review and act on relevant financial reports.
6. Prepare and present written and verbal reports as assigned.
7. Utilize recreation & financial software programs.
8. Attend professional educational training and remain informed on current trends and issues in related responsibilities.
9. Work a flexible schedule, including weekends and holidays as needed.
10. Work assigned special events.
11. Meet uniform and appearance standards
12. Perform any other projects or duties as assigned.

***D. Personnel Management***

1. Direct supervision of the following:
  - a. Graphics Manager
  - b. Part Time C&M Associate
  - c. Part Time Photographer
  - d. Volunteers, where applicable
2. Recruitment, selection, hiring, training, evaluation and dismissal of program staff according to policies.
3. Ability to cover the responsibilities in the absence of a manager.
4. Conduct appropriate safety training for staff.
5. Conduct appropriate customer service training for staff.
6. Establish personnel quality control systems for ensuring customer satisfaction.
7. Maintain accurate payroll and personnel records.

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

1. Support, promote and make recommendations regarding all safety, health and loss control policies as adopted by the Park District.
2. Be familiar with the Employee Safety Manual.
3. Be familiar with the safe operation of any equipment necessary in accomplishing required tasks.
4. Support and promote all safety and loss control policies adopted by the district and assist in ensuring the safety of employees, customers and property.
5. Responsible for providing all injury, illness and health information required by the Hoffman Estates Park District in its effort to assign tasks within an individual's capacity to prevent potential injury/illness.

***F. Customer Service***

1. Maintain daily written and verbal communication with customers, staff, agencies, organizations and individuals.
2. Encourage and maintain inter-departmental communications within the District through meetings and written correspondence.
3. Develop and maintain high standards of quality for customer service.

### Marginal Functions/Responsibilities

1. Must have knowledge and understanding of Park District policies and procedures.
2. Must display the ability to work well with others.
3. Must be flexible and adaptable to new situations.
4. Must be punctual and dependable.
5. Must complete required trainings, such as mandated reported and others.

### Physiological Considerations

1. The employee must be able to spend up to 50% of working hours working on a computer.
2. The employee must be able to drive to required meetings and workshops as well as to remote district facilities.
3. The employee must be able to spend extended time working at a desk and/or handling telephone calls.
4. The employee must be able to use a computer keyboard to develop plans, reports and correspondence.
5. The employee must have excellent editing and proofreading skills.

### Environmental Considerations

1. Indoor considerations include lighting and temperature.
2. Outdoor considerations include sun, inclement weather and temperature fluctuations.

### Cognitive Considerations

1. The employee must be able to follow direction given by the supervisor and complete responsibilities as described.
2. The employee must exhibit good analytical skills and problem solving ability in completing responsibilities.
3. The employee must use good judgement.
4. Must have the ability to handle multiple tasks.

### Requirements

1. Skill in oral and written communications.
2. Skill in supervisory techniques and management.
3. Knowledge of budget and fiscal accountability.
4. Familiarity with computers and recreation software.
5. Ability to handle multiple administrative and programming tasks in a timely manner.
6. Valid Driver's License.

### Experience

1. The employee must have at least 3-5 years' experience in marketing, public relations or a related field.
2. Experience/knowledge of design software.
3. Experience/knowledge of social media platforms and trends.
4. Experience/knowledge of basic video production.
5. Experience in advertising and marketing principals.

### Education

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

Revised AK 10/20/2020



**HOFFMAN ESTATES PARK DISTRICT**  
**JOB DESCRIPTION**  
**Director of Finance & Administration**  
**JOB CLASSIFICATION: Grade 7 EXEMPT**

Function

The Director of Finance & Administration is responsible for planning, implementing and supervising the financial, business, information technology and human resource functions of the Hoffman Estates Park District.

Supervision Received

This position functions with a wide diversity and latitude of administrative and professional discretion under the direct supervision of the Executive Director.

Supervision Exercised

The Director of Finance & Administration exercises immediate supervision over the superintendent of business, IT manager, and human resources manager, as well as departmental staff of nine.

Essential Functions/Responsibilities

**A. General Administration**

1. Responsible for operation and maintenance of management information systems (computer hardware and software).
2. Maintaining organized filing system for all financial records
3. Create, review and approve district wide procedures and policies pertaining to administration, finance, IT and human resources.
4. Review and approve district wide contracts and agreements.
5. Complete special projects as assigned by the Executive Director.
6. Attend professional educational trainings, meetings and conferences and remain informed on current trends, issues, laws and legal mandates for park districts.
7. Perform financial operations and prepare tax return for District's foundation.
8. Perform responsibilities of Executive Director in absence as required.
9. Perform all other duties as directed by the Executive Director.

**B. Finance**

1. Responsible for the operation of all accounting systems, and records, including, but not limited to receipts, expenditures, purchasing, inventory, assets, payroll and personnel and other procedures necessary to the efficient operation of the district.
2. Responsible for the development and maintenance of internal financial

reporting and controls systems to insure integrity of finances based on sound accounting procedures and controls.

3. Prepare and/or direct the presentation of financial reports and statements as required by law and consistent with Park Board policy.
4. Responsible for coordinating the preparation of the annual tax levy, and budget/appropriation ordinances.
5. Responsible for capital funding proposals, bond sales, and debt obligations.
6. Acts as liaison to the auditors in preparation of the annual audit.
7. Responsible for financial trending and forecasting.
8. Responsible for developing, implementing, and evaluating all district financial procedures.
9. Responsible for all district investments consistent with all established policies and procedures.
10. Records annual inventory of capital assets.
11. Perform all other duties as assigned by the Executive Director.

**C. *Personnel***

1. Responsible for recruitment, selection, training, supervision and evaluation of financial department personnel staff.

**D. *Customer Service***

1. Responding to questions from the press and the public in a timely manner.
2. Assisting with questions, concerns and complaints from the public (walk-ins as well as telephone calls), resolving immediately whenever possible.
3. Directing unresolved citizen concerns to appropriate staff immediately.
4. Keeping desk and office area clean, neat and safe.

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

1. Support, promote and make recommendations regarding all safety, health and loss control policies as adopted by the park district.
2. Observe and report working actions and ethics of all park district personnel to insure compliance with safety, health and loss control policies of the park district.

**Marginal Functions/Responsibilities**

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

### Psychological Considerations

1. The Director of Finance & Administration may feel added pressure from being held responsible for the financial operations, financial reporting, insurance program and employee benefit programs for the Park District.
2. Must be able to handle questions, complaints and concerns from the public and from employees in a professional manner.
3. Must be able to work with co-workers.

### Physiological Considerations

1. Must be able to spend 60% or more of his/her working hours working on the computer.
2. Must be able to drive to required meetings and workshops as well as to remote District facilities.

### Environmental Considerations

1. Will perform virtually all responsibilities indoors. Lighting and temperature are conditions that may impact how the Division Director of Finance & Administration performs his/her responsibilities.
2. May be subject to outdoor weather conditions when he/she must drive to meetings, workshops and other District facilities.

### Cognitive Considerations

1. Must be able to follow direction given by the Executive Director and complete responsibilities as described.
2. Must exhibit good analytical skills and problem solving ability in completing responsibilities.
3. Must use good judgement in the Executive Director's absence.

### Requirements

1. Knowledge of, but not limited to, governmental fund accounting, budgeting, municipal government operations, data processing, risk management, fiscal resources, human resource activities, audit procedures.
2. Knowledge and understanding the Park District Code as well as local, state and federal statutes and regulations.
3. Possession of analytical, research and oral/written communications skills.
4. Ability to interpret and convey financial information to district officials, professional staff, subordinates, public and financial institutions.
5. Ability to provide fiscal planning and advise the Executive Director on formulation of fiscal policy.
6. Ability to organize and direct the work of professional, skilled, clerical and

- semi-skilled employees.
7. Ability to develop and maintain positive and effective working relationships.
  8. Ability to work with minimum supervision
  9. Ability to produce accurate work on a timely basis.
  10. Ability to perform duties with initiative, sound judgment, persistence, creativity, integrity, tact and courtesy.
  11. A valid Illinois driver's license is required.

#### Experience

1. Minimum of eight years' experience in related field with at least four years supervisory experience.

#### Education

1. Graduate of an accredited university with a Bachelor's Degree in finance, accounting, business administration, or other related field. (Master's Degree, CPA, and CPRP/CPRE preferred.)

Approved DRB: 4/2018

**HOFFMAN ESTATES PARK DISTRICT**  
**JOB DESCRIPTION**  
**Director of Golf & Facilities**  
**JOB CLASSIFICATION: Grade 7 EXEMPT**

Functions

The Director of Golf & Facilities is responsible for planning, implementing and supervising all facility operations at Bridges of Poplar Creek and The Club to ensure the safety of district employees, property, customers and residents.

The Director of Golf & Facilities is responsible for planning, implementing and supervising the Clubhouse, Pro Shop, Driving Range, Food and Beverage operations, Building Maintenance and overseeing the Golf Maintenance Contract at Bridges of Poplar Creek Country Club.

The Director of Golf & Facilities is responsible for planning, implementing and supervising the facilities communications and marketing efforts to further promote and generate revenue for Bridges of Poplar Creek C.C.

Supervision Received

Work is performed under the direct supervision of the Executive Director.

Supervision Exercised

The Director of Golf Operations directly supervises the Building Maintenance Supervisor and Golf Operations Manager, Kitchen Production Supervisor, Sales & Catering Supervisor, and Banquet & Bar Manager Indirectly supervises all other facility staff.

Essential Functions/Responsibilities

***A. Administration***

1. Prepare and implement facility budget within adopted guidelines.
2. Research, analyze, review, recommend and interpret all fees and policies;
3. Monitor, review and act on relevant financial reports.
4. Develop and implement division goals and objectives.
5. Supervise the purchase of supplies and services as required within adopted guidelines.
6. Attend professional, educational training and remain informed on current trends and issues in related responsibilities.
7. Prepare and present written and oral reports on facility and district-wide activities, and facilities.
8. Complete special projects as assigned by the Executive Director
9. Formulate and implement division procedures and property.
10. Maintain records and comparative statistics of division activities, services and property.
11. Assist in obtaining Liquor and Gaming License on an annual basis.
12. Staff Liaison for Recreation Committee and attend monthly meetings.

## ***B. Personnel Management***

1. Responsible for recruitment, selection, training, supervision and evaluation of all facility staff.
2. Conduct appropriate orientation and training programs for division staff.
3. Maintain accurate payroll and personnel records for division staff.
4. Develop annual performance goals for division staff.

## ***C. Operations***

1. Develop and produce all facility sales materials and final detail reports.
2. Develop and promote all facility related activities, services and programs.
3. Oversee all facility purchases as related to the operating budget.
4. Direct private, group and junior lesson programs.
5. Create and direct marketing plans for the entire operation.
6. Review master plan and proceed with capital projects as budget warrants.
7. Work with Greens Superintendent to make sure the golf course is maintained at a high level and manage the Maintenance contract.
8. Integrate new and creative features/events for the entire operation to promote all facets of BPCCC.
9. Enforce safety rules and regulations.
10. Provide coordination of golf events in relation to the food and beverage department.
11. Provide Managers with the tools and staff necessary to operate at a level equal to competitive standards.
12. Direct Parks Maintenance to assist with repairs for the Clubhouse, Range Building, On Course Restrooms and Maintenance Building.
13. Work with the Golf Operations in purchasing all retail items for the golf shop.

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

1. Support, promote and make recommendations regarding all safety, health and loss control policies as adopted by the park district.
2. Be familiar with the Employee Safety Manual.
3. Be familiar with the safe operation of any equipment necessary in accomplishing required tasks.
4. Support and promote all safety and loss control policies adopted by the district and assist in ensuring the safety of employees, customers and property.
5. Responsible for providing all injury, illness and health information required by the Hoffman Estates Park District in its efforts 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. Oversees the coordination of alcohol training and department of health mandates as related to food service.

## ***E. Customer Service Responsibilities***

1. Staff will greet all visitors in a friendly manner.
2. Staff will be courteous at all times.
3. Voice mailbox will be checked daily and messages will be returned the same day.

4. Staff will provide the customers with accurate information in all park district communications.

#### Marginal Responsibilities

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

#### Psychological Considerations

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

#### Physiological Considerations

1. The employee must be able to spend up to 20% of working hours working on a computer.
2. The employee must be able to drive to required meetings and workshops as well as to remote district facilities.
3. The employee must be able to spend extended time working at a desk and/or handling telephone calls.

#### Environmental Considerations

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

#### Cognitive Considerations

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

#### Requirements

1. Skill in oral and written communications.
2. Skill in supervisory techniques and management.
3. Knowledge of budget and fiscal accountability.
4. Ability to identify and interpret community needs demographics, economic structure and interests.
5. Ability to develop and maintain positive and effective working relationships.

6. Ability to work with minimum supervision.
7. Ability to produce accurate work on a timely basis.
8. Ability to perform duties with initiative, sound judgement, persistence, creativity, integrity, tact and courtesy.
9. Possession of a valid Illinois driver's license.
10. Must maintain current Basset Certification

#### Experience

1. Minimum of five (5) years experience as a Golf Course / Facility Manager.
2. Experienced in general recreation program operations.
3. Experienced in grounds maintenance management.

#### Education

1. Bachelor's Degree in Business Administration preferred.



**HOFFMAN ESTATES PARK DISTRICT**  
**JOB DESCRIPTION**  
**Director of Parks, Planning & Maintenance**  
**FLSA JOB CLASSIFICATION: Grade 7 EXEMPT**

Function

The Director of Parks, Planning & Maintenance is responsible for the administration, development, renovation and maintenance of all grounds, buildings, park facilities, vehicle fleet, small-engine machinery, and equipment/tools. The Director of Parks, Planning & Maintenance shall plan and coordinate both internal and external/contractual routine maintenance tasks, capital improvements projects and responsible for the administration, and development of all capital development and handicap accessibility projects.

Supervision Received

Work is performed under the direct supervision of the Executive Director.

Supervision Exercised

The Director directly supervises the Supervisor of Playgrounds, Development and Construction, the Supervisor of Parks, the Supervisor of Mechanics, Supervisor of Aquatics and Buildings, GIS/Park and Facilities Services Administrator, Ice Maintenance Manager and Head Custodians. Supervises all contractual labor required for completion of capital development and handicap accessibility projects. The Director has indirect supervisory responsibility for all other Park Services Division personnel. Such supervision will be exercised in keeping with the oral and/or written instructions of the Executive Director.

Essential Functions/Responsibilities

**A. General Administration**

1. Administer the Parks, Planning/Development and Facilities Services Division in accordance with policies established by the Park Board, and procedures and direction set forth by the Executive Director.
2. Recommend policies and establish procedures to insure efficiency and effectiveness within the Park Services Division.
3. Supervise the Park Services Division and supervisory organization to insure efficient program service through inter and intra-divisional cooperation.
4. Serve a liaison for the Parks Services Division to all other District Divisions.
5. Encourage and present new ideas in ways of improving overall administration, programming or facilities of the District.
6. Prepare written and verbal reports concerning divisional activities as directed; communicate matters of importance to Executive Director on a timely basis.
7. Insure use of all possible community resources in the development of parks including the investigation of funding sources other than park district funds.
8. Establish, coordinate and direct the implementation of an effective maintenance program for all parks and facilities.

9. Work closely with the Building and Grounds Committee through Executive Director in the planning and evaluation of park projects and programs.
10. Conduct field inspections to insure efficient and timely completion of tasks and projects.
11. Maintain records and files concerning all facets of the division's operations.
12. Serve as a District liaison to PDRMA, along with the Superintendent of HR/Risk Management.
13. Review and update the safety manuals for both the parks services division, and the entire District, as necessary.
14. Develop solutions to assigned District challenges.
15. Administrate the Adopt-A-Park / Adopt-A- Highway program.
16. Administrate the Memorial Tree / Memorial Bench program.
17. Administrate the Adopt-A- Park Sign program.
18. Review all park permits.
19. Approve and assign all Parks Services Division work orders.
20. Oversee maintenance of all aquatic operations.
21. Oversee maintenance of District vehicle fleet as well as Parks Service Division tools and equipment.
22. Oversee operation of all scheduled park burns.
23. Attend District administrative meetings and monthly board meetings.
24. Perform all other duties as assigned by the Executive Director.

***B. Planning***

1. Insure efficient planning and development service through inter and intra-divisional cooperation while recommending goals and objectives for the planning and development. Operate and develop strategy for achieving these goals and objectives.
2. Recommend goals and objectives for the Park Services Division operation and develop strategy for achieving these goals and objectives.
3. Propose long-range "master" plans for divisional organization and operation.
4. Develop work plans to insure a consistent and coordinated effort in order to achieve division goals and objectives.
5. Coordinate maintenance and physical set-up for all District special events and festivals.
6. Maintain cooperative planning and working relationship with school districts, public and private agencies and organizations.
7. Coordinate the planning, development and design of new and renovated parks and facilities.
8. Coordinate the preparation of plans, specifications and cost estimates for capital improvement and construction projects.
9. Determine and project annual equipment needs.
10. Conduct research to determine community needs.
11. Identify park areas to be naturalized.
12. Update the districts Natural area management Plan

***C. Personnel***

1. Recruit, hire, train, supervise and evaluate maintenance personnel, contractual services and field students.

2. Supervise and evaluate contractual services and field students.
3. Develop timetables for special projects.
4. Conduct staff meetings with all division supervisors as required.
5. Conduct staff meetings with division employees.
6. Develop and administer a division employee orientation inservice training program.
7. Motivate personnel in order to improve the quality and quantity of their work performance.

***D. Budget/Finance***

1. Coordinate the preparation of the annual operating and capital budgets.
2. Maintain fiscal control within Park Services Division, monitoring expenses and revenues, including deposits, expenditures and payroll.
3. Analyze current fiscal conditions and project financial needs and resources.
4. Develop inventory systems and replacement and repair schedules for all maintenance equipment and supplies.
5. Prepare bid specifications for acquisition of maintenance equipment and supplies.
6. Coordinate the purchase of divisional supplies, materials and equipment.
7. Recommend cost containment procedures aimed at maximizing divisional resources.
8. Develop cost accounting procedures and reports for major projects and maintenance operations.

***E. Capital Projects***

1. Supervise assigned park and facility renovation and development projects in consultation with appropriate professional consultants.
2. Prepare bid specifications for renovation and development projects.
3. Prepare recommendations for the District's capital improvements program.
4. Assist in planning and coordinating efforts to receive federal, state and local funds to offset capital development and overall district operational expenses.

***F. Public Relations***

1. Maintain contact with public, citizen groups, and local businesses to seek, interpret and implement input.
2. Diplomatically respond to citizen concerns/comments as they pertain to parks services operations.
3. Attend educational seminars, to keep up-to-date with current trends.
4. Respond to citizen complaints and/or inquiries within 24 hours of receipt.
5. Develop community interest in and support of park development and renovation programs through interpretative talks, participation in inter-agency task forces and committees.
6. Represent the District at meetings and other local and state functions

***G. Facilities***

1. Plan, schedule and direct the repair, renovation, reconditioning, and construction of park equipment, facilities, buildings and grounds.
2. Develop and implement standards of maintenance for all District areas and

- facilities.
- 3. Implement and review procedures which encourage energy conservation of all forms within the District.
- 4. Maintain up-to-date inventories of all park facilities, equipment and related items.
- 5. Control vandalism by correcting damages within 24 hours of identifying the problem.

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

- 1. Support, promote or cause to be changed all safety, health and loss control policies as accepted by the District Board of Commissioners and for the Executive Director.
- 2. Insure that all supervisory, full-time, and part-time, and seasonal personnel are provided necessary documentation regarding safety, health and loss control policies of the District.
- 3. Periodically require reports and summarization of incidents, statistics, and/or advancements in the areas of safety, health and loss control so to enhance the District policies in the respective areas of responsibilities.
- 4. Administrate the Parks Division daily stretching program.

***I. Risk Management / Safety***

- 1. Participate in District Safety Committee / alternatively assign appropriate staff from parks services division to do so.
- 2. Collaborate with the Superintendent of HR/Risk Management to ensure safety protocols are adhered to.
- 2. Conduct safety inspections of sites and facilities to identify unsafe conditions and practices and ensure that corrective action is taken.
- 3. Review and develop safety-related statistical data within the parks services division.
- 4. Plan, implement and, when necessary, conduct a program of safety-related staff training for the parks services division.
- 5. Assist with investigation of accidents and inquiries and coordinate the preparation of material and evidence for hearings, lawsuits and insurance investigations.
- 6. Lead the parks services division in the PDRMA loss control review.
- 7. Perform other safety-related duties as assigned by the Executive Director.

***J. GIS Database***

- 1. Serve as a leader in the District's migration to / us of GIS software.
- 2. Ensure new assets are correctly labeled for entry into GIS system.
- 3. Ensure old assets are removed from GIS system.

**Marginal Functions/Responsibilities**

- 1. Participate in review and summarization of incidents and reports relating to safety, health and loss control as required by the Executive Director.
- 2. Periodically observe working actions and ethics of supervisors and employees to insure safety, health and loss control policies of the District are

being observed and practiced.

#### Psychological Considerations

1. May feel stress from being held responsible for park services division operations.
2. Must resolve differences and problems that arise with patrons and employees.

#### Physiological Considerations

1. May be exposed to chemicals, fertilizers, paints, pesticides, cleaning agents and petroleum products.
2. May need to lift, push or pull heavy weight on occasion.

#### Environmental Considerations

1. May be exposed to elements when assisting workers with outdoor functions.
2. Protective clothing may be required as follows:  
Earplugs, ear covers  
Helmets  
Safety goggles/glasses  
Leather type work boot

#### Cognitive Considerations

1. Must exhibit good problem solving ability and good judgment in keeping with the mission of the park district.
2. Must demonstrate self control during stressful situations.

#### Recommendations for Accommodation

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

Other situations requiring accommodation would need to be analyzed on a case-by-case basis.

#### Required Traits

It is important that the Director of Park Services possess a variety of traits which must constantly be demonstrated

1. Perception and analytical ability (identify and relate factors essential to the understanding of a situation or the solution of a problem).
2. Sensitivity to others (considers the needs and feelings of others).
3. Firmness combined with flexibility (presents and defends a position in a strong, dynamic manner yet adapts behavior to new situations as conditions

- or circumstances demand).
4. Detail mindedness (assesses all details attendant to a project or situation).
  5. Thoroughness (accomplishes all aspects of a project).
  6. Decisiveness (makes decisions when required or takes action when appropriate).
  7. Foresight/anticipation of problems (looks beyond the initial circumstances to analyze future situation).
  8. Leadership (takes charge and directs or coordinates activities of others and maintains control of situation).
  9. Motivation (sets challenging but attainable goals and is committed to a high level of achievement).
  10. Judgment (grasps and collates available data and makes sound decisions as a result).

### Requirements

1. Thorough knowledge of the theory and philosophy of recreation and park management and the ability to interpret this philosophy to others.
2. Knowledge of personnel management principles and practices.
3. Knowledge of theories of management as well as a variety of effective management techniques.
4. Knowledge of the principles and techniques relating to the maintenance, layout, design and construction of parks and recreational facilities, as well as knowledge of plans, specifications and architectural drawings.
5. Knowledge of sound financial management and ability to implement budgeting techniques.
5. Ability to establish priorities, plan and delegate, as well as motivate others to accomplish tasks.
6. Ability to communicate in writing with proper grammatical form and be proficient in communicating verbally in group or individual situations.
7. Ability to make decisions and take appropriate action, solve problems, and to adopt behavior to changing situations.
8. Demonstrate organizational skills and ability to influence direction and thought of others and to train and evaluate subordinates.
9. Ability to organize a wide range of tasks efficiently.
10. Ability to work without direct supervision.
11. Ability to work with appropriate professional consultants.
12. Knowledge of local, state, federal and Park District codes, financial operations, pertinent ordinances and reports.
13. Ability to problem solve
14. Valid Illinois Driver's license is required. CDL preferred.
15. Professional certification with NRPA, or similar organization within 1 year of employment.
16. First Aid/CPR/AED certification within 1 year of employment.

### Experience

1. Minimum of seven years' work experience in one of the above field with a minimum of five years management/supervision experience.

#### Education

1. Bachelor's degree is required with a preferred area of specialization in one of the following areas: park and recreation administration, park management, landscape architecture, forestry, building management, turf management or horticulture.
2. Master's Degree preferred.

**HOFFMAN ESTATES PARK DISTRICT**  
**JOB DESCRIPTION**  
**Director of Recreation**  
**JOB CLASSIFICATION: Grade 7 EXEMPT**

Function

Director of Recreation is responsible for planning, implementing and managing district's Recreation department and Communications & Marketing department, including recreation programs, services and the facilities: Triphahn Center & Ice Arena, Willow Recreation Center, Vogeley House/Barn and Seascope Family Aquatic Center.

Supervision Received

Work is performed under the direction and supervision of the Executive Director of Hoffman Estates Park District.

Supervision Exercised

Director directly supervises the following: General Manager of Ice Operations, Superintendent of Recreation, Superintendent of Communications & Marketing, and two facility managers. Indirect supervision includes all full-time, permanent part-time, part-time and seasonal staff within the divisions.

Essential Functions/Responsibilities

**A. General Administration**

1. Develop and implement division goals and objectives.
2. Attend professional, educational training and remain informed on current trends and issues in related responsibilities.
3. Prepare and present written and oral reports on division and district-wide activities, projects and facilities.
4. Complete special projects as assigned by the Executive Director.
5. Formulate and implement division procedures.
6. Maintain records and comparative statistics of division activities, services and property.
7. Oversee the development, implementation and evaluation of a comprehensive communications and marketing program for the district and the recreation division.
8. Perform all other duties as assigned by the Executive Director.

**B. Budget/Finance**

1. Prepare and implement recreation fund budget within adopted guidelines.
2. Oversee development and implementation of Recreation department.
3. Research, analyze, review, recommend and interpret facility and program



- fees and policies.
- 4. Monitor, review and act on relevant financial reports.
- 5. Supervise the purchase of supplies and services as required and within adopted guidelines.

**C. *Community Relations***

- 1. Coordinate contractual agreements with community partners and vendors.
- 2. Attend village, township and other public agency meetings.

**D. *Personnel Management***

- 1. Responsible for recruitment, selection, training, supervision and evaluation of recreation and facilities division staff.
- 2. Conduct appropriate orientation and training programs for division staff.
- 3. Maintain accurate payroll and personnel records for division staff.
- 4. Develop annual performance objectives for division staff.

**E. *Program/Facility Management***

- 1. Develop and promote a broad, diversified program of recreational activities and services for the community.
- 2. Oversee program development and promote division facilities to achieve maximize usage.
- 3. Evaluate and interpret the effectiveness of all recreational programs, facilities and services.
- 4. Assist in the development of district-wide facility improvements.
- 5. Assist in the development of community-wide need assessments.

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

- 1. Support, promote or cause to be changed all safety, health and loss control policies and procedures as approved by the District Board of Commissioners and/or the Executive Director.
- 2. Insure that all supervisory, full-time, and part-time, or seasonal personnel are provided necessary documentation regarding safety, health and loss control policies of the District.
- 3. Periodically require reports and summarization of incidents, statistics, and/or advancements in the areas of safety, health and loss control so to enhance the District policies in the respective areas of responsibilities.

**G. *Professional***

- 1. Maintain membership in significant professional organizations, and participate in workshops, conferences, seminars and programs designed to promote professional development.

**Marginal Functions/Responsibilities**

- 1. Must have knowledge and understanding of Park District policies and procedures.

2. Must display the ability to work well with others.
3. Must be flexible and adaptable to new situations.
4. Must be punctual and dependable.
5. Must complete required trainings, such as mandated reported and others.

#### Psychological Considerations

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

#### Physiological Considerations

1. Must be able to spend up to 50% of working hours working on a computer.
2. Must be able to drive to required meetings and workshops as well as to remote district facilities.
3. Must be able to spend extended time working at a desk and/or handling telephone calls.
4. The employee must be able to use a computer keyboard to develop plans, reports and correspondence.

#### Environmental Considerations

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

#### Cognitive Considerations

1. Must be able to follow direction given by the Executive Director and complete responsibilities as described.
2. Must exhibit good analytical skills and problem-solving ability in completing responsibilities.
3. Must use good judgment.
4. Must have the ability to handle multiple tasks.

#### Requirements

1. Emotional intelligence that supports the overall mission and vision of the park district when making decisions that affect the organization and team's direction.
2. Perception and analytical ability (identify and relate factors essential to the understanding of a situation or the solution of a problem).
3. Able to create a productive work environment while being sensitive to healthy lines of communication.
4. The ability to be concise and succinct with the vision of the district/division.

5. Create an environment that instills a high level of morale which is linked to productivity and as the team leader portrays positive energy.
6. Creativity to utilize all possible options before making a decision, thus creating the end conclusion the district is aiming for.
7. Honest, ethical behavior that provides a baseline/benchmark for the team to follow.
8. Current Certified Park & Recreation Professional (CPRP) or Certified Park & Recreation Executive (CPRE).
9. Skill in oral and written communications.
10. Skill in supervisory techniques and management.
11. Knowledge of budget and fiscal accountability.
12. Ability to identify and interpret community needs, demographics, economic structure and interests.
13. Ability to develop and maintain positive and effective working relationships.
14. Ability to work with minimum supervision.
15. Ability to produce accurate work on a timely basis.
16. Possession of a valid Illinois driver's license.
17. Ability to operate AED under stressful circumstances.
18. CPR/First Aid certified.

#### Experience

1. Minimum of ten years' experience in the field of parks and recreation.
2. Minimum seven years' management and supervisory experience of full-time professional staff in the field of parks and recreation.

#### Education

1. Bachelor's Degree required in Recreation, Park or Leisure Service, Business, Administration or a related administrative field. Master's Degree preferred.

Approved DRB: 12/2014  
AK revised 10/20/2020

## HOFFMAN ESTATES PARK DISTRICT MEMORANDUM NO 20-115

**TO:** A&F Committee  
**FROM:** Craig Talsma, Executive Director  
Nicole Hopkins, Director Finance & Administration  
Lynne Cotshott, Superintendent of Business  
**RE:** A&F Board Report  
**DATE:** October 27, 2020

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### **A. Finance/Administration**

- Began testing a new AP process that will allow documents to be submitted electronically using a feature in the software in order to eliminate the process from hard copies. The testing went well and we plan to roll out to additional employees in October.
- Met with two electricity consultants to find the best available options for the District.
- Completed a detailed analysis of market conditions for wages and benefits in order to align the District's compensation philosophy.
- Attended the PDRMA Health Program Council Webinar.
- Completed research into a replacement Time and Attendance/Scheduling software.
- Calculated 2020 utility expenditures based on historical data, anticipating rate fluctuations.
- Filed semi-annual IRS form 8038-CP in conjunction with the Districts Build America Bond.
- Processed applicable monthly and quarterly returns as required.
- Processed Club/TC/WRC cancellations, including attaching documentation to RecTrac household member and member holds prior to October billing.
- New features/processes in RecTrac:
  - Created District 54 Adj. STAR program
  - Swimming Lesson Restructure
- Payroll Cycle Processing
  - 09/04/20 \$235,015.50
  - 09/18/20 \$243,911.76

### **B. Administrative Registration/EFT Billing**

- EFT Billings for:
  - a. Sponsorship/Marquee
  - b. ELC (weekly)
  - c. Club/TC/WRC Fitness
  - d. STAR
- Administrative
  - a. Program Cancellations/Refunds
  - b. Program Fee/Rule Adjustments
  - c. Updated Program/Pass online information
- Administrative Registration for:
  - a. Pine Park Off Ice
  - b. Fishing Derby
  - c. Drive Boo Trunk and Treat
  - d. September Ice Private Lessons

**C. Human Resources**

- Processed six new part-time hires and eight new volunteers.
- Attended webinars on:
  - a. Department of Labor-Advancing Compliance Solutions
  - b. PDRMA-Claims Filing
  - c. E-Verify-Employee Rights and I-9 Overview
  - d. IMRF-Enrollment and Terminations
  - e. PATH Essentials
- Completed submission of additional audit documentation as requested by IMRF.
- Attended webinar/demo with PayCom time and attendance software.
- Provided orientation for FT fitness program manager position.

**D. Technology**

- In the process of upgrading Windows 7 desktops to new Windows 10 desktops, 18 out of 20 desktops have been deployed.
- The TC parking lot drop-off camera was installed on September 16.
- The Fortinet firewall cutover was completed as scheduled.
- Assisting recreation with gathering quotes for Esports gaming lounge.
- Reviewing multi-caller conferencing options.

**HOFFMAN ESTATES PARK DISTRICT  
GOALS & OBJECTIVES  
Administration & Finance**

Key: C = Complete / SC = Substantially Complete / IP = In Progress / NB= Not Begun

**DISTRICT GOAL 2: SOCIAL EQUITY**

<b>Objective</b>	<b>Performance Measure / Action Plan</b>	<b>Status</b>	<b>Modification</b>
<b>Utilize bilingual staff for “Hoffman University” presentations</b>	Provide a bilingual version of any all District training.	IP	Provide any updated policies/procedures in English and Spanish
1Q/2Q Comments	Due to COVID-19, all District trainings have been cancelled likely for the remainder of the year. We will look at alternatives such as Zoom meetings or On Demand Video; however, if we do any trainings, the trainings will be bilingual as our new Human Resources Manager, Catalina Rodelo, is fluent in Spanish. Currently, in lieu of trainings, Catalina is translating certain work required forms into Spanish.		
<b>3Q Comments:</b>	COVID-19 related information was translated into Spanish by the Human Resources Manager.		

**DISTRICT GOAL 3: FINANCIAL STEWARDSHIP**

<b>Objective</b>	<b>Performance Measure / Action Plan</b>	<b>Status</b>	<b>Modification</b>
<b>Utilize our resources effectively and efficiently</b>	Audit our analog lines for alarms, faxes, etc. to determine digital/cellular solution to reduce costs.	SC	
1Q/2Q Comments	All analog lines for alarm system were eliminated and all other lines are currently being audited for disconnection of service where possible.		
<b>3Q Comments:</b>	There is only one that is still under review with the vendor to ensure that disconnection will not disrupt any operations if disconnected.		

<b>Ensure employee wages are competitive yet aligned with value as minimum wage increases in coming years</b>	Create hourly wage guidelines, update annually and distribute to directors, superintendents and managers as applicable.	SC	
1Q/2Q Comments	Review of employees with rates under the minimum wage was completed and adjustments made prior to the July 1 <sup>st</sup> increase. We will be looking at implementing wage guidelines for the budget although the data will be skewed for this year due to the large unemployment rate.		
<b>3Q Comments:</b>	Completed analysis using resources from the US Bureau of Labor Statistics, Illinois Department of Labor, and employment sites. Currently being reviewed.		
<b>Evaluate existing contractual agreements</b>	Review existing contractual agreement template. Develop cost value basis tiers.	IP	
1Q/2Q Comments			
<b>3Q Comments:</b>			
<b>Determine better tracking mechanisms to provide data for decision making</b>	Generate program registration usage maps to determine underserved areas.	C	
1Q/2Q Comments	Completed. A template with future uses will be presented at future committee meetings. Prepared additional analysis on the current impact of COVID-19 as well as studies to determine impact of mitigation decisions.		
<b>3Q Comments:</b>			
<b>Evaluate network connectivity options for price and service</b>	Review District current connectivity structure, identifying potential areas for cost savings.	C	
1Q/2Q Comments	No additional savings as Comcast is considered most economical and serviceable. Will confirm prior to renewal in 2021.		

<b>3Q Comments:</b>			
<b>Work with credit card company to maximize acceptance and cash back potential</b>	Utilizing vendor reporting work with Capital One to increase acceptance.	SC	
1Q/2Q Comments	During the COVID-19 stay at home order, a staff member was tasked with contacting vendors to determine whether switching to credit card payments was an option and whether there was a service charge associated with that form of payment. We were able to switch 167 vendors to credit card payments so far. Last year these vendors represented \$450,000 in payments that will earn the District \$6,800 in cash back. All new vendors are encouraged to take credit card payments.		
<b>3Q Comments:</b>			
<b>Collaborate with additional vendors for network and server support</b>	<ul style="list-style-type: none"> <li>• Develop RFP for network support.</li> <li>• Meet with and select three vendors that can be utilized to ensure efficiencies and fiscal responsibility</li> </ul>	C	
1Q/2Q Comments	Many of the vendors offering support require service contracts which have proven to not be cost effective previously. Of the vendors identified that allow project based support, we have included them in our requests for quotes for projects and their costs have exceeded our current vendor.		
<b>3Q Comments:</b>			
<b>Develop procedure for vendor review to ensure the District is receiving competitive pricing</b>	<ul style="list-style-type: none"> <li>• Develop procedure for reviewing vendors to compare services, products and pricing with like vendors.</li> <li>• Identify like supplies and vendors currently used and develop RFP for current list of vendors by products supplied.</li> <li>• Meet with directors and make recommendations for purchasing.</li> </ul>	IP	



1Q/2Q Comments	Formalized processes delayed until 2021. Ongoing objective and evaluated with all purchasing.		
<b>3Q Comments:</b>			
<b>Investigate alternative software to Frontline/Applitrack for recruitment/employment applications</b>	Make a recommendation to continue with existing or use an alternate vendor for recruitment/employment application software.	C	
1Q/2Q Comments			
<b>3Q Comments:</b>	We met with several vendors to review features and pricing. Although there are better alternatives available as far as features, all options were at a substantially increased annual price. Some of the Time and Attendance software currently being reviewed have modules for employment application so this may be something we will be able to upgrade as part of a combined purchase.		

#### **DISTRICT GOAL 4: OPERATIONAL EXCELLENCE**

<b>Objective</b>	<b>Performance Measure / Action Plan</b>	<b>Status</b>	<b>Modification</b>
<b>Analyze District facility usage data</b>	Determine rental usage at facilities by time and day of week to find patterns in order to maximize usage.	C	
1Q/2Q Comments	A report was created allowing analysis of facility usage. This report has already been used to determine gaps as well as to review facility hours of operation and desk coverage requirements in relation to the phased reopening.		
<b>3Q Comments:</b>			
<b>Review existing policies and update or implement changes to adhere to the Government Finance Officers Association best practices</b>	Based on Government Finance Officers Association and Standards and Poor's recommendations, review existing policies and draft recommended changes for approval.	IP	

1Q/2Q Comments	Utilizing current CAFR information to help in updating financial policies.		
<b>3Q Comments:</b>			
<b>Review Rec Trac features to ensure optimal usage</b>	Review existing practices that include offline controls and convert to RecTrac based processes.	IP	
1Q/2Q Comments	Preschool and ELC setup was reviewed and reconfigured to allow online registration and tracking of participants by day through RecTrac. Additionally, a process was developed to eliminate the paper tracking of Figure Skating practice ice and private lessons.		
<b>3Q Comments:</b>			
<b>Increase the storage on the server</b>	<ul style="list-style-type: none"> <li>• Purchase and install additional hard drives on the District server.</li> <li>• Prepare long term user file storage solution for the District for implementation in 2021.</li> </ul>	C	
1Q/2Q Comments	Additional space was purchased and installed on 4/15/20. Long term file storage/archive options are being investigated.		
<b>3Q Comments:</b>			
<b>Upgrade Exchange server</b>	Upgrade and migrate Exchange mailboxes to version 2016/2019 from version 2013.	IP	
1Q/2Q Comments	Planning for this upgrade has begun and it will begin in July.		
<b>3Q Comments:</b>	The Firewall upgrade has been completed, next on the consultants list is to upgrade our software for our virtual servers. These projects were required for the Exchange upgrade which is still on track for late October or early November.		

### **DISTRICT GOAL 5: ENVIRONMENTAL AWARENESS**

<b>Objective</b>	<b>Performance Measure / Action Plan</b>	<b>Status</b>	<b>Modification</b>
<b>Minimize paper files - continue migrating to electronic storage and fully utilize BS&amp;A modules</b>	All active staff will be scanned into BS&A by the end of the year and attach documentation as applicable when utilizing BS&A Cash Receipts and General Ledger modules.	IP	
1Q/2Q Comments	We are evaluating better scanners for Business staff to allow full utilization. Looking to make a purchase in July.		
<b>3Q Comments:</b>	Scanners were purchased for Business staff and working well for the volume of documents processed. Smaller scanners were distributed to key staff and we are testing digital AP processing which we will start adding additional staff to ensure there are no difficulties that have not been uncovered yet.		

### **DISTRICT GOAL 6: CUSTOMER SERVICE**

<b>Objective</b>	<b>Performance Measure / Action Plan</b>	<b>Status</b>	<b>Modification</b>
<b>Develop tools for monitoring new programs to aide in determining the success rate</b>	Create a code in RecTrac to identify new programs to enable reports to be generated easily by staff.	IP	
1Q/2Q Comments	Working with all district staff to enable reporting to determine ROI.		
<b>3Q Comments:</b>			
<b>Expand bandwidth to keep up with Wi-Fi demand at District facilities</b>	Review and recommend bandwidth expansion to keep up with Wi-Fi demand at District facilities.	C	
1Q/2Q Comments	Access points were updated during facility closures.		
<b>3Q Comments:</b>			
<b>Maintain operating systems &amp; software incorporating the latest versions</b>	Upgrade EventMaster to latest version.	IP	
1Q/2Q Comments	The quote to upgrade Event Master was \$927. With the limited event opportunities this year, the project was delayed due to need. Should events booked for 2020 increase, the delay will be reassessed.		

<b>3Q Comments:</b>	We have received a quote from the software developer and have contacted our consultant to determine the best server for the install. We are on track to complete by the end of the year.		
<b>Update a disaster recovery plan to ensure continuity of our IT infrastructure in the event of a disaster</b>	Update Procedure 1.408 System Back-Up Disaster Mitigation & Recovery.	SC	
1Q/2Q Comments			
<b>3Q Comments:</b>			
<b>Update procedures on a three-year rotation to ensure they do not become outdated</b>	One third of procedures updated by fiscal year end.	SC	
1Q/2Q Comments	New procedures were implemented and others were revised to reflect changes. We will complete a review of additional procedures by year end.		
<b>3Q Comments:</b>			
<b>Increase internal communication</b>	Collaborate with C&M to develop a method for sharing internal communication through organization at divisional and District levels.	SC	
1Q/2Q Comments	Evaluate as a quarterly goal; loss of staff during COVID-19 did not make this practical.		
<b>3Q Comments:</b>			

INVOICE REGISTER FOR HOFFMAN ESTATES PARK DISTRICT  
 INVOICE DUE DATES 09/09/2020 - 10/13/2020  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

VENDOR NAME							
INVOICE NUMBER	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FUND	DEPARTMENT	INVOICE DESCRIPTION	PAY TYPE	AMT
<b>1000BULBS.COM</b>							
5251	14-45-7500-5020	CUSTODIAL SUPPLIES	BPC	FOOD & BEVERAGE	SHIPPING, 1 EACH	CAPONE	47.31
5251	14-45-7500-5020	CUSTODIAL SUPPLIES	BPC	FOOD & BEVERAGE	T12 LIGHTBULBS, 1 CASE	CAPONE	59.54
<b>1000BULBS.COM Total</b>							<b>106.85</b>
<b>AAU NATIONAL HEADQUARTERS</b>							
37670699	02-85-5500-5000	YTH HOCKEY-WOLFPACK EXP	RECREATION	ICE	2 COACHES MEMBERSHIP	CAPONE	32.00
37670699	02-85-5500-5000	YTH HOCKEY-WOLFPACK EXP	RECREATION	ICE	1 COYOTE TEAM MEMBERSHIP	CAPONE	60.00
<b>AAU NATIONAL HEADQUARTERS Total</b>							<b>92.00</b>
<b>ABILITY PEST CONTROL</b>							
4318	11-10-7300-5000	PROFESSIONAL SERVICES	THE CLUB	ADMINISTRATION	PS-APRIL20 MONTHLY PEST CONTROL 1/EA	INVOICE	185.00
<b>ABILITY PEST CONTROL Total</b>							<b>185.00</b>
<b>ADIDAS AMERICA INC</b>							
6151452593	14-40-4500-5150	PRO SHOP - CLOTHING (COGS)	BPC	GOLF OPERATIONS	SPECIAL ORDER SHORTS	CAPONE	179.59
6151452593	14-40-4500-5150	PRO SHOP - CLOTHING (COGS)	BPC	GOLF OPERATIONS	SPECIAL ORDER CREDIT	CAPONE	(95.33)
6874215031	14-40-4500-5140	PRO SHOP - GOLF SHOES (COGS)	BPC	GOLF OPERATIONS	CODE CHAOS SO - BECHTOLD	CAPONE	85.33
<b>ADIDAS AMERICA INC Total</b>							<b>169.59</b>
<b>ADVANCE AUTO PARTS</b>							
942632	14-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	BPC	MAINTENANCE	4) #980545 BOLTS	CAPONE	9.21
<b>ADVANCE AUTO PARTS Total</b>							<b>9.21</b>
<b>ADVANCED TURF SOLUTIONS INC</b>							
SO865900	02-10-4000-5020	FIELD RENTAL EXPENSE	RECREATION	ADMINISTRATION	PARKS- FIELD PAINT (1)	INVOICE	57.55
SO867475	14-20-8400-5040	PESTICIDES	BPC	MAINTENANCE	DELIVERY 1	INVOICE	16.70
SO867475	14-20-8400-5040	PESTICIDES	BPC	MAINTENANCE	2.5 GAL GAMEON HERBICIDE 1	INVOICE	137.84
SO868822	01-20-8400-5000	PARK GROUNDS SUPPLIES	GENERAL	MAINTENANCE	PARKS- SOD AND GRASS (1)	INVOICE	238.00
SO869729	01-99-0140-5000	SO RIDGE PARK/SPLASHPAD	GENERAL	CAPITAL PROJECTS	PARKS- STRAW BLANKET (1)	INVOICE	513.00
SO872955	01-99-0140-5000	SO RIDGE PARK/SPLASHPAD	GENERAL	CAPITAL PROJECTS	PARKS- STRAW BLANKETS (1)	INVOICE	456.00
SO872980	14-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	BPC	MAINTENANCE	SHIP	INVOICE	10.65
SO872980	14-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	BPC	MAINTENANCE	4) BED KNIFE #4BT250104 JRM	INVOICE	125.00
SO877105	01-99-0140-5000	SO RIDGE PARK/SPLASHPAD	GENERAL	CAPITAL PROJECTS	PARKS- STAPLES (1)	INVOICE	105.00
<b>ADVANCED TURF SOLUTIONS INC Total</b>							<b>1,659.74</b>
<b>AJ OLESON CONSTRUCTION</b>							
6	01-99-0140-5000	SO RIDGE PARK/SPLASHPAD	GENERAL	CAPITAL PROJECTS	UTILITIES WORK AT SOUTH RIDGE	INVOICE	15,326.31
<b>AJ OLESON CONSTRUCTION Total</b>							<b>15,326.31</b>
<b>AL WARREN OIL CO INC</b>							
W1338451	01-20-8500-5000	FUEL	GENERAL	MAINTENANCE	653 GALLONS OF GAS	INVOICE	1,215.03
W1338452	01-20-8500-5000	FUEL	GENERAL	MAINTENANCE	390 GALLONS DIESEL	INVOICE	725.36
W1342348	01-20-8500-5000	FUEL	GENERAL	MAINTENANCE	DIESEL FOR VEHICLES	INVOICE	1,195.33
W1342349	01-20-8500-5000	FUEL	GENERAL	MAINTENANCE	GAS FOR VEHICLES	INVOICE	1,126.99
<b>AL WARREN OIL CO INC Total</b>							<b>4,262.71</b>

INVOICE REGISTER FOR HOFFMAN ESTATES PARK DISTRICT  
 INVOICE DUE DATES 09/09/2020 - 10/13/2020  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

VENDOR NAME							
INVOICE NUMBER	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FUND	DEPARTMENT	INVOICE DESCRIPTION	PAY TYPE	AMT
<b>ALEXIAN BROTHERS</b>							
710556	01-10-6300-5010	LOSS PREVENTION EXAMS	GENERAL	ADMINISTRATION	HARVEY (PARKS) - PRE EMP PHYS	CHECK	154.00
710556	01-10-6300-5010	LOSS PREVENTION EXAMS	GENERAL	ADMINISTRATION	ARELLANO (CUSTODIAL) - PRE EMP PHYS	CHECK	154.00
710556	01-10-6300-5010	LOSS PREVENTION EXAMS	GENERAL	ADMINISTRATION	AHRENS (CLUB CUSTODIAL) - PRE EMP PHYS	CHECK	154.00
<b>ALEXIAN BROTHERS Total</b>							<b>462.00</b>
<b>Alicia White</b>							
9/16/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Pass PSCA Type: Pass Refund	CHECK	105.00
<b>Alicia White Total</b>							<b>105.00</b>
<b>AMAZON.COM INC</b>							
0296248	14-45-8100-5000	EQUIPMENT	BPC	FOOD & BEVERAGE	CROCK POT	CAPONE	31.49
0536243	14-10-7500-5000	OFFICE SUPPLIES	BPC	ADMINISTRATION	PAPER CUTTER	CAPONE	32.99
0536243	14-10-7500-5000	OFFICE SUPPLIES	BPC	ADMINISTRATION	ELECTRIC STAPLER	CAPONE	40.90
1327459	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	CHILD GROWTH CHART	CAPONE	14.99
1327459	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	60 PACK GLUE STICKS	CAPONE	24.20
1327459	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	24 PACK KID SCISSORS (2)	CAPONE	31.98
1327459	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	256 COLORED MARKERS	CAPONE	47.61
1327459	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	800 COUNT CRAYONS	CAPONE	65.32
1327459	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	24 PACK PENCIL CASE (4)	CAPONE	49.88
2539	02-60-5400-5000	STAR DISTRICT 15 EXP	RECREATION	EARLY CHILDHOOD	SUPPLIES FOR STUDY HALL MARKERS, WIPES,	CAPONE	127.33
2736	11-10-7500-5010	GENERAL SUPPLIES	THE CLUB	ADMINISTRATION	PS: B591032 SINGLE PRONG HOOK	CAPONE	1.63
2736	11-10-7500-5010	GENERAL SUPPLIES	THE CLUB	ADMINISTRATION	PS: 12PK C BATTERIES FOR SANITIZER DISP	CAPONE	43.68
3272251	02-50-5900-5000	SPECIAL EVENT EXP	RECREATION	GENERAL PROGRAMMING	HANGERS	CAPONE	23.79
3272251	02-50-5900-5000	SPECIAL EVENT EXP	RECREATION	GENERAL PROGRAMMING	GARMENT BAGS (2)	CAPONE	47.98
3272251	02-50-5900-5000	SPECIAL EVENT EXP	RECREATION	GENERAL PROGRAMMING	STEAMER	CAPONE	24.99
3272251	02-50-5900-5000	SPECIAL EVENT EXP	RECREATION	GENERAL PROGRAMMING	BOBBY PINS	CAPONE	6.99
3653867	01-10-7500-5000	OFFICE SUPPLIES	GENERAL	ADMINISTRATION	MAGNETIC STRIPS - JODI	CAPONE	16.00
3653867	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	LAMINATING ROLLS - NATALIE	CAPONE	81.60
3653867	11-10-7500-5000	OFFICE SUPPLIES	THE CLUB	ADMINISTRATION	LAMINATING SHEETS - BETH Z.	CAPONE	25.69
3821827	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	FOOD SERVICE GLOVES	CAPONE	49.95
3821827	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	QT TEST STRIPS	CAPONE	36.76
3821827	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	6 PACK MESH LAUNDRY BAGS	CAPONE	9.99
3821827	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	12 PACK OF NAPKINS	CAPONE	27.49
4799464	14-10-7500-5000	OFFICE SUPPLIES	BPC	ADMINISTRATION	CREDIT CARD RECEIPT PAPER ROLLS	CAPONE	45.95
4877851	02-15-7900-5000	ADVERTISING	RECREATION	C&M	24X36 SILVER SNAP FRAME	CAPONE	148.10
50869	02-50-5900-5000	SPECIAL EVENT EXP	RECREATION	GENERAL PROGRAMMING	AMAZON CREDIT FOR DAMAGED ITEMS	CAPONE	(79.96)
5942	11-10-7500-5010	GENERAL SUPPLIES	THE CLUB	ADMINISTRATION	PS 14" BLACK CLOCK	CAPONE	13.56
5942	11-10-7500-5010	GENERAL SUPPLIES	THE CLUB	ADMINISTRATION	PS 2 PAK 10" CLOCKS	CAPONE	13.99
5942	11-20-7500-5020	MAINTENANCE SUPPLIES	THE CLUB	MAINTENANCE	PS: 12 PK ENMOTION TOWEL DISP. KEYS	CAPONE	9.94
5942	11-10-4000-5000	FACILITY RENTAL EXPENSE	THE CLUB	ADMINISTRATION	PS 32X18 3 TIER CART	CAPONE	101.08
5942	11-10-4000-5000	FACILITY RENTAL EXPENSE	THE CLUB	ADMINISTRATION	PS 23 X 35 PLATFORM CART	CAPONE	55.04
5942	11-10-4000-5000	FACILITY RENTAL EXPENSE	THE CLUB	ADMINISTRATION	PS: 32 X 11 2 TIER CART	CAPONE	64.99
6201817	01-20-7500-5020	MAINTENANCE SUPPLIES	GENERAL	MAINTENANCE	PARKS- SHIPPING (1)	CAPONE	21.99
6201817	01-20-7500-5020	MAINTENANCE SUPPLIES	GENERAL	MAINTENANCE	PARKS- 6MIL AUTO GLOVES (10)	CAPONE	202.70

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INVOICE NUMBER	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FUND	DEPARTMENT	INVOICE DESCRIPTION	PAY TYPE	AMT
AN 6472	01-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	GENERAL	MAINTENANCE	COMPRESSOR CLUTCH TIMER FOR 528	CAPONE	52.23
7295446	02-50-6100-5000	DANCE CLASS EXP	RECREATION	GENERAL PROGRAMMING	PORTABLE BALLET BAR	CAPONE	159.95
7295446	02-50-6100-5000	DANCE CLASS EXP	RECREATION	GENERAL PROGRAMMING	BALLET BAR SHIPPING	CAPONE	18.95
7833861	01-10-7800-5020	DIRECTOR EXPENSE	GENERAL	ADMINISTRATION	STATIONARY CARDS	CAPONE	12.99
7894616	02-50-5900-5000	SPECIAL EVENT EXP	RECREATION	GENERAL PROGRAMMING	SHIPPING	CAPONE	22.58
7894616	02-50-5900-5000	SPECIAL EVENT EXP	RECREATION	GENERAL PROGRAMMING	SUPERMAN COSTUME	CAPONE	37.01
7894616	02-50-5900-5000	SPECIAL EVENT EXP	RECREATION	GENERAL PROGRAMMING	KANSAS GIRL COSTUME	CAPONE	64.98
7894616	02-50-5900-5000	SPECIAL EVENT EXP	RECREATION	GENERAL PROGRAMMING	STAR WARS BB-8 COSTUME	CAPONE	54.74
7894616	02-50-5900-5000	SPECIAL EVENT EXP	RECREATION	GENERAL PROGRAMMING	FROZEN ELSA COSTUME	CAPONE	32.95
7894616	02-50-5900-5000	SPECIAL EVENT EXP	RECREATION	GENERAL PROGRAMMING	FROZEN ANNA COSTUME	CAPONE	37.97
7894616	02-50-5900-5000	SPECIAL EVENT EXP	RECREATION	GENERAL PROGRAMMING	BUZZ LIGHTYEAR COSTUME	CAPONE	42.00
7894616	02-50-5900-5000	SPECIAL EVENT EXP	RECREATION	GENERAL PROGRAMMING	MARIO COSTUME	CAPONE	39.98
7894616	02-50-5900-5000	SPECIAL EVENT EXP	RECREATION	GENERAL PROGRAMMING	LUIGI COSTUME	CAPONE	42.14
7894616	02-50-5900-5000	SPECIAL EVENT EXP	RECREATION	GENERAL PROGRAMMING	WINNIE THE POOH COSTUME	CAPONE	239.00
7894616	02-50-5900-5000	SPECIAL EVENT EXP	RECREATION	GENERAL PROGRAMMING	WOODY COSTUME	CAPONE	54.99
7894616	02-50-5900-5000	SPECIAL EVENT EXP	RECREATION	GENERAL PROGRAMMING	ELMO COSTUME	CAPONE	149.99
7894616	02-50-5900-5000	SPECIAL EVENT EXP	RECREATION	GENERAL PROGRAMMING	BATMAN COSTUME	CAPONE	43.75
7894616	02-50-5900-5000	SPECIAL EVENT EXP	RECREATION	GENERAL PROGRAMMING	MICKEY AND MINNIE COSTUME	CAPONE	395.00
7894616	02-50-5900-5000	SPECIAL EVENT EXP	RECREATION	GENERAL PROGRAMMING	MINIONS COSTUME	CAPONE	52.06
7894616	02-50-5900-5000	SPECIAL EVENT EXP	RECREATION	GENERAL PROGRAMMING	CAPTAIN MARVEL COSTUME	CAPONE	37.93
7894616	02-50-5900-5000	SPECIAL EVENT EXP	RECREATION	GENERAL PROGRAMMING	INFLATABLE TREX COSTUME	CAPONE	67.25
8872233	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	6 HANDLESS SOAP DISPENSERS	CAPONE	341.94
8872233	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	48 COUNT DOUBLE A BATTERIES	CAPONE	18.98
9047412	01-10-8900-5000	COMPUTER/PHONE EQUIPMENT	GENERAL	ADMINISTRATION	CANON R40 DESKTOP DOCUMENT SCANNER	CAPONE	267.00
9054643	11-10-7500-5010	GENERAL SUPPLIES	THE CLUB	ADMINISTRATION	PS: BANAIDE STRIPS 100 COUNT	CAPONE	17.07
9519411	02-32-7500-5100	FACILITY SUPPLIES	RECREATION	TRIPHAHN CENTER	TC PICKLEBALL NET (1)	CAPONE	189.99
9519411	02-32-7500-5100	FACILITY SUPPLIES	RECREATION	TRIPHAHN CENTER	TC FITNESS LARGE STABILITY BALL (1)	CAPONE	76.95
9519411	02-32-7500-5100	FACILITY SUPPLIES	RECREATION	TRIPHAHN CENTER	TC FIT MEDIUM STABILITY BALL (1)	CAPONE	65.95
9519411	02-60-5400-5010	STAR DISTRICT 54 EXP	RECREATION	EARLY CHILDHOOD	STAR CHILDRENS HEADPHONES (6)	CAPONE	101.94
9593834	01-10-8900-5000	COMPUTER/PHONE EQUIPMENT	GENERAL	ADMINISTRATION	LOGITECH ERGONOMIC MOUSE WIRELESS	CAPONE	92.99
9628208	02-32-7500-5100	FACILITY SUPPLIES	RECREATION	TRIPHAHN CENTER	HAND SANITIZER STAND	CAPONE	169.99
9845034	02-60-3900-4000	GRANT REV	RECREATION	EARLY CHILDHOOD	SHIPPING	CAPONE	5.99
9845034	02-60-3900-4000	GRANT REV	RECREATION	EARLY CHILDHOOD	OUTDOOR SHOE MAT	CAPONE	15.04
AMAZON.COM INC Total							4,482.88
AMERICAN RED CROSS							
2617	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	CPR/FIRST AID CERT FOR CF	CAPONE	35.00
8398	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	CPR/FIRST AID CERTIFICATION SM	CAPONE	35.00
AMERICAN RED CROSS Total							70.00
ANCL GLINK PC							
3153130-0920	01-10-7300-5030	ATTORNEY FEES	GENERAL	ADMINISTRATION	ATTORNEY FEES	INVOICE	1,657.52
ANCL GLINK PC Total							1,657.52
ANDERSON LOCK COMPANY							
104053	01-20-7500-5020	MAINTENANCE SUPPLIES	GENERAL	MAINTENANCE	PARKS- BATHROOM KEYS (1)	INVOICE	55.81

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INVOICE NUMBER	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FUND	DEPARTMENT	INVOICE DESCRIPTION	PAY TYPE	AMT
<b>ANDERSON LOCK COMPANY Total</b>							<b>55.81</b>
<b>AQUA PURE ENTERPRISES, INC.</b>							
0133206	11-80-7500-5030	POOL CHEMICALS	THE CLUB	AQUATICS	SODIUM BICARB	INVOICE	306.81
<b>AQUA PURE ENTERPRISES, INC. Total</b>							<b>306.81</b>
<b>ARAMARK INC.</b>							
22596231	11-10-7100-5020	UNIFORMS	THE CLUB	ADMINISTRATION	FACE MASK (50 MASKS)	CHECK	124.50
22596231	14-10-7100-5020	UNIFORMS	BPC	ADMINISTRATION	SHIPPING	CHECK	14.94
22596231	14-10-7100-5020	UNIFORMS	BPC	ADMINISTRATION	FACE MASK (50 MASKS)	CHECK	124.50
22596231	02-10-7100-5020	UNIFORMS	RECREATION	ADMINISTRATION	FACE MASKS (50 MASKS)	CHECK	249.00
<b>ARAMARK INC. Total</b>							<b>512.94</b>
<b>Ashley Vittorini</b>							
9/16/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 246381-J Class Refund	CHECK	76.00
<b>Ashley Vittorini Total</b>							<b>76.00</b>
<b>A-SPECIAL ELECTRIC SERVICES</b>							
092020	01-10-9000-5000	MISCELLANEOUS EXPENSE	GENERAL	ADMINISTRATION	A SPECIAL PURCHASE	CAPONE	214.20
152493	11-20-7500-5020	MAINTENANCE SUPPLIES	THE CLUB	MAINTENANCE	PS-PRO-SMART LED-A190M-UV-4K 16/EA	CAPONE	96.00
152546	14-10-8300-5000	FACILITY MAINTENANCE/ REPAIR	BPC	ADMINISTRATION	LED CAN LIGHTBULBS CONVERSION (120)	CAPONE	575.00
152565	01-99-0140-5000	SO RIDGE PARK/SPLASHPAD	GENERAL	CAPITAL PROJECTS	PARKS- INT. ELECT. SRIDGE (1)	CAPONE	87.27
2555	12-90-0200-5000	CLUB LOCKERROOM RENO	CAPITAL	CAPITAL PROJECTS	CLUB- CONNECTIONS- LIGHTING (1)	CAPONE	90.50
5251	12-90-0200-5000	CLUB LOCKERROOM RENO	CAPITAL	CAPITAL PROJECTS	CLUB- 20A NEMA DUPLEX (60)	CAPONE	93.00
5251	12-90-0200-5000	CLUB LOCKERROOM RENO	CAPITAL	CAPITAL PROJECTS	CLUB- 4" SQ COVERS (60)	CAPONE	78.00
5251	12-90-0200-5000	CLUB LOCKERROOM RENO	CAPITAL	CAPITAL PROJECTS	CLUB- 12 THHN WIRE (500)	CAPONE	70.00
5251	12-90-0200-5000	CLUB LOCKERROOM RENO	CAPITAL	CAPITAL PROJECTS	CLUB- 3/8 GREENFIELD (50)	CAPONE	23.00
5251	12-90-0200-5000	CLUB LOCKERROOM RENO	CAPITAL	CAPITAL PROJECTS	CLUB- WIRING- LIGHTS (1)	CAPONE	202.50
5251	12-90-0200-5000	CLUB LOCKERROOM RENO	CAPITAL	CAPITAL PROJECTS	CLUB- LGHTING- LOCKERS (1)	CAPONE	550.00
<b>A-SPECIAL ELECTRIC SERVICES Total</b>							<b>2,079.47</b>
<b>BAGSPOT PET WASTE SOLUTIONS</b>							
5396	02-34-4100-5040	DOG PARK EXP	RECREATION	WILLOW REC CENTER	2 CASES WASTE BAGS FOR BO'S RUN	CAPONE	107.90
5396	02-34-4100-5040	DOG PARK EXP	RECREATION	WILLOW REC CENTER	14 CASES WASTE BAGS FREEDOM RUN	CAPONE	629.30
<b>BAGSPOT PET WASTE SOLUTIONS Total</b>							<b>737.20</b>
<b>Barbara McCarthy</b>							
9/30/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Pass WCFA Type: Pass Refund	CHECK	30.00
<b>Barbara McCarthy Total</b>							<b>30.00</b>
<b>Bill Burkhardt</b>							
9/23/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Pass WCFA Type: Pass Refund	CHECK	32.00
<b>Bill Burkhardt Total</b>							<b>32.00</b>
<b>BRAD HANSEN</b>							
092020	01-20-7200-5000	PROFESSIONAL EDUCATION	GENERAL	MAINTENANCE	CDL LICENSE RENEWAL	CHECK	60.00



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<b>BRAD HANSEN Total</b>							<b>60.00</b>
<b>Bryan Kibiloski</b>							
9/30/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Credit Balance Refund	CHECK	73.00
9/30/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Pass WCFA Type: Pass Refund	CHECK	32.00
<b>Bryan Kibiloski Total</b>							<b>105.00</b>
<b>BSN SPORTS</b>							
13427100	02-70-5400-5000	SOFTBALL LEAGUE EXP	RECREATION	ADULT ATHLETICS	SHIPPING	CAPONE	40.00
13427100	02-70-5400-5000	SOFTBALL LEAGUE EXP	RECREATION	ADULT ATHLETICS	ADLT SFT GAME BALLS (20CASES X \$70)	CAPONE	1,278.30
13427101	02-75-5400-5000	BOYS BASEBALL EXP	RECREATION	YOUTH ATHLETICS	YTH BASBALL BRO/PNY GAME BALLS(6X\$40.25)	CAPONE	241.50
13427101	02-75-5400-5000	BOYS BASEBALL EXP	RECREATION	YOUTH ATHLETICS	YTH BASEBALL MUS/PIN GAME BALLS(8X\$39)	CAPONE	312.00
13427101	02-75-5400-5000	BOYS BASEBALL EXP	RECREATION	YOUTH ATHLETICS	TEE BALL GAME BALLS (5X\$31.20)	CAPONE	156.00
13427101	02-75-5400-5000	BOYS BASEBALL EXP	RECREATION	YOUTH ATHLETICS	BASEBALL SCOREBOOKS (\$14X\$6.25)	CAPONE	87.50
13427101	02-70-5400-5000	SOFTBALL LEAGUE EXP	RECREATION	ADULT ATHLETICS	ADLT SOFTBALL SCOREBOOKS (10X\$6.25)	CAPONE	62.50
13427101	02-70-5400-5000	SOFTBALL LEAGUE EXP	RECREATION	ADULT ATHLETICS	SCOREBOOK FRIEGHT (\$9.40)	CAPONE	9.40
13427101	02-70-5400-5000	SOFTBALL LEAGUE EXP	RECREATION	ADULT ATHLETICS	GAME BALLS FREIGHT (\$41.55)	CAPONE	41.55
13427103	02-75-5600-5000	OUTDOOR SOCCER LEAGUE EXP	RECREATION	YOUTH ATHLETICS	4 PAIR OF 4'X6' SOCCER GOAL: \$300 A PAIR	CAPONE	141.60
13427104	02-75-5600-5000	OUTDOOR SOCCER LEAGUE EXP	RECREATION	YOUTH ATHLETICS	4 PAIR OF 4'X6' SOCCER GOAL: \$300 A PAIR	CAPONE	1,010.30
<b>BSN SPORTS Total</b>							<b>3,380.65</b>
<b>CALL ONE</b>							
323007	01-10-8000-5030	TELEPHONE	GENERAL	ADMINISTRATION	ADMIN FAX	CHECK	162.24
323007	01-20-8000-5030	TELEPHONE	GENERAL	MAINTENANCE	PARKS FAX/ALARM/IRRIG	CHECK	407.87
323007	02-10-8000-5030	TELEPHONE	RECREATION	ADMINISTRATION	REC FAX/ALRM/ELEV/ATM	CHECK	1,530.96
323007	02-80-8000-5030	TELEPHONE	RECREATION	AQUATICS	SEA FAX/ALARM/WTR	CHECK	285.10
323007	11-10-8000-5030	TELEPHONE	THE CLUB	ADMINISTRATION	PS FAX/ALRM/ELV/ATM	CHECK	388.07
323007	14-10-8000-5030	TELEPHONE	BPC	ADMINISTRATION	BPC FAX/ALRM/ELV/ATM/IRG	CHECK	494.39
<b>CALL ONE Total</b>							<b>3,268.63</b>
<b>CAPITAL MEBER/CASH REIB</b>							
082420	01-10-9000-4010	PURCHASING CARD INCOME	GENERAL	ADMINISTRATION	12 @\$19 NEW CREDIT CARDS	CAPONE	228.00
<b>CAPITAL MEBER/CASH REIB Total</b>							<b>228.00</b>
<b>CAPITAL MEMBER/CASH REIB</b>							
092020	01-10-9000-4010	PURCHASING CARD INCOME	GENERAL	ADMINISTRATION	PURCHASING CARD INCOME	CAPONE	(663.92)
102020	01-10-9000-4010	PURCHASING CARD INCOME	GENERAL	ADMINISTRATION	PURCHASING CARD INCOME	CAPONE	(733.44)
<b>CAPITAL MEMBER/CASH REIB Total</b>							<b>(1,397.36)</b>
<b>CARDCONNECT</b>							
00027671	02-10-9000-5010	CREDIT CARD PROCESSING FEES	RECREATION	ADMINISTRATION	TC-EMV CC RENTAL-4 SEP20	CHECK	100.00
00027671	02-10-9000-5010	CREDIT CARD PROCESSING FEES	RECREATION	ADMINISTRATION	WRC-EMV CC RENTAL-2 SEP20	CHECK	50.00
00027671	02-10-9000-5010	CREDIT CARD PROCESSING FEES	RECREATION	ADMINISTRATION	SEA-EMV CC RENTAL-2 SEP20	CHECK	50.00
00027671	11-10-9000-5010	CREDIT CARD PROCESSING FEES	THE CLUB	ADMINISTRATION	CLUB-EMV CC RENTAL-5 SEP20	CHECK	125.00
00027671	14-10-9000-5010	CREDIT CARD PROCESSING FEES	BPC	ADMINISTRATION	BPC-EMV CC RENTAL-8 SEP20	CHECK	200.00
<b>CARDCONNECT Total</b>							<b>525.00</b>

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<b>CASE LOTS INC</b>							
092020	14-10-9000-5000	MISCELLANEOUS EXPENSE	BPC	ADMINISTRATION	CASE LOTS PURCHASE	CAPONE	1,292.00
<b>CASE LOTS INC Total</b>							<b>1,292.00</b>
<b>CATCHING FLUIDPOWER INC</b>							
5251	01-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	GENERAL	MAINTENANCE	HYDRAULIC HOSE FOR 571	CAPONE	84.05
88343-001	01-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	GENERAL	MAINTENANCE	HYDRAULIC HOSE FOR SKID LOADER	CAPONE	76.87
<b>CATCHING FLUIDPOWER INC Total</b>							<b>160.92</b>
<b>CDW GOVERNMENT, INC.</b>							
1230866	01-10-7400-5050	INFORMATION SERVICE AGREEMENTS	GENERAL	ADMINISTRATION	ADOBE ACROBAT PRO 1YR LICENSE 8	CAPONE	1,516.16
1230866	02-15-7600-5000	DUES & SUBSCRIPTIONS	RECREATION	C&M	ADOBE CREATIVE CLOUD 1YR LICENSE SUB 3	CAPONE	2,746.38
<b>CDW GOVERNMENT, INC. Total</b>							<b>4,262.54</b>
<b>CEDAR PATH NURSERIES</b>							
1916807	01-99-0140-5000	SO RIDGE PARK/SPLASHPAD	GENERAL	CAPITAL PROJECTS	PARKS- ULMUS FRONTIER (1)	INVOICE	215.00
1916807	01-99-0140-5000	SO RIDGE PARK/SPLASHPAD	GENERAL	CAPITAL PROJECTS	PARKS- HALESIA CAROLINA (2)	INVOICE	290.00
1916807	01-99-0140-5000	SO RIDGE PARK/SPLASHPAD	GENERAL	CAPITAL PROJECTS	PARKS- OSTRYA VIRGINIANA (2)	INVOICE	440.00
1916807	01-99-0140-5000	SO RIDGE PARK/SPLASHPAD	GENERAL	CAPITAL PROJECTS	PARKS- CERCIS CANADENSIS (3)	INVOICE	630.00
1916807	01-99-0140-5000	SO RIDGE PARK/SPLASHPAD	GENERAL	CAPITAL PROJECTS	PARKS- QUERCUS BICOLOR SWAMP WHITE (2)	INVOICE	470.00
1916807	01-99-0140-5000	SO RIDGE PARK/SPLASHPAD	GENERAL	CAPITAL PROJECTS	PARKS- ACER FREEMANII AUTUMN FANTASY (1)	INVOICE	210.00
1916807	01-99-0140-5000	SO RIDGE PARK/SPLASHPAD	GENERAL	CAPITAL PROJECTS	PARKS- ACER PLATANOIDES DEBORAH (1)	INVOICE	215.00
1916807	01-99-0140-5000	SO RIDGE PARK/SPLASHPAD	GENERAL	CAPITAL PROJECTS	PARKS- POPULUS TREMULOIDES 2.5 (2)	INVOICE	420.00
1916807	01-99-0140-5000	SO RIDGE PARK/SPLASHPAD	GENERAL	CAPITAL PROJECTS	PARKS- THUJA OCCIDENTALIS SMARAGD (30)	INVOICE	2,040.00
1916807	01-99-0140-5000	SO RIDGE PARK/SPLASHPAD	GENERAL	CAPITAL PROJECTS	PARKS- QUERCUS ROBUR CRIMSCHMIDT (2)	INVOICE	470.00
1916807	01-99-0140-5000	SO RIDGE PARK/SPLASHPAD	GENERAL	CAPITAL PROJECTS	PARKS- HEMEROCALLIS LITTLE GRAPETTE (68)	INVOICE	476.00
1916807	01-99-0140-5000	SO RIDGE PARK/SPLASHPAD	GENERAL	CAPITAL PROJECTS	PARKS- CALAMAGROSTIS BRACHYTRYCHA (30)	INVOICE	270.00
1916807	01-99-0140-5000	SO RIDGE PARK/SPLASHPAD	GENERAL	CAPITAL PROJECTS	PARKS- HYDRANGEA MACROPHYLLA (28)	INVOICE	896.00
1917579	01-99-0140-5000	SO RIDGE PARK/SPLASHPAD	GENERAL	CAPITAL PROJECTS	PARKS- FREIGHT - HORTICULTURE (1)	INVOICE	210.00
<b>CEDAR PATH NURSERIES Total</b>							<b>7,252.00</b>
<b>Cemil Pekel</b>							
9/9/2020 12:00:00 AM	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 996201-A Class Refund	CHECK	245.00
<b>Cemil Pekel Total</b>							<b>245.00</b>
<b>CENTRAL CONTINENTAL BAKERY</b>							
1155065	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	CAKE, 1 EACH	CHECK	18.50
1155074	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	CAKE, 1 EACH	CHECK	22.20
1155109	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	CAKE, 1 EACH	CHECK	19.50
1155133	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	CAKE, 1 EACH	CHECK	19.50
<b>CENTRAL CONTINENTAL BAKERY Total</b>							<b>79.70</b>
<b>CENTRAL SOD FARMS</b>							
34805	01-20-8400-5000	PARK GROUNDS SUPPLIES	GENERAL	MAINTENANCE	PARKS- STRAW MATS (16)	INVOICE	324.00
34910	01-99-0140-5000	SO RIDGE PARK/SPLASHPAD	GENERAL	CAPITAL PROJECTS	PARKS- EROSION BLANKET/STAPLES (1)	INVOICE	248.00

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INVOICE NUMBER	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FUND	DEPARTMENT	INVOICE DESCRIPTION	PAY TYPE	AMT
CE 35234	01-20-8400-5000	PARK GROUNDS SUPPLIES	GENERAL	MAINTENANCE	PARKS- STRAW MATS (16)	INVOICE	248.00
35238	01-99-0140-5000	SO RIDGE PARK/SPLASHPAD	GENERAL	CAPITAL PROJECTS	PARKS- STRAW BLANKET (1)	INVOICE	500.00
35238	01-99-0140-5000	SO RIDGE PARK/SPLASHPAD	GENERAL	CAPITAL PROJECTS	PARKS- STRAW MATS -SRIDGE (1)	INVOICE	220.00
CENTRAL SOD FARMS Total							1,540.00
CHICAGOLAND TURF							
81360	01-20-8400-5000	PARK GROUNDS SUPPLIES	GENERAL	MAINTENANCE	PARKS- HABITAT (1)	INVOICE	326.75
81360	01-20-8400-5000	PARK GROUNDS SUPPLIES	GENERAL	MAINTENANCE	PARKS- MICROYL (1)	INVOICE	42.35
81601	01-20-8400-5000	PARK GROUNDS SUPPLIES	GENERAL	MAINTENANCE	CAPTAIN XTR	INVOICE	198.00
81900	14-20-8400-5040	PESTICIDES	BPC	MAINTENANCE	2.5 GAL SUREPOWER 2	INVOICE	350.00
CHICAGOLAND TURF Total							917.10
COMCAST							
108140828	01-10-8000-5030	TELEPHONE	GENERAL	ADMINISTRATION	ADM-COM INT/PRI/MBPS	CHECK	424.34
108140828	01-20-8000-5030	TELEPHONE	GENERAL	MAINTENANCE	PM-COM 50MBPS	CHECK	780.00
108140828	01-20-8000-5030	TELEPHONE	GENERAL	MAINTENANCE	PM-COM INT/PRI/MBPS	CHECK	212.17
108140828	02-10-8000-5030	TELEPHONE	RECREATION	ADMINISTRATION	REC-COM INT/PRI/MBPS	CHECK	2,121.68
108140828	02-10-8000-5030	TELEPHONE	RECREATION	ADMINISTRATION	TC-COM 28MB PORT	CHECK	683.00
108140828	02-10-8000-5030	TELEPHONE	RECREATION	ADMINISTRATION	WRC-COM 10 MB	CHECK	560.00
108140828	02-80-8000-5030	TELEPHONE	RECREATION	AQUATICS	SEA-COM 20MB	CHECK	128.00
108140828	02-80-8000-5030	TELEPHONE	RECREATION	AQUATICS	SEA-COM INT/PRI/MBPS	CHECK	127.30
108140828	11-10-8000-5030	TELEPHONE	THE CLUB	ADMINISTRATION	PS-COM 20MB	CHECK	640.00
108140828	11-10-8000-5030	TELEPHONE	THE CLUB	ADMINISTRATION	PS-COM INT/PRI/MBPS	CHECK	848.67
108140828	14-10-8000-5030	TELEPHONE	BPC	ADMINISTRATION	BPC-COM 20MB	CHECK	512.00
108140828	14-10-8000-5030	TELEPHONE	BPC	ADMINISTRATION	BPC-COM INT/PRI/MBPS	CHECK	509.19
COMCAST Total							7,546.35
COMCAST CABLE							
0162651-0920	14-10-8000-5030	TELEPHONE	BPC	ADMINISTRATION	BPC BUSINESS INTERNET	CAPONE	218.35
0340117-0820	02-10-8000-5030	TELEPHONE	RECREATION	ADMINISTRATION	FREEDOM RUN INTERNET	CAPONE	108.35
0340117-0920	02-10-8000-5030	TELEPHONE	RECREATION	ADMINISTRATION	FREEDOM RUN INTERNET	CAPONE	108.35
SEPT 2020	01-10-8000-5030	TELEPHONE	GENERAL	ADMINISTRATION	TC BUSINESS INTERNET	CAPONE	368.40
SEPT 2020	11-10-8000-5030	TELEPHONE	THE CLUB	ADMINISTRATION	PS BUSINESS INTERNET	CAPONE	198.40
SEPT2020	02-10-8000-5030	TELEPHONE	RECREATION	ADMINISTRATION	VOG BUSINESS INTERNET	CAPONE	141.55
SEPT2020	02-10-8000-5030	TELEPHONE	RECREATION	ADMINISTRATION	WRC BUSINESS INTERNET	CAPONE	123.40
SEPT2020	02-15-7600-5000	DUES & SUBSCRIPTIONS	RECREATION	C&M	TC COMCAST TV	CAPONE	94.77
COMCAST CABLE Total							1,361.57
COMMONWEALTH EDISON							
33097000920	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	COTTONWOOD ELECTRIC	CHECK	28.72
5054-0920	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	N RIDGE ELECTRIC	CHECK	42.50
5056-0920	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	WESTBURY ELECTRIC DELIVERY	CHECK	16.42
COMMONWEALTH EDISON Total							87.64
CONSERV FS INC							
10106491	14-20-8500-5000	FUEL & LUBRICANTS	BPC	MAINTENANCE	GAL GASOLINE 297	INVOICE	548.27

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CC 10106492	14-20-8500-5000	FUEL & LUBRICANTS	BPC	MAINTENANCE	GAL DIESEL 132.3	INVOICE	194.62
CONSERV FS INC Total							742.89
COSMOPOLITAN LINEN RENTAL SRV							
118147	14-10-7300-5000	PROFESSIONAL SERVICES	BPC	ADMINISTRATION	FLOOR MATS, 10 EACH	CAPONE	40.00
118147	14-10-7300-5000	PROFESSIONAL SERVICES	BPC	ADMINISTRATION	FLOOR CARE, 1 EACH	CAPONE	4.33
118147	14-10-7300-5000	PROFESSIONAL SERVICES	BPC	ADMINISTRATION	MAT SCRAPER, 1 EACH	CAPONE	3.25
118147	14-10-7300-5000	PROFESSIONAL SERVICES	BPC	ADMINISTRATION	SERVICE CHARGE, 1 EACH	CAPONE	10.95
118147	14-10-7300-5000	PROFESSIONAL SERVICES	BPC	ADMINISTRATION	52X52 CLOTHS, 1 EACH	CAPONE	5.50
118147	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	BAR TOWELS, 100 EACH	CAPONE	19.00
118449	14-10-7300-5000	PROFESSIONAL SERVICES	BPC	ADMINISTRATION	FLOOR MATS, 10 EACH	CAPONE	40.00
118449	14-10-7300-5000	PROFESSIONAL SERVICES	BPC	ADMINISTRATION	FLOOR CARE, 1 EACH	CAPONE	4.33
118449	14-10-7300-5000	PROFESSIONAL SERVICES	BPC	ADMINISTRATION	MAT SCRAPER, 1 EACH	CAPONE	3.25
118449	14-10-7300-5000	PROFESSIONAL SERVICES	BPC	ADMINISTRATION	SERVICE CHARGE, 1 EACH	CAPONE	10.95
118449	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	LINEN CARE, 1 EACH	CAPONE	5.70
118449	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	GARMENT CARE, 1 EACH	CAPONE	1.35
118449	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	BAR TOWELS, 100 EACH	CAPONE	19.00
118449	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	CHEF COATS, 5 EACH	CAPONE	4.50
1184881	14-10-7300-5000	PROFESSIONAL SERVICES	BPC	ADMINISTRATION	FLOOR MATS, 10 EACH	CAPONE	40.00
1184881	14-10-7300-5000	PROFESSIONAL SERVICES	BPC	ADMINISTRATION	FLOOR CARE, 1 EACH	CAPONE	4.33
1184881	14-10-7300-5000	PROFESSIONAL SERVICES	BPC	ADMINISTRATION	MAT SCRAPER, 1 EACH	CAPONE	3.25
1184881	14-10-7300-5000	PROFESSIONAL SERVICES	BPC	ADMINISTRATION	SERVICE CHARGE, 1 EACH	CAPONE	10.95
1184881	14-45-7300-5000	CONTRACTED SERVICES	BPC	FOOD & BEVERAGE	CONTRACTED SERVICES	CAPONE	7.35
1184881	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	LINEN CARE, 1 EACH	CAPONE	5.70
1184881	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	CHEF COAT, 5 EACH	CAPONE	4.50
1184881	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	GARMENT CARE, 1 EACH	CAPONE	1.35
1184881	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	BAR TOWELS	CAPONE	19.00
1185666	14-10-7300-5000	PROFESSIONAL SERVICES	BPC	ADMINISTRATION	MAT SCRAPER, 1 EACH	CAPONE	3.25
1185666	14-10-7300-5000	PROFESSIONAL SERVICES	BPC	ADMINISTRATION	FLOOR MAT RENTAL, 10 EACH	CAPONE	40.00
1185666	14-45-7300-5000	CONTRACTED SERVICES	BPC	FOOD & BEVERAGE	FLOOR CARE, 1 EACH	CAPONE	4.33
1185666	14-45-7300-5000	CONTRACTED SERVICES	BPC	FOOD & BEVERAGE	SERVICE CHARGE, 1 EACH	CAPONE	10.95
1185666	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	LINEN CARE, 1 EACH	CAPONE	5.70
1185666	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	GARMENT CARE, 1 EACH	CAPONE	1.35
1185666	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	BAR TOWELS, 100 EACH	CAPONE	19.00
1185666	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	CHEF COAT, 5 EACH	CAPONE	4.50
1187226	14-10-7300-5000	PROFESSIONAL SERVICES	BPC	ADMINISTRATION	FLOOR MATS, 10 EACH	CAPONE	40.00
1187226	14-10-7300-5000	PROFESSIONAL SERVICES	BPC	ADMINISTRATION	FLOOR CARE, 1 EACH	CAPONE	4.33
1187226	14-10-7300-5000	PROFESSIONAL SERVICES	BPC	ADMINISTRATION	MAT SCRAPER, 1 EACH	CAPONE	3.25
1187226	14-10-7300-5000	PROFESSIONAL SERVICES	BPC	ADMINISTRATION	SERVICE CHARGE, 1 EACH	CAPONE	10.95
1187226	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	LINEN CARE, 1 EACH	CAPONE	5.70
1187226	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	GARMENT CARE, 1 EACH	CAPONE	1.35
1187226	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	BAR TOWELS, 100 EACH	CAPONE	19.00
1187226	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	CHEF COATS, 5 EACH	CAPONE	4.50
1188005	14-10-7300-5000	PROFESSIONAL SERVICES	BPC	ADMINISTRATION	FLOOR MATS, 10 EACH	CAPONE	40.00
1188005	14-10-7300-5000	PROFESSIONAL SERVICES	BPC	ADMINISTRATION	FLOOR CARE, 1 EACH	CAPONE	4.33
1188005	14-10-7300-5000	PROFESSIONAL SERVICES	BPC	ADMINISTRATION	MAT SCRAPER, 1 EACH	CAPONE	3.25

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CC 1188005	14-10-7300-5000	PROFESSIONAL SERVICES	BPC	ADMINISTRATION	SERVICE CHARGE, 1 EACH	CAPONE	10.95
1188005	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	LINEN CARE, 1 EACH	CAPONE	5.70
1188005	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	CHEF COATS, 10 EACH	CAPONE	9.00
1188005	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	GARMENT CARE, 1 EACH	CAPONE	2.70
1188005	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	BAR TOWELS, 100 EACH	CAPONE	19.00
<b>COSMOPOLITAN LINEN RENTAL SRV Total</b>							<b>541.63</b>
<b>CUCCI FORD</b>							
4018649	01-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	GENERAL	MAINTENANCE	HOOD SUPPORT	CAPONE	58.74
<b>CUCCI FORD Total</b>							<b>58.74</b>
<b>Debbie Albig</b>							
9/9/2020 12:00:00 AM	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 156418-02 Class Refund	CHECK	200.00
<b>Debbie Albig Total</b>							<b>200.00</b>
<b>DIRECT ENERGY BUSINESS</b>							
202620043350597	14-10-8000-5000	ELECTRICITY	BPC	ADMINISTRATION	GOLF SIGN-RESTROOM ELECTRIC	CHECK	768.01
202690043420133	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	PRINCETON PARK ELECTRIC	CHECK	18.94
202690043420134	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	FIELD PARK ELECTRIC	CHECK	26.23
202690043420135	02-10-8000-5000	ELECTRICITY	RECREATION	ADMINISTRATION	TC ELECTRIC	CHECK	24,788.01
202690043420136	14-10-8000-5000	ELECTRICITY	BPC	ADMINISTRATION	BPC ELECTRIC	CHECK	5,943.45
202690043420136	14-20-8000-5000	ELECTRICITY	BPC	MAINTENANCE	GLF MNT ELECTIRC	CHECK	1,981.15
202690043420137	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	S TWIN ELECTRIC	CHECK	42.21
202690043420138	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	N TWIN ELECTRIC	CHECK	68.48
202690043420139	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	SYCAMORE PARK ELECTIC	CHECK	158.26
202690043420140	02-10-8000-5000	ELECTRICITY	RECREATION	ADMINISTRATION	VOG HOUSE/BARN ELECTRIC	CHECK	853.40
202690043420141	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	TROPICANA PARK ELECTRIC	CHECK	24.79
202690043420142	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	COMMUNITY PARK ELECTRIC	CHECK	18.94
202690043420143	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	MNT GARAGE ELECTRIC	CHECK	1,076.70
202690043420144	02-80-8000-5000	ELECTRICITY	RECREATION	AQUATICS	SEASCAPE ELECTRIC	CHECK	293.84
202690043420145	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	VICTORIA PARK ELECTRIC	CHECK	28.91
202690043420146	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	CHESTNUT #1 ELECTRIC	CHECK	41.50
202690043420147	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	HIGHLAND ELECTRIC	CHECK	69.69
202690043420148	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	FABBRINI PARK ELECTRIC	CHECK	100.32
202690043420149	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	EISENHOWER PARK ELECTRIC	CHECK	53.56
202690043420150	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	EVERGREEN PARK ELECTRIC	CHECK	28.11
202690043420151	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	CHESTNUT AERATOR #2 ELECTRIC	CHECK	44.78
202690043420152	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	CANNON CROSS ELECTRIC	CHECK	704.65
202720043439248	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	SUNDANCE PARK ELECTRIC	CHECK	20.03
202720043439249	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	PINE PARK ELECTRIC	CHECK	96.75
202720043439250	02-10-8000-5000	ELECTRICITY	RECREATION	ADMINISTRATION	WRC ELECTRIC	CHECK	2,667.68
202720043439251	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	CANTERBURY PARK STH SIDE ELECTRIC	CHECK	27.25
202720043439252	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	NTH SHOP ELECTRIC	CHECK	65.08
202720043439253	11-10-8000-5000	ELECTRICITY	THE CLUB	ADMINISTRATION	PS ELECTRIC	CHECK	10,895.36
202720043439254	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	CANTERBURY PARK ELECTRIC	CHECK	27.01
<b>DIRECT ENERGY BUSINESS Total</b>							<b>50,933.09</b>

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<b>DIRECTV</b>							
092020	14-10-7600-5000	PROFESSIONAL DUES	BPC	ADMINISTRATION	TV SERVICE - SEPT	CAPONE	137.84
102020	11-10-7600-5000	DUES & SUBSCRIPTIONS	THE CLUB	ADMINISTRATION	PS CLUB CABLE TV SERVICE OCT 2020	CAPONE	198.99
37647742247	11-10-7600-5000	DUES & SUBSCRIPTIONS	THE CLUB	ADMINISTRATION	PS CLUB CABLE TV SERVICE SEPT 2020	CAPONE	198.99
<b>DIRECTV Total</b>							<b>535.82</b>
<b>DISCOUNT SCHOOL SUPPLY</b>							
W5645847	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	FACE COVERING - YOUTH SIZE PACK OF 20	CAPONE	159.98
W5657808	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	\$20 OFF COUPON	CAPONE	(20.03)
W5657808	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	WHITE CONSTRUCTION PAPER (5)	CAPONE	11.40
W5657808	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	YELLOW CONSTRUCTION PAPER (3)	CAPONE	6.84
W5657808	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	RED CONSTRUCTION PAPER (3)	CAPONE	6.84
W5657808	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	GOLD GLITTER PAINT	CAPONE	4.99
W5657808	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	SILVER GLITTER PAINT	CAPONE	4.99
W5657808	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	RED GLITTER PAINT	CAPONE	4.99
W5657808	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	PURPLE GLITTER PAINT	CAPONE	4.99
W5657808	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	BUTCHER PAPER ROLL	CAPONE	74.99
W5657808	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	NON-CONTACT THERMOMETER	CAPONE	79.99
<b>DISCOUNT SCHOOL SUPPLY Total</b>							<b>339.97</b>
<b>DIVINE SIGNS INC</b>							
33896	01-20-8400-5050	PARK AMENITIES	GENERAL	MAINTENANCE	MEMORIAL BENCH PLAQUE	INVOICE	565.00
33896	01-20-8400-5050	PARK AMENITIES	GENERAL	MAINTENANCE	TREE PLAQUE	INVOICE	190.00
33896	01-20-8400-5050	PARK AMENITIES	GENERAL	MAINTENANCE	PLAQUE POST	INVOICE	121.00
34303	02-15-7800-5010	PRINTING & PUBLICATION	RECREATION	C&M	100 3X1 TC FITNESS CLEAN MACH DECALS	INVOICE	115.00
<b>DIVINE SIGNS INC Total</b>							<b>991.00</b>
<b>DU PAGE TOPSOIL, INC.</b>							
050366	12-90-0130-5000	PRINCETON PLAY/SPLASHPAD	CAPITAL	CAPITAL PROJECTS	PARKS- PULV TOPSOIL- PRINCE (1)	CHECK	730.00
050774	01-99-0140-5000	SO RIDGE PARK/SPLASHPAD	GENERAL	CAPITAL PROJECTS	PARKS- GRAVEL- SOUTH RIDGE (1)	INVOICE	365.00
<b>DU PAGE TOPSOIL, INC. Total</b>							<b>1,095.00</b>
<b>DYNAMIC MEDIA</b>							
103827	02-32-7500-5100	FACILITY SUPPLIES	RECREATION	TRIPHAHN CENTER	OCTOBER TC FIT MUSIC	CAPONE	26.95
<b>DYNAMIC MEDIA Total</b>							<b>26.95</b>
<b>EBAY INC</b>							
31349	14-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	BPC	MAINTENANCE	1) #82015 MULTIMETER	CAPONE	32.00
5311	14-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	BPC	MAINTENANCE	3) REGULATOR #845907 FOR GREENS/TEES MOW	CAPONE	24.24
5533	14-40-4000-5010	GOLF CART REPAIRS PER LEASE	BPC	GOLF OPERATIONS	SHIPPING	CAPONE	40.00
5533	14-40-4000-5010	GOLF CART REPAIRS PER LEASE	BPC	GOLF OPERATIONS	1) USED EZGO #602-513 FRAME WELDMENT	CAPONE	30.00
5533	14-40-4000-5010	GOLF CART REPAIRS PER LEASE	BPC	GOLF OPERATIONS	1) TIE ROD #70876-G02	CAPONE	45.98
5999	14-40-4000-5010	GOLF CART REPAIRS PER LEASE	BPC	GOLF OPERATIONS	1) USED EZGO TXT48 PASNGR SIDE SPINDLE	CAPONE	55.99
<b>EBAY INC Total</b>							<b>228.21</b>

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<b>ECOLAB INC</b>							
6257505224	14-45-7300-5000	CONTRACTED SERVICES	BPC	FOOD & BEVERAGE	DISHWASHER RENTAL - JUNE	INVOICE	317.10
<b>ECOLAB INC Total</b>							<b>317.10</b>
<b>EQUIPMENT DEPOT OF IL INC</b>							
30844386	01-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	GENERAL	MAINTENANCE	PARKS- LIFT INSPECTION (1)	CAPONE	149.00
5039	02-10-8300-5000	FACILITY MAINTENANCE/ REPAIR	RECREATION	ADMINISTRATION	TC- LIFT INSPECTIONS (2)	CAPONE	663.44
<b>EQUIPMENT DEPOT OF IL INC Total</b>							<b>812.44</b>
<b>E-Z-GO A TEXTRON COMPANY</b>							
92307254	14-40-4000-5010	GOLF CART REPAIRS PER LEASE	BPC	GOLF OPERATIONS	SHIP	INVOICE	46.03
92307254	14-40-4000-5010	GOLF CART REPAIRS PER LEASE	BPC	GOLF OPERATIONS	1) 665861 SCANNER	INVOICE	1,120.88
92307254	14-40-4000-5010	GOLF CART REPAIRS PER LEASE	BPC	GOLF OPERATIONS	1) 624952 MANUAL	INVOICE	86.50
92307254	14-40-4000-5010	GOLF CART REPAIRS PER LEASE	BPC	GOLF OPERATIONS	1) 634464 MANUAL	INVOICE	84.16
<b>E-Z-GO A TEXTRON COMPANY Total</b>							<b>1,337.57</b>
<b>FABBRINIS' FLOWERS INC</b>							
102593	01-10-7800-5020	DIRECTOR EXPENSE	GENERAL	ADMINISTRATION	FLOWERS CT	CAPONE	60.00
<b>FABBRINIS' FLOWERS INC Total</b>							<b>60.00</b>
<b>FAULKES BROS. CONSTRUCTION INC.</b>							
341020	14-20-8400-5000	GOLF COURSE SUPPLIES	BPC	MAINTENANCE	23 TON FINES FREE SAND 1	INVOICE	963.90
<b>FAULKES BROS. CONSTRUCTION INC. Total</b>							<b>963.90</b>
<b>FEDEX</b>							
7-131-02235	01-10-7800-5000	ADMINISTRATIVE EXPENSE	GENERAL	ADMINISTRATION	FEDEX COURIER CHARGES	INVOICE	67.18
<b>FEDEX Total</b>							<b>67.18</b>
<b>FERGUSON WATERWORKS #2516</b>							
5074	01-99-0140-5000	SO RIDGE PARK/SPLASHPAD	GENERAL	CAPITAL PROJECTS	PLUMBING MATERIALS	CAPONE	4,308.41
<b>FERGUSON WATERWORKS #2516 Total</b>							<b>4,308.41</b>
<b>FIRESTONE COMPLETE AUTO CARE</b>							
203039	01-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	GENERAL	MAINTENANCE	REBATE	CAPONE	(23.19)
203039	01-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	GENERAL	MAINTENANCE	FRONT TIRES FOR 513	CAPONE	277.70
203298	01-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	GENERAL	MAINTENANCE	REBATE	CAPONE	(13.89)
203298	01-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	GENERAL	MAINTENANCE	TIRES FOR 515	CAPONE	375.96
5532	01-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	GENERAL	MAINTENANCE	TIRES FOR 504	CAPONE	463.88
6532	01-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	GENERAL	MAINTENANCE	REBATE	CAPONE	(18.80)
<b>FIRESTONE COMPLETE AUTO CARE Total</b>							<b>1,061.66</b>
<b>FLOLO CORPORATION</b>							
446222	02-80-8300-5000	FACILITY MAINTENANCE/ REPAIR	RECREATION	AQUATICS	PUMP REBUILD AND BALLANCE IMPELLOR	INVOICE	787.97
446439	11-20-8300-5000	FACILITY MAINTENANCE/ REPAIR	THE CLUB	MAINTENANCE	110V 1PH ELECTRIC MOTOR	INVOICE	346.53
<b>FLOLO CORPORATION Total</b>							<b>1,134.50</b>



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<b>FSS TECHNOLOGIES LLC</b>							
403407	01-10-7500-5050	COMPUTER SUPPLIES	GENERAL	ADMINISTRATION	DC POWER SUPPLY	CHECK	24.73
403407	01-10-7500-5050	COMPUTER SUPPLIES	GENERAL	ADMINISTRATION	12V 7.5AH BATTERY	CHECK	47.00
<b>FSS TECHNOLOGIES LLC Total</b>							<b>71.73</b>
<b>GAMESTOP</b>							
110000015370517	02-50-5000-5000	GENERAL PRGM EXP	RECREATION	GENERAL PROGRAMMING	3 PRIZES \$15 DOLLARS EACH FORTNITE 8/7	CAPONE	45.00
<b>GAMESTOP Total</b>							<b>45.00</b>
<b>GARIBALDIS CORPORATE OFFICE</b>							
4462	02-60-5000-5000	EARLY CHILDHOOD EXP	RECREATION	EARLY CHILDHOOD	ELC LUNCHES	CAPONE	452.10
<b>GARIBALDIS CORPORATE OFFICE Total</b>							<b>452.10</b>
<b>GARVEYS OFFICE PRODUCTS</b>							
08955	11-20-7500-5020	MAINTENANCE SUPPLIES	THE CLUB	MAINTENANCE	PS-SANITIZER DISPENSER TDFD1408WM 8/EA	CAPONE	512.00
1970986	11-20-7500-5020	MAINTENANCE SUPPLIES	THE CLUB	MAINTENANCE	PS-FACIAL TISSUE TORK ESYTF6920A 3/CA	CAPONE	95.85
1970986	11-20-7500-5020	MAINTENANCE SUPPLIES	THE CLUB	MAINTENANCE	PS-LINER30X36 COLCRB36M 1/CA	CAPONE	12.15
1970986	11-20-7500-5020	MAINTENANCE SUPPLIES	THE CLUB	MAINTENANCE	PS-LINER38X58 COLCRTGG58HP 3/CA	CAPONE	63.45
1970986	11-20-7500-5020	MAINTENANCE SUPPLIES	THE CLUB	MAINTENANCE	PS-PAPER TOWEL C-FOLD ESYCB530 6/CA	CAPONE	126.00
1970986	11-20-7500-5020	MAINTENANCE SUPPLIES	THE CLUB	MAINTENANCE	PS-HAND SOAP ONESHOT RCP4013111 3/CA	CAPONE	90.75
1975710	11-20-7500-5020	MAINTENANCE SUPPLIES	THE CLUB	MAINTENANCE	PS-PAPER TOWEL ROLL GPC89460 10" 1/CA	CAPONE	89.00
1975710	11-20-7500-5020	MAINTENANCE SUPPLIES	THE CLUB	MAINTENANCE	PS-WINDOW SQUEEGEE 14" UNGPR350 1/EA	CAPONE	22.21
1975710	11-20-7500-5020	MAINTENANCE SUPPLIES	THE CLUB	MAINTENANCE	PS-WINDOW SQUEEGEE 18" UNGPR45 1/EA	CAPONE	20.84
1975718	11-20-7500-5020	MAINTENANCE SUPPLIES	THE CLUB	MAINTENANCE	PS-PAD HEAVY-DUTY GREEN 6X9 BWK186 1/BX	CAPONE	6.27
<b>GARVEYS OFFICE PRODUCTS Total</b>							<b>1,038.52</b>
<b>Gary Schmidt</b>							
10/7/2020 12:00:00 A 01-02-0220-2900		CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Credit Balance Refund	CHECK	307.00
10/7/2020 12:00:00 A 01-02-0220-2900		CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Pass PSCS Type: Pass Refund	CHECK	144.00
<b>Gary Schmidt Total</b>							<b>451.00</b>
<b>GENERAL MECHANICAL</b>							
SI2100257	02-10-8300-5000	FACILITY MAINTENANCE/ REPAIR	RECREATION	ADMINISTRATION	TC- UNIT COMP DOWN (1)	INVOICE	2,909.75
SI2101224	11-20-8300-5000	FACILITY MAINTENANCE/ REPAIR	THE CLUB	MAINTENANCE	COMPRESSOR TWO CIRCUIT LOW PRESSURE	INVOICE	700.00
SI2101224	11-20-8300-5000	FACILITY MAINTENANCE/ REPAIR	THE CLUB	MAINTENANCE	CLUB- RTU-4 ADDITIONAL (1)	INVOICE	383.56
SI2101227	02-34-8300-5000	FACILITY MAINTENANCE/ REPAIR	RECREATION	WILLOW REC CENTER	WRC- COMPRESSOR TROUBLESHOOT (1)	INVOICE	659.00
SI2101463	14-10-8300-5000	FACILITY MAINTENANCE/ REPAIR	BPC	ADMINISTRATION	BPC- RTU-5 COMPRESSOR (1)	INVOICE	1,682.00
<b>GENERAL MECHANICAL Total</b>							<b>6,334.31</b>
<b>GENIUNE PARTS COMPANY/NAPA</b>							
2763	01-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	GENERAL	MAINTENANCE	TRANS COOLER FOR 515	CAPONE	33.46
4998-561014	01-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	GENERAL	MAINTENANCE	BELT TENSIONER FOR 528	CAPONE	26.63
4998-561857	01-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	GENERAL	MAINTENANCE	WATER PUMP FOR 511	CAPONE	60.13
4998-562035	01-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	GENERAL	MAINTENANCE	CORE	CAPONE	400.00
4998-562035	01-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	GENERAL	MAINTENANCE	TRANSMISSION FOR 515	CAPONE	1,600.00
4998-562039	01-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	GENERAL	MAINTENANCE	FUEL TANK STRAPS 515	CAPONE	40.19



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GE 4998-562039	01-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	GENERAL	MAINTENANCE	DRAIN PAN	CAPONE	23.51
4998-562039	01-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	GENERAL	MAINTENANCE	FUSES	CAPONE	17.15
4998-564876	01-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	GENERAL	MAINTENANCE	OIL AIR AND FUEL FILTERS	CAPONE	217.25
5533	01-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	GENERAL	MAINTENANCE	TRAILER PLUGS	CAPONE	27.84
5533	01-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	GENERAL	MAINTENANCE	BATTERY	CAPONE	24.03
<b>GENIUNE PARTS COMPANY/NAPA Total</b>							<b>2,470.19</b>
<b>GORDON FOOD SERVICE STORE</b>							
204651022	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	HOTDOG BUNS 1CS	CHECK	26.93
204651022	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	RELISH PC 1CS	CHECK	14.25
204651022	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	BRATWURST 1CS	CHECK	79.73
204651022	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	HAM BUNS 1CS	CHECK	25.43
204651022	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	POLISH SAUSAGE 1CS	CHECK	34.51
204651022	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	BEEF PATTY 1CS	CHECK	52.77
204651022	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	FRANKS 1CS	CHECK	30.59
204651022	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	POTATOS LAYS 1CS	CHECK	32.60
204651022	14-45-7500-5100	GENERAL SUPPLIES	BPC	FOOD & BEVERAGE	CUP 1CS	CHECK	28.27
204651022	14-45-7500-5100	GENERAL SUPPLIES	BPC	FOOD & BEVERAGE	STRAW 1CS	CHECK	53.64
204651022	14-45-7500-5100	GENERAL SUPPLIES	BPC	FOOD & BEVERAGE	NAPKIN 1CS	CHECK	35.81
204802428	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	CHICKEN 1CS	CHECK	79.92
204802428	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	ROMAINE 1CS	CHECK	37.58
204802428	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	MUSTARD 1CS	CHECK	13.53
204802428	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	HOTDOG BUNS 2CS	CHECK	57.22
204802428	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	KETCHUP PC 1CS	CHECK	28.56
204802428	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	PRETZEL PC 1CS	CHECK	36.82
204802428	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	FRITOS PC 1CS	CHECK	32.14
204802428	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	HAM BUNS 1CS	CHECK	25.58
204802428	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	POTATO PC 1CS	CHECK	32.60
204802428	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	FRANKS 4CS	CHECK	122.36
204802428	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	SAUERKRAUT 1CS	CHECK	33.10
204802428	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	POLISH SAUSAGE 2CS	CHECK	69.02
204802428	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	APPLE PIE 2CS	CHECK	109.52
204802428	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	BURGER BEEF 1CS	CHECK	52.77
204802428	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	ITALIAN SAUSAGE 2CS	CHECK	80.42
204802428	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	BRATZ 1CS	CHECK	79.73
204802428	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	PULL PORK 1CS	CHECK	72.11
204802428	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	NACHO PC 1CS	CHECK	31.87
204802428	14-45-7500-5100	GENERAL SUPPLIES	BPC	FOOD & BEVERAGE	CUP 1CS	CHECK	28.27
204802428	14-45-7500-5100	GENERAL SUPPLIES	BPC	FOOD & BEVERAGE	TRAYS 1CS	CHECK	58.45
204955823	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	HOTDOG BUNS 1CS	CHECK	28.83
204955823	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	RELISH PC 1CS	CHECK	14.25
204955823	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	BRATWURST 1CS	CHECK	79.73
204955823	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	MAYO PC 1CS	CHECK	24.90
204955823	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	MUSTARD PC 1CS	CHECK	13.53
204955823	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	DORITOS 1CS	CHECK	31.87
204955823	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	FRANKS 1CS	CHECK	30.59

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GC 204955823	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	SNICKERS 1CS	CHECK	45.16
204955823	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	BEEF PATTY 1CS	CHECK	52.77
204955823	14-45-7500-5100	GENERAL SUPPLIES	BPC	FOOD & BEVERAGE	LIDS 1CS	CHECK	25.53
205076641	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	ITALIAN S 3CS	CHECK	125.28
205076641	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	TOMATO 1CS	CHECK	34.88
205076641	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	BRATWURST 2CS	CHECK	159.46
205076641	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	MAYO PC 1CS	CHECK	24.90
205076641	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	MUSTARD PC 1CS	CHECK	13.57
205076641	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	PRETZEL PC 1CS	CHECK	36.82
205076641	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	TURKEY 2CS	CHECK	146.26
205076641	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	GREEN PEPPER 1CS	CHECK	25.27
205076641	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	COOKIES 3CS	CHECK	129.24
205076641	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	HOTDOG BUNS 3CS	CHECK	58.42
205076641	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	BURGER BUNS 1CS	CHECK	25.63
205076641	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	BEEF PATTY 3CS	CHECK	158.31
205076641	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	FRANKS 6CS	CHECK	188.64
205076641	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	POLISH 1CS	CHECK	34.70
205076641	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	B-FAST SAUND 2CS	CHECK	62.00
205076641	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	CHIP POTATO PC 4CS	CHECK	130.40
205076641	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	FRITOS 1CS	CHECK	32.14
205076641	14-45-7500-5100	GENERAL SUPPLIES	BPC	FOOD & BEVERAGE	CUP 1CS	CHECK	142.30
205076641	14-45-7500-5100	GENERAL SUPPLIES	BPC	FOOD & BEVERAGE	LID 1CS	CHECK	119.14
205076641	14-45-7500-5100	GENERAL SUPPLIES	BPC	FOOD & BEVERAGE	BAGS 1CS	CHECK	28.16
205076641	14-45-7500-5100	GENERAL SUPPLIES	BPC	FOOD & BEVERAGE	TOGO BOX 1CS	CHECK	50.62
934082168	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	POTATOS 3BG	CAPONE	11.97
934082168	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	BUTTER 2EA	CAPONE	5.58
934082168	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	CREAM 2EA	CAPONE	7.98
934082168	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	CHEESE P 1EA	CAPONE	11.99
934082168	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	PULL PORK 2EA	CAPONE	31.98
934082168	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	CROUTON 1EA	CAPONE	5.99
<b>GORDON FOOD SERVICE STORE Total</b>							<b>3,644.89</b>
<b>GRAINGER</b>							
9637115933	11-20-8300-5000	FACILITY MAINTENANCE/ REPAIR	THE CLUB	MAINTENANCE	CLUB- TOILET SEATS- RESTROOM (1)	INVOICE	237.90
9645630204	02-10-8300-5000	FACILITY MAINTENANCE/ REPAIR	RECREATION	ADMINISTRATION	TC- REPAIR CLAMP (1)	INVOICE	127.16
9663128354	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	ZURN 8" TRIM PLATES	INVOICE	244.20
9663128354	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	ZURN 4" TRIM PLATES	INVOICE	130.52
9663128354	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	ZURN MIXING VALVES	INVOICE	416.00
9663365410	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	FAUCETS	INVOICE	3,062.35
9673816162	01-20-7500-5020	MAINTENANCE SUPPLIES	GENERAL	MAINTENANCE	PARKS- HANDHELD CONCRETE SPRAYER (1)	INVOICE	158.40
9674489662	02-34-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	RECREATION	WILLOW REC CENTER	1 - EXHAUST FAN MOTOR FOR FITNESS ROOM	INVOICE	209.75
9674489662	02-34-7500-5100	FACILITY SUPPLIES	RECREATION	WILLOW REC CENTER	4 - LIGHT BALLASTS UPPER LEVEL	INVOICE	30.12
9674489662	02-34-7500-5100	FACILITY SUPPLIES	RECREATION	WILLOW REC CENTER	3 - LOWER LEVEL LIGHT BALLASTS	INVOICE	31.59
<b>GRAINGER Total</b>							<b>4,647.99</b>
<b>GREAT LAKES CONCRETE</b>							

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GF 89318	01-99-0140-5000	SO RIDGE PARK/SPLASHPAD	GENERAL	CAPITAL PROJECTS	SO RIDGE PARK/SPLASHPAD	CAPONE	1,595.80
GREAT LAKES CONCRETE Total							1,595.80
GROOT INC							
5979104	12-90-0200-5000	CLUB LOCKERROOM RENO	CAPITAL	CAPITAL PROJECTS	GROOT DISPOSAL SERVICES -PS LOCKERROOM	CAPONE	1,932.24
GROOT INC Total							1,932.24
GROOT INDUSTRIES INC							
2829971-0920	01-20-7300-5010	DISPOSAL SERVICES	GENERAL	MAINTENANCE	MAINT DEPT-GROOT SERVICES	CAPONE	50.00
2829971-0920	02-10-7300-5010	DISPOSAL SERVICE	RECREATION	ADMINISTRATION	TC GROOT SERVICES	CAPONE	584.74
2829971-0920	02-10-7300-5010	DISPOSAL SERVICE	RECREATION	ADMINISTRATION	WRC-GROOT SERVICES	CAPONE	167.53
2829971-0920	11-10-7300-5010	DISPOSAL	THE CLUB	ADMINISTRATION	PS-GROOT SERVICES	CAPONE	285.07
2829971-0920	14-10-7300-5010	DISPOSAL	BPC	ADMINISTRATION	BPC/GOLF GROOT SERVICES	CAPONE	956.60
2829971-1020	01-20-7300-5010	DISPOSAL SERVICES	GENERAL	MAINTENANCE	MAINT DEPT-GROOT SERVICES	CAPONE	50.00
2829971-1020	02-10-7300-5010	DISPOSAL SERVICE	RECREATION	ADMINISTRATION	TC GROOT SERVICES	CAPONE	584.74
2829971-1020	02-10-7300-5010	DISPOSAL SERVICE	RECREATION	ADMINISTRATION	WRC-GROOT SERVICES	CAPONE	167.53
2829971-1020	11-10-7300-5010	DISPOSAL	THE CLUB	ADMINISTRATION	PS-GROOT SERVICES	CAPONE	285.07
2829971-1020	14-10-7300-5010	DISPOSAL	BPC	ADMINISTRATION	BPC/GOLF GROOT SERVICES	CAPONE	956.60
5978368	01-20-7300-5010	DISPOSAL SERVICES	GENERAL	MAINTENANCE	GROOT DISPOSAL FEE EXTRA	CAPONE	97.46
5978368	01-20-7300-5010	DISPOSAL SERVICES	GENERAL	MAINTENANCE	MAINT DEPT ROLL OFF SERVICES	CAPONE	492.41
6121773	01-20-7300-5010	DISPOSAL SERVICES	GENERAL	MAINTENANCE	GROOT DISPOSAL FEE EXTRA	CAPONE	179.35
6121773	01-20-7300-5010	DISPOSAL SERVICES	GENERAL	MAINTENANCE	MAINT DEPT ROLL OFF SERVICES	CAPONE	492.41
GROOT INDUSTRIES INC Total							5,349.51
GROWER EQUIPMENT & SUPPLY							
18699	14-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	BPC	MAINTENANCE	SHIP	CAPONE	12.80
18699	14-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	BPC	MAINTENANCE	1) 4226-190-4006 STIHL	CAPONE	37.96
GROWER EQUIPMENT & SUPPLY Total							50.76
H.T. STRENGER INC							
6968-909846	02-10-8300-5000	FACILITY MAINTENANCE/ REPAIR	RECREATION	ADMINISTRATION	JET RODDING	INVOICE	437.00
6968-909846	02-10-8300-5000	FACILITY MAINTENANCE/ REPAIR	RECREATION	ADMINISTRATION	JETT RODDING	INVOICE	600.00
H.T. STRENGER INC Total							1,037.00
HOLABIRD SPORTS							
0673306	11-50-5200-5000	SPORTS SPECIFIC PROGRAMS EXP	THE CLUB	GENERAL PROGRAMMING	PS: ORANGE ONIX PICKLEBALLS (QTY100)	CHECK	230.00
HOLABIRD SPORTS Total							230.00
HOME DEPOT CREDIT SERVICES							
5523259	11-20-8100-5000	EQUIPMENT	THE CLUB	MAINTENANCE	PS-RYOBI PRESSURE WASHER RY141612 1/EA	CAPONE	99.00
HOME DEPOT CREDIT SERVICES Total							99.00
Ilene Flores							
9/16/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 244302-A Class Refund	CHECK	48.00
Ilene Flores Total							48.00

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VENDOR NAME							
INVOICE NUMBER	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FUND	DEPARTMENT	INVOICE DESCRIPTION	PAY TYPE	AMT
<b>ILLINOIS ASSOC. PARK DISTRICTS</b>							
06182020	01-10-7800-5030	COMMISSIONER EXPENSE	GENERAL	ADMINISTRATION	IAPD BOARD SELF-EVALUATION	CAPONE	655.16
200010868	01-10-7800-5030	COMMISSIONER EXPENSE	GENERAL	ADMINISTRATION	IAPD SEMINAR RC	CAPONE	125.00
200010929	01-10-7800-5020	DIRECTOR EXPENSE	GENERAL	ADMINISTRATION	GOLF REGISTRATION ED CT	CAPONE	110.00
200010929	01-10-7800-5030	COMMISSIONER EXPENSE	GENERAL	ADMINISTRATION	GOLF REGISTRATION COMMISSIONER RE	CAPONE	110.00
200010934	01-10-7800-5020	DIRECTOR EXPENSE	GENERAL	ADMINISTRATION	AWARD FOR HE VILLAGE	CAPONE	110.00
200010934	01-10-7800-5020	DIRECTOR EXPENSE	GENERAL	ADMINISTRATION	AWARD FOR COOK COUNTY	CAPONE	110.00
200011038	01-10-7800-5030	COMMISSIONER EXPENSE	GENERAL	ADMINISTRATION	IAPD LEGAL SYMPOSIUM PK	CAPONE	205.00
<b>ILLINOIS ASSOC. PARK DISTRICTS Total</b>							<b>1,425.16</b>
<b>ILLINOIS DEPT. OF REVENUE</b>							
092020	14-02-0200-2010	SALES TAX PAYABLE	BPC	LIABILITIES	AUG20 SALES TAX - BPC	CAPONE	6,183.39
092020	14-10-9000-4000	MISCELLANEOUS	BPC	ADMINISTRATION	AUG20 SALES TAX EARLY FILING CR	CAPONE	(108.06)
092020	11-02-0200-2010	SALES TAX PAYABLE	THE CLUB	LIABILITIES	AUG20 SALES TAX - CLUB	CAPONE	59.67
<b>ILLINOIS DEPT. OF REVENUE Total</b>							<b>6,135.00</b>
<b>INTERSTATE BATTERIES</b>							
4796	01-10-9000-5000	MISCELLANEOUS EXPENSE	GENERAL	ADMINISTRATION	BATTERY -WILL CREDIT	CAPONE	(42.90)
<b>INTERSTATE BATTERIES Total</b>							<b>(42.90)</b>
<b>INTERSTATE GAS SUPPLY INC</b>							
333496	02-10-8000-5010	NATURAL GAS	RECREATION	ADMINISTRATION	VOG BARN NATURAL GAS	CHECK	442.39
333496	02-10-8000-5010	NATURAL GAS	RECREATION	ADMINISTRATION	VOG HOUSE NATURAL GAS	CHECK	516.35
333598	02-10-8000-5010	NATURAL GAS	RECREATION	ADMINISTRATION	VOG BARN NATURAL GAS	CHECK	242.27
<b>INTERSTATE GAS SUPPLY INC Total</b>							<b>1,201.01</b>
<b>INVEX DESIGN LLC</b>							
1601	02-15-7300-5050	INFORMATION SERVICES SUPPORT	RECREATION	C&M	HEPARKS.ORG ANNUAL SERVICE, MANT, HOST	INVOICE	2,520.00
<b>INVEX DESIGN LLC Total</b>							<b>2,520.00</b>
<b>IPRA</b>							
12637	01-20-7200-5000	PROFESSIONAL EDUCATION	GENERAL	MAINTENANCE	CPSI COURSE - DH	CAPONE	579.00
2020-2021	14-01-0600-1000	PREPAID EXPENSE	BPC	ASSETS	IPRA RENEWAL BB	CAPONE	264.00
2020-2021	01-01-0600-1000	PRE-PAID EXPENSE	GENERAL	ASSETS	IPRA RENEWAL CT	CAPONE	264.00
2020-2021	01-01-0600-1000	PRE-PAID EXPENSE	GENERAL	ASSETS	IPRA NEW MEMBER ML	CAPONE	279.00
2020-2021	01-01-0600-1000	PRE-PAID EXPENSE	GENERAL	ASSETS	IPRA RENEWAL LC BM CR	CAPONE	792.00
2020-2021	01-01-0600-1000	PRE-PAID EXPENSE	GENERAL	ASSETS	IPRA RENEWAL SB DH	CAPONE	528.00
2020-2021	02-01-0600-1000	PRE-PAID EXPENSE	RECREATION	ASSETS	IPRA RENEWAL KB LG	CAPONE	528.00
2020-2021	02-01-0600-1000	PRE-PAID EXPENSE	RECREATION	ASSETS	IPRA RENEWAL PB KT DA AK NW	CAPONE	1,320.00
2020-2021	11-01-0600-1000	PRE-PAID EXPENSE	THE CLUB	ASSETS	IPRA RENEWAL CT	CAPONE	264.00
<b>IPRA Total</b>							<b>4,818.00</b>
<b>IT SAVVY LLC</b>							
01212786	01-10-7500-5050	COMPUTER SUPPLIES	GENERAL	ADMINISTRATION	APC SYMMETRA LX PWR MOD FOR BAT BACKUP 2	CAPONE	3,787.24
3403200	01-10-8900-5000	COMPUTER/PHONE EQUIPMENT	GENERAL	ADMINISTRATION	SHIPPING	CAPONE	45.28
3403200	01-10-8900-5000	COMPUTER/PHONE EQUIPMENT	GENERAL	ADMINISTRATION	APC SYMMETRA UPS BATTERY MODULE 2	CAPONE	1,008.64

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INVOICE NUMBER	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FUND	DEPARTMENT	INVOICE DESCRIPTION	PAY TYPE	AMT
<b>IT SAVVY LLC Total</b>							<b>4,841.16</b>
<b>Jessica Sweet</b>							
9/23/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 156420-A5 Class Refund	CHECK	115.00
<b>Jessica Sweet Total</b>							<b>115.00</b>
<b>JON-DON LLC</b>							
4009037	11-20-7500-5020	MAINTENANCE SUPPLIES	THE CLUB	MAINTENANCE	PS-2 PK 3M FILTER MMM2097 1/EA	CAPONE	10.92
4009037	11-20-7500-5020	MAINTENANCE SUPPLIES	THE CLUB	MAINTENANCE	JON DON CREDIT	CAPONE	(4.65)
4009239	11-20-7500-5020	MAINTENANCE SUPPLIES	THE CLUB	MAINTENANCE	PS-5-QT JUG MP-UH18-EA 2/EA	CAPONE	11.92
4009239	11-20-7500-5020	MAINTENANCE SUPPLIES	THE CLUB	MAINTENANCE	PS-MICROFIBER MOP PAD18" ME-MOP18EA 2/EA	CAPONE	19.50
4009239	11-20-7500-5020	MAINTENANCE SUPPLIES	THE CLUB	MAINTENANCE	PS-INTERCEPT MICROFILTER MPPT100331 2/EA	CAPONE	29.12
4043942	11-20-7500-5020	MAINTENANCE SUPPLIES	THE CLUB	MAINTENANCE	PS-MATRIX GRAND SLAM MX-GSSC-04 2/CA	CAPONE	273.82
4043942	11-20-7500-5020	MAINTENANCE SUPPLIES	THE CLUB	MAINTENANCE	PS-MATRIX ALL FIBER RINSE MX-AFR-04 1/CA	CAPONE	65.72
4043942	11-20-7500-5020	MAINTENANCE SUPPLIES	THE CLUB	MAINTENANCE	PS-MATRIX SPOT OUT MX-SOQT-EA 1/EA	CAPONE	6.75
<b>JON-DON LLC Total</b>							<b>413.10</b>
<b>KC FITNESS SERVICES, INC.</b>							
63402	11-30-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	THE CLUB	FITNESS	PS: 6 VOLT BATTERY FOR #4 ELIPTICAL	INVOICE	49.21
63404	11-30-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	THE CLUB	FITNESS	PS PREVENTATIVE FIT EQUIP MAINT Q3	INVOICE	3,060.00
<b>KC FITNESS SERVICES, INC. Total</b>							<b>3,109.21</b>
<b>KEEN EDGE CO.</b>							
447013	01-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	GENERAL	MAINTENANCE	SHIPPING	CHECK	7.68
447013	01-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	GENERAL	MAINTENANCE	THROTTLE CABLE	CHECK	8.22
447013	01-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	GENERAL	MAINTENANCE	TUBES FOR ZTURNS	CHECK	80.09
<b>KEEN EDGE CO. Total</b>							<b>95.99</b>
<b>Kenneth Buseman</b>							
9/16/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Pass PSCS Type: Pass Refund	CHECK	35.00
9/16/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Pass PSCK Type: Pass Refund	CHECK	10.00
<b>Kenneth Buseman Total</b>							<b>45.00</b>
<b>LAKESHORE LEARNING</b>							
81357730	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	SHIPPING	CAPONE	32.10
81357730	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	ACTIVITY MATS	CAPONE	74.99
81357730	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	ACTIVITY BEAN BAGS	CAPONE	19.99
81357730	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	COLOR CONES (2 SETS OF 10)	CAPONE	33.98
81357730	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	ACTIVITY BALLS (3 SETS OF 6)	CAPONE	59.97
<b>LAKESHORE LEARNING Total</b>							<b>221.03</b>
<b>LEE BAIT</b>							
7	02-75-5000-5010	OUTDOOR ADVENTURE EXP	RECREATION	YOUTH ATHLETICS	24 MINNOWS FOR FISHING CLASS	CAPONE	7.00
<b>LEE BAIT Total</b>							<b>7.00</b>
<b>LEIBOLD IRRIGATION INC</b>							

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INVOICE NUMBER	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FUND	DEPARTMENT	INVOICE DESCRIPTION	PAY TYPE	AMT
LE 0009143	14-20-8200-5100	IRRIGATION SYSTEM MAINT/REPAIR	BPC	MAINTENANCE	IRR SERVICE 1	CHECK	217.52
<b>LEIBOLD IRRIGATION INC Total</b>							<b>217.52</b>
<b>LEVEL 257</b>							
5812	02-50-5100-5060	TEEN CAMP EXP	RECREATION	GENERAL PROGRAMMING	TEEN CAMP FT DEP PAC MAN (6/12)	CAPONE	(200.00)
60173	02-60-5100-5020	MINI DAY CAMP EXP	RECREATION	EARLY CHILDHOOD	ALL STAR FT DEP PAC MAN (8/5)	CAPONE	(200.00)
<b>LEVEL 257 Total</b>							<b>(400.00)</b>
<b>MARIANOS</b>							
02991	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	TOMATO 1BG	CAPONE	9.99
03474	01-10-7800-5020	DIRECTOR EXPENSE	GENERAL	ADMINISTRATION	CAKE FOR CT	CAPONE	37.99
03496	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	MILK (5)	CAPONE	10.00
07163	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	ASPARAGUS 1EA	CAPONE	2.21
07163	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	CARROTT 1EA	CAPONE	0.19
07163	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	LIMES 1EA	CAPONE	6.99
07163	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	ZUCCHINI 1EA	CAPONE	1.11
07163	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	ONION R 1EA	CAPONE	3.62
07163	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	LEMON 1EA	CAPONE	2.99
07163	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	POTATO R 1EA	CAPONE	2.39
07163	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	ONION 1EA	CAPONE	5.11
08264	02-15-7900-5000	ADVERTISING	RECREATION	C&M	SUPPLIES FOR HECHAMBER GOLF OUTING	CAPONE	54.34
08806	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	TOMATO 1CS	CAPONE	15.06
08806	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	ONION W 1CS	CAPONE	9.61
08816	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	LEMON 1BG	CAPONE	2.99
08816	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	TOMATO 1BG	CAPONE	15.12
08816	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	ONION RED 1BG	CAPONE	4.59
08816	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	ONION YLW 1BG	CAPONE	4.41
08816	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	ORANGE 1BG	CAPONE	3.95
08816	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	LIMES 1BG	CAPONE	6.00
09851	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	ONION R 1CS	CAPONE	3.95
09851	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	TOMATOS 1CS	CAPONE	9.95
09851	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	ONION 1CS	CAPONE	4.99
<b>MARIANOS Total</b>							<b>217.55</b>
<b>MARTIN IMPLEMENT SALES INC</b>							
G00012	01-20-8400-5000	PARK GROUNDS SUPPLIES	GENERAL	MAINTENANCE	PARKS- EQUIP RENTAL- SRIDGE (1)	CAPONE	630.00
G00025	01-99-0140-5000	SO RIDGE PARK/SPLASHPAD	GENERAL	CAPITAL PROJECTS	PARKS- TRENCHER (1)-CLEAN UP CHARGE	CAPONE	35.00
<b>MARTIN IMPLEMENT SALES INC Total</b>							<b>665.00</b>
<b>MARY WOLFF</b>							
102020	01-10-7800-5040	TRAVEL REIMBURSEMENT	GENERAL	ADMINISTRATION	21 DAYS AT 14.9 MILES PER DAY	CHECK	181.48
<b>MARY WOLFF Total</b>							<b>181.48</b>
<b>MENARDS, INC.</b>							
45340	11-20-8300-5000	FACILITY MAINTENANCE/ REPAIR	THE CLUB	MAINTENANCE	CLUB- REPAIR- WOMENS RESTROOM (1)	INVOICE	15.48
45668	01-99-0140-5000	SO RIDGE PARK/SPLASHPAD	GENERAL	CAPITAL PROJECTS	PARKS- SUPPLIES- RESTROOM (1)	INVOICE	40.98

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MI 45668	01-99-0140-5000	SO RIDGE PARK/SPLASHPAD	GENERAL	CAPITAL PROJECTS	PARKS- MATERIAL CREDIT (1)	INVOICE	(34.00)
45689	14-45-7500-5100	GENERAL SUPPLIES	BPC	FOOD & BEVERAGE	GRILL GAS 2EA	INVOICE	35.52
45781	14-10-8300-5000	FACILITY MAINTENANCE/ REPAIR	BPC	ADMINISTRATION	2X2 COUPLINGS	INVOICE	6.58
46103	01-20-7500-5020	MAINTENANCE SUPPLIES	GENERAL	MAINTENANCE	SDS MASONRY DRILL BIT	INVOICE	14.97
46210	01-20-7500-5020	MAINTENANCE SUPPLIES	GENERAL	MAINTENANCE	PARKS- HOSE + NOZZLE (1)	INVOICE	52.47
46210	01-20-7500-5020	MAINTENANCE SUPPLIES	GENERAL	MAINTENANCE	PARKS- WATER BOTTLES (1)	INVOICE	6.76
46210	01-99-0140-5000	SO RIDGE PARK/SPLASHPAD	GENERAL	CAPITAL PROJECTS	PARKS- STAKES- SRIDGE (1)	INVOICE	59.90
46216	01-99-0140-5000	SO RIDGE PARK/SPLASHPAD	GENERAL	CAPITAL PROJECTS	PARKS- COUPLINGS- VACUUM BREAKERS (1)	INVOICE	13.44
46279	01-20-7500-5020	MAINTENANCE SUPPLIES	GENERAL	MAINTENANCE	PARKS- HOSES (2)	INVOICE	45.98
46435	01-99-0140-5000	SO RIDGE PARK/SPLASHPAD	GENERAL	CAPITAL PROJECTS	PARKS- SPLIT BOLTS- SRIDGE BATHROOM (1)	INVOICE	51.62
46552	02-32-7500-5100	FACILITY SUPPLIES	RECREATION	TRIPHAHN CENTER	MOUNTING TAPE FOR DISPENSERS	INVOICE	19.98
46559	14-45-7500-5100	GENERAL SUPPLIES	BPC	FOOD & BEVERAGE	LP REFILL 4EA	INVOICE	71.04
46636	01-20-8200-5020	PARK STRUCTURE MAINT. & REPAIR	GENERAL	MAINTENANCE	PARKS- COUPLINGS- FAB (1)	INVOICE	36.59
46655	01-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	GENERAL	MAINTENANCE	SHOP SUPPLIES	INVOICE	49.04
46662	01-20-8200-5020	PARK STRUCTURE MAINT. & REPAIR	GENERAL	MAINTENANCE	PARKS- FOUNTAIN PARTS- FAB (1)	INVOICE	7.28
46687	14-20-7500-5100	COURSE AMENITIES	BPC	MAINTENANCE	LIQUID NAILS 1	INVOICE	2.26
46990	11-20-8300-5000	FACILITY MAINTENANCE/ REPAIR	THE CLUB	MAINTENANCE	CLUB- CHLORINATOR FITTINGS (1)	INVOICE	26.46
46990	14-20-8300-5000	FACILITY MAINTENANCE/ REPAIR	BPC	MAINTENANCE	BPCMNT- MINI SPLIT SUPPLIES (1)	INVOICE	28.54
47012	14-20-8300-5000	FACILITY MAINTENANCE/ REPAIR	BPC	MAINTENANCE	PARKS- BREAKER- MINI SPLIT (1)	INVOICE	21.74
47062	01-99-0140-5000	SO RIDGE PARK/SPLASHPAD	GENERAL	CAPITAL PROJECTS	PARKS- TRIM- RESTROOM- SRIDGE (1)	INVOICE	111.60
47091	01-20-8200-5020	PARK STRUCTURE MAINT. & REPAIR	GENERAL	MAINTENANCE	PARKS- FOUNTAIN PARTS (1)	INVOICE	39.47
47169	01-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	GENERAL	MAINTENANCE	PAPER TOWELS	INVOICE	21.98
47169	01-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	GENERAL	MAINTENANCE	HAND SOAP	INVOICE	8.98
47169	01-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	GENERAL	MAINTENANCE	TIRE SHINE	INVOICE	4.49
47169	01-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	GENERAL	MAINTENANCE	LEATHER CLEANER	INVOICE	6.27
47169	01-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	GENERAL	MAINTENANCE	AA BATTERIES	INVOICE	8.98
47212	01-20-8100-5000	EQUIPMENT	GENERAL	MAINTENANCE	PARKS- SCREWS AND FLARE (1)	INVOICE	59.91
47215	14-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	BPC	MAINTENANCE	DRAIN KIT 1	INVOICE	7.99
47215	14-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	BPC	MAINTENANCE	DUCK TAPE 1	INVOICE	5.99
47215	14-20-8300-5000	FACILITY MAINTENANCE/ REPAIR	BPC	MAINTENANCE	RV ANTIFREEZE 10	INVOICE	22.40
47215	14-20-8300-5000	FACILITY MAINTENANCE/ REPAIR	BPC	MAINTENANCE	100' SNOW FENCE 4	INVOICE	119.88
47390	01-20-8200-5020	PARK STRUCTURE MAINT. & REPAIR	GENERAL	MAINTENANCE	PARKS- ACRYLIC SHEETS+ANCHORS (1)	INVOICE	46.55
47539	01-20-8400-5000	PARK GROUNDS SUPPLIES	GENERAL	MAINTENANCE	PARKS- LUMBER (1)	INVOICE	104.62
47589	14-45-7500-5100	GENERAL SUPPLIES	BPC	FOOD & BEVERAGE	GRILL GAS 3EA	INVOICE	53.28
47864	01-20-8400-5000	PARK GROUNDS SUPPLIES	GENERAL	MAINTENANCE	PARKS- LUMBER- SRIDGE (1)	INVOICE	115.08
<b>MENARDS, INC. Total</b>							<b>1,310.10</b>
<b>METROPOLITAN INDUSTRIES INC</b>							
021569	02-10-8300-5000	FACILITY MAINTENANCE/ REPAIR	RECREATION	ADMINISTRATION	REPAIR SEWAGE PUMP LOW LEVEL STAGE	INVOICE	1,243.00
<b>METROPOLITAN INDUSTRIES INC Total</b>							<b>1,243.00</b>
<b>Michele Muenzenmay</b>							
9/30/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Pass PSCS Type: Pass Refund	CHECK	225.00
<b>Michele Muenzenmay Total</b>							<b>225.00</b>
<b>MIGHTY MITES AWARDS</b>							



INVOICE REGISTER FOR HOFFMAN ESTATES PARK DISTRICT  
 INVOICE DUE DATES 09/09/2020 - 10/13/2020  
 BOTH JOURNALIZED AND UNJOURNALIZED  
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VENDOR NAME							
INVOICE NUMBER	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FUND	DEPARTMENT	INVOICE DESCRIPTION	PAY TYPE	AMT
MI 14755	02-75-5400-5000	BOYS BASEBALL EXP	RECREATION	YOUTH ATHLETICS	100 PARTICIPATION TROPHIES \$4.85 EACH	CAPONE	485.00
14811	02-75-5000-5010	OUTDOOR ADVENTURE EXP	RECREATION	YOUTH ATHLETICS	12 AWRDS LONGEST, SMALLEST, MOST VARIETY	CAPONE	66.00
14811	02-75-5000-5010	OUTDOOR ADVENTURE EXP	RECREATION	YOUTH ATHLETICS	YOUTH 1ST PLACE AWARD, 2 TOTAL	CAPONE	24.00
14811	02-75-5000-5010	OUTDOOR ADVENTURE EXP	RECREATION	YOUTH ATHLETICS	YOUTH 2ND PLACE AWARD, 2 TOTAL	CAPONE	20.00
14811	02-75-5000-5010	OUTDOOR ADVENTURE EXP	RECREATION	YOUTH ATHLETICS	YOUTH 3RD PLACE AWARD, 2 TOTAL	CAPONE	16.00
14811	02-75-5000-5010	OUTDOOR ADVENTURE EXP	RECREATION	YOUTH ATHLETICS	ADULT PRIZE PLAQUES, 4 TOTAL	CAPONE	48.00
<b>MIGHTY MITES AWARDS Total</b>							<b>659.00</b>
<b>Monika Potocki</b>							
9/30/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 156420-A5 Class Refund	CHECK	115.00
<b>Monika Potocki Total</b>							<b>115.00</b>
<b>MOST DEPENDABLE FOUNTAINS</b>							
61339	12-90-0130-5000	PRINCETON PLAY/SPLASHPAD	CAPITAL	CAPITAL PROJECTS	PARKS- PRINCETON FOUNTAIN (1)	INVOICE	3,775.00
61341	01-99-0140-5000	SO RIDGE PARK/SPLASHPAD	GENERAL	CAPITAL PROJECTS	PARKS- BOTTLE FILLER- SRIDGE (1)	INVOICE	1,615.00
<b>MOST DEPENDABLE FOUNTAINS Total</b>							<b>5,390.00</b>
<b>MUZAK-NORTH CENTRAL LLC</b>							
092020	11-10-7600-5000	DUES & SUBSCRIPTIONS	THE CLUB	ADMINISTRATION	PS-SEPT FACILITY MUSIC FEE	CAPONE	155.49
102020	11-10-7600-5000	DUES & SUBSCRIPTIONS	THE CLUB	ADMINISTRATION	PS-SEPT FACILITY MUSIC FEE	CAPONE	155.49
<b>MUZAK-NORTH CENTRAL LLC Total</b>							<b>310.98</b>
<b>MYZONE</b>							
092020	11-10-7600-5000	DUES & SUBSCRIPTIONS	THE CLUB	ADMINISTRATION	CLUB- LICENSING AGREEMENT SEPT 2020	CAPONE	150.00
7997	11-10-7600-5000	DUES & SUBSCRIPTIONS	THE CLUB	ADMINISTRATION	CLUB- LICENSING AGREEMENT OCT 2020	CAPONE	150.00
<b>MYZONE Total</b>							<b>300.00</b>
<b>NAEYC</b>							
2611	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	2020 IL AEYC CONFERENCE (NW)	CAPONE	288.79
502535	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	NAEYC YEAR MEMBERSHIP (NW)	CAPONE	69.00
<b>NAEYC Total</b>							<b>357.79</b>
<b>NAND, INC.</b>							
8577285	02-50-5400-5100	YOUNG REMBRANDTS CONT EXP	RECREATION	GENERAL PROGRAMMING	CAMP SESSION 237403I (3)	CHECK	300.00
8615949	02-50-5000-5100	GENERAL CONT PRGM EXP	RECREATION	GENERAL PROGRAMMING	YOUNG REMBRANDTS MAY CLASS (1) 227403-E	CHECK	40.00
8710496	02-50-5000-5100	GENERAL CONT PRGM EXP	RECREATION	GENERAL PROGRAMMING	YOUNG REMBRANDTS JUNE CLASS (1) 237403-D	CHECK	40.00
8919823	02-50-5400-5100	YOUNG REMBRANDTS CONT EXP	RECREATION	GENERAL PROGRAMMING	JULY SESSION 237403E (2)	CHECK	80.00
<b>NAND, INC. Total</b>							<b>460.00</b>
<b>NATIONAL RECREATION</b>							
231350	14-10-7200-5000	PROFESSIONAL EDUCATION	BPC	ADMINISTRATION	CPRP RENEWAL BRIAN	CAPONE	65.00
<b>NATIONAL RECREATION Total</b>							<b>65.00</b>
<b>NATIONAL RECREATION AND PARK</b>							
QZWPJGF9	01-10-7800-5030	COMMISSIONER EXPENSE	GENERAL	ADMINISTRATION	NRPA 2020 VIRTUAL CONF RC	CAPONE	295.00
<b>NATIONAL RECREATION AND PARK Total</b>							<b>295.00</b>



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INVOICE NUMBER	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FUND	DEPARTMENT	INVOICE DESCRIPTION	PAY TYPE	AMT
<b>NICOR GAS</b>							
34105840820	14-10-8000-5010	NATURAL GAS	BPC	ADMINISTRATION	BPC NATURAL GAS DELIVERY	CHECK	304.53
3410584-0920	14-10-8000-5010	NATURAL GAS	BPC	ADMINISTRATION	BPC NATURAL GAS DELIVERY	CHECK	313.98
35085680820	14-20-8000-5010	NATURAL GAS	BPC	MAINTENANCE	GLF MNT NATURAL GAS DELIVERY	CHECK	146.54
35085680920	14-20-8000-5010	NATURAL GAS	BPC	MAINTENANCE	GLF MNT NATURAL GAS DELIVERY	CHECK	154.48
35619870720	02-80-8000-5010	NATURAL GAS	RECREATION	AQUATICS	SEA GAS DELIVERY	CHECK	270.24
35619870820	02-80-8000-5010	NATURAL GAS	RECREATION	AQUATICS	SEA GAS DELIVERY	CHECK	270.78
38911540820	01-20-8000-5010	NATURAL GAS	GENERAL	MAINTENANCE	MNT GARAGE NATURAL GAS DELIVERY	CHECK	172.30
3891154-0920	01-20-8000-5010	NATURAL GAS	GENERAL	MAINTENANCE	MNT GARAGE NATURAL GAS DELIVERY	CHECK	173.87
40052390720	02-10-8000-5010	NATURAL GAS	RECREATION	ADMINISTRATION	VOG BARN GAS DELIVERY	CHECK	54.12
40052390820	02-10-8000-5010	NATURAL GAS	RECREATION	ADMINISTRATION	VOG BARN GAS DELIVERY	CHECK	52.63
40860130720	02-10-8000-5010	NATURAL GAS	RECREATION	ADMINISTRATION	VOG HOUSE GAS DELIVERY	CHECK	60.24
40860130820	02-10-8000-5010	NATURAL GAS	RECREATION	ADMINISTRATION	VOG HOUSE GAS DELIVERY	CHECK	60.41
40868560820	02-10-8000-5010	NATURAL GAS	RECREATION	ADMINISTRATION	WRC NATURAL GAS DELIVERY	CHECK	198.93
4086856-0920	02-10-8000-5010	NATURAL GAS	RECREATION	ADMINISTRATION	WRC NATURAL GAS DELIVERY	CHECK	185.62
4087130820	02-10-8000-5010	NATURAL GAS	RECREATION	ADMINISTRATION	TC NATURAL GAS DELIVERY	CHECK	838.30
4087131-0920	02-10-8000-5010	NATURAL GAS	RECREATION	ADMINISTRATION	TC NATURAL GAS DELIVERY	CHECK	1,096.98
4314100-0920	11-10-8000-5010	NATURAL GAS	THE CLUB	ADMINISTRATION	PS NATURAL GAS DELIVERY	CHECK	559.71
4314100820	11-10-8000-5010	NATURAL GAS	THE CLUB	ADMINISTRATION	PS NATURAL GAS DELIVERY	CHECK	458.07
<b>NICOR GAS Total</b>							<b>5,371.73</b>
<b>NORTHERN IL UNIVERSITY</b>							
ESP000006	02-50-5900-5000	SPECIAL EVENT EXP	RECREATION	GENERAL PROGRAMMING	FORTNITE TOURNEY 235725 (12)	CHECK	60.00
ESP00008	02-50-5900-5000	SPECIAL EVENT EXP	RECREATION	GENERAL PROGRAMMING	FORTNITE TOURNEY 245725 (27)	CHECK	135.00
<b>NORTHERN IL UNIVERSITY Total</b>							<b>195.00</b>
<b>NORTHWEST SPECIAL RECREATION</b>							
092020	09-10-6400-5000	NWSRA SPECIAL ASSESSMENT	SPECIAL RECREATIO	ADMINISTRATION	SECOND INSTALLMENT MEMBER DISTRICT	INVOICE	153,733.95
<b>NORTHWEST SPECIAL RECREATION Total</b>							<b>153,733.95</b>
<b>NUCO2</b>							
3101626268	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	CO2 BULK FILL TANK 256	CAPONE	126.67
3101626268	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	FUEL SURCHARGE	CAPONE	9.00
3101626268	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	DELIVERY FEE	CAPONE	9.50
3101626268	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	HAZARDOUS CHARGE	CAPONE	14.30
3101626268	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	NUCO2 CHARGES	CAPONE	185.00
63581051	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	20 CY RENTAL (2)	CAPONE	43.00
63581051	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	BULK CO2 TANK LEASE	CAPONE	66.44
63581051	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	CYLINDER RENTAL (4)	CAPONE	64.50
63581051	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	SAFETY & ENVIRONMENT	CAPONE	14.66
64138792	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	20 CY RENTAL (2)	CAPONE	43.00
64138792	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	BULK CO2 TANK LEASE	CAPONE	66.44
64138792	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	CYLINDER RENTAL (4)	CAPONE	64.50
64138792	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	SAFETY & ENVIRONMENT	CAPONE	14.66
<b>NUCO2 Total</b>							<b>721.67</b>

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<b>NUTOYS LEISURE PRODUCTS</b>							
50710	01-20-8400-5050	PARK AMENITIES	GENERAL	MAINTENANCE	PARKS- MEMORIAL BENCHES- FAB (2)	INVOICE	1,700.00
50710	01-20-8400-5050	PARK AMENITIES	GENERAL	MAINTENANCE	PARKS- SHIPPING- BENCHES (1)	INVOICE	314.00
50820	01-20-8400-5050	PARK AMENITIES	GENERAL	MAINTENANCE	SHIPPING	INVOICE	191.00
50820	01-20-8400-5050	PARK AMENITIES	GENERAL	MAINTENANCE	6' CEDAR RECYCLED BENCH (1)	INVOICE	850.00
<b>NUTOYS LEISURE PRODUCTS Total</b>							<b>3,055.00</b>
<b>OFFICIAL FINDERS LLC</b>							
1062	02-75-5300-5000	BASKETBALL LEAGUE EXP	RECREATION	YOUTH ATHLETICS	FEEDER BBALL REF FEES (\$70X10GAMES)	CAPONE	700.00
<b>OFFICIAL FINDERS LLC Total</b>							<b>700.00</b>
<b>ONEPOINTE SOLUTIONS</b>							
5047	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	SHIPPING	CAPONE	393.50
5047	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	WALL CABINET - ANTIMICROBIAL (4)	CAPONE	1,460.00
5047	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	COUNTER TOP - ANTIMICROBIAL (2)	CAPONE	530.00
5047	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	BASE CABINET- ANTIMICROBIAL (4)	CAPONE	1,924.00
<b>ONEPOINTE SOLUTIONS Total</b>							<b>4,307.50</b>
<b>OPTIONS BASKETBALL, LLC</b>							
0000032	11-50-5200-5100	CONT SPORTS SPECIFIC EXP	THE CLUB	GENERAL PROGRAMMING	PS PSVB8P PRIVATE TRAINING 70/30	CHECK	661.50
0000032	11-50-5200-5100	CONT SPORTS SPECIFIC EXP	THE CLUB	GENERAL PROGRAMMING	PS PSVB4P PRIVATE TAINING 70/30	CHECK	630.00
0000032	11-50-5200-5100	CONT SPORTS SPECIFIC EXP	THE CLUB	GENERAL PROGRAMMING	PS PSVB4G GROUP TRAINING 70/30	CHECK	1,382.50
0000032	11-50-5200-5100	CONT SPORTS SPECIFIC EXP	THE CLUB	GENERAL PROGRAMMING	PS PRIVATE TRAINING #1150	CHECK	42.00
0000032	11-50-5200-5100	CONT SPORTS SPECIFIC EXP	THE CLUB	GENERAL PROGRAMMING	PS GROUP TRAINING #1151	CHECK	126.00
0000033	11-50-5200-5100	CONT SPORTS SPECIFIC EXP	THE CLUB	GENERAL PROGRAMMING	PS PSVB8P PRIVATE TRAINING 70/30	CHECK	220.50
0000033	11-50-5200-5100	CONT SPORTS SPECIFIC EXP	THE CLUB	GENERAL PROGRAMMING	PS PSVB4P PRIVATE TAINING 70/30	CHECK	595.00
0000033	11-50-5200-5100	CONT SPORTS SPECIFIC EXP	THE CLUB	GENERAL PROGRAMMING	PS PSVB4G GROUP TRAINING 70/30	CHECK	1,102.50
0000033	11-50-5200-5100	CONT SPORTS SPECIFIC EXP	THE CLUB	GENERAL PROGRAMMING	PS PRIVATE TRAINING #1150	CHECK	42.00
0000033	11-50-5200-5100	CONT SPORTS SPECIFIC EXP	THE CLUB	GENERAL PROGRAMMING	PS GROUP TRAINING #1152	CHECK	154.00
<b>OPTIONS BASKETBALL, LLC Total</b>							<b>4,956.00</b>
<b>PADDOCK PUBLICATIONS</b>							
157231	01-20-7800-5010	PRINTING & PUBLICATION	GENERAL	MAINTENANCE	PARKS- EOC BID NOTICE (1)	INVOICE	43.20
<b>PADDOCK PUBLICATIONS Total</b>							<b>43.20</b>
<b>Pamela Hawkins</b>							
9/9/2020 12:00:00 AM	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 245335-A Class Refund	CHECK	6.67
<b>Pamela Hawkins Total</b>							<b>6.67</b>
<b>PANERA BREAD</b>							
470140938	01-10-7800-5020	DIRECTOR EXPENSE	GENERAL	ADMINISTRATION	LUNCH ADMIN STAFF WORKSHOP 9/1	CAPONE	56.23
<b>PANERA BREAD Total</b>							<b>56.23</b>
<b>PARK DISTRICT RISK MANAGEMENT</b>							
0920106H	01-10-7100-5000	HEALTH INSURANCE	GENERAL	ADMINISTRATION	HEALTH INSURANCE	INVOICE	14,551.69

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PA 0920106H	01-20-7100-5000	HEALTH INSURANCE	GENERAL	MAINTENANCE	HEALTH INSURANCE	INVOICE	23,997.13
0920106H	02-10-7100-5000	HEALTH INSURANCE	RECREATION	ADMINISTRATION	HEALTH INSURANCE	INVOICE	7,928.64
0920106H	02-20-7100-5000	HEALTH INSURANCE	RECREATION	MAINTENANCE	HEALTH INSURANCE	INVOICE	4,357.47
0920106H	11-10-7100-5000	HEALTH INSURANCE	THE CLUB	ADMINISTRATION	HEALTH INSURANCE	INVOICE	4,326.15
0920106H	11-20-7100-5000	HEALTH INSURANCE	THE CLUB	MAINTENANCE	HEALTH INSURANCE	INVOICE	2,918.80
0920106H	14-10-7100-5000	HEALTH INSURANCE	BPC	ADMINISTRATION	HEALTH INSURANCE	INVOICE	99.40
0920106H	14-20-7100-5000	HEALTH INSURANCE	BPC	MAINTENANCE	HEALTH INSURANCE	INVOICE	3,640.78
0920106H	14-40-7100-5000	HEALTH INSURANCE	BPC	GOLF OPERATIONS	HEALTH INSURANCE	INVOICE	769.86
0920106H	14-45-7100-5000	HEALTH INSURANCE	BPC	FOOD & BEVERAGE	HEALTH INSURANCE	INVOICE	3,061.65
PARK DISTRICT RISK MANAGEMENT Total							65,651.57
PARTY CITY							
57140	01-10-7800-5020	DIRECTOR EXPENSE	GENERAL	ADMINISTRATION	GOING AWAY GIFT CT	CAPONE	17.97
PARTY CITY Total							17.97
Patty Reed							
9/23/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Pass PSCA Type: Pass Refund	CHECK	114.00
Patty Reed Total							114.00
PEPSI-COLA GEN BOT INC							
24340853	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	PEPSI, 2 CASES	CHECK	58.42
24340853	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	DIET PEPSI, 2 CASES	CHECK	58.42
24340853	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	ICED TEA, 1 CASE	CHECK	21.54
24340853	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	GATORADE, 9 CASES	CHECK	233.01
24340853	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	WATER, 5 CASES	CHECK	76.90
24340853	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	ICED TEA W LEMON, 3 CASES	CHECK	96.12
30781601	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	WATER, 6 CASES	CHECK	92.28
31669812	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	GATORADE, 17 CASES	CHECK	423.30
31669812	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	PEPSI, 2 CASES	CHECK	56.18
31669812	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	DIET PEPSI, 2 CASES	CHECK	56.18
31669812	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	WATER, 10 CASES	CHECK	147.90
31669812	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	BAG IN BOX LEMONADE, 3 GALLONS	CHECK	49.50
33186803	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	ICED TEA, 1 CASE	CHECK	21.54
33186803	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	PEPSI, 1 CASE	CHECK	29.21
33186803	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	DIET PEPSI, 1 CASE	CHECK	29.21
33186803	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	WATER, 4 CASES	CHECK	61.52
33186803	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	GATORADE, 9 CASES	CHECK	233.01
33186803	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	BAG IN BOX LEMONADE, 3 GALLONS	CHECK	51.66
33445854	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	PEPSI, 2 CASES	CHECK	58.42
33445854	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	DIET PEPSI, 2 CASES	CHECK	58.42
33445854	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	WATER, 2 CASES	CHECK	30.76
33445854	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	GATORADE, 6 CASES	CHECK	155.34
40804003	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	GATORADE, 6 CASES	CHECK	155.34
80909463	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	GATORADE, 6 CASES	CHECK	149.40
80909463	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	ICED TEA, 1 CASE	CHECK	20.72
80909463	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	DIET PEPSI, 1 CASE	CHECK	28.09

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PE 80909463	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	WATER, 5 CASES	CHECK	73.95
80909463	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	BAG IN BOX SIERRA MIST, 3 GALLONS	CHECK	49.50
PEPSI-COLA GEN BOT INC Total							2,575.84
PERFECT TURF LLC							
200154*1	01-99-0140-5000	SO RIDGE PARK/SPLASHPAD	GENERAL	CAPITAL PROJECTS	PARKS- TURF- ALLOT (1)	INVOICE	772.20
PERFECT TURF LLC Total							772.20
Pierre Sutton							
9/16/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Pass TCFA Type: Pass Refund	CHECK	38.00
Pierre Sutton Total							38.00
PORTER PIPE AND SUPPLY							
12126389	02-10-8300-5000	FACILITY MAINTENANCE/ REPAIR	RECREATION	ADMINISTRATION	PRESSURE RELIEF VALVES	INVOICE	151.06
PORTER PIPE AND SUPPLY Total							151.06
PRAIRIE STONE PROPERTY							
2491	11-10-7600-5010	PROPERTY OWNERS ASSOC DUES	THE CLUB	ADMINISTRATION	4TH QTR POA DUES	INVOICE	5,337.42
PRAIRIE STONE PROPERTY Total							5,337.42
PROSAFETY INC							
2/873410	12-90-0150-5000	PARKS DODGE RAM 1500	CAPITAL	CAPITAL PROJECTS	PARKS- FIRE EQUIP- T350 (1)	CHECK	67.45
PROSAFETY INC Total							67.45
QUALITY PEST CONTROL							
24503	02-32-7500-5100	FACILITY SUPPLIES	RECREATION	TRIPHAHN CENTER	PEST CONTROL	INVOICE	137.00
24547	02-34-4000-5040	VOG RENTAL EXP	RECREATION	WILLOW REC CENTER	1 - PEST CONTROL BVOGELEI BARN	INVOICE	50.00
24548	02-34-8300-5000	FACILITY MAINTENANCE/ REPAIR	RECREATION	WILLOW REC CENTER	1 - PEST CONTROL WRC	INVOICE	50.00
24560	02-32-7500-5100	FACILITY SUPPLIES	RECREATION	TRIPHAHN CENTER	QUALITY PEST CONTROL OCTOBER	INVOICE	47.00
QUALITY PEST CONTROL Total							284.00
QUICKSCORES LLC							
200946	02-75-5400-5000	BOYS BASEBALL EXP	RECREATION	YOUTH ATHLETICS	SHETLAND/PINTO WEBSITE (\$7X9TEAMS)	CAPONE	126.00
QUICKSCORES LLC Total							126.00
R&R PRODUCTS							
5251	14-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	BPC	MAINTENANCE	SHIP	CAPONE	9.43
5251	14-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	BPC	MAINTENANCE	1) 83-1080 MANIFOLD	CAPONE	99.15
CD2488197	14-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	BPC	MAINTENANCE	SHIP	CAPONE	26.76
CD2488197	14-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	BPC	MAINTENANCE	10 (" X %/16 TINE	CAPONE	49.50
R&R PRODUCTS Total							184.84
R&R SPECIALTIES OF WISCONSIN							
0070960	12-90-0180-5000	UNDERFLOOR RINK 2	CAPITAL	CAPITAL PROJECTS	TC- PAINT- ICE RINK (1)	INVOICE	5,116.00
0071003	12-90-0180-5000	UNDERFLOOR RINK 2	CAPITAL	CAPITAL PROJECTS	TC- MAINT PROGRAM- ZAM (1)	INVOICE	13,726.41
0071120	12-90-0180-5000	UNDERFLOOR RINK 2	CAPITAL	CAPITAL PROJECTS	PARKS- LOGO FOR RINK 2 (1)	INVOICE	494.20

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INVOICE NUMBER	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FUND	DEPARTMENT	INVOICE DESCRIPTION	PAY TYPE	AMT
<b>R&amp;R SPECIALTIES OF WISCONSIN Total</b>							<b>19,336.61</b>
<b>RANCO SERVICES</b>							
09032020	12-90-0200-5000	CLUB LOCKERROOM RENO	CAPITAL	CAPITAL PROJECTS	WALL COVERING FOR LOCKER ROOM RENOVATION	CHECK	13,000.00
<b>RANCO SERVICES Total</b>							<b>13,000.00</b>
<b>RAVEN INC</b>							
082020	01-10-8900-5000	COMPUTER/PHONE EQUIPMENT	GENERAL	ADMINISTRATION	REFUND DOCUMENT SCANNER	CAPONE	(814.70)
<b>RAVEN INC Total</b>							<b>(814.70)</b>
<b>Ray Hoffman</b>							
9/23/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 156420-B2 Class Refund	CHECK	50.00
<b>Ray Hoffman Total</b>							<b>50.00</b>
<b>REINDERS INC</b>							
1847795-00	01-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	GENERAL	MAINTENANCE	SHIPPING	CAPONE	14.58
1847795-00	01-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	GENERAL	MAINTENANCE	BOLTS	CAPONE	28.32
1847795-00	01-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	GENERAL	MAINTENANCE	BELTS	CAPONE	79.54
1847795-00	01-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	GENERAL	MAINTENANCE	BELT	CAPONE	44.87
1847795-00	01-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	GENERAL	MAINTENANCE	BELT	CAPONE	103.01
1847795-01	01-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	GENERAL	MAINTENANCE	BELT	CAPONE	36.71
1848817-00	02-10-4000-5020	FIELD RENTAL EXPENSE	RECREATION	ADMINISTRATION	PARKS- IRRIGATION HEADS- CANNON (1)	CAPONE	467.29
4060449-00	01-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	GENERAL	MAINTENANCE	SERVICE ON MOWER 575	CAPONE	806.64
4060978-01	12-90-0300-5000	CAPITAL CONTINGENCIES	CAPITAL	CAPITAL PROJECTS	BPCMNT- REEL GRINDER 622 (1)	CAPONE	125.68
4061794-00	01-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	GENERAL	MAINTENANCE	INFORMATION DISPLAY REPLACED ON MOWER 58	CAPONE	1,848.07
5072	14-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	BPC	MAINTENANCE	SHIP	CAPONE	26.18
5072	14-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	BPC	MAINTENANCE	1) TORO #106-4985	CAPONE	12.88
5072	14-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	BPC	MAINTENANCE	1) #114-9537 CAP	CAPONE	116.81
<b>REINDERS INC Total</b>							<b>3,710.58</b>
<b>RETENTION MANAGEMENT</b>							
SUP7109490	11-15-7300-5000	CONTRACTED MARKETING	THE CLUB	C&M	PS SEPT 2020 RETENTION MANAGEMENT FEE	CAPONE	237.00
<b>RETENTION MANAGEMENT Total</b>							<b>237.00</b>
<b>REX RADIATOR</b>							
E028812	01-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	GENERAL	MAINTENANCE	RADIATOR REPAIRED MOWER 577	CAPONE	228.00
<b>REX RADIATOR Total</b>							<b>228.00</b>
<b>ROADWAY TOWING, INC.</b>							
15653	01-20-8300-5000	FACILITY MAINTENANCE/ REPAIR	GENERAL	MAINTENANCE	SAFETY LANE INSPECTIONS	INVOICE	520.00
<b>ROADWAY TOWING, INC. Total</b>							<b>520.00</b>
<b>RUSSO POWER EQUIPMENT</b>							
PCM10027490	01-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	GENERAL	MAINTENANCE	SHIPPING	INVOICE	(9.99)
SPI10411375	01-99-0140-5000	SO RIDGE PARK/SPLASHPAD	GENERAL	CAPITAL PROJECTS	PARKS- TREE WEBBING (1)	INVOICE	75.98
SPI10417028	01-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	GENERAL	MAINTENANCE	CHAIN FOR POLE PRUNER	INVOICE	50.63

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RU SPI10422680	01-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	GENERAL	MAINTENANCE	SHIPPING	INVOICE	9.99
SPI10422680	01-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	GENERAL	MAINTENANCE	TUBE	INVOICE	51.98
SPI10422680	01-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	GENERAL	MAINTENANCE	DRIVE SHAFT	INVOICE	10.99
SPI10423254	01-20-7500-5020	MAINTENANCE SUPPLIES	GENERAL	MAINTENANCE	CUT QUICK SAW	INVOICE	850.00
SPI10423254	01-20-7500-5020	MAINTENANCE SUPPLIES	GENERAL	MAINTENANCE	DIAMOND BLADE	INVOICE	69.99
SPI10425537	01-20-8100-5000	EQUIPMENT	GENERAL	MAINTENANCE	PARKS- FILE SUPPLIES (1)	INVOICE	26.29
RUSSO POWER EQUIPMENT Total							1,135.86
S&P GLOBAL RATINGS							
11398690	08-10-0190-5000	ANNUAL LTD BOND ISSUE COSTS	DEBT SERVICE	BOND PAYMENTS	RATING FEE	CHECK	12,350.00
S&P GLOBAL RATINGS Total							12,350.00
Sabina Hryniewicki							
5/27/2020 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 215201-G Class Refund	CHECK	89.00
Sabina Hryniewicki Total							89.00
SALVEIN							
380	02-32-7500-5100	FACILITY SUPPLIES	RECREATION	TRIPHAHN CENTER	16 GALLONS OF HAND SANITIZER	CAPONE	320.00
SALVEIN Total							320.00
SAMS CLUB DIRECT COMMERCIAL							
5734964177	02-60-5400-5000	STAR DISTRICT 15 EXP	RECREATION	EARLY CHILDHOOD	STRING CHEESE	CAPONE	10.48
5734964177	02-60-5400-5000	STAR DISTRICT 15 EXP	RECREATION	EARLY CHILDHOOD	GOGURT	CAPONE	6.48
5734964177	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	CHEERIOS (3)	CAPONE	16.74
5734964177	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	VEGGIE STRAWS (4)	CAPONE	23.92
5734964177	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	WAFFLES	CAPONE	8.48
5734964177	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	PANCAKES (2)	CAPONE	19.96
5734964177	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	CHEESE SLICES	CAPONE	12.96
5734964177	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	PITA CHIPS (4)	CAPONE	23.92
5734964177	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	FRENCH TOAST STICKS (3)	CAPONE	19.02
5734964177	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	CORN FLAKES (3)	CAPONE	17.94
5734964177	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	RICE KRISPIES (3)	CAPONE	17.04
SAMS CLUB DIRECT COMMERCIAL Total							176.94
SCHOOL OUTFITTERS							
11349993	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	WORLD LANDMARKS RUG	CAPONE	186.12
11349993	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	LEARNING OUR SHAPES RUG	CAPONE	201.64
SCHOOL OUTFITTERS Total							387.76
SCHOOLS IN LLC							
347181	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	SHIPPING	CAPONE	703.84
347181	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	6 SECTION CUBBIES (6)	CAPONE	2,855.70
347181	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	2 SECTION CUBBIES (2)	CAPONE	441.90
347181	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	SALES TAX SHOULD CREDIT	CAPONE	250.09
347181	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	SALES TAX	CAPONE	(250.09)
SCHOOLS IN LLC Total							4,001.44

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SERVICE SANITATION INC							
50-333794-092020	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT ARMSTRONG #8019014	INVOICE	126.00
50-333794-092020	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT BLACK BEAR #8019021	INVOICE	126.00
50-333794-092020	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT CHINO #8019020	INVOICE	126.00
50-333794-092020	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT COTTONWOOD #8019017	INVOICE	126.00
50-333794-092020	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT EISENHOWER #8019016	INVOICE	126.00
50-333794-092020	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT HUNTINGTON #8019012	INVOICE	126.00
50-333794-092020	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT PEBBLE #8019015	INVOICE	126.00
50-333794-092020	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT PINE #8019019	INVOICE	126.00
50-333794-092020	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT SLOAN #8019010	INVOICE	126.00
50-333794-092020	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT FREEDOM #8019013	INVOICE	126.00
50-333794-092020	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT OLMSTEAD #8019009	INVOICE	126.00
50-333794-092020	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT EVERGREEN #8019011	INVOICE	126.00
50-333794-092020	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT CANTERBURY #8019023	INVOICE	126.00
50-333794-092020	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT FABRINI #8019024 (2)	INVOICE	246.00
50-333794-092020	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT CANNON X3 #8019022	INVOICE	366.00
50-333794-092020	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT VICTORIA #8019018	INVOICE	126.00
50-333794-092020	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT VOGELI #8019026	INVOICE	126.00
50-333794-092020	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET COMMUNITY #8019027	INVOICE	126.00
50-333794-092020	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	FABRINI CLEAN 8/21,8/22,8/29	INVOICE	346.00
50-333794-092020	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET SYCAMORE #8019025	INVOICE	240.00
50-333794-092020	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	SYCAM CLEAN 8/21,8/22,8/29,9/1,9/6,9/13	INVOICE	342.86
50-333794-092020	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	CANNON CLEAN 8/22,8/29,9/5,9/12	INVOICE	450.00
50-333794-092020	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	WRC SKATE PARK OVERPAY #8000342	INVOICE	(45.00)
50-33794-0920	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	CANNON CLEANING	CHECK	1,200.00
50-33794-0920	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT ARMSTRONG #8000335	CHECK	126.00
50-33794-0920	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT BLACK BEAR #8000343	CHECK	126.00
50-33794-0920	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT CHINO #8000342	CHECK	126.00
50-33794-0920	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT COTTONWOOD #8000338	CHECK	126.00
50-33794-0920	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT EISENHOWER #8000337	CHECK	126.00
50-33794-0920	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT HUNTINGTON #8000333	CHECK	126.00
50-33794-0920	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT PEBBLE #8000336	CHECK	126.00
50-33794-0920	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT PINE #8000340	CHECK	126.00
50-33794-0920	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT SLOAN #8000331	CHECK	126.00
50-33794-0920	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT FREEDOM #8000334	CHECK	126.00
50-33794-0920	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT OLMSTEAD #8000330	CHECK	126.00
50-33794-0920	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT EVERGREEN #8000332	CHECK	126.00
50-33794-0920	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT CANTERBURY #8000345	CHECK	126.00
50-33794-0920	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT WRC SKATE #8000341	CHECK	126.00
50-33794-0920	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT FABRINI #8000346 (2)	CHECK	246.00
50-33794-0920	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT CANNON X6 #8000344	CHECK	732.00
50-33794-0920	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT VICTORIA #8000339	CHECK	126.00
50-33794-0920	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT VOGELI #8000348	CHECK	126.00
50-33794-0920	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET COMMUNITY #8000349	CHECK	126.00
50-33794-0920	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	FABRINI CLEAN #79588 53-56/ 7980667	CHECK	399.29



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SE 50-33794-0920	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET SYCAMORE #8000347	CHECK	120.00
50-33794-0920	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	SYCAMORE CLEAN #79588 72-75/ 7994122/798	CHECK	330.00
SERVICE SANITATION INC Total							9,131.15
SHERWIN WILLIAMS							
2123-2	02-10-8300-5000	FACILITY MAINTENANCE/ REPAIR	RECREATION	ADMINISTRATION	TC- WOLVES AREA PAINT (1)	CAPONE	33.14
2215-6	02-10-4000-5020	FIELD RENTAL EXPENSE	RECREATION	ADMINISTRATION	PARKS- MARKING PAINT (1)	CAPONE	59.92
2508	02-10-4000-5020	FIELD RENTAL EXPENSE	RECREATION	ADMINISTRATION	PARKS- ATHLETIC FIELD PAINT (1)	CAPONE	446.40
SHERWIN WILLIAMS Total							539.46
SITEONE LANDSCAPE SUPPLY							
103507678-001	14-20-7500-5100	COURSE AMENITIES	BPC	MAINTENANCE	WHITE MARKING PAINT 8	INVOICE	38.40
103507678-001	14-20-7500-5100	COURSE AMENITIES	BPC	MAINTENANCE	YELLOW MARKING PAINT 8	INVOICE	38.40
SITEONE LANDSCAPE SUPPLY Total							76.80
SPECIATY MAT SERVICES							
1027743	11-10-7300-5000	PROFESSIONAL SERVICES	THE CLUB	ADMINISTRATION	PS-MONTHLY MAT SERVICE 1/EA	CHECK	78.75
1030731	11-10-7300-5000	PROFESSIONAL SERVICES	THE CLUB	ADMINISTRATION	PS-MONTHLY MAT SERVICE 1/EA	CHECK	78.75
1033684	11-10-7300-5000	PROFESSIONAL SERVICES	THE CLUB	ADMINISTRATION	PS-MONTHLY MAT SERVICE 1/EA	CHECK	78.75
SPECIATY MAT SERVICES Total							236.25
STANTEC CONSULTING SRV INC							
1703193	12-90-0180-5000	UNDERFLOOR RINK 2	CAPITAL	CAPITAL PROJECTS	TC- NORTH RINK ENGINEERING (1)	INVOICE	7,134.37
STANTEC CONSULTING SRV INC Total							7,134.37
STERLING NETWORK INTEGRATION							
09212006	01-10-7400-5050	INFORMATION SERVICE AGREEMENTS	GENERAL	ADMINISTRATION	VMWARE SUPPORT COVERAGE 1 YEAR	INVOICE	972.00
STERLING NETWORK INTEGRATION Total							972.00
STUEVER & SONS INC							
0325215	14-45-7300-5000	CONTRACTED SERVICES	BPC	FOOD & BEVERAGE	SEPT BEER LINE CLEANING	INVOICE	93.00
STUEVER & SONS INC Total							93.00
SWEETWATER							
6413095	14-10-8100-5000	EQUIPMENT	BPC	ADMINISTRATION	SHURE SLX WIRELESS MICROPHONE	CAPONE	199.00
SWEETWATER Total							199.00
TARGET BANK							
60107	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	PAPER BOWLS	CAPONE	3.19
8683	02-50-5900-5000	SPECIAL EVENT EXP	RECREATION	GENERAL PROGRAMMING	FORTNITE FIRST PLACE \$25	CAPONE	25.00
8683	02-50-5900-5000	SPECIAL EVENT EXP	RECREATION	GENERAL PROGRAMMING	FORTNITE 2ND, 3RD, 4TH PLACE \$10 EACH	CAPONE	30.00
TARGET BANK Total							58.19
TEAM REIL INC							
22520	01-99-0140-5000	SO RIDGE PARK/SPLASHPAD	GENERAL	CAPITAL PROJECTS	PARKS- SOUTH RIDGE DOCK (1)	INVOICE	19,676.00
TEAM REIL INC Total							19,676.00



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<b>TEBON'S GAS SERVICE</b>							
197390	02-85-8000-5040	PROPANE	RECREATION	ICE	3 PROPANE REFILLS (3) 9/10/2020	INVOICE	63.00
197390	02-85-8000-5040	PROPANE	RECREATION	ICE	1 DELIVERY CHARGE (1) 9/10/2020	INVOICE	10.00
197444	02-85-8000-5040	PROPANE	RECREATION	ICE	3 PROPANE REFILLS (3) 9/16/2020	INVOICE	63.00
197444	02-85-8000-5040	PROPANE	RECREATION	ICE	1 DELIVERY CHARGE (1) 9/16/2020	INVOICE	10.00
197515	02-85-8000-5040	PROPANE	RECREATION	ICE	4 PROPANE REFILLS(4) 9/23/2020	INVOICE	84.00
197515	02-85-8000-5040	PROPANE	RECREATION	ICE	1 DELIVERY CHARGE (1) 9/23/2020	INVOICE	10.00
197571	02-85-8000-5040	PROPANE	RECREATION	ICE	3 PROPANE REFILLS (3) 9/30/2020	INVOICE	63.00
197571	02-85-8000-5040	PROPANE	RECREATION	ICE	1 DELIVERY CHARGE (1) 9/30/2020	INVOICE	10.00
<b>TEBON'S GAS SERVICE Total</b>							<b>313.00</b>
<b>TECHMEDIA</b>							
15787	02-15-7200-5000	PROFESSIONAL EDUCATION	RECREATION	C&M	DIGITAL SUMMIT MARKETING CONFER - KB	CAPONE	275.00
<b>TECHMEDIA Total</b>							<b>275.00</b>
<b>TEMPERATE EQUIPMENT CORP</b>							
6467986-00	14-20-8300-5000	FACILITY MAINTENANCE/ REPAIR	BPC	MAINTENANCE	LINE SET	INVOICE	180.82
<b>TEMPERATE EQUIPMENT CORP Total</b>							<b>180.82</b>
<b>THE FINER LINE INC</b>							
74434	01-10-7800-5030	COMMISSIONER EXPENSE	GENERAL	ADMINISTRATION	NAMEPLATE	CAPONE	49.59
<b>THE FINER LINE INC Total</b>							<b>49.59</b>
<b>THE SIGN PALACE INC.</b>							
37897	01-20-8400-5000	PARK GROUNDS SUPPLIES	GENERAL	MAINTENANCE	PARKS- MEMORIAL PLAQUE (TREE) (1)	CHECK	530.00
38040	01-20-8400-5000	PARK GROUNDS SUPPLIES	GENERAL	MAINTENANCE	PARKS- MEMORIAL PLAQUE (BENCH) (1)	CHECK	190.00
<b>THE SIGN PALACE INC. Total</b>							<b>720.00</b>
<b>THELEN MATERIALS LLC</b>							
5211	14-20-8400-5000	GOLF COURSE SUPPLIES	BPC	MAINTENANCE	23 TON ROOT ZONE MIX 1	CAPONE	672.71
<b>THELEN MATERIALS LLC Total</b>							<b>672.71</b>
<b>TILES IN STYLE LLC</b>							
5098	12-90-0300-5000	CAPITAL CONTINGENCIES	CAPITAL	CAPITAL PROJECTS	PARKS- EMERGENCY BUTTON INSTALL (1)	INVOICE	17,786.00
<b>TILES IN STYLE LLC Total</b>							<b>17,786.00</b>
<b>TOTAL FIRE &amp; SAFETY INC</b>							
160613	14-10-8300-5000	FACILITY MAINTENANCE/ REPAIR	BPC	ADMINISTRATION	BPC- CHAR GRILL NOZZLE EXTEND (1)	INVOICE	896.69
160613	14-10-8300-5000	FACILITY MAINTENANCE/ REPAIR	BPC	ADMINISTRATION	BPC- SERVICE- INSTALL- SUPPRES TANKS (4)	INVOICE	600.00
160613	14-10-8300-5000	FACILITY MAINTENANCE/ REPAIR	BPC	ADMINISTRATION	BPC- MATERIAL- SUPP TANKS (3)	INVOICE	1,960.56
160613	14-10-8300-5000	FACILITY MAINTENANCE/ REPAIR	BPC	ADMINISTRATION	BPC- INSPECTION- KITCH SUPPRESS (1)	INVOICE	300.00
160662	02-10-8300-5000	FACILITY MAINTENANCE/ REPAIR	RECREATION	ADMINISTRATION	TC- HORN STROBE REWIRE (4)	INVOICE	600.00
160662	02-10-8300-5000	FACILITY MAINTENANCE/ REPAIR	RECREATION	ADMINISTRATION	TC- WIRE MATERIAL (50)	INVOICE	34.50
<b>TOTAL FIRE &amp; SAFETY INC Total</b>							<b>4,391.75</b>

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INVOICE NUMBER	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FUND	DEPARTMENT	INVOICE DESCRIPTION	PAY TYPE	AMT
<b>TOWELS OUTLET.COM</b>							
5719	11-30-7500-5040	TOWELS	THE CLUB	FITNESS	SHIPPING	CAPONE	236.64
5719	11-30-7500-5040	TOWELS	THE CLUB	FITNESS	LOGO TOWELS (500)	CAPONE	2,990.00
<b>TOWELS OUTLET.COM Total</b>							<b>3,226.64</b>
<b>TOWN &amp; COUNTRY DISTRIBUTORS</b>							
504234	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	ISC, 1 EACH	CHECK	6.00
504234	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	TAX, 1 EACH	CHECK	10.40
504234	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	HEINEKEN, 4 CASES	CHECK	109.00
504234	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	SUMMER SHANDY, 8 CASES	CHECK	240.00
504234	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	FIST CITY, 4 CASES	CHECK	120.00
504234	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	COORS LT, 14 CASES	CHECK	325.50
504234	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	MILLER LT, 5 CASES	CHECK	116.25
504234	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	WHITE CLAWS, 6 CASES	CHECK	180.00
505735	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	ISC, 1 EACH	CHECK	6.00
505735	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	TAX, 1 EACH	CHECK	7.02
505735	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	COORS LT, 10 CASES	CHECK	232.50
505735	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	HEINEKEN, 3 CASES	CHECK	81.75
505735	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	WHITE CLAW, 8 CASES	CHECK	240.00
505735	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	MILLER LT, 7 CASES	CHECK	162.75
507266	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	ISC, 1 EACH	CHECK	6.00
507266	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	TAX, 1 EACH	CHECK	8.24
507266	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	HEINEKEN, 4 CASES	CHECK	109.00
507266	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	MILLER LT, 10 CASES	CHECK	232.50
507266	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	MGD, 2 CASES	CHECK	41.40
507266	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	COORS LT, 10 CASES	CHECK	232.50
507266	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	FIST CITY, 2 CASES	CHECK	60.00
507266	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	WHITE CLAW, 4 CASES	CHECK	120.00
507773	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	ISC, 1 EACH	CHECK	6.00
507773	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	TAX, 1 EACH	CHECK	13.57
507773	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	WHITE CLAW, 8 CASES	CHECK	240.00
507773	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	MGD, 4 CASES	CHECK	78.60
507773	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	COORS LT, 16 CASES	CHECK	372.00
507773	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	HEINEKEN, 6 CASES	CHECK	163.50
507773	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	MILLER LT, 14 CASES	CHECK	325.50
507773	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	FIST CITY, 7 CASES	CHECK	210.00
508837	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	ISC, 1 EACH	CHECK	6.00
508837	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	TAX, 1 EACH	CHECK	6.89
508837	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	HEINEKEN, 5 CASES	CHECK	136.25
508837	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	MILLER LT, 5 CASES	CHECK	116.25
508837	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	BEV/LIQUOR COGS	CHECK	180.00
508837	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	FIST CITY, 5 CASES	CHECK	150.00
508837	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	COORS LT, 5 CASES	CHECK	116.25
508837	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	MGD, 3 CASES	CHECK	58.95
<b>TOWN &amp; COUNTRY DISTRIBUTORS Total</b>							<b>4,826.57</b>

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<b>TOWN SQUARE PUBLICATION</b>							
157372	02-15-7900-5000	ADVERTISING	RECREATION	C&M	HECC NEW MOVER MAILER AD AND ARTICLE	CAPONE	1,595.00
<b>TOWN SQUARE PUBLICATION Total</b>							<b>1,595.00</b>
<b>TRANE US INC</b>							
311192207	02-10-8300-5000	FACILITY MAINTENANCE/ REPAIR	RECREATION	ADMINISTRATION	PROGRAMING FOR NEW CCP PANEL FOR BAS	INVOICE	786.00
8915901	14-10-8300-5000	FACILITY MAINTENANCE/ REPAIR	BPC	ADMINISTRATION	BPC- MOTOR AND BLADE RTU-9 (1)	INVOICE	304.15
<b>TRANE US INC Total</b>							<b>1,090.15</b>
<b>TUMBLING TIMES INC.</b>							
244301-0920	02-50-5300-5100	TUMBLING TIMES CONT EXP	RECREATION	GENERAL PROGRAMMING	244301-A(6) 6X\$44=264X.7=184.8	CHECK	184.80
244301-0920	02-50-5300-5100	TUMBLING TIMES CONT EXP	RECREATION	GENERAL PROGRAMMING	244301-B(7) 7X\$44=308X.7=215.6	CHECK	215.60
244301-0920	02-50-5300-5100	TUMBLING TIMES CONT EXP	RECREATION	GENERAL PROGRAMMING	244302-B(5) 5X\$48=240X.7=168	CHECK	168.00
244301-0920	02-50-5300-5100	TUMBLING TIMES CONT EXP	RECREATION	GENERAL PROGRAMMING	244302-C(6) 6X\$48=288X.7=201.6	CHECK	201.60
244301-0920	02-50-5300-5100	TUMBLING TIMES CONT EXP	RECREATION	GENERAL PROGRAMMING	244303-D(6) 6X\$52=312X.7=218.4	CHECK	218.40
244301-0920	02-50-5300-5100	TUMBLING TIMES CONT EXP	RECREATION	GENERAL PROGRAMMING	244303-D1(50) 5X\$52=260X.7=182	CHECK	182.00
<b>TUMBLING TIMES INC. Total</b>							<b>1,170.40</b>
<b>TURANO BAKERY COMPANY</b>							
675068202	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	ENERGY 1EA	CHECK	1.00
675068202	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	HOTDOG BUNS 6EA	CHECK	24.42
675109889	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	ENERGY 1EA	CHECK	1.00
675109889	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	BRIOCHE 20EA	CHECK	57.60
800402454	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	ENERGY 1EA	CHECK	1.00
800402454	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	BRIOCHE 6EA	CHECK	16.50
<b>TURANO BAKERY COMPANY Total</b>							<b>101.52</b>
<b>UNIQUE PRODUCTS &amp; SERVICE CORP</b>							
397562	02-20-7500-5010	CUSTODIAL SUPPLIES	RECREATION	MAINTENANCE	8 BOXES OF TOILET PAPER (96/BOX)	CAPONE	278.00
398305	02-20-7500-5010	CUSTODIAL SUPPLIES	RECREATION	MAINTENANCE	3 BOXES OF URINAL SCREENS (10/BOX)	CAPONE	53.01
398305-1	02-20-7500-5010	CUSTODIAL SUPPLIES	RECREATION	MAINTENANCE	4 BOXES OF URINAL SCREENS (10/BOX)	CAPONE	17.67
398327	02-32-7500-5100	FACILITY SUPPLIES	RECREATION	TRIPHAHN CENTER	10 BOXES OF GYM WIPES (2/PER BOX)	CAPONE	471.40
398889	02-20-7500-5010	CUSTODIAL SUPPLIES	RECREATION	MAINTENANCE	5 CASES OF BATH MATE (2/PER CASE)	CAPONE	136.56
398889	02-20-7500-5010	CUSTODIAL SUPPLIES	RECREATION	MAINTENANCE	2 CASES OF MORNING MIST	CAPONE	58.02
398889	02-20-7500-5010	CUSTODIAL SUPPLIES	RECREATION	MAINTENANCE	7 CASES OF SPEEDBALL (2 PER CASE)	CAPONE	116.22
<b>UNIQUE PRODUCTS &amp; SERVICE CORP Total</b>							<b>1,130.88</b>
<b>US WATER HEATER SOLUTION</b>							
26057	11-20-8300-5000	FACILITY MAINTENANCE/ REPAIR	THE CLUB	MAINTENANCE	WATER TANK REPLACEMENT AND DEMO	INVOICE	16,600.00
26128	12-90-0300-5000	CAPITAL CONTINGENCIES	CAPITAL	CAPITAL PROJECTS	PARKS- EMERGENCY SHUTOFFS (1)	INVOICE	4,670.00
<b>US WATER HEATER SOLUTION Total</b>							<b>21,270.00</b>
<b>VERIZON WIRELESS</b>							
9861613370	01-10-8000-5030	TELEPHONE	GENERAL	ADMINISTRATION	ADMIN CELL PHONES	CHECK	367.94
9861613370	01-20-8000-5030	TELEPHONE	GENERAL	MAINTENANCE	PARKS DEPT CELL PHONES	CHECK	657.19
9861613370	02-10-8000-5030	TELEPHONE	RECREATION	ADMINISTRATION	REC DEPT CELL PHONES	CHECK	429.61

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VE 9861613370	11-10-8000-5030	TELEPHONE	THE CLUB	ADMINISTRATION	PS CELL PHONES	CHECK	1.74
9861613371	01-10-8000-5030	TELEPHONE	GENERAL	ADMINISTRATION	ADMIN TABLET-GIS SERVICE	CHECK	20.04
9861613371	01-20-8000-5030	TELEPHONE	GENERAL	MAINTENANCE	MAINT TABLETS	CHECK	57.71
9861613371	02-10-8000-5030	TELEPHONE	RECREATION	ADMINISTRATION	TC TABLETS	CHECK	40.40
9861613371	14-10-8000-5030	TELEPHONE	BPC	ADMINISTRATION	BC TABLETS	CHECK	17.31
9862105794	02-10-8000-5030	TELEPHONE	RECREATION	ADMINISTRATION	MACHINE TO MACHINE	CHECK	160.18
9863695893	01-10-8000-5030	TELEPHONE	GENERAL	ADMINISTRATION	ADMIN CELL PHONES	CHECK	401.53
9863695893	01-20-8000-5030	TELEPHONE	GENERAL	MAINTENANCE	PARKS DEPT CELL PHONES	CHECK	657.19
9863695893	02-10-8000-5030	TELEPHONE	RECREATION	ADMINISTRATION	REC DEPT CELL PHONES	CHECK	429.61
9863695893	11-10-8000-5030	TELEPHONE	THE CLUB	ADMINISTRATION	PS CELL PHONES	CHECK	1.74
9863695894	01-10-8000-5030	TELEPHONE	GENERAL	ADMINISTRATION	ADMIN TABLET-GIS SERVICE	CHECK	20.04
9863695894	01-20-8000-5030	TELEPHONE	GENERAL	MAINTENANCE	MAINT TABLETS	CHECK	57.71
9863695894	02-10-8000-5030	TELEPHONE	RECREATION	ADMINISTRATION	TC TABLETS	CHECK	40.40
9863695894	14-10-8000-5030	TELEPHONE	BPC	ADMINISTRATION	BC TABLETS	CHECK	17.31
VERIZON WIRELESS Total							3,377.65
VILLAGE OF HOFFMAN ESTATES							
0528-0920	02-80-8000-5020	WATER	RECREATION	AQUATICS	SEA BATHHOUSE WATER	CHECK	32.30
0530-0920	02-80-8000-5020	WATER	RECREATION	AQUATICS	SEA CONCESS WATER	CHECK	15.54
0531-0920	02-10-7300-5020	ALARM SERVICE	RECREATION	ADMINISTRATION	SEA FIRE ALARM	CHECK	122.50
0531-0920	02-80-8000-5020	WATER	RECREATION	AQUATICS	SEA MECH BLDG WATER	CHECK	50.95
0571-0920	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	VICTORIA PK WATER	CHECK	3,170.51
0582-0920	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	CANNON CROSS WATER	CHECK	40.56
0583-0920	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	HUNTINGTON PK WATER	CHECK	10.58
0595-0920	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	COMMUNITY PK WATER	CHECK	50.95
0596-0920	11-10-7300-5020	ALARM	THE CLUB	ADMINISTRATION	PS FIRE ALARM	CHECK	122.50
0596-0920	11-10-8000-5020	WATER	THE CLUB	ADMINISTRATION	PS WATER	CHECK	1,411.50
0598-0920	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	FIELD PARK WATER	CHECK	15.54
0600-0920	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	SYCAMORE PK WATER	CHECK	53.07
0613-0920	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	PINE PARK WATER	CHECK	15.54
092020	14-02-0200-2010	SALES TAX PAYABLE	BPC	LIABILITIES	AUG20 F&B SALES TAX - BPC	CHECK	933.32
11071-0920	02-10-7300-5020	ALARM SERVICE	RECREATION	ADMINISTRATION	VOG BARN FIRE ALARM	CHECK	122.50
11071-0920	02-10-8000-5020	WATER	RECREATION	ADMINISTRATION	VOG BARN WATER	CHECK	107.61
1131-0920	02-10-7300-5020	ALARM SERVICE	RECREATION	ADMINISTRATION	WRC ALARM	CHECK	122.50
1131-0920	02-10-7300-5020	ALARM SERVICE	RECREATION	ADMINISTRATION	WRC FIRE ALARM	CHECK	122.50
1131-0920	02-10-8000-5020	WATER	RECREATION	ADMINISTRATION	WRC WATER	CHECK	157.65
1132-0920	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	SOUTH RIDGE WATER	CHECK	35.60
1133-0920	02-10-7300-5020	ALARM SERVICE	RECREATION	ADMINISTRATION	TC FIRE ALARM	CHECK	122.50
1133-0920	02-10-8000-5020	WATER	RECREATION	ADMINISTRATION	TC WATER	CHECK	457.89
1600-0920	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	TROPICANA WATER	CHECK	12.00
2133-0920	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	FABBRINI PARK WATER	CHECK	19.79
2524-0920	14-10-8000-5020	WATER	BPC	ADMINISTRATION	GOLF RESTROOM WATER	CHECK	35.60
3356-0920	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	VOG PARK WATER	CHECK	19.79
3471-0920	02-10-8000-5020	WATER	RECREATION	ADMINISTRATION	ICE ARENA WATER	CHECK	2,202.67
3624-0920	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	SOUTH RIDGE SPLASH PAD WATER	CHECK	17.74
3750-0920	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	CANTERBURY PARK WATER	CHECK	21.29

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VII 4898-0920	14-10-8000-5020	WATER	BPC	ADMINISTRATION	GOLF RESTROOM WATER	CHECK	23.09
5667-0920	02-10-7300-5020	ALARM SERVICE	RECREATION	ADMINISTRATION	VOG HOUSE FIRE ALARM	CHECK	122.50
5667-0920	02-10-8000-5020	WATER	RECREATION	ADMINISTRATION	VOG HOUSE WATER	CHECK	50.95
5700-0920	14-20-7300-5020	ALARM	BPC	MAINTENANCE	GOLF MAINT ALARM	CHECK	122.50
5700-0920	14-20-8000-5020	WATER	BPC	MAINTENANCE	GLF MNT WATER	CHECK	32.30
5710-0920	14-10-7300-5020	ALARM	BPC	ADMINISTRATION	BPC FIRE ALARM	CHECK	122.50
5710-0920	14-10-8000-5020	WATER	BPC	ADMINISTRATION	BPC WATER	CHECK	395.34
6093-0920	01-20-7300-5020	ALARM	GENERAL	MAINTENANCE	MNT GARAGE FIRE ALARM	CHECK	122.50
6093-0920	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	MNT GARAGE WATER	CHECK	260.58
8080-0920	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	PRINCETON PK WATER	CHECK	13.08
8116-0920	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	CANTERBURY PARK WATER	CHECK	19.79
8218-0920	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	EISENHOWER PK WATER	CHECK	5,566.37
8778-0920	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	CHINO PARK WATER	CHECK	61.78
8818-0920	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	COTTONWOOD PARK WATER	CHECK	19.79
8934-0920	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	CANNON CROSSING WATER	CHECK	11,483.25
RR00001739	01-99-0140-5000	SO RIDGE PARK/SPLASHPAD	GENERAL	CAPITAL PROJECTS	PARKS- REPAIRS- SOUTH RIDGE (1)	CHECK	4,513.73
VILLAGE OF HOFFMAN ESTATES Total							32,553.04
WAGEWORKS, INC.							
2302380	01-10-7100-5000	HEALTH INSURANCE	GENERAL	ADMINISTRATION	WAGEWORKS MONTHLY FEE - SEPTEMBER 2020	CHECK	50.00
WAGEWORKS, INC. Total							50.00
WALGREENS							
20090203	01-10-7800-5020	DIRECTOR EXPENSE	GENERAL	ADMINISTRATION	GOING AWAY GIFT CT	CAPONE	154.98
2403	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	MILK (5)	CAPONE	16.45
WALGREENS Total							171.43
WALMART COMMUNITY BRC							
02483	02-60-5400-5000	STAR DISTRICT 15 EXP	RECREATION	EARLY CHILDHOOD	KINDER STAR SUPPLIES, FOLDERS, PENCILS,	CAPONE	18.45
091520	11-15-7900-5020	MEMBER INCENTIVES	THE CLUB	C&M	PS GRILL ACCESS. FOR MEM REFERRAL PRIZE	CAPONE	51.26
2245456834	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	HUMMUS	CAPONE	3.34
2245456834	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	DISCOUNTS	CAPONE	(2.62)
2245456834	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	AMBROSIA APPLES	CAPONE	5.84
2245456834	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	GRANNY SMITH APPLES	CAPONE	4.71
2245456834	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	RED DELICIOUS APPLES	CAPONE	5.08
2245456834	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	STAPLERS (2)	CAPONE	31.24
2245456834	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	VELCRO STRIPS	CAPONE	2.84
2245456834	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	MIXED APPLES SLICES (2)	CAPONE	11.56
2245456834	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	HERBAL TEA	CAPONE	2.37
2245456834	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	PENCIL ERASERS (2)	CAPONE	0.94
2245456834	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	PACKING TAPE	CAPONE	8.84
2245456834	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	BANANAS	CAPONE	2.52
2245456834	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	PEARS	CAPONE	3.15
2245456834	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	ORANGES	CAPONE	4.74
2245456834	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	GALA APPLES	CAPONE	2.33
2245456834	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	MILK (6)	CAPONE	13.14

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INVOICE NUMBER	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FUND	DEPARTMENT	INVOICE DESCRIPTION	PAY TYPE	AMT
W. 2245456834	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	APPLESAUCE (4)	CAPONE	7.92
2245456834	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	BLUEBERRIES (2)	CAPONE	7.36
2245456834	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	RASPBERRIES	CAPONE	4.00
3792	02-60-5400-5000	STAR DISTRICT 15 EXP	RECREATION	EARLY CHILDHOOD	PUMPKINS FOR STAR STUDY HALL DAY OFF,	CAPONE	11.94
3792	02-60-5400-5000	STAR DISTRICT 15 EXP	RECREATION	EARLY CHILDHOOD	OFFICE SUPPLIES AND SNACKS	CAPONE	13.11
3792	02-60-5400-5010	STAR DISTRICT 54 EXP	RECREATION	EARLY CHILDHOOD	PUMPKINS FOR STAR STUDY HALL D-54	CAPONE	11.94
3792	02-60-5400-5010	STAR DISTRICT 54 EXP	RECREATION	EARLY CHILDHOOD	SUPPLIES FOR STAR STUDY HALL DAY OFF	CAPONE	22.24
5411	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	JUMBO POP-UP HAMPER	CAPONE	17.82
5411	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	BLACK RING BINDERS	CAPONE	8.82
5411	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	SALT	CAPONE	5.52
5411	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	DISCOUNTS	CAPONE	(2.34)
5411	02-60-3900-4000	GRANT REV	RECREATION	EARLY CHILDHOOD	MILK	CAPONE	13.90
5411	02-60-3900-4000	GRANT REV	RECREATION	EARLY CHILDHOOD	BANANAS	CAPONE	1.20
5411	02-60-3900-4000	GRANT REV	RECREATION	EARLY CHILDHOOD	PEARS	CAPONE	3.29
5411	02-60-3900-4000	GRANT REV	RECREATION	EARLY CHILDHOOD	APPLES	CAPONE	3.88
5411	02-60-3900-4000	GRANT REV	RECREATION	EARLY CHILDHOOD	STRAWBERRIES	CAPONE	4.34
5411	02-60-3900-4000	GRANT REV	RECREATION	EARLY CHILDHOOD	KETCHUP	CAPONE	3.84
5411	02-60-3900-4000	GRANT REV	RECREATION	EARLY CHILDHOOD	APPLESAUCE	CAPONE	7.92
5411	02-60-3900-4000	GRANT REV	RECREATION	EARLY CHILDHOOD	BROOM AND DUSTPAN	CAPONE	12.34
5411	02-60-3900-4000	GRANT REV	RECREATION	EARLY CHILDHOOD	WHITE RING BINDERS	CAPONE	7.62
5411	02-60-3900-4000	GRANT REV	RECREATION	EARLY CHILDHOOD	DIXIE CUPS	CAPONE	15.54
7505200791984	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	PEARS	CAPONE	3.53
7505200791984	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	STRAWBERRIES	CAPONE	4.34
7505200791984	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	CHILD CARE PRGM MEAL EXP	CAPONE	(2.31)
7505200791984	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	CHEESE SLICE	CAPONE	6.56
7505200791984	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	GLOVES	CAPONE	2.78
7505200791984	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	TAPE DISPENSERS	CAPONE	4.97
7505200791984	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	BLUEBERRIES (24 OZ)	CAPONE	3.98
7505200791984	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	BLUEBERRIES (11OZ)	CAPONE	2.17
7505200791984	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	APPLES (3 LB BAG)	CAPONE	3.88
7505200791984	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	BANANAS (7)	CAPONE	1.20
7505200791984	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	ORANGES (5 LB BAG)	CAPONE	7.86
752201351311	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	HUMMUS	CAPONE	16.70
752201351311	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	SPRAY BOTTLE	CAPONE	1.00
752201351311	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	COFFEE FILTERS	CAPONE	1.38
752201351311	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	LEMONS	CAPONE	2.70
752201351311	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	NAIL POLISH REMOVER	CAPONE	1.97
752201351311	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	PAPER PLATES	CAPONE	3.98
752201351311	02-60-5400-5000	STAR DISTRICT 15 EXP	RECREATION	EARLY CHILDHOOD	KLEENEX	CAPONE	8.88
752201351311	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	CANVAS	CAPONE	3.97
752201351311	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	FOOD COLORING	CAPONE	2.96
752201351311	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	FLOUR	CAPONE	3.96
752201351311	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	TORTILLAS	CAPONE	4.56
752201351311	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	SHREDDED CHEESE	CAPONE	2.22
752201351311	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	BANANAS	CAPONE	1.16
752201351311	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	ORANGES	CAPONE	3.98



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W. 752201351311	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	HUMMUS	CAPONE	3.34
752201351311	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	EGGS	CAPONE	1.73
752201351311	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	BLUEBERRIES	CAPONE	5.76
752201351311	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	SYRUP	CAPONE	3.96
7540202910205	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	SHARPIES	CAPONE	1.84
7540202910205	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	FLOUR (2)	CAPONE	3.86
7540202910205	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	PUMPKIN PUREE (2)	CAPONE	4.16
7540202910205	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	CARAMEL SYRUP	CAPONE	1.78
7540202910205	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	HONEYCRISP APPLES (2)	CAPONE	2.90
7540202910205	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	GRANNY SMITH APPLES (2)	CAPONE	1.00
7540202910205	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	RED DELICIOUS (6)	CAPONE	4.90
7540202910205	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	RICE	CAPONE	1.46
7540202910205	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	PAPER TOWEL	CAPONE	0.50
7540202910205	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	LEMON JUICE	CAPONE	0.88
7540202910205	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	DANIMALS	CAPONE	4.66
7540202910205	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	BANANAS (7)	CAPONE	0.98
7540202910205	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	MILK (4)	CAPONE	8.76
7540202910205	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	HUMMUS (2)	CAPONE	6.68
7540202910205	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	STRAWBERRIES (2)	CAPONE	3.94
7540202910205	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	PEARS (4)	CAPONE	2.95
7540202910205	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	GALA APPLES (4)	CAPONE	3.16
<b>WALMART COMMUNITY BRC Total</b>							<b>519.51</b>
<b>WAREHOUSE DIRECT</b>							
092020	14-10-9000-5000	MISCELLANEOUS EXPENSE	BPC	ADMINISTRATION	WAREHOUSE PURCHASE	CAPONE	345.03
2870	11-20-7500-5020	MAINTENANCE SUPPLIES	THE CLUB	MAINTENANCE	PS-GYM WIPES TXLL101 5/CA	CAPONE	699.00
369863	11-10-7400-5010	SERVICE AGREEMENTS	THE CLUB	ADMINISTRATION	PS KYOCERA COPY SERV 5-30-20 TO 8-29-20	CAPONE	9.12
371430	01-10-7400-5010	EQUIPMENT SERVICE AGREEMENTS	GENERAL	ADMINISTRATION	WRC KYOCERA COPY SERV 6-14-20 TO 9-13-20	CAPONE	69.53
4733826-0	11-20-7500-5020	MAINTENANCE SUPPLIES	THE CLUB	MAINTENANCE	FREIGHT CHARGES	CAPONE	(22.50)
4747726-0	02-15-7500-5000	GRAPHIC/COMPUTER SUPPLIES	RECREATION	C&M	CM TONER HP T530 CZ123 BLACK 36IN 3	CAPONE	110.97
4747726-1	02-15-7500-5000	GRAPHIC/COMPUTER SUPPLIES	RECREATION	C&M	CM TONER HP T530 CZ130A CYAN 36IN	CAPONE	30.99
4749500-0	11-20-7500-5020	MAINTENANCE SUPPLIES	THE CLUB	MAINTENANCE	PS-BRUTE QUIET DOLLY 264043BLK 1/EA	CAPONE	63.00
4760334-0	11-20-7500-5020	MAINTENANCE SUPPLIES	THE CLUB	MAINTENANCE	PS-VACUUM BAG SOPMET5300 2/BG	CAPONE	33.56
4760334-0	11-20-7500-5020	MAINTENANCE SUPPLIES	THE CLUB	MAINTENANCE	PS-VACUUM BAG SOPMET100431 2/BG	CAPONE	28.76
4763265-0	11-20-7500-5020	MAINTENANCE SUPPLIES	THE CLUB	MAINTENANCE	PS-GYM WIPES TXLL101 5/CA	CAPONE	699.00
4765326-0	01-10-7500-5000	OFFICE SUPPLIES	GENERAL	ADMINISTRATION	BPC HP P3015 TONER CE255A 3	CAPONE	419.70
4765326-0	11-10-7500-5000	OFFICE SUPPLIES	THE CLUB	ADMINISTRATION	PS HP P3015 TONER CE255A	CAPONE	139.90
4766605-0	01-20-7500-5020	MAINTENANCE SUPPLIES	GENERAL	MAINTENANCE	4 CASES OF STRIDE FLOOR CLEANER	CAPONE	45.00
4766605-0	01-20-7500-5020	MAINTENANCE SUPPLIES	GENERAL	MAINTENANCE	2 CASES OF GLASS CLEANER (2 PER CASE)	CAPONE	79.00
4766605-0	01-20-7500-5020	MAINTENANCE SUPPLIES	GENERAL	MAINTENANCE	2 CASES OF GREEN SCOURING PADS (3 PER)	CAPONE	55.70
4768682-0	01-20-7500-5020	MAINTENANCE SUPPLIES	GENERAL	MAINTENANCE	4 CASES OF STRIDE FLOOR CLEANER	CAPONE	90.00
4769118-0	01-20-7500-5020	MAINTENANCE SUPPLIES	GENERAL	MAINTENANCE	4 CASES OF STRIDE FLOOR CLEANER	CAPONE	45.00
4775654-0	11-20-7500-5020	MAINTENANCE SUPPLIES	THE CLUB	MAINTENANCE	PS-GYM WIPES TXLL101 5/CA	CAPONE	699.00
4778472-0	01-10-7500-5000	OFFICE SUPPLIES	GENERAL	ADMINISTRATION	STAPLERS	CAPONE	25.98
4778472-0	01-10-7500-5000	OFFICE SUPPLIES	GENERAL	ADMINISTRATION	9X12 ENVELOPES BOX OF 100	CAPONE	30.48
4778472-0	01-10-7500-5000	OFFICE SUPPLIES	GENERAL	ADMINISTRATION	STORAGE BOXES CASE OF 12	CAPONE	102.83

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W. 4778472-0	02-34-4100-5040	DOG PARK EXP	RECREATION	WILLOW REC CENTER	MANILLA FOLDERS BOX OF 100 - DEBBIE	CAPONE	25.47
5021	11-20-7500-5020	MAINTENANCE SUPPLIES	THE CLUB	MAINTENANCE	PS-3M BURNISHING PAD AMBER MMM18066 2/CA	CAPONE	78.00
WAREHOUSE DIRECT Total							3,902.52
WEDDINGWIRE INC							
082020	14-45-7900-5000	ADVERTISING	BPC	FOOD & BEVERAGE	THE KNOT/WEDDING WIRE AD AUGUST, 1 EACH	CAPONE	416.66
0920	14-45-7900-5000	ADVERTISING	BPC	FOOD & BEVERAGE	THE KNOT/WEDDING WIRE AD SEPTEMBER, 1 EA	CAPONE	416.66
WEDDINGWIRE INC Total							833.32
W-T ENGINEERING LLC							
2001566C-03	01-90-1030-5000	BIRCH PARK OSALD	GENERAL	CAPITAL PROJECTS	PARKS- ENGINEERING- BIRCH (1)	INVOICE	5,925.00
W-T ENGINEERING LLC Total							5,925.00
ZEIGLER OF SCHAUMBURG							
453156	01-20-8200-5000	EQUIPMENT MAINTENANCE/REPAIR	GENERAL	MAINTENANCE	THROTTLE VALVE CABLE	CAPONE	53.32
ZEIGLER OF SCHAUMBURG Total							53.32
ZOOM VIDEO CONFERENCING							
42028214	01-10-7400-5050	INFORMATION SERVICE AGREEMENTS	GENERAL	ADMINISTRATION	ZOOM CLOUD RECORD 100GB MONTH SEPT-OCT	CAPONE	40.00
ZOOM VIDEO CONFERENCING Total							40.00
Grand Total							642,641.89



User: lcotshott

DB: Hoffman Estates

PERIOD ENDING 09/30/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2020	YTD BALANCE 09/30/2020	% BDGT USED	2020 AMENDED BUDGET	YTD BALANCE 09/30/2019
Fund 01 - GENERAL						
10-3400 - INTERFUND CHARGES		30,885.00	277,965.00	75.00	370,616.00	1,231,200.00
10-3500 - TAXES		73,374.65	3,278,460.31	89.38	3,668,000.00	2,714,014.77
10-3600 - INVESTMENT INCOME		6,111.27	164,704.19	68.06	242,000.00	298,854.17
10-3700 - DONATIONS		0.00	5,869.53	100.00	0.00	0.00
10-3800 - SPONSORSHIP/ADVERTISING		0.00	0.00	0.00	0.00	128,180.70
10-3900 - GRANT REIMBURSEMENT		0.00	25,000.00	5.71	437,500.00	0.00
10-4000 - RENTALS		5,835.27	51,950.57	76.22	68,155.00	50,519.98
10-9000 - MISCELLANEOUS		6,191.42	20,009.42	200.09	10,000.00	39,045.79
ADMINISTRATION		122,397.61	3,823,959.02	79.73	4,796,271.00	4,461,815.41
TOTAL REVENUES						
		122,397.61	3,823,959.02	79.73	4,796,271.00	4,461,815.41
10-3400 - INTERFUND CHARGES		0.00	0.00	0.00	0.00	45,936.00
10-3800 - SPONSORSHIP/ADVERTISING		0.00	0.00	0.00	0.00	2,454.00
10-6000 - PROPERTY & LIABILITY INSURANCE		0.00	46,898.06	30.76	152,450.00	77,159.16
10-6100 - EMPLOYMENT INSURANCE		0.00	70,396.02	45.45	154,883.00	83,026.20
10-6200 - UNEMPLOYMENT INSURANCE		0.00	33,777.27	45.04	75,000.00	41,670.00
10-6300 - LOSS PREVENTION		491.90	3,936.83	47.43	8,300.00	5,691.47
10-6500 - AUDIT SERVICE		0.00	17,300.00	100.00	17,300.00	16,900.00
10-7000 - PAYROLL		75,656.68	817,451.39	65.42	1,249,612.00	938,728.81
10-7100 - EMPLOYEE BENEFITS		10,076.07	96,090.52	74.69	128,650.00	469,481.63
10-7200 - EDUCATION/TRAINING		0.00	4,576.12	49.47	9,250.00	4,382.16
10-7300 - CONTRACTED SERVICES		2,020.02	19,240.72	45.27	42,500.00	25,099.58
10-7400 - SERVICE/RENTAL AGREEMENTS		2,597.69	63,507.52	76.44	83,081.00	67,753.45
10-7500 - SUPPLIES		4,453.96	10,285.00	55.02	18,693.00	13,592.11
10-7600 - PROFESSIONAL DUES/SUBSCRIPTIONS		0.00	13,497.22	64.46	20,940.00	19,068.87
10-7800 - ADMINISTRATIVE		1,700.86	10,891.28	29.98	36,325.00	15,979.32
10-8000 - UTILITIES		1,296.55	9,953.25	69.99	14,220.00	8,860.16
10-8100 - EQUIPMENT		0.00	350.00	7.61	4,600.00	0.00
10-8900 - TECHNOLOGY		1,146.91	23,007.36	57.23	40,200.00	23,282.06
10-9000 - MISCELLANEOUS		545.33	27,821.43	856.04	3,250.00	2,464.11
ADMINISTRATION		99,985.97	1,268,979.99	61.62	2,059,254.00	1,861,529.09
20-6300 - LOSS PREVENTION		0.00	0.00	0.00	0.00	17,502.47
20-7000 - PAYROLL		120,618.21	1,071,963.54	59.83	1,791,687.00	1,213,415.20
20-7100 - EMPLOYEE BENEFITS		18,916.23	165,848.00	76.53	216,700.00	6,053.40
20-7200 - EDUCATION/TRAINING		639.00	5,292.92	49.47	10,700.00	8,484.14
20-7300 - CONTRACTED SERVICES		762.37	10,803.02	54.53	19,810.00	7,805.53
20-7500 - SUPPLIES		2,027.93	9,965.27	60.40	16,500.00	10,326.59
20-7600 - PROFESSIONAL DUES/SUBSCRIPTIONS		0.00	2,358.00	95.27	2,475.00	2,153.00
20-7800 - ADMINISTRATIVE		43.20	1,410.23	103.69	1,360.00	1,069.42
20-8000 - UTILITIES		26,026.24	85,329.37	52.61	162,200.00	112,639.46
20-8100 - EQUIPMENT		26.29	8,030.05	94.47	8,500.00	7,554.98
20-8200 - EQUIPMENT MAINTENANCE/REPAIR		8,735.90	44,931.88	48.91	91,860.00	67,399.65
20-8300 - FACILITY MAINTENANCE/REPAIR		520.00	8,848.91	36.83	24,025.00	9,872.64
20-8400 - PROPERTY MAINTENANCE		6,286.00	45,514.81	53.11	85,700.00	90,758.12
20-8500 - FUEL/LUBRICANTS		4,034.12	31,403.63	41.87	75,000.00	55,046.03
MAINTENANCE		188,635.49	1,491,699.63	59.51	2,506,517.00	1,610,080.63
90-1010 - WEBSITE REDESIGN		0.00	0.00	0.00	25,000.00	0.00
90-1020 - PICKLEBALL COURTS		0.00	29,297.27	83.71	35,000.00	0.00
90-1030 - BIRCH PARK OSLAD		5,925.00	25,092.50	33.46	75,000.00	365 0.00

PERIOD ENDING 09/30/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2020	YTD BALANCE 09/30/2020	% BDGT USED	2020 AMENDED BUDGET	YTD BALANCE 09/30/2019
Fund 01 - GENERAL						
90-1040	- SERVER STORAGE UPGRADE	0.00	10,865.00	86.92	12,500.00	0.00
90-1050	- SECURITY CAMERAS	0.00	0.00	0.00	15,000.00	0.00
90-1060	- EXCHANGE SERVER UPGRADE	0.00	0.00	0.00	20,000.00	0.00
90-1070	- ALARM SYSTEM UPGRADE	0.00	21,428.82	85.72	25,000.00	0.00
98-1020	- FACILITY LOT SECURITY CAMERAS	0.00	0.96	100.00	0.00	13,093.84
98-1060	- TC ROOF ENGINEERING	0.00	0.00	0.00	0.00	11,375.00
98-1070	- VIRTUAL COMPUTER SERVER	0.00	0.00	0.00	0.00	4,132.50
99-0110	- MICROSOFT OFFICE UPGRADE	0.00	0.00	0.00	0.00	18,559.50
99-0130	- CRICKET BATTING CAGES	0.00	0.00	0.00	0.00	5,768.64
99-0140	- SO RIDGE PARK/SPLASHPAD	84,839.21	1,122,344.60	101.57	1,105,000.00	107,036.49
99-0150	- BOARD ROOM CHAIRS	0.00	0.00	0.00	0.00	6,744.14
99-0160	- LIGHTING UPGRADES	0.00	25,776.04	34.37	75,000.00	7,581.86
CAPITAL PROJECTS		90,764.21	1,234,805.19	88.99	1,387,500.00	174,291.97
TOTAL EXPENDITURES		379,385.67	3,995,484.81	67.11	5,953,271.00	3,645,901.69
Fund 01 - GENERAL:						
TOTAL REVENUES		122,397.61	3,823,959.02	79.73	4,796,271.00	4,461,815.41
TOTAL EXPENDITURES		379,385.67	3,995,484.81	67.11	5,953,271.00	3,645,901.69
NET OF REVENUES & EXPENDITURES		(256,988.06)	(171,525.79)	14.83	(1,157,000.00)	815,913.72

PERIOD ENDING 09/30/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2020	YTD BALANCE 09/30/2020	% BDGT USED	2020 AMENDED BUDGET	YTD BALANCE 09/30/2019
Fund 02 - RECREATION						
10-3400 - INTERFUND CHARGES		30,168.00	271,512.00	75.00	362,016.00	301,095.00
10-3500 - TAXES		23,060.60	1,015,550.64	86.80	1,170,000.00	1,712,891.45
10-3600 - INVESTMENT INCOME		0.00	0.00	0.00	13,615.00	0.00
10-3900 - GRANT REIMBURSEMENT		0.00	1,000.00	100.00	0.00	1,000.00
10-4000 - RENTALS		6,873.00	53,074.50	50.55	105,000.00	99,955.91
10-4500 - MERCHANDISE RESALE		30.00	104.73	10.47	1,000.00	483.10
10-9000 - MISCELLANEOUS		1.00	100.53	100.00	0.00	558.93
		<u>60,132.60</u>	<u>1,341,342.40</u>	<u>81.21</u>	<u>1,651,631.00</u>	<u>2,115,984.39</u>
ADMINISTRATION						
15-3800 - CORPORATE RELATIONS		14,776.95	121,341.47	65.59	185,000.00	0.00
C&M		<u>14,776.95</u>	<u>121,341.47</u>	<u>65.59</u>	<u>185,000.00</u>	<u>0.00</u>
32-4000 - RENTALS						
32-4100 - MEMBERSHIPS		1,930.00	19,840.25	27.03	73,400.00	53,597.70
32-4200 - GUEST SERVICES		11,200.57	73,315.96	35.34	207,440.00	158,904.35
32-5300 - FITNESS PROGRAMS		269.00	3,123.83	45.68	6,838.00	4,992.53
		460.00	5,791.66	39.92	14,507.00	8,171.72
TRIPHAHN CENTER		<u>13,859.57</u>	<u>102,071.70</u>	<u>33.78</u>	<u>302,185.00</u>	<u>225,666.30</u>
34-3800 - SPONSORSHIP/ADVERTISING						
34-4000 - RENTALS		0.00	3,266.66	72.59	4,500.00	2,001.64
34-4100 - MEMBERSHIPS		2,605.26	26,746.37	35.64	75,040.00	55,882.67
34-4200 - GUEST SERVICES		3,664.66	38,209.62	44.49	85,881.00	66,267.77
34-4300 - COURTS		114.00	1,177.00	36.44	3,230.00	1,961.10
34-4500 - MERCHANDISE RESALE		293.25	2,387.47	25.26	9,450.00	7,803.50
34-5000 - GENERAL PROGRAMS		11.00	14.90	8.76	170.00	33.95
34-5100 - LESSONS		40.00	40.00	2.22	1,798.00	213.00
34-5200 - LEAGUES/TOURNAMENTS		190.86	1,321.86	64.54	2,048.00	1,392.00
34-5300 - FITNESS PROGRAMS		0.00	0.00	0.00	4,000.00	2,953.10
		0.00	1,792.00	14.65	12,228.00	8,863.13
WILLOW REC CENTER		<u>6,919.03</u>	<u>74,955.88</u>	<u>37.79</u>	<u>198,345.00</u>	<u>147,371.86</u>
50-3800 - SPONSORSHIP/ADVERTISING						
50-5000 - GENERAL PROGRAMS		0.00	0.00	0.00	1,000.00	1,300.00
50-5100 - DAY CAMPS		1,186.92	10,633.15	33.80	31,456.00	32,952.25
50-5300 - GYMNASTICS		0.00	0.00	0.00	110,284.00	115,039.60
50-5400 - ARTS AND CRAFTS		1,457.35	14,365.50	28.73	50,000.00	44,609.30
50-5500 - MARTIAL ARTS		0.00	2,487.00	44.92	5,536.00	5,134.25
50-5900 - SPECIAL EVENTS		3,148.99	40,199.85	27.25	147,536.00	115,467.70
50-6100 - DANCE		283.00	13,477.40	80.34	16,775.00	10,670.20
		3,284.05	47,681.92	43.46	109,711.00	76,697.64
GENERAL PROGRAMMING		<u>9,360.31</u>	<u>128,844.82</u>	<u>27.28</u>	<u>472,298.00</u>	<u>401,870.94</u>
55-3800 - SPONSORSHIP/ADVERTISING						
55-4100 - MEMBERSHIPS		0.00	3,400.00	85.00	4,000.00	13,800.00
55-5000 - SENIOR PROGRAMS		251.12	5,350.75	111.47	4,800.00	14,433.50
		448.29	8,293.91	15.77	52,594.00	30,819.72
SENIOR		<u>699.41</u>	<u>17,044.66</u>	<u>27.76</u>	<u>61,394.00</u>	<u>59,053.22</u>
60-3900 - GRANT REIMBURSEMENT						
60-5000 - GENERAL PROGRAMS		0.00	97,785.00	100.00	0.00	0.00
60-5100 - DAY CAMPS		102.00	15,649.64	23.21	67,425.00	42,667.37
60-5200 - PRESCHOOL		0.00	59,619.00	17.80	334,922.00	315,741.12
60-5300 - PARENT/TOT		16,544.83	101,275.35	36.14	280,230.00	182,962.71
60-5400 - STAR		274.09	5,932.49	28.89	20,536.00	14,273.81
		33,180.01	304,754.49	31.57	965,398.00	367,673,246.59

PERIOD ENDING 09/30/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2020	YTD BALANCE 09/30/2020	% BDGT USED	2020 AMENDED BUDGET	YTD BALANCE 09/30/2019
Fund 02 - RECREATION						
60-5500 - ELC		14,997.00	143,823.25	31.64	454,534.00	357,939.98
EARLY CHILDHOOD		65,097.93	728,839.22	34.33	2,123,045.00	1,586,831.58
70-5300 - BASKETBALL LEAGUES		0.00	4,910.00	31.17	15,750.00	11,952.00
70-5400 - SOFTBALL LEAGUES		2,339.97	7,155.68	46.80	15,290.00	12,774.25
70-5500 - FOOTBALL LEAGUES		0.00	0.00	0.00	4,320.00	960.00
ADULT ATHLETICS		2,339.97	12,065.68	34.12	35,360.00	25,686.25
75-5000 - GENERAL PROGRAMS		480.03	11,640.03	32.33	36,000.00	35,085.49
75-5200 - VOLLEYBALL		0.00	0.00	0.00	4,500.00	0.00
75-5300 - BASKETBALL		5.00	32,058.99	76.33	42,000.00	36,470.13
75-5400 - BASEBALL		7,140.00	24,884.20	44.44	56,000.00	54,996.03
75-5500 - SOFTBALL		0.00	5.00	0.30	1,650.00	0.00
75-5600 - SOCCER		5,359.84	15,679.31	26.13	60,000.00	46,250.07
75-5700 - CRICKET		1,755.00	6,123.00	46.74	13,100.00	12,935.88
YOUTH ATHLETICS		14,739.87	90,390.53	42.39	213,250.00	185,737.60
80-3900 - GRANT REVENUE		0.00	0.00	0.00	1,500.00	4,200.00
80-4000 - RENTALS		0.00	0.00	0.00	20,000.00	18,437.50
80-4100 - MEMBERSHIPS		0.00	(112.50)	(0.16)	72,000.00	73,064.45
80-4300 - DAILY FEES		0.00	0.00	0.00	135,000.00	141,744.58
80-4500 - MERCHANDISE RESALE		0.00	0.00	0.00	650.00	636.50
80-4600 - CONCESSION SALES/RENTAL		0.00	0.00	0.00	4,800.00	4,466.67
80-5000 - LESSONS		0.00	85.40	0.43	20,000.00	21,406.50
80-5900 - SPECIAL EVENTS		0.00	0.00	0.00	3,975.00	3,965.00
AQUATICS		0.00	(27.10)	(0.01)	257,925.00	267,921.20
85-4000 - RENTALS		41,938.02	316,215.02	74.76	423,000.00	352,581.04
85-4300 - DAILY FEES		214.00	15,451.65	57.23	27,000.00	20,346.18
85-4500 - MERCHANDISE RESALE		0.00	98.29	8.25	1,192.00	322.70
85-4600 - CONCESSION SALES/RENTAL		97.94	3,913.42	34.33	11,400.00	6,019.31
85-5000 - LESSONS		40,153.63	214,963.24	78.17	275,000.00	233,367.45
85-5100 - CAMPS		0.00	0.00	0.00	31,500.00	32,393.00
85-5300 - ADULT LEAGUES		1,843.65	8,470.00	100.00	0.00	0.00
85-5500 - YOUTH LEAGUES		(120.00)	73,741.45	24.58	300,000.00	213,501.18
85-5900 - SPECIAL EVENTS		0.00	753.00	100.00	0.00	0.00
ICE		84,127.24	633,606.07	59.27	1,069,092.00	858,530.86
TOTAL REVENUES		272,052.88	3,250,475.33	49.48	6,569,525.00	5,874,654.20
10-3400 - INTERFUND CHARGES		62,500.00	562,500.00	75.00	750,000.00	757,413.00
10-4000 - RENTALS		584.76	22,952.95	51.18	44,850.00	0.00
10-7000 - PAYROLL		45,845.08	515,373.18	53.29	967,081.00	535,275.63
10-7100 - EMPLOYEE BENEFITS		6,457.08	75,836.89	50.45	150,310.00	2,446.27
10-7200 - EDUCATION/TRAINING		0.00	5,171.79	33.89	15,260.00	9,995.92
10-7300 - CONTRACTED SERVICES		1,487.27	16,029.60	38.26	41,895.00	34,190.01
10-7400 - SERVICE/RENTAL AGREEMENTS		9,131.15	24,672.22	154.20	16,000.00	14,779.50
10-7600 - PROFESSIONAL DUES/SUBSCRIPTIONS		0.00	2,196.00	56.55	3,883.00	3,005.00
10-8000 - UTILITIES		38,344.19	337,042.37	64.20	525,000.00	345,006.38
10-8100 - EQUIPMENT		0.00	4,380.42	37.48	11,687.00	368 7,509.22

User: lcotshott

DB: Hoffman Estates

PERIOD ENDING 09/30/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2020	YTD BALANCE 09/30/2020	% BDGT USED	2020 AMENDED BUDGET	YTD BALANCE 09/30/2019
Fund 02 - RECREATION						
10-8300 - FACILITY MAINTENANCE/REPAIR		5,371.85	54,316.38	72.18	75,255.00	44,582.18
10-9000 - MISCELLANEOUS		3,146.90	35,232.44	44.04	80,000.00	59,735.33
ADMINISTRATION		172,868.28	1,655,704.24	61.75	2,681,221.00	1,813,938.44
15-3800 - CORPORATE RELATIONS		0.00	1,409.70	14.84	9,500.00	0.00
15-7000 - PAYROLL		16,148.55	165,001.83	54.01	305,529.00	113,182.63
15-7100 - EMPLOYEE BENEFITS		0.00	307.48	100.00	0.00	0.00
15-7200 - EDUCATION/TRAINING		275.00	1,362.48	26.90	5,065.00	1,484.04
15-7300 - CONTRACTED SERVICES		2,520.00	8,508.00	116.23	7,320.00	4,419.00
15-7500 - SUPPLIES		0.00	1,291.80	43.06	3,000.00	1,322.48
15-7600 - PROFESSIONAL DUES/SUBSCRIPTIONS		2,746.38	6,835.16	77.91	8,773.00	9,543.44
15-7700 - POSTAGE		0.00	16,902.46	33.14	51,000.00	47,991.48
15-7800 - PRINTING/PUBLICATION		115.00	14,774.40	25.45	58,050.00	37,697.10
15-7900 - ADVERTISING/PROMOTIONAL		1,649.34	11,875.55	13.20	90,000.00	9,470.48
C&M		23,454.27	228,268.86	42.41	538,237.00	225,110.65
20-7000 - PAYROLL		26,848.55	262,355.04	59.78	438,835.00	153,300.10
20-7100 - EMPLOYEE BENEFITS		3,190.37	29,879.92	48.04	62,200.00	0.00
20-7500 - SUPPLIES		381.48	15,255.88	95.35	16,000.00	11,975.13
MAINTENANCE		30,420.40	307,490.84	59.47	517,035.00	165,275.23
32-4200 - GUEST SERVICES		92.86	1,190.68	30.00	3,969.00	1,671.12
32-5300 - FITNESS PROGRAMS		275.15	4,171.91	43.42	9,609.00	5,814.93
32-7000 - PAYROLL		2,600.94	33,936.82	28.09	120,831.00	71,252.33
32-7500 - SUPPLIES		655.33	11,129.97	96.93	11,483.00	8,987.58
32-7900 - ADVERTISING/PROMOTIONAL		0.00	21.00	1.68	1,250.00	1,099.79
32-8200 - EQUIPMENT MAINTENANCE/REPAIR		700.00	2,322.66	29.03	8,000.00	5,884.57
TRIPHAHN CENTER		4,324.28	52,773.04	34.02	155,142.00	94,710.32
34-4000 - RENTALS		0.00	472.46	17.38	2,718.00	1,495.73
34-4100 - MEMBERSHIPS		762.67	1,926.92	48.78	3,950.00	2,108.60
34-4200 - GUEST SERVICES		34.21	404.84	28.39	1,426.00	576.24
34-5000 - GENERAL PROGRAMS		0.00	0.00	0.00	1,147.00	0.00
34-5100 - LESSONS		0.00	578.20	40.32	1,434.00	873.60
34-5200 - LEAGUES/TOURNAMENTS		0.00	130.00	28.89	450.00	320.00
34-5300 - FITNESS PROGRAMS		0.00	1,349.95	16.15	8,361.00	6,283.87
34-7000 - PAYROLL		1,929.24	25,518.97	28.61	89,197.00	57,526.03
34-7500 - SUPPLIES		0.00	457.31	9.90	4,620.00	1,714.25
34-7900 - ADVERTISING/PROMOTIONAL		0.00	0.00	0.00	942.00	1,560.30
34-8100 - EQUIPMENT		0.00	0.00	0.00	3,000.00	810.61
34-8200 - EQUIPMENT MAINTENANCE/REPAIR		0.00	1,194.48	12.36	9,665.00	3,518.51
34-8300 - FACILITY MAINTENANCE/REPAIR		4,404.00	13,090.38	69.63	18,800.00	4,590.85
WILLOW REC CENTER		7,130.12	45,123.51	30.97	145,710.00	81,378.59
50-4000 - RENTALS		0.00	132.93	3.97	3,346.00	2,442.59
50-5000 - GENERAL PROGRAMS		80.00	4,775.71	27.19	17,566.00	11,232.44
50-5100 - DAY CAMPS		0.00	(250.00)	(0.40)	62,772.00	63,850.49
50-5300 - GYMNASTICS		1,170.40	10,073.70	27.98	36,000.00	30,539.81
50-5400 - ARTS AND CRAFTS		80.00	1,180.00	30.45	3,875.00	2,431.00
50-5500 - MARTIAL ARTS		0.00	21,970.80	20.62	106,566.00	73,204.00
50-5800 - VOGELI PRGM/EVENTS		0.00	761.56	7.28	10,459.00	2,847.30
50-5900 - SPECIAL EVENTS		1,573.07	13,741.15	26.26	52,334.00	35,191.19

PERIOD ENDING 09/30/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2020	YTD BALANCE 09/30/2020	% BDGT USED	2020 AMENDED BUDGET	YTD BALANCE 09/30/2019
Fund 02 - RECREATION						
50-6100 - DANCE		1,466.58	37,218.57	56.80	65,523.00	43,721.04
GENERAL PROGRAMMING		4,370.05	89,604.42	25.00	358,441.00	265,459.86
55-4100 - MEMBERSHIPS		0.00	1,381.34	20.20	6,839.00	3,643.82
55-5000 - SENIOR PROGRAMS		426.59	6,491.71	16.15	40,204.00	27,399.22
55-7900 - ADVERTISING/PROMOTIONAL		0.00	0.00	0.00	250.00	0.00
SENIOR		426.59	7,873.05	16.65	47,293.00	31,043.04
60-5000 - GENERAL PROGRAMS		0.00	10,527.32	27.46	38,336.00	24,843.75
60-5100 - DAY CAMPS		0.00	37,135.60	24.37	152,386.00	149,661.61
60-5200 - PRESCHOOL		12,431.47	69,887.60	41.99	166,419.00	112,064.87
60-5300 - PARENT/TOT		172.43	3,575.15	45.84	7,799.00	6,045.64
60-5400 - STAR		23,973.35	177,273.35	37.85	468,320.00	268,035.00
60-5500 - ELC		26,218.80	124,023.43	46.65	265,860.00	183,052.90
EARLY CHILDHOOD		62,796.05	422,422.45	38.43	1,099,120.00	743,703.77
70-5300 - BASKETBALL LEAGUES		0.00	3,581.36	32.30	11,087.00	7,964.22
70-5400 - SOFTBALL LEAGUES		1,963.91	3,806.90	46.78	8,138.00	4,477.81
70-5500 - FOOTBALL LEAGUES		0.00	0.00	0.00	2,891.00	157.69
ADULT ATHLETICS		1,963.91	7,388.26	33.41	22,116.00	12,599.72
75-5000 - GENERAL PROGRAMS		331.00	7,121.90	25.30	28,154.00	25,990.79
75-5100 - ATHLETIC CAMPS		0.00	0.00	0.00	0.00	1,886.04
75-5200 - VOLLEYBALL		0.00	0.00	0.00	1,519.00	0.00
75-5300 - BASKETBALL		777.49	18,252.13	69.38	26,307.00	24,703.77
75-5400 - BASEBALL		1,408.00	11,939.94	44.81	26,646.00	20,876.89
75-5500 - SOFTBALL		0.00	0.00	0.00	1,068.00	0.00
75-5600 - SOCCER		1,440.39	9,620.59	28.04	34,310.00	22,181.22
75-5700 - CRICKET		0.00	0.00	0.00	5,670.00	0.00
YOUTH ATHLETICS		3,956.88	46,934.56	37.95	123,674.00	95,638.71
80-4500 - MERCHANDISE RESALE		0.00	0.00	0.00	300.00	804.48
80-5000 - LESSONS		0.00	0.00	0.00	15,598.00	13,095.89
80-5900 - SPECIAL EVENTS		0.00	0.00	0.00	975.00	650.00
80-7000 - PAYROLL		0.00	17,555.50	8.55	205,287.00	202,312.15
80-7100 - EMPLOYEE BENEFITS		0.00	0.00	0.00	3,803.00	3,570.84
80-7200 - EDUCATION/TRAINING		0.00	8,305.00	64.45	12,885.00	11,432.44
80-7300 - CONTRACTED SERVICES		0.00	1,208.60	33.20	3,640.00	3,070.19
80-7500 - SUPPLIES		0.00	1,322.98	5.23	25,310.00	24,792.18
80-7900 - ADVERTISING/PROMOTIONAL		0.00	0.00	0.00	0.00	223.46
80-8000 - UTILITIES		933.03	11,006.73	13.89	79,236.00	84,279.26
80-8100 - EQUIPMENT		0.00	0.00	0.00	6,600.00	301.92
80-8200 - EQUIPMENT MAINTENANCE/REPAIR		0.00	415.16	5.93	7,000.00	6,935.26
80-8300 - FACILITY MAINTENANCE/REPAIR		787.97	7,775.21	34.56	22,500.00	9,767.85
AQUATICS		1,721.00	47,589.18	12.42	383,134.00	361,235.92
85-4300 - DAILY FEES		0.00	1,875.88	41.89	4,478.00	1,731.61
85-4500 - MERCHANDISE RESALE		0.00	0.00	0.00	500.00	243.90
85-5000 - LESSONS		21,936.41	89,383.44	76.87	116,284.00	83,050.01
85-5100 - CAMPS		0.00	183.46	1.32	13,942.00	13,441.51
85-5300 - ADULT LEAGUES		215.88	3,821.57	100.00	0.00	370 0.00

PERIOD ENDING 09/30/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2020	YTD BALANCE 09/30/2020	% BDGT USED	2020 AMENDED BUDGET	YTD BALANCE 09/30/2019
Fund 02 - RECREATION						
85-5500	- YOUTH LEAGUES	1,594.52	57,803.95	31.69	182,407.00	137,184.80
85-5900	- SPECIAL EVENTS	0.00	2,175.24	59.25	3,671.00	509.69
85-7000	- PAYROLL	481.29	20,403.80	100.00	0.00	283,689.30
85-7200	- EDUCATION/TRAINING	0.00	0.00	0.00	0.00	124.81
85-7300	- CONTRACTED SERVICES	0.00	0.00	0.00	0.00	7,676.60
85-7600	- PROFESSIONAL DUES/SUBSCRIPTIONS	0.00	0.00	0.00	0.00	236.25
85-7800	- ADMIN/MILEAGE REIMBURSEMENT	0.00	0.00	0.00	0.00	264.06
85-7900	- ADVERTISING/PROMOTIONAL	0.00	0.00	0.00	0.00	26.95
85-8000	- UTILITIES	386.00	2,256.00	47.00	4,800.00	2,713.00
85-8100	- EQUIPMENT	0.00	278.59	6.19	4,500.00	2,452.75
85-8200	- EQUIPMENT MAINTENANCE/REPAIR	0.00	4,393.47	67.59	6,500.00	3,042.24
85-8300	- FACILITY MAINTENANCE/REPAIR	35.23	9,077.02	48.23	18,820.00	5,847.00
ICE		24,649.33	191,652.42	53.85	355,902.00	542,234.48
90-2010	- ICE PUMP REBUILDS	0.00	0.00	0.00	10,000.00	0.00
90-2020	- TC FITNESS EQUIP	0.00	0.00	0.00	30,000.00	0.00
90-2030	- SOCCER GOALS	0.00	11,730.00	67.03	17,500.00	0.00
99-2070	- TC FITNESS EQUIP	0.00	0.00	0.00	0.00	9,825.00
99-2090	- UNDERFLOOR RINK 1	0.00	0.00	0.00	0.00	862,797.80
CAPITAL PROJECTS		0.00	11,730.00	20.40	57,500.00	872,622.80
TOTAL EXPENDITURES		338,081.16	3,114,554.83	48.03	6,484,525.00	5,304,951.53
Fund 02 - RECREATION:						
TOTAL REVENUES		272,052.88	3,250,475.33	49.48	6,569,525.00	5,874,654.20
TOTAL EXPENDITURES		338,081.16	3,114,554.83	48.03	6,484,525.00	5,304,951.53
NET OF REVENUES & EXPENDITURES		(66,028.28)	135,920.50	159.91	85,000.00	569,702.67

PERIOD ENDING 09/30/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2020	YTD BALANCE 09/30/2020	% BDGT USED	2020 AMENDED BUDGET	YTD BALANCE 09/30/2019
Fund 07 - IMRF						
10-3500 - TAXES		8,385.67	369,057.31	85.83	430,000.00	262,193.22
10-3600 - INVESTMENT INCOME		0.00	0.00	0.00	3,943.00	0.00
ADMINISTRATION		8,385.67	369,057.31	85.05	433,943.00	262,193.22
TOTAL REVENUES		8,385.67	369,057.31	85.05	433,943.00	262,193.22
10-3400 - INTERFUND CHARGES		30,746.00	276,714.00	75.00	368,943.00	193,572.00
ADMINISTRATION		30,746.00	276,714.00	75.00	368,943.00	193,572.00
TOTAL EXPENDITURES		30,746.00	276,714.00	75.00	368,943.00	193,572.00
Fund 07 - IMRF:						
TOTAL REVENUES		8,385.67	369,057.31	85.05	433,943.00	262,193.22
TOTAL EXPENDITURES		30,746.00	276,714.00	75.00	368,943.00	193,572.00
NET OF REVENUES & EXPENDITURES		(22,360.33)	92,343.31	142.07	65,000.00	68,621.22



PERIOD ENDING 09/30/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2020	YTD BALANCE 09/30/2020	% BDGT USED	2020 AMENDED BUDGET	YTD BALANCE 09/30/2019
Fund 08 - DEBT SERVICE						
08-0101 - BAB REBATE		0.00	77,573.30	51.04	152,000.00	76,537.81
08-0190 - ANNUAL LTD BOND ISSUE		0.00	0.00	0.00	1,585,715.00	0.00
BOND PROCEEDS		0.00	77,573.30	4.46	1,737,715.00	76,537.81
10-3500 - TAXES		68,582.92	3,019,051.47	86.72	3,481,433.00	3,245,469.73
10-3600 - INVESTMENT INCOME		0.00	0.00	0.00	15,567.00	0.00
ADMINISTRATION		68,582.92	3,019,051.47	86.33	3,497,000.00	3,245,469.73
TOTAL REVENUES		68,582.92	3,096,624.77	59.16	5,234,715.00	3,322,007.54
09-0101 - 2010A ALT BOND ISSUE		0.00	233,134.00	50.00	466,268.00	233,134.00
09-0102 - 2010C ALT BOND ISSUE		0.00	519,440.00	50.00	1,038,880.00	519,440.00
09-0103 - 2010B BOND ISSUE		0.00	19,055.00	7.24	263,110.00	24,197.00
09-0131 - 2013 ALT BOND ISSUE		0.00	404,869.00	50.00	809,738.00	404,869.00
09-0141 - 2014 ALT BOND ISSUE		0.00	304,031.00	42.94	708,062.00	305,531.00
09-0170 - 2017-A LTD BOND ISSUE		0.00	67,875.00	12.10	560,750.00	71,607.76
09-0180 - 2018 LTD BOND ISSUE		0.00	0.00	0.00	0.00	35,978.25
09-0190 - ANNUAL LTD BOND		0.00	54,396.00	2.01	2,710,594.00	0.00
09-0191 - 2019B LTD BOND		0.00	125,002.00	100.00	0.00	0.00
10-0190 - ANNUAL LTD BOND ISSUE		12,350.00	12,350.00	8.50	145,313.00	0.00
BOND PAYMENTS		12,350.00	1,740,152.00	25.96	6,702,715.00	1,594,757.01
TOTAL EXPENDITURES		12,350.00	1,740,152.00	25.96	6,702,715.00	1,594,757.01
Fund 08 - DEBT SERVICE:						
TOTAL REVENUES		68,582.92	3,096,624.77	59.16	5,234,715.00	3,322,007.54
TOTAL EXPENDITURES		12,350.00	1,740,152.00	25.96	6,702,715.00	1,594,757.01
NET OF REVENUES & EXPENDITURES		56,232.92	1,356,472.77	92.40	(1,468,000.00)	1,727,250.53

PERIOD ENDING 09/30/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2020	YTD BALANCE 09/30/2020	% BDGT USED	2020 AMENDED BUDGET	YTD BALANCE 09/30/2019
Fund 09 - SPECIAL RECREATION						
10-3500 - TAXES		12,159.23	535,231.83	86.33	620,000.00	536,934.53
10-3600 - INVESTMENT INCOME		0.00	0.00	0.00	4,000.00	0.00
ADMINISTRATION		12,159.23	535,231.83	85.77	624,000.00	536,934.53
TOTAL REVENUES		12,159.23	535,231.83	85.77	624,000.00	536,934.53
10-6400 - SPECIAL ASSESSMENT		153,733.95	307,467.90	100.00	307,468.00	306,658.80
10-6450 - SPECIAL REC RENTAL ALLOCATION		7,155.00	64,395.00	75.00	85,860.00	64,395.00
ADMINISTRATION		160,888.95	371,862.90	94.54	393,328.00	371,053.80
90-0120 - PINE PK PLAY REPLC		0.00	0.00	0.00	10,000.00	0.00
90-0130 - PRINCETON PLAY/SPLASHPAD		0.00	35,311.00	88.28	40,000.00	0.00
98-0150 - SHOE FACTORY BIKE TRAIL		0.00	0.00	0.00	25,672.00	0.00
99-0060 - WRC PLAYGROUND/PICKLE BALL CRTS		0.00	0.00	0.00	0.00	19,077.00
99-0070 - COMMUNITY PK ENHANCEMENTS		0.00	0.00	0.00	0.00	19,844.03
99-0140 - SO RIDGE PARK/SPLASHPAD		0.00	0.00	0.00	195,000.00	14,239.76
CAPITAL PROJECTS		0.00	35,311.00	13.05	270,672.00	53,160.79
TOTAL EXPENDITURES		160,888.95	407,173.90	61.32	664,000.00	424,214.59
Fund 09 - SPECIAL RECREATION:						
TOTAL REVENUES		12,159.23	535,231.83	85.77	624,000.00	536,934.53
TOTAL EXPENDITURES		160,888.95	407,173.90	61.32	664,000.00	424,214.59
NET OF REVENUES & EXPENDITURES		(148,729.72)	128,057.93	320.14	(40,000.00)	112,719.94

PERIOD ENDING 09/30/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2020	YTD BALANCE 09/30/2020	% BDGT USED	2020 AMENDED BUDGET	YTD BALANCE 09/30/2019
Fund 10 - FICA						
10-3500 - TAXES		12,578.51	553,675.70	86.51	640,000.00	547,761.04
10-3600 - INVESTMENT INCOME		0.00	0.00	0.00	656.00	0.00
ADMINISTRATION		12,578.51	553,675.70	86.42	640,656.00	547,761.04
TOTAL REVENUES		12,578.51	553,675.70	86.42	640,656.00	547,761.04
10-3400 - INTERFUND CHARGES		49,221.00	442,989.00	75.00	590,656.00	425,475.00
ADMINISTRATION		49,221.00	442,989.00	75.00	590,656.00	425,475.00
TOTAL EXPENDITURES		49,221.00	442,989.00	75.00	590,656.00	425,475.00
Fund 10 - FICA:						
TOTAL REVENUES		12,578.51	553,675.70	86.42	640,656.00	547,761.04
TOTAL EXPENDITURES		49,221.00	442,989.00	75.00	590,656.00	425,475.00
NET OF REVENUES & EXPENDITURES		(36,642.49)	110,686.70	221.37	50,000.00	122,286.04

PERIOD ENDING 09/30/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2020	YTD BALANCE 09/30/2020	% BDGT USED	2020 AMENDED BUDGET	YTD BALANCE 09/30/2019
Fund 11 - THE CLUB						
10-3400 - INTERFUND CHARGES		9,884.00	88,956.00	75.00	118,608.00	78,291.00
10-3600 - INVESTMENT INCOME		0.00	0.00	0.00	8,500.00	0.00
10-4000 - RENTALS		11,564.78	117,429.72	51.74	226,980.00	170,334.95
10-4500 - MERCHANDISE RESALE		291.73	1,207.08	42.80	2,820.00	2,013.28
10-9000 - MISCELLANEOUS		9.25	6.25	100.00	0.00	14.60
ADMINISTRATION		21,749.76	207,599.05	58.17	356,908.00	250,653.83
30-4000 - RENTALS		0.00	1,069.68	32.89	3,252.00	4,455.04
30-4100 - MEMBERSHIPS		103,092.50	503,010.30	29.33	1,715,000.00	1,234,239.95
30-4200 - GUEST SERVICES		10,655.28	84,442.00	45.83	184,254.00	121,243.28
30-4500 - PRO SHOP		566.86	2,080.81	92.48	2,250.00	1,438.82
30-5100 - TENNIS		42.00	10,941.50	26.30	41,600.00	123,754.67
FITNESS		114,356.64	601,544.29	30.91	1,946,356.00	1,485,131.76
50-5000 - GENERAL PROGRAMS		0.00	1,767.00	39.27	4,500.00	3,181.99
50-5200 - SPORTS PROGRAMS		3,289.00	27,989.68	62.20	45,000.00	34,037.44
50-6000 - EARLY CHILDHOOD		0.00	4,398.75	17.33	25,380.00	20,679.85
GENERAL PROGRAMMING		3,289.00	34,155.43	45.61	74,880.00	57,899.28
80-4100 - MEMBERSHIPS		(13.85)	5,202.26	35.29	14,740.00	10,407.57
80-5000 - LESSONS		17.40	22,946.24	21.75	105,500.00	84,761.42
AQUATICS		3.55	28,148.50	23.41	120,240.00	95,168.99
TOTAL REVENUES		139,398.95	871,447.27	34.88	2,498,384.00	1,888,853.86
10-3400 - INTERFUND CHARGES		0.00	0.00	0.00	0.00	597,087.00
10-4000 - RENTALS		64.99	2,837.67	22.46	12,637.00	8,058.06
10-7000 - PAYROLL		29,951.45	324,854.98	54.85	592,308.00	378,337.41
10-7100 - EMPLOYEE BENEFITS		3,211.57	46,334.56	67.19	68,965.00	3,006.65
10-7200 - EDUCATION/TRAINING		0.00	773.00	25.85	2,990.00	842.70
10-7300 - CONTRACTED SERVICES		671.32	6,424.24	62.33	10,307.00	7,788.53
10-7400 - SERVICE/RENTAL AGREEMENTS		0.00	26.62	7.92	336.00	156.73
10-7500 - SUPPLIES		255.52	2,768.15	49.45	5,598.00	4,261.19
10-7600 - PROFESSIONAL DUES/SUBSCRIPTIONS		504.48	18,635.08	65.98	28,242.00	17,750.50
10-7800 - ADMINISTRATIVE		0.00	67.80	18.83	360.00	221.80
10-8000 - UTILITIES		14,943.45	152,622.32	51.33	297,340.00	216,081.25
10-9000 - MISCELLANEOUS		2,484.41	14,191.14	31.54	45,000.00	31,462.56
ADMINISTRATION		52,087.19	569,535.56	53.52	1,064,083.00	1,265,054.38
15-7300 - CONTRACTED SERVICES		237.00	6,508.32	40.49	16,074.00	4,664.00
15-7800 - PRINTING/PUBLICATION		0.00	1,405.09	5.06	27,780.00	2,376.76
15-7900 - ADVERTISING/PROMOTIONAL		151.26	35,869.89	32.16	111,527.00	14,139.68
C&M		388.26	43,783.30	28.18	155,381.00	21,180.44
20-7000 - PAYROLL		13,508.27	109,525.48	43.23	253,383.00	179,604.99
20-7100 - EMPLOYEE BENEFITS		2,229.30	17,258.08	46.39	37,200.00	0.00
20-7500 - SUPPLIES		4,292.40	22,322.83	101.47	22,000.00	17,804.27
20-8100 - EQUIPMENT		99.00	3,508.49	78.45	4,472.00	2,239.18
20-8200 - EQUIPMENT MAINTENANCE/REPAIR		0.00	3,742.82	44.03	8,500.00	376 8,504.98

PERIOD ENDING 09/30/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2020	YTD BALANCE 09/30/2020	% BDGT USED	2020 AMENDED BUDGET	YTD BALANCE 09/30/2019
Fund 11 - THE CLUB						
20-8300 - FACILITY MAINTENANCE/REPAIR		18,752.52	41,069.74	67.04	61,265.00	36,043.79
MAINTENANCE		38,881.49	197,427.44	51.04	386,820.00	244,197.21
30-4200 - GUEST SERVICES		4,309.13	51,191.20	39.30	130,262.00	94,208.02
30-4500 - PRO SHOP		0.00	1,424.36	89.02	1,600.00	3,205.78
30-5000 - GROUP EXERCISE		3,141.31	37,447.53	38.71	96,743.00	67,221.90
30-5100 - TENNIS		0.00	0.00	0.00	7,000.00	82,333.25
30-7000 - PAYROLL		0.00	29.01	100.00	0.00	13,473.87
30-7500 - SUPPLIES		3,308.64	28,508.19	52.79	54,000.00	32,586.58
30-8100 - EQUIPMENT		0.00	0.00	0.00	2,500.00	0.00
30-8200 - EQUIPMENT MAINTENANCE/REPAIR		3,109.21	11,532.15	57.44	20,076.00	16,369.77
FITNESS		13,868.29	130,132.44	41.68	312,181.00	309,399.17
50-5000 - GENERAL PROGRAMS		0.00	1,624.99	28.48	5,706.00	4,379.32
50-5200 - SPORTS PROGRAMS		2,842.00	13,788.22	48.26	28,572.00	19,264.18
50-6000 - EARLY CHILDHOOD		0.00	3,386.67	18.54	18,267.00	12,598.49
GENERAL PROGRAMMING		2,842.00	18,799.88	35.78	52,545.00	36,241.99
80-5000 - LESSONS		67.09	12,488.15	18.99	65,774.00	43,877.24
80-7500 - SUPPLIES		0.00	2,810.61	24.23	11,600.00	9,858.25
80-8200 - EQUIPMENT MAINTENANCE/REPAIR		0.00	0.00	0.00	0.00	6,907.23
AQUATICS		67.09	15,298.76	19.77	77,374.00	60,642.72
90-3010 - CLUB TENNIS/FIT RENO		0.00	426,553.24	94.79	450,000.00	0.00
99-3010 - CLUB SIGN		0.00	0.00	0.00	0.00	18,765.91
CAPITAL PROJECTS		0.00	426,553.24	94.79	450,000.00	18,765.91
TOTAL EXPENDITURES		108,134.32	1,401,530.62	56.10	2,498,384.00	1,955,481.82
Fund 11 - THE CLUB:						
TOTAL REVENUES		139,398.95	871,447.27	34.88	2,498,384.00	1,888,853.86
TOTAL EXPENDITURES		108,134.32	1,401,530.62	56.10	2,498,384.00	1,955,481.82
NET OF REVENUES & EXPENDITURES		31,264.63	(530,083.35)	100.00	0.00	(66,627.96)

PERIOD ENDING 09/30/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2020	YTD BALANCE 09/30/2020	% BDGT USED	2020 AMENDED BUDGET	YTD BALANCE 09/30/2019
Fund 12 - CAPITAL						
10-3400 - INTERFUND CHARGES		62,500.00	562,500.00	66.18	850,000.00	450,000.00
10-3600 - INVESTMENT INCOME		0.00	0.00	0.00	9,000.00	0.00
10-4100 - BOND		0.00	0.00	0.00	750,000.00	0.00
ADMINISTRATION		62,500.00	562,500.00	34.96	1,609,000.00	450,000.00
TOTAL REVENUES		62,500.00	562,500.00	34.96	1,609,000.00	450,000.00
10-7300 - CONTRACTED SERVICES		325.64	17,202.50	100.00	0.00	12,078.56
ADMINISTRATION		325.64	17,202.50	100.00	0.00	12,078.56
90-0020 - TENNIS COURT RE-COLOR		0.00	0.00	0.00	29,000.00	0.00
90-0030 - RTU-1 COILS		0.00	0.00	0.00	18,500.00	0.00
90-0040 - COURT RESURFACING		0.00	0.00	0.00	30,000.00	0.00
90-0050 - PATH RESURFACING		0.00	0.00	0.00	35,500.00	0.00
90-0060 - LOT CRACK/FILL		0.00	31,511.00	86.33	36,500.00	0.00
90-0070 - TC NORTH WATER TANK		0.00	0.00	0.00	50,000.00	0.00
90-0080 - WRC ELEVATOR		0.00	0.00	0.00	85,000.00	0.00
90-0090 - WRC 1ST FLOOR SKYLIGHT		0.00	0.00	0.00	33,000.00	0.00
90-0100 - PARKS TORO SAND PRO		0.00	0.00	0.00	25,000.00	0.00
90-0110 - PARKS BOBCAT		0.00	59,969.00	99.95	60,000.00	0.00
90-0120 - PINE PK PLAY REPLC		0.00	0.00	0.00	32,500.00	0.00
90-0130 - PRINCETON PLAY/SPLASHPAD		3,775.00	176,271.84	88.14	200,000.00	0.00
90-0140 - CLUB ROOF PROJECT		0.00	0.00	0.00	25,000.00	0.00
90-0150 - PARKS DODGE RAM 1500		67.45	35,500.88	93.42	38,000.00	0.00
90-0160 - PARKS FLEET TRUCK		0.00	0.00	0.00	36,000.00	0.00
90-0170 - PARKS FLEET TRUCK		0.00	0.00	0.00	36,000.00	0.00
90-0180 - UNDERFLOOR RINK 2		26,470.98	1,261,183.18	84.08	1,500,000.00	0.00
90-0190 - CLUB CARPETING		0.00	79,188.00	79.19	100,000.00	0.00
90-0200 - CLUB LOCKERROOM RENO		15,948.74	322,370.31	100.00	0.00	0.00
90-0300 - CAPITAL CONTINGENCIES		4,795.68	4,795.68	6.39	75,000.00	0.00
99-0010 - TC NORTH ROOF REPLACEMENT		0.00	0.00	0.00	0.00	778,468.24
99-0020 - SEA SHELL JOINT REPAIR/PAINT/PRIME		0.00	0.00	0.00	0.00	32,270.00
99-0030 - SEA BODY/TUBE SLIDE RESURFACE		0.00	0.00	0.00	0.00	50,000.00
99-0040 - SEA BATH HSE WATER HEATER		0.00	0.00	0.00	0.00	24,953.00
99-0050 - VOG HVAC UNIT 2		0.00	0.00	0.00	0.00	6,569.55
99-0060 - WRC PLAYGROUND/PICKLE BALL CRTS		0.00	0.00	0.00	0.00	111,207.85
99-0070 - COMMUNITY PK ENHANCEMENTS		0.00	0.00	0.00	0.00	76,911.30
99-0080 - OUTDOOR FITNESS EQUIPMENT		0.00	0.00	0.00	0.00	90,064.05
99-0090 - BPC HOT WATER/BOILER		0.00	0.00	0.00	0.00	59,751.00
99-0100 - HIGHLAND PARK PLAYGROUND RPC		0.00	0.00	0.00	0.00	20,143.64
99-0110 - MICROSOFT OFFICE UPGRADE		0.00	0.00	0.00	0.00	20,453.42
CAPITAL PROJECTS		51,057.85	1,970,789.89	80.60	2,445,000.00	1,270,792.05
TOTAL EXPENDITURES		51,383.49	1,987,992.39	81.31	2,445,000.00	1,282,870.61
Fund 12 - CAPITAL:						
TOTAL REVENUES		62,500.00	562,500.00	34.96	1,609,000.00	450,000.00
TOTAL EXPENDITURES		51,383.49	1,987,992.39	81.31	2,445,000.00	378,822,870.61

REVENUE AND EXPENDITURE REPORT FOR HOFFMAN ESTATES PARK DISTRICT  
PERIOD ENDING 09/30/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR	YTD BALANCE	% BDGT	2020	YTD BALANCE
		MONTH 09/30/2020	09/30/2020	USED	AMENDED BUDGET	09/30/2019
<hr/>						
Fund 12 - CAPITAL						
NET OF REVENUES & EXPENDITURES		11,116.51	(1,425,492.39)	170.51	(836,000.00)	(832,870.61)

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DB: Hoffman Estates

PERIOD ENDING 09/30/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2020	YTD BALANCE 09/30/2020	% BDGT USED	2020 AMENDED BUDGET	YTD BALANCE 09/30/2019
Fund 14 - BPC						
10-3400 - INTERFUND CHARGES		9,030.00	81,270.00	75.00	108,359.00	77,895.00
10-3600 - INVESTMENT INCOME		0.00	0.00	0.00	2,500.00	0.00
10-3800 - SPONSORSHIP/ADVERTISING		5.41	5.41	0.25	2,200.00	0.00
10-4000 - RENTALS		765.00	6,885.00	34.12	20,180.00	6,885.00
10-9000 - MISCELLANEOUS		152.56	1,940.68	35.29	5,500.00	4,682.73
		<u>9,952.97</u>	<u>90,101.09</u>	<u>64.94</u>	<u>138,739.00</u>	<u>89,462.73</u>
ADMINISTRATION						
40-4000 - RENTALS		61,107.92	289,478.16	85.19	339,820.00	313,596.48
40-4100 - MEMBERSHIPS		10.00	1,310.00	16.43	7,975.00	2,940.00
40-4200 - GUEST SERVICES		1,158.00	10,782.50	67.64	15,940.00	15,301.50
40-4300 - GREENS FEES - RES		5,277.08	33,886.34	59.64	56,814.00	51,554.12
40-4400 - GREENS FEES - NON		100,451.45	558,981.24	148.33	376,862.00	335,696.45
40-4500 - MERCHANDISE RESALE		8,002.54	53,982.54	74.56	72,400.00	65,983.82
40-5000 - GENERAL PROGRAMS		0.00	582.00	2.17	26,865.00	20,733.33
40-5100 - TOURNAMENTS		26,691.00	38,815.00	26.85	144,555.00	129,652.70
40-5200 - DRIVING RANGE FEES		27,044.76	117,745.11	83.46	141,080.00	129,964.91
40-9000 - MISCELLANEOUS		279.40	(177.97)	(11.86)	1,500.00	1,205.76
		<u>230,022.15</u>	<u>1,105,384.92</u>	<u>93.38</u>	<u>1,183,811.00</u>	<u>1,066,629.07</u>
GOLF OPERATIONS						
45-4000 - RENTALS		350.00	4,450.00	15.34	29,000.00	32,739.79
45-4500 - TOBACCO		243.83	1,167.25	75.40	1,548.00	1,485.38
45-4600 - FOOD		10,685.09	48,891.55	10.75	455,000.00	384,301.59
45-4700 - BEVERAGE		26,754.27	126,090.42	40.81	309,000.00	283,173.72
45-4900 - GRATUITIES		2,534.36	15,775.08	14.88	106,000.00	86,625.54
45-9000 - MISCELLANEOUS		14.34	342.09	100.00	0.00	(210.90)
		<u>40,581.89</u>	<u>196,716.39</u>	<u>21.84</u>	<u>900,548.00</u>	<u>788,115.12</u>
TOTAL REVENUES						
		<u>280,557.01</u>	<u>1,392,202.40</u>	<u>62.62</u>	<u>2,223,098.00</u>	<u>1,944,206.92</u>
10-3400 - INTERFUND CHARGES						
		0.00	0.00	0.00	100,000.00	118,998.00
10-7000 - PAYROLL						
		9,504.47	77,959.14	52.94	147,247.00	143,736.01
10-7100 - EMPLOYEE BENEFITS						
		143.04	299.06	24.67	1,212.00	997.37
10-7200 - EDUCATION/TRAINING						
		65.00	439.41	11.44	3,840.00	3,002.82
10-7300 - CONTRACTED SERVICES						
		1,079.10	12,861.47	67.06	19,180.00	13,144.68
10-7400 - SERVICE/RENTAL AGREEMENTS						
		0.00	10.92	2.60	420.00	0.00
10-7500 - SUPPLIES						
		119.84	4,880.86	61.23	7,971.00	4,502.48
10-7600 - PROFESSIONAL DUES/SUBSCRIPTIONS						
		137.84	5,668.81	44.24	12,815.00	9,584.50
10-8000 - UTILITIES						
		9,230.71	76,116.94	62.16	122,444.00	82,857.01
10-8100 - EQUIPMENT						
		199.00	1,006.03	27.19	3,700.00	1,437.97
10-8300 - FACILITY MAINTENANCE/REPAIR						
		6,324.98	30,883.88	102.95	30,000.00	30,429.39
10-9000 - MISCELLANEOUS						
		5,217.37	31,692.99	79.23	40,000.00	32,868.38
		<u>32,021.35</u>	<u>241,819.51</u>	<u>49.47</u>	<u>488,829.00</u>	<u>441,558.61</u>
ADMINISTRATION						
20-7000 - PAYROLL						
		25,083.34	215,514.95	65.81	327,467.00	239,459.20
20-7100 - EMPLOYEE BENEFITS						
		2,787.58	24,940.70	62.66	39,805.00	1,155.92
20-7200 - EDUCATION/TRAINING						
		0.00	2,294.10	43.41	5,285.00	4,168.30
20-7300 - CONTRACTED SERVICES						
		122.50	1,559.00	41.91	3,720.00	1,147.50
20-7400 - SERVICE/RENTAL AGREEMENTS						
		0.00	0.00	0.00	1,900.00	0.00
20-7500 - SUPPLIES						
		79.06	3,913.92	103.52	3,781.00	4,576.29
20-7600 - PROFESSIONAL DUES/SUBSCRIPTIONS						
		0.00	5,069.70	89.71	5,651.00	5,576.00
20-8000 - UTILITIES						
		2,167.93	16,644.81	66.71	24,950.00	380 18,565.92



PERIOD ENDING 09/30/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2020	YTD BALANCE 09/30/2020	% BDGT USED	2020 AMENDED BUDGET	YTD BALANCE 09/30/2019
Fund 14 - BPC						
20-8100 - EQUIPMENT		0.00	16,776.80	82.50	20,335.00	13,879.88
20-8200 - EQUIPMENT MAINTENANCE/REPAIR		620.94	14,575.66	57.35	25,416.00	16,915.62
20-8300 - FACILITY MAINTENANCE/REPAIR		231.10	5,096.69	59.96	8,500.00	4,466.96
20-8400 - PROPERTY MAINTENANCE		2,149.86	68,370.76	78.86	86,698.00	72,324.77
20-8500 - FUEL/LUBRICANTS		742.89	5,502.03	43.46	12,661.00	9,209.89
MAINTENANCE		33,985.20	380,259.12	67.16	566,169.00	391,446.25
40-4000 - RENTALS		171.97	1,261.70	36.05	3,500.00	2,516.30
40-4200 - GUEST SERVICES		421.00	1,426.80	15.02	9,500.00	10,611.26
40-4300 - GREENS FEES - RES		0.00	0.00	0.00	4,160.00	0.00
40-4500 - MERCHANDISE RESALE		14,024.25	43,856.11	79.47	55,188.00	57,700.70
40-5000 - GENERAL PROGRAMS		0.00	64.80	0.49	13,340.00	8,163.43
40-5100 - TOURNAMENTS		0.00	0.00	0.00	22,764.00	8,241.51
40-7000 - PAYROLL		16,783.87	102,438.12	54.94	186,457.00	136,335.36
40-7100 - EMPLOYEE BENEFITS		610.66	6,657.42	65.27	10,200.00	2,923.44
40-7200 - EDUCATION/TRAINING		0.00	0.00	0.00	1,200.00	887.98
40-7300 - CONTRACTED SERVICES		0.00	981.62	65.44	1,500.00	830.00
40-7500 - SUPPLIES		0.00	1,382.56	60.11	2,300.00	1,200.36
40-7800 - ADMINISTRATIVE		0.00	1,576.15	76.89	2,050.00	1,858.64
40-7900 - ADVERTISING/PROMOTIONAL		0.00	1,313.50	37.21	3,530.00	2,111.54
40-8100 - EQUIPMENT		0.00	13,675.76	86.07	15,890.00	14,038.87
40-8200 - EQUIPMENT MAINTENANCE/REPAIR		0.00	21.25	100.00	0.00	465.97
GOLF OPERATIONS		32,011.75	174,655.79	52.67	331,579.00	247,885.36
45-4000 - RENTALS		0.00	434.03	13.35	3,250.00	3,395.53
45-4500 - TOBACCO		0.00	0.00	0.00	929.00	1,487.35
45-4600 - FOOD		4,016.82	26,872.77	18.46	145,600.00	123,107.92
45-4700 - BEVERAGE		8,891.76	38,151.30	44.86	85,040.00	75,918.40
45-7000 - PAYROLL		18,865.00	143,008.27	37.27	383,689.00	258,956.38
45-7100 - EMPLOYEE BENEFITS		2,068.51	23,130.93	49.42	46,808.00	1,892.32
45-7300 - CONTRACTED SERVICES		623.10	10,913.35	58.68	18,599.00	14,265.22
45-7400 - SERVICE/RENTAL AGREEMENTS		0.00	1,725.70	6.90	25,000.00	23,328.61
45-7500 - SUPPLIES		1,482.88	6,105.84	38.16	16,000.00	14,585.36
45-7800 - ADMINISTRATIVE		0.00	101.35	10.14	1,000.00	37.57
45-7900 - ADVERTISING/PROMOTIONAL		416.66	8,252.39	36.84	22,400.00	8,361.10
45-8100 - EQUIPMENT		31.49	3,441.02	68.82	5,000.00	987.76
45-8200 - EQUIPMENT MAINTENANCE/REPAIR		0.00	0.00	0.00	5,000.00	1,817.08
FOOD & BEVERAGE		36,396.22	262,136.95	34.57	758,315.00	528,140.60
90-0010 - LEASE AGREEMENT		4,700.96	28,205.76	100.00	28,206.00	28,205.76
90-4010 - BPC TORO SAND PRO		0.00	35,139.61	70.28	50,000.00	0.00
99-4020 - BPC IRRIGATION PUMP HSE EQUIP		0.00	0.00	0.00	0.00	38,080.00
CAPITAL PROJECTS		4,700.96	63,345.37	81.00	78,206.00	66,285.76
TOTAL EXPENDITURES		139,115.48	1,122,216.74	50.48	2,223,098.00	1,675,316.58
Fund 14 - BPC:						
TOTAL REVENUES		280,557.01	1,392,202.40	62.62	2,223,098.00	1,944,206.92
TOTAL EXPENDITURES		139,115.48	1,122,216.74	50.48	2,223,098.00	381,675,316.58

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REVENUE AND EXPENDITURE REPORT FOR HOFFMAN ESTATES PARK DISTRICT

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PERIOD ENDING 09/30/2020

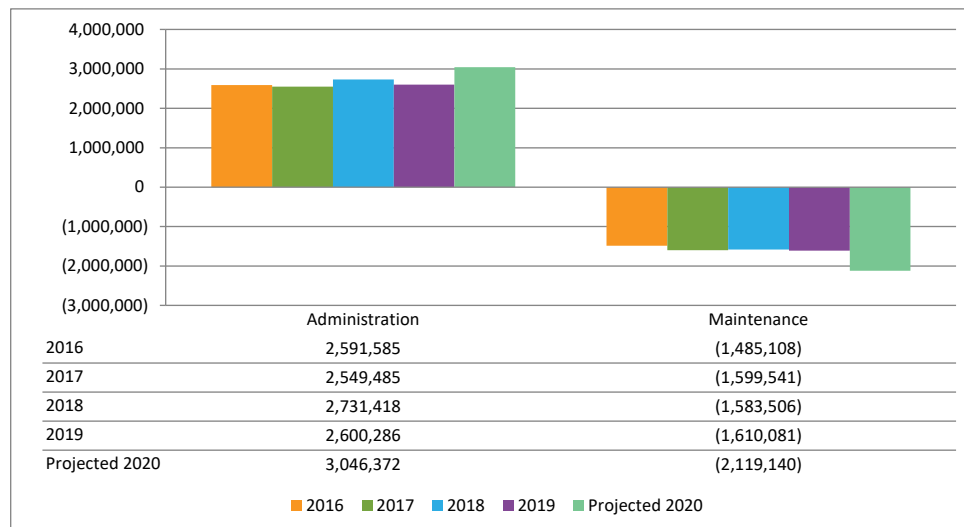
GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2020	YTD BALANCE 09/30/2020	% BDGT USED	2020 AMENDED BUDGET	YTD BALANCE 09/30/2019
Fund 14 - BPC						
NET OF REVENUES & EXPENDITURES		141,441.53	269,985.66	100.00	0.00	268,890.34
TOTAL REVENUES - ALL FUNDS		978,612.78	14,455,173.63	58.69	24,629,592.00	19,288,426.72
TOTAL EXPENDITURES - ALL FUNDS		1,269,306.07	14,488,808.29	51.87	27,930,592.00	16,502,540.83
NET OF REVENUES & EXPENDITURES		(290,693.29)	(33,634.66)	1.02	(3,301,000.00)	2,785,885.89

## Financial Analysis as of September 30th, 2020

Facility closures began in mid-March with many facilities unable to resume limited full services until June 26. Due to the current guidelines, many areas are still operating at a limited capacity until Phase 5 of the reopening plan when normal operations can resume. It is not anticipated that Phase 5 will occur until sometime next year.

The analysis was completed using the preliminary projections.

### General Fund



#### Administration

The projected net revenue for the administration department is above budget by \$309,355.

Revenue is projected to be close to the budgeted amount at the end of the fiscal year.

Expenses are expected to be \$303,000 less than budgeted. Staffing reductions will result in almost \$170,000 in savings. There was also \$88,000 in savings for

insurance. We received a rebate due to the closure early in the year and unemployment costs will be covered for the final three quarters of 2020 through state and federal funding. Additional expenses for employee training and smaller projects were cut as part of mitigation efforts.

#### Maintenance

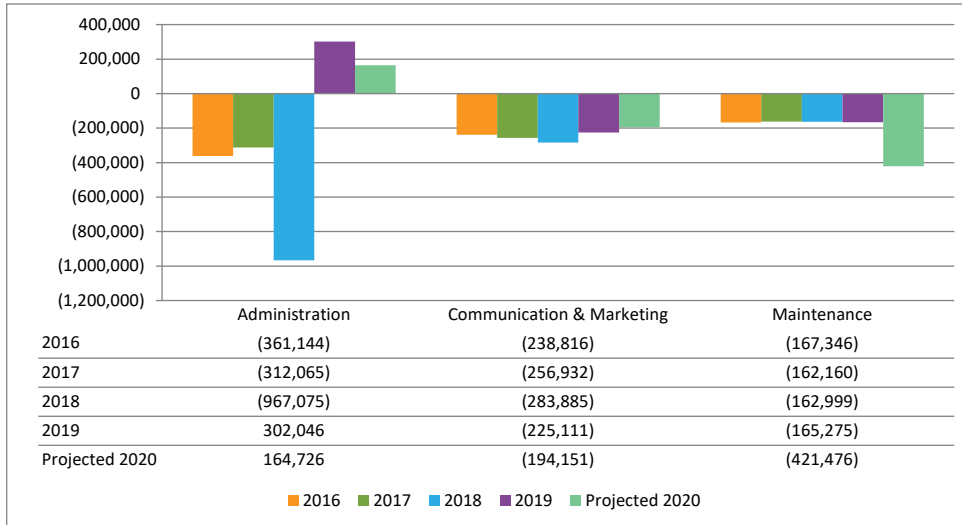
The net expense for the maintenance department is projected to be \$387,377 better than budgeted. Wages are \$276,729 less than prior year due to delays in hiring seasonal employees and delays in filling vacant positions. Savings were also implemented in fuel, park amenities, and green initiatives.

#### Fund Summary

The General Fund's net revenue is projected to be \$752,162 greater than the budgeted net revenue, excluding capital net revenue is \$696,732 greater than prior year.

## Recreation Fund

### Administration



The projected net revenue for the administration department is greater than the budget by \$444,316.

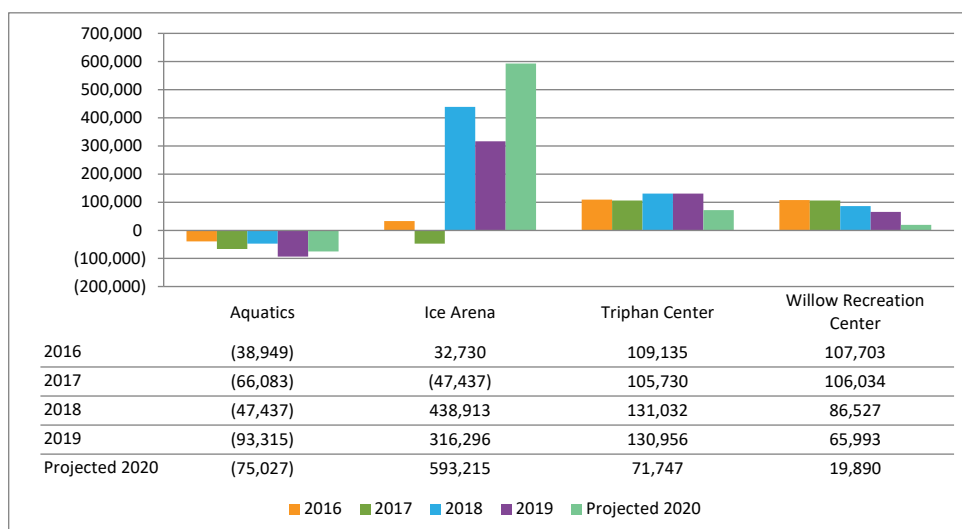
Staffing reductions will result in almost \$272,000 in savings. With an additional \$55,000 in Health Insurance and \$10,000 in Professional Education. Utilities due to the closures are projected to result in a \$60,000 reduction in costs and credit card processing fees are expected to be \$34,000 less than budget.

### Communication & Marketing

Communication & Marketing projected expenses are less than budget by \$159,000. Marquee and Sponsorship revenue are projected to be below budget by \$72,000. With many companies struggling, advertising budgets are being cut. Special Events were cancelled this year resulting in little opportunity for sponsorships. Staffing reductions and furloughs will result in \$74,000 in savings. Moving to a digital only brochure will save \$77,000 from budget. An additional \$71,000 will be saved in advertising with the reduced programming.

### Maintenance

Maintenance projected expenses are \$95,500 less than budgeted. Part-time wages are projected to be \$63,000 less than budget and health insurance is projected to be \$23,000 less than budget.



### Aquatics

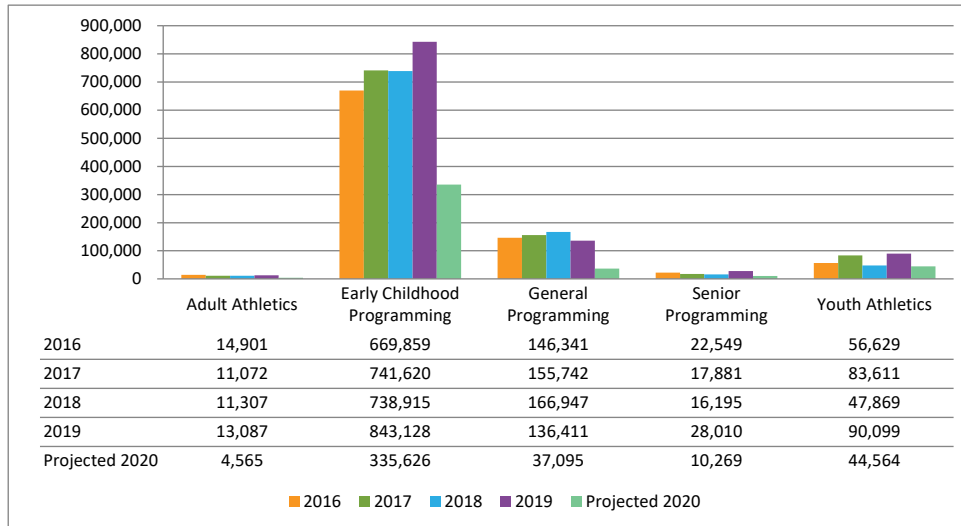
Aquatics net revenue is projected to be \$50,000 less than budgeted due to the closure of the pool.

### Ice Arena

Net Revenue for the Ice Arena is projected to be below budget by \$120,000. The following revenue is below budget due to the mandatory closure and subsequent capacity reductions:

Lessons	\$22,000
Hockey Camp	\$19,000
Leagues	\$115,000

The budget anticipated that the Chicago Wolves would not be renewing their contract. The agreement reached will result in \$88,000 in revenue helping to offset the \$74,000 lost from other rentals.



### Early Childhood Programming

Net Revenue for Early Childhood is projected to be below budget by \$688,000. STAR net revenue is below budget by \$343,000, early childhood is below by \$25,000, camps are below by \$167,000, and preschool is below by \$84,000. The closure of facilities in mid-March and continued partial school closures has resulted in the reduction in revenue.

### General Programming

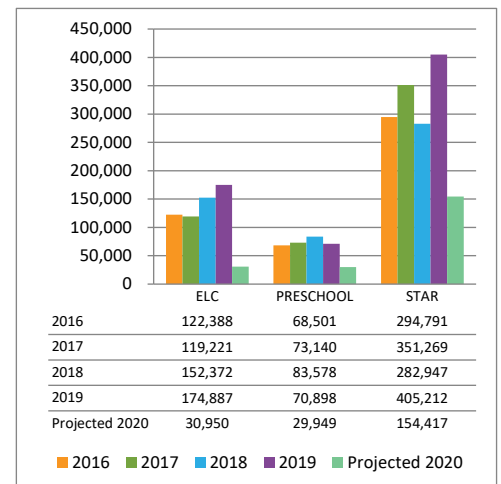
General Programming is projected to be below budget by \$77,000 due to the March closure and continued reductions to offerings due to COVID-19.

### Youth Athletics

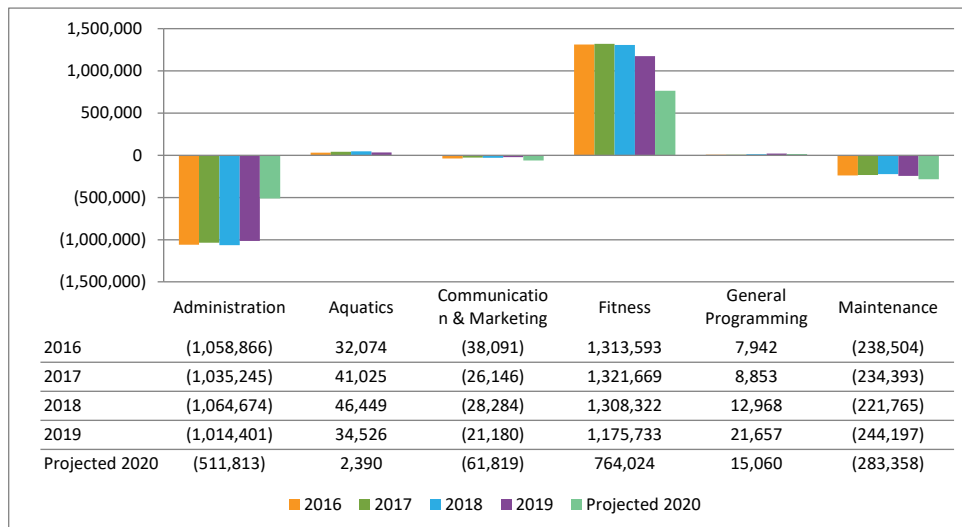
Youth Athletics is projected to be below budget by \$33,000.

### Fund Summary

The Recreation Fund's net revenue is projected to be \$256,000 less than the net revenue from the budget, excluding capital net revenue is \$301,000 less than budget.



## The Club



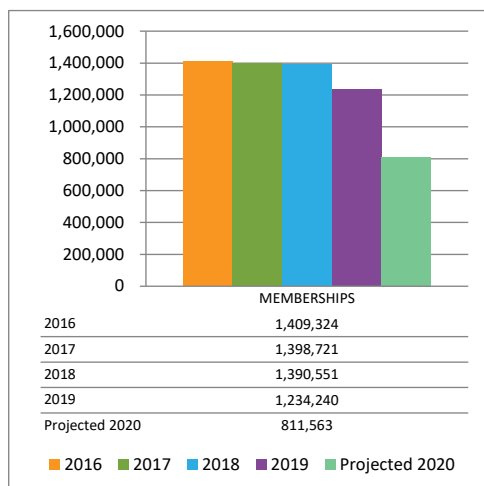
### Administration

The projected net revenue for the administration department is greater than the budget by \$195,000.

Staffing reductions will result in almost \$144,000 in savings. With an additional \$13,000 in Health Insurance. Utilities due to the closures are projected to result in an \$81,000 reduction in costs and credit card processing fees will be \$23,000 less than budget.

### Communication & Marketing

The projected net expenses for the Communication and Marketing Department are less than the budget by \$94,000. The closure resulted in the wide scale marketing plans to be postponed.



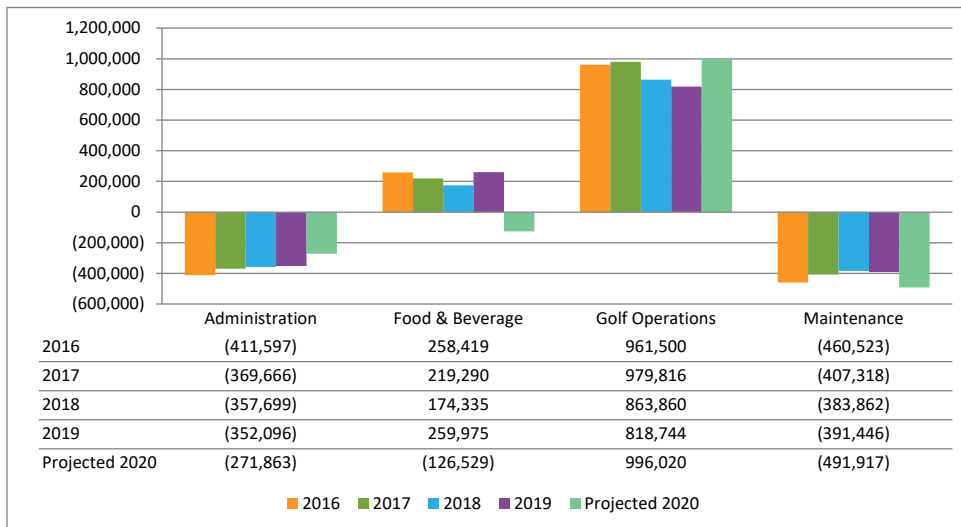
### Fitness

Fitness net revenue is projected to be \$870,000 less than budgeted due to the closure of the facility and delay of billing for two months following the re-opening. Despite the extremely positive member numbers for January, there were already declines evident in February as news regarding COVID-19 began. Once billing resumed in September, an additional 275 membership cancellations were processed.

### Fund Summary

The Club's net revenue is \$525,500 less than the budgeted net revenue, excluding capital net revenue is \$525,500 less than budgeted.

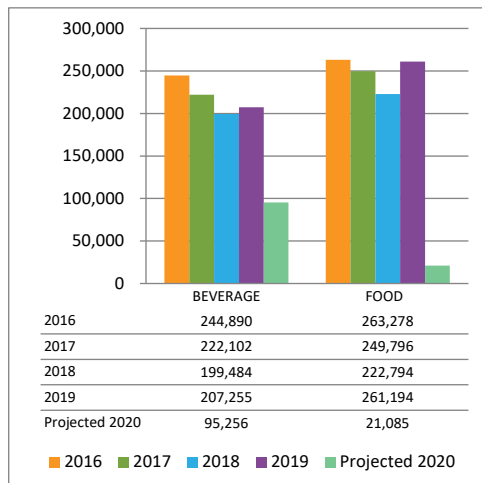
## Bridges of Poplar Creek



### Administration

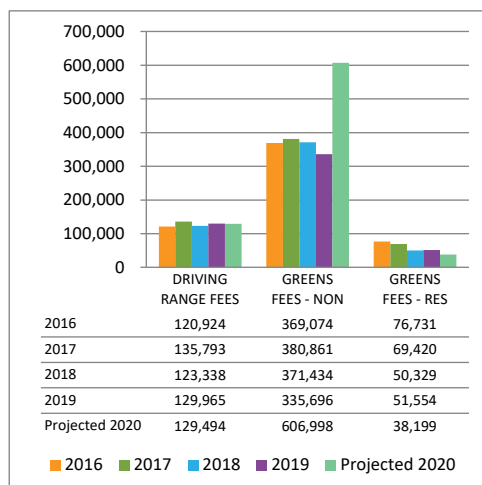
The projected net revenue for the administration department is greater than the budget by \$78,000.

Staffing reductions will result in almost \$44,500 in savings. Utilities due to the closures are projected to result in a \$19,500 reduction in costs.



### Food & Beverage

The projected net revenue for the Food & Beverage department is less than the budget by \$269,000 as most events are being postponed until 2021 when there are less restrictions. Food & Beverage service on a smaller scale did not begin until June resulting in a negative variance of \$100,000 in revenue. Cost of goods sold has a positive variance of \$160,000 and payroll also has a positive variance of \$184,000 with an additional \$17,000 in Health Insurance savings.



### Golf Operations

The projected net revenue for the golf operations department is greater than the budget by \$144,000. Green fees are projected to be \$211,500 greater than budget. Despite the closure for two months, the popularity of the course upon reopening has resulted in significant revenue and no need to offer discounted rounds. Declines in lessons and pro shop sales are slightly offsetting the gain in green fee revenue.

### Maintenance

Projected maintenance expenses are \$74,000 less than budget. Part-time wages were reduced by \$32,500. Nearly every other expense was also reduced slightly to cumulatively result in the additional \$41,500 in savings.

### Fund Summary

Bridges of Poplar Creek's projected net revenue is \$42,365 greater than the net revenue from the budget, excluding capital net revenue is \$27,500 greater than the budget.



**COVID-19 IMPACT STATEMENT**  
**THROUGH SEPTEMBER 30**  
**EXCLUDING CAPITAL AND DEBT**

	2017 YTD	2018 YTD	2019 YTD	2020 YTD	
<b>Revenue</b>					
TAXES AND INTEREST	5,556,925	5,945,104	6,046,917	5,781,010	
GRANTS & DONATIONS	67,302	63,206	74,159	196,621	
ADVERTISING REVENUE	68,174	68,459	56,136	46,265	
ADMISSIONS	539,390	523,824	508,251	507,173	
EQUIPMENT RENTAL	321,607	280,528	267,890	233,060	
FACILITY RENTAL	911,614	886,184	788,782	481,232	
LEAGUES	517,785	394,268	379,446	173,112	
MEMBERSHIPS	1,554,143	1,545,985	1,392,724	516,798	
PROGRAMS & INSTRUCTION	2,310,951	2,276,880	2,323,952	924,617	
SALES	680,987	610,110	695,682	199,378	
SERVICE FEES	302,137	279,662	277,852	161,457	
SPECIAL EVENTS	14,934	14,900	13,094	13,947	
OTHER SOURCES	44,491	47,419	43,468	16,873	
<b>Total Revenue</b>	<b>12,890,438</b>	<b>12,936,529</b>	<b>12,868,352</b>	<b>9,251,543</b>	
<b>Expense</b>					
SALARIES & WAGES	4,947,226	5,047,696	4,867,614	3,594,179	
EMPLOYMENT TAXES, PENSION & INSURANCE	1,180,142	1,140,049	1,068,414	1,003,975	
PROFESSIONAL TRAINING	75,332	81,389	80,761	60,843	
COMMODITIES	413,762	476,023	446,787	317,629	
COST OF GOODS SOLD	222,618	207,445	224,136	83,372	
DIRECT EXPENSES	802,678	730,816	703,566	295,872	
ADVERTISING	140,615	153,011	125,975	106,945	
CONTRACTUAL SERVICES	437,307	427,055	348,189	312,553	
PROFESSIONAL SERVICES	52,689	48,647	39,980	36,420	
MAINTENANCE & REPAIRS	270,034	241,076	261,699	198,208	
UTILITIES	726,459	761,646	747,602	589,194	
INSURANCE	106,498	106,068	98,639	51,891	
OTHER EXPENSES	23,062	31,986	22,373	36,022	
<b>Total Expense</b>	<b>9,398,422</b>	<b>9,452,907</b>	<b>9,035,736</b>	<b>6,687,103</b>	
<b>Net Income (Expense)</b>	<b>3,492,016</b>	<b>3,483,623</b>	<b>3,832,616</b>	<b>2,564,440</b>	