



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



AGENDA
ADMINISTRATION & FINANCE COMMITTEE MEETING
TUESDAY, DECEMBER 21, 2021
7:10 P.M.
Triphahn Center

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF COMMITTEE MINUTES
 - November 23, 2021
4. COMMENTS FROM THE AUDIENCE
5. OLD BUSINESS
6. NEW BUSINESS
 - A. Tax Levy Ordinance O21-003 / M21-115
 - B. Bond Abatement Ordinance O21-007 / M21-107
 - C. 2022 Budget & Appropriation Ordinance O21-005 in Final Form; Updated 2022 Working Budget; Updated Fund Balances and Charts; Updated 2022 Division Goals and Objectives; Amended Org Chart with Approved Positions / M21-116
 - D. PTELL Reduction Ordinance O21-006 / M21-108
 - E. Debt Policy / M21-117
 - F. Surplus Ordinance O21-008 / M21-120
 - G. Personnel Policy Manual Update / M21-119
 - H. 2022 ICA's For Tumbling Times, Illinois Shotokan Karate, Inc., Options Basketball, and HUSC / M21-111
 - I. Budget Approval Cycle / M21-122
 - J. Administrative Services Report / M21-118
 - K. Administration & Finance Report / M21-114
 - L. Open and Paid Invoice Register: \$811,209.43
 - M. Revenue and Expenditure Report and District-Wide Operations 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 847-885-7500 with at least 48 hours' notice.



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MINUTES ADMINISTRATION & FINANCE COMMITTEE MEETING November 23, 2021

1. **Roll Call:**

A regular meeting of the Hoffman Estates Park District Administration & Finance Committee was held on November 23, 2021 at 7:03 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Chairman Friedman; Commissioner Dressler; Comm Reps Kulkarni, Utas (conference call), and Winner

Absent: Comm Reps Musial and Wilson

Also Present: Executive Director Talsma, Director of Finance Hopkins, Director of Recreation Kapusinski, Director of Administrative Services Pete Cahill, Executive Assistant Flynn

Audience: President Kinnane; Commissioners Evans, Kaplan, Chhatwani and McGinn

2. **Approval of Agenda:**

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

3. **Approval of the Minutes:**

Commissioner Dressler made a motion, seconded by Comm Rep Winner to approve the minutes of the October 26, 2021 meeting as presented. The motion carried by voice vote.

4. **Comments from the Audience:**

None

5. **Old Business:**

None

6. New Business:

A. Willow Rec Center Cell Tower Land Lease Agreement / M21-080A

Executive Director Talsma noted that this addendum was presented to and approved by the board earlier this year. Since then, our attorney and the Crown Castle attorney have reviewed the lease terms. The attached terms, site plans and exhibits reflect the agreed upon terms. Executive Director Talsma reminded the board that the addition to the lease will be \$1,000 per month for the duration of the land lease.

Comm Rep Winner asked if this is an existing lease. Executive Director Talsma said yes, this is an add-on to an existing lease.

Commissioner Evans asked if we could increase the height if requested. Executive Director Talsma stated that we haven't been approached by anyone to increase the height, and the initial construction has the post tapered and all equipment is housed inside the post. Commissioner Evans asked if \$1000/month is the going rate. Executive Director Talsma explained that costs have been dropping, and this is a smaller modular unit. This is the first time we have been approached since the original cell tower was constructed. Additionally, Commissioner Evans asked if there are insurance requirements on this lease. Executive Director Talsma said that it would go through the original lease with American Power.

Comm Rep Utas made a motion, followed by Commissioner Dressler to send to the full board the Willow Rec Center Cell Tower Land Lease Agreement M21-080A. The motion carried by voice vote.

B. IAPD Credentials Certificate / M21-104

Executive Director Talsma stated that this is for the annual IAPD meeting. We must submit an ordered list of potential attendees to determine who will cast official votes for the district during the meeting.

Comm Rep Winner made a motion, seconded by Comm Rep Kulkarni to forward to the full board the IAPD Credentials Certificate M21-104. The motion carried by voice vote.

C. Balanced Scorecard

Director Hopkins highlighted the following:

- The hockey and figure skating anomalies are due to private lessons increasing during the pandemic. This pushes the numbers up, as one participant is counting as one section.

Comm Rep Utas made a motion, seconded by Comm Rep Kulkarni to recommend to forward to the full board the Balanced Scorecard. The motion carried by voice vote.

D. Administrative Services Report / M21-109

Director Cahill highlighted the following:

- For this year's annual harassment training, we used a more interactive training through PDRMA. This was also offered in Spanish which was helpful for many of our staff.
- We are working on updating the Personnel Policy Manual, and will have it ready for approval at the December board meeting.
- We corrected an IMRF issue so that staff could continue making voluntary contributions.

Comm Rep Winner made a motion, seconded by Commissioner Dressler to recommend to the full board the Administrative Services Report. The motion carried by voice vote.

G. Finance Report / M21-105:

Director Hopkins highlighted the following:

- The business department spent most of the month of October on the 2022 budget, reviewing budget submissions, the tax levy, full time wages, health insurance, and utilities.
- IT worked with the vendors and the Parks department to configure the hardware for the TopTracer facility. They also migrated cell phones for non-exempt employees in the maintenance department to 1G per phone.

Comm Rep Kulkarni asked about the cost to migrate the cell phones. Executive Director Talsma stated that these staff had older phones, so we replaced the units with new/free phones and put them on the same plan as some of the supervisors. We were able to mitigate some costs and acquire more data for the District. Only non-exempt employees in the maintenance department, who need them for their work, have the phones. This group voted to have separate business phones, rather than have their personal cell phone numbers used with vendors and others outside of the Park District staff.

Commissioner Dressler made a motion, seconded by Comm Rep Kulkarni to recommend to forward the Finance Report M21-105 to the full board. The motion carried by voice vote.

H. Open and Paid Invoice Register: \$506,152.50

Comm Rep Winner asked if the TopTracer project is on budget. Executive Director Talsma said yes, the project is still on budget. Adding a new sidewalk may be a contingency item, but we should not need to use the entire contingency budget. He also noted that we should have the occupancy permit within a couple of weeks, once the siding is up.

Comm Rep Kulkarni asked about the IPRA membership fee. Executive Director Talsma stated that we have 21 members of IPRA, and this membership allows those attending the IAPD/IPRA conference in January to receive the member rate.

Comm Rep Kulkarni made a motion, seconded by Comm Rep Winner to recommend to forward the Open and Paid Invoice Register in the amount of \$506,152.50 to the full board. The motion carried by voice vote.

I. Revenue & Expenditure Report, District Wide Operations Statement, and Activity Enrollments

Director Hopkins reviewed the District Wide Operations Statement, highlighting the following:

- Taxes are at 91% of budget. The EDA payment is missing, pending the settlement.
- Grants and donations are at 166% of budget, due to the ELC grant that we received.
- The admissions income is from the Seascape and BPC greens fees.
- Facility rental comes from outdoor pool rentals and hockey rentals, and are projected to meet budget by year-end.
- Leagues are increased primarily due to basketball, which is exceeding pre-COVID levels. Baseball and soccer are near pre-pandemic levels.
- Memberships are up, due to strong pool memberships.
- Programs and instruction are increased due to figure skating lessons (up \$210,000 from prior year). Day camps and ELC are both up over the year before.
- Salary and wages are up from 2020, but in line with budget. This is a result of Seascape resuming operations.
- Professional training expenses are higher than last year, as opportunities resumed.
- Commodities are higher due to inflation and projects that were delayed from 2020 to 2021.
- Overall the budgeted revenue for 2021 was \$700,000. We are currently at \$2.9 million.

Executive Director Talsma asked everyone to take a look at the unique reports that Director Hopkins puts together.

Commissioner Dressler made a motion, seconded by Comm Rep Winner to recommend to forward the Revenue & Expenditure Report, District Wide Operations Statement, and Activity Enrollments to the full board. The motion carried by voice vote.

7. **Committee Member Comments:**

Comm Reps Winner, Kulkarni and Utas said great job to the staff.

8. **Adjournment:**

Comm Rep Winner made a motion, seconded by Comm Rep Kulkarni to adjourn the meeting at 7:40 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Cindy Flynn
Executive Assistant

MEMORANDUM NO. M21-115

TO: Administrative & Finance Committee
FROM: Craig Talsma, Executive Director
Nicole Hopkins, Director of Finance & Administration
RE: 2021 Tax Levy Ordinance O21-003; PTELL Reduction O21-006
DATE: December 21, 2021

BACKGROUND

Attached please find the District's final 2021 Annual Levy Ordinance O21-003 and corresponding Property Tax Extension Limitation Law reduction to be collected during the fiscal year 2022.

The levy was presented and the amount intended to be levied was announced at our Committee of the Whole meeting on November 16, 2021.

The levy must be filed with the county by the last Tuesday in December.

IMPLICATIONS

The levy is anticipated to be reduced solely in the corporate fund, and the budget reflects the lesser amounts for these and any anticipated shortfalls in collections next year. This levy was subject to a Truth in Taxation Hearing.

RECOMMENDATIONS

The A&F Committee recommends to the full Board to approve the District's 2021 annual tax levy Ordinance O21-003 in the amount of \$10,610,000 and Ordinance O21-006 instructing the county where to reduce the levy if necessary.

HOFFMAN ESTATES PARK DISTRICT LEVY
2020 Levy (collected 2021) 2021 TAX LEVY (collected 2022)

FUND	Max Rate	Levy	Extended Levy	Actual Rate	Levy	Estimated Rate	Percent	Extended Levy	Estimated Rate	Limited Levy	Limited Rate	Budget	TIF
01 General	0.350	\$ 3,806,000	\$ 3,886,596	0.235	\$ 5,247,000	0.2038	39.91%	\$ 5,404,410	0.2809	\$ 5,241,366	0.2806	\$ 5,247,000	49.45% \$ 300,000.00
02 Recreation	0.370	\$ 1,607,000	\$ 1,641,030	0.099	\$ 969,000	0.0861	16.85%	\$ 998,070	0.0519	\$ 967,960	0.0519	\$ 969,000	9.13% \$ 50,000.00
07 IMRF		\$ 100,000	\$ 102,118	0.006	\$ 25,000	0.0054	1.05%	\$ 25,750	0.0014	\$ 24,973	0.0014	\$ 25,000	0.24% \$ -
08 Bond & Interest		\$ 3,343,770	\$ 3,510,959	0.213	\$ 3,344,000	0.1791	35.06%	\$ 3,511,200	0.1791	\$ 3,511,200	0.1880	\$ 3,344,000	31.52% \$ 190,000.00
09 Special Recreation	0.040	\$ 580,000	\$ 597,400	0.036	\$ 750,000	0.0311	6.08%	\$ 750,000	0.0402	\$ 750,000	0.0402	\$ 750,000	7.07% \$ 40,000.00
10 FICA Rounding		\$ 100,000	\$ 102,118	0.006	\$ 275,000	0.0054	1.05%	\$ 283,250	0.0148	\$ 274,705	0.0148	\$ 275,000	2.59% \$ 20,000.00
TOTAL		\$ 9,536,770	\$ 9,840,221	0.597	\$ 10,610,000	0.578	100%	\$ 10,972,680	0.5680	\$ 10,770,203	0.5766	\$ 10,610,000	\$ 600,000
Less Non Cap Funds Cook County Rounding		\$ (3,923,770)	\$ (4,108,359)	(0.249)	\$ (4,094,000)	(0.238)		\$ (4,261,200)	(0.219)	\$ (4,261,200)	(0.228)	\$ (4,094,000)	
Total Cap Funds Levy		\$5,613,000	\$5,731,862	0.348	\$ 6,516,000	0.340		\$6,711,480	0.3593	\$ 6,509,003	0.3485	\$ 6,516,000	

2020 EAV \$1,650,993,361 Proj 2021 EAV \$1,868,000,000

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NOTES

Tax Cap

Truth in Taxation

2020 Extended Capped Funds Tax Levy.....	\$5,731,862		\$9,840,221
x CPI 1.40%	\$5,812,108 (a)		x 105%
			<u>\$10,332,232</u>
Divided by			
Projected 2021 EAV (w/o new growth).....	\$1,668,000,000 (b)		\$10,610,000
2021 Limiting Rate.....	a/(b/100)	0.3484	7.823%
times			
Estimated 2021 New Growth.....	\$200,000,000		
Projected 2021 EAV (with new growth).....	<u>\$1,868,000,000</u>		
2021 Limited Levy (Cap Funds).....	\$6,509,004		
Proj 2021 Extended Levy (Cap Funds).....	\$6,711,480		
Proj 2021 Levy Increase.....	\$202,476	Projected Reduction	
		General Fund 100%	

2021 Levy is subject to Truth in Taxation Hearing

ORDINANCE NO. O-21-003
ANNUAL LEVY ORDINANCE FOR THE YEAR 2021

AN ORDINANCE levying and assessing
the taxes for the Hoffman Estates
Park District, Cook County, Illinois
for the fiscal year beginning January 1, 2022
and ending December 31, 2022

WHEREAS, on the 16th day of November 2021, the Board of Commissioners tentatively approved the annual Budget and Appropriation Ordinance, and passed a Motion to keep said Ordinance on file in the Park District Office for at least thirty (30) days prior to final action thereon; and

WHEREAS, on the 21st day of December 2021, the Board of Commissioners of the Hoffman Estates Park District passed the annual Budget and Appropriation Ordinance of said District for the fiscal year beginning January 1, 2022 and ending December 31, 2022, and upon said date the said Ordinance was duly signed and approved by the President of the Board of Commissioners of said District and signed by the Secretary of said Board:

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

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

Amount to be Raised by Taxation**I. Corporate Fund**

1. General Purpose	
Property & Liability Insurance	\$115,000
Employment Insurance	\$132,000
Unemployment Insurance	\$48,000
Payroll	\$1,100,000
Employee Benefits	\$219,000
Service & Rental Agreements	\$92,000
Technology Equipment & Service	<u>\$21,000</u>
Total General Purpose	\$1,727,000
2. Maintenance	
Payroll	\$1,900,000
Employee Benefits	\$289,000
Supplies	\$42,000
Utilities	\$245,000
Maintenance & Repairs	\$405,000
Property & Field Maintenance	\$137,000
Total Maintenance	<u>\$3,018,000</u>
3. Capital	
Reserve for Roof Replacement	\$500,000
Total Corporate Fund	\$5,245,000

Said amount is hereby levied as the Corporate Fund Tax.

II. Recreation Fund

Payroll	\$549,000
Contracted Services	\$21,000
Service & Rental Agreements	\$29,000
Utilities	\$176,000
Advertising/Promotional	\$40,000
Maintenance Wages	<u>\$154,000</u>
Total Recreation Fund	\$969,000

Said amount is hereby levied as the Recreation Fund Tax.

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

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

IV. Audit Fund

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

V. I.M.R.F. Fund

I.M.R.F. Contribution Interfund Transfers	<u>\$25,000</u>
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Total Retirement Fund	\$25,000
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Said amount is hereby levied as the Retirement Fund Tax.

VI. Debt Service

Bond & Interest Payments	<u>\$3,344,000</u>
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Total Debt Service Fund	\$3,344,000
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Said amount is hereby levied as the Debt Service Fund Tax.

VII. Special Recreation

NWSRA Special Assessment	\$311,000
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ADA Improvements/Purchases	\$354,000
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Special Recreation Rental Usage	<u>\$85,000</u>
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Total Special Recreation Fund	\$750,000
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Said amount is hereby levied as the Special Recreation Fund Tax.

VIII. Social Security Fund

FICA Tax Interfund Transfers	\$275,000
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Total Social Security Fund	\$275,000
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Said amount is hereby levied as the Social Security Fund Tax.

Hoffman Estates Park District

2021 Tax Levy

Collected Fiscal Year 2022

Amount to be Raised by Taxation

Recapitulation

I.	Corporate Fund	\$5,247,000
II.	Recreation Fund	\$969,000
III.	Insurance Fund	\$0
IV.	Audit Fund	\$0
V.	I.M.R.F. Fund	\$25,000
VI.	Debt Service	\$3,344,000
VII.	Special Recreation	\$750,000
VIII.	Social Security	\$275,000
Total taxes to be levied:		\$10,610,000

Making the aggregate sum of Ten Million Six Hundred Ten Thousand Dollars and No Cents dollars (\$10,610,000.00) to be raised by taxation and levy on all the taxable property in said Hoffman Estates Park District, for the year 2021, in order to meet and defray all the necessary expenses and liabilities of the Hoffman Estates Park District as required by statute or voted by the people in accordance with the law.

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

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

AYES:

NAYS:

ABSENT:

Passed and Approved this 21st day of December 2021.

President
Board of Park Commissioners
Hoffman Estates Park District

ATTEST:

Secretary
Hoffman Estates Park District

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

CERTIFICATE

I, Craig Talsma, DO HEREBY CERTIFY THAT I am the Secretary in and for the Hoffman Estates Park District; that the foregoing is a true and correct copy of an Ordinance duly passed by the President and Board of Park Commissioners being entitled: Annual Levy Ordinance for the Year 2021 at a regular meeting on the 21st day of December 2021, the Ordinance being a part of the official records of said Hoffman Estates Park District.

DATED: This 21st day of December 2021

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

Secretary
Board of Park Commissioners
Hoffman Estates Park District

TRUTH IN TAXATION
CERTIFICATE OF COMPLIANCE

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

This certificate applies to the 2021 levy.

DATED: This 21st day of December 2021

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

THE HOFFMAN ESTATES PARK DISTRICT

ORDINANCE O-21-006

**AN ORDINANCE DIRECTING THE COOK COUNTY CLERK
TO REDUCE THE HOFFMAN ESTATES PARK DISTRICT'S
REAL ESTATE TAX LEVY YEAR 2021
HOFFMAN ESTATES PARK DISTRICT, COOK COUNTY, ILLINOIS**

PASSED AND APPROVED
BY THE
BOARD OF COMMISSIONERS
OF THE
HOFFMAN ESTATES PARK DISTRICT
This 21st day of December 2021

Published in pamphlet form by the authority of the Board of Commissioners of the Hoffman Estates Park District, Cook County, Illinois this 21st day of December 2021.

**AN ORDINANCE DIRECTING THE COOK COUNTY CLERK
TO REDUCE THE HOFFMAN ESTATES PARK DISTRICT'S
REAL ESTATE TAX LEVY YEAR 2021
HOFFMAN ESTATES PARK DISTRICT, COOK COUNTY, ILLINOIS**

WHEREAS, there has been enacted, the Property Tax Extension Limitation Act 35 ILCS 200/18-185 et seq., (the "Act"), which will affect the amount of taxes extended for the District by the Cook County Clerk, (the "Clerk"), and

WHEREAS, because of the fact that the amount of the Equalized Assessed Valuation (EAV) for property located in the District for 2021 was not known at the time that the District passed its Tax Levy Ordinance for 2021, it could not be determined whether the application of the provisions of the Act would affect the District's levy, and

WHEREAS, it is possible that when the EAV for 2021 is established in 2022, the limiting rates set forth in the Act will require the Clerk to reduce the District's levy, and

WHEREAS, unless directed otherwise by the District, the Clerk has indicated that the District's levy will be reduced proportionately over all funds, if necessary, and

WHEREAS, the Clerk has requested direction from the District at the time of the filing of the Tax Levy Ordinance for 2021, as to which funds should be reduced, and by what amounts, if it becomes necessary, and

WHEREAS, the District prefers to give such direction.

NOW, THEREFORE, be it and it is hereby ordained by the Board of Park Commissioners of the Hoffman Estates Park District, Cook County, Illinois, as follows:

Section 1 The Cook County Clerk is hereby directed to reduce the District's fund levies as follows, only if necessary due to the application of the Act:

<u>FUND</u>	<u>% OF REDUCTION</u>
General Corporate	100%

Section 2 That this ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

ADOPTED: December 21, 2021.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

Patrick Kinnane
President, Board of Park Commissioners
HOFFMAN ESTATES PARK DISTRICT
Cook County, Illinois

Passed on this _____ day of _____, 2021.

ATTEST:

Craig Talsma
Secretary, Board of Park Commissioners
HOFFMAN ESTATES PARK DISTRICT
Cook County, Illinois

MEMORANDUM NO. M21-107

TO: A&F Committees
FROM: Craig Talsma, Executive Director
Nicole Hopkins, Director of Finance and Administration
RE: Bond Abatements
DATE: December 21, 2021

Background

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

Implications

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

Recommendation

Recommend to the full board approval of Ordinance O21-007 abating taxes levied for the District's bonds for the 2021 Levy.

STATE OF ILLINOIS)
)
COUNTY OF COOK)

**ORDINANCE 021-007 ABATING TAXES LEVIED FOR GENERAL
OBLIGATION BONDS FOR THE YEAR 2021**

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

<u>Date</u>	<u>Issue</u>
December 2, 2013	General Obligation Park Bonds (Alternate Revenue Source) Series 2013A
December 10, 2014	General Obligation Park Bonds (Alternate Revenue Source) Series 2014A
December 2, 2019	General Obligation Park Bonds (Alternate Revenue Source) Series 2019B
August 27, 2019	General Obligation Park Bonds (Alternate Revenue Source) Series 2020A

WHEREAS, said ordinances levied the following taxes sufficient to produce funds for the tax year 2021 to pay principal and interest on the Bonds:

<u>Issue</u>	<u>Amount</u>
General Obligation Park Bonds (Alternate Revenue Source) Series 2013	\$809,737.50
General Obligation Park Bonds (Alternate Revenue Source) Series 2014A	\$605,062.50
General Obligation Park Bonds (Alternate Revenue Source) Series 2019B	\$251,400.00
General Obligation Park Bonds (Alternate Revenue Source) Series 2020A	\$1,480,500.00

WHEREAS, the Board of Park Commissioners has determined that Pledged Revenues consisting of income from “User Fees”, as defined in the ordinances, proceeds of annual general obligation bond issues, or other sources, will be sufficient to pay the 2022 principal and interest on the bonds;

WHEREAS, since it is no longer necessary that the Board of Park Commissioners receive the amount of the tax levy previously provided, the Board desires that the entire levies for the Bonds for 2021 be abated.

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

Section One: The 2021 levies as provided in the above ordinances for the Bonds shall be abated in their entirety.

Section Two: A certified copy hereof shall be filed with the County Clerk of Cook County who shall abate the 2021 levy for each of the Bonds.

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

YEAS:

NAYS:

ABSENT:

PASSED this 21st day of December, 2021.

APPROVED this 21st day of December, 2021.

President

ATTEST:

Secretary

MEMORANDUM NO. M21-116

TO: Administrative & Finance Committee
FROM: Craig Talsma, Executive Director
Nicole Hopkins, Director of Finance & Administration
RE: 2022 Budget and Appropriation Ordinance O21-005
DATE: December 21, 2021

BACKGROUND

State law requires that we file our Budget and Appropriation Ordinance with the county by the end of the first quarter of the fiscal year. The District has always filed in December along with our Tax Levy. The tentative ordinance was approved November 16th and will have been on display the required 30 days prior to filing. Additionally, the District held a public review meeting on December 14th, which was properly advertised. No residents were in attendance. The final ordinance is attached for approval.

IMPLICATIONS

As discussed in the November 16th meeting, full time wages were increased for cell phone reimbursements of \$25 per check for exempt staff that regularly use their personal cell phone for District purposes.

Additionally, Triphahn Center desk staff wages were increased by \$23,529 to allow for monitoring adherence to mask requirements.

Capital items were funded from the fund balance. Due to additional information from November activity, we were able to adjust projections and budget line items to offset these additional costs in operating funds.

The Consumer Price Index increased by 6.8% in November. Due to this information, all capital projects as well as fuel had a 10% contingency added.

In the Capital Fund, \$250,000 (plus an additional 10% contingency) was added to construct an outdoor restroom (similar to the on-course permanent restrooms) at the Bridges TopTracer facility.

For your review, we have also attached an updated 2022 Budget Report, Fund Balances and Charts, 2022 Division Goals and Objectives, as well as an amended 2022 Org Chart with Approved Positions.

RECOMMENDATIONS

Staff recommends that the Administration & Finance Committee recommend to the full Board approval of the final Budget and Appropriation Ordinance O21-005. Staff also

recommends that the A&F Committee recommend to the full Board approval of the updated 2022 Budget Report, Fund Balances and Charts, and Division Goals and Objectives, as well as an amended 2022 Org Chart with Approved Positions.

ORDINANCE NO. O-21-005
BUDGET AND APPROPRIATION ORDINANCE
An Ordinance adopting the combined
Annual Budget and Appropriation of Funds for the
Hoffman Estates Park District,
Cook, (County), Illinois,
for the Fiscal Year beginning on
the first (1st) day of January, 2022 and
ending on the thirty-first (31st) day
of December, 2022

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

SECTION I. It is hereby found and determined:

- (a) This Board has heretofore caused to be prepared a combined annual Budget and Appropriation in tentative form, which Ordinance has been conveniently available for public inspection for at least 30 days prior to final action thereon;
- (b) A public hearing was held at the Triphahn Center, 1685 W. Higgins, Hoffman Estates, Illinois on the 14th day of December 2021 on said Ordinance, notice of said hearing having been given by publication in The Daily Herald, being a newspaper published within the District, at least one week prior to such hearing; and,
- (c) That all other legal requirements for the adoption of the annual Budget and Appropriation Ordinance of this District for the fiscal year beginning January first (1st), 2022 and ending on the thirty-first (31st) day of December, 2022, have heretofore been performed.

SECTION II. The following sums of money, or so much thereof as may be authorized by law for the following objects and purposes, be and the same are hereby budgeted and appropriated for the fiscal year beginning the first day of January, 2022 and ending the last day of December 2022.

I. Corporate Fund

Beginning Cash	3,962,844
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Income

Administration

Interfund Charges	325,671
Property Taxes	5,013,000
Investment Income	117,000
Grant Reimbursement	193,750
Rental Income	84,437
Miscellaneous	12,000

Total Corporate Fund Income	5,745,858
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Total Corporate Fund Appropriation	9,708,702
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Budgeted and Appropriated Expenditures

Administration

Property & Liability Insurance	115,206
Employment Insurance	132,092
Unemployment Insurance	48,000
Loss Prevention	8,040
Audit Service	18,100
Payroll	1,194,746
Employee Benefits	219,477
Education & Training	8,175
Contracted Services	42,500
Service & Rental Agreements	92,803
Supplies	16,500
Dues & Subscriptions	19,950
Administrative Expenses	29,235
Utilities	13,335
Equipment	2,000
Technology Equipment	19,400
Miscellaneous	7,000
Payroll	1,906,223
Employee Benefits	289,785

	Education & Training	9,000
	Contracted Services	23,106
	Supplies	96,500
	Dues & Subscriptions	2,475
	Administrative Expenses	1,860
	Utilities	238,125
	Equipment	12,950
	Maintenance & Repair	405,525
	Property Maintenance	137,250
	Fuel and Lubricants	77,000
Capital		
	Plum Farms Annexation	25,000
	Beacon Point Enhancement	270,000
	Veeam Backup Server	11,000
	Virtual Servers	38,500
	Mechanics Tools	15,000
	Total Corporate Fund Expenditures	5,545,858
	Estimated Ending Cash	4,162,844
II. Recreation Fund		
	Beginning Cash	2,377,038
Income		
	Administration	
	Interfund Charges	321,234
	Property Taxes	969,000
	Investment Income	15,000
	Rentals	80,612
	Miscellaneous	750
	Communications & Marketing	
	Corporate Relations	126,500
	Triphahn Center	
	Rentals	48,000
	Memberships	129,500
	Guest Services	4,300
	Fitness Programs	6,000
	Willow Recreation Center	
	Rentals	69,160
	Memberships	53,875
	Guest Services	1,750

	Courts	2,500
	Racquetball	1,320
	Leagues/Tournaments	2,450
	Fitness Programs	2,000
General Leisure Services		
	General Programs	35,786
	Gymnastics	50,000
	Martial Arts	76,250
	Esports	16,000
	Special Events	13,200
	Dance	88,970
Senior		
	Senior Programs	20,490
	Sponsorship/Advertising	3,000
Early Childhood		
	General Programs	48,021
	Day Camps	33,680
	Preschool	286,657
	Parent/Tot	14,788
	Full Day Day Care	519,210
Youth Programs		
	Youth Camps	89,108
	Youth Programs	222,540
	Star	892,384
Adult Athletics		
	Basketball Leagues	6,000
	Softball Leagues	10,960
Youth Athletics		
	General Programs	19,406
	Basketball	52,400
	Baseball	57,020
	Soccer	100,180
	Cricket	18,875
Seascape		
	Grant Revenue	1,600
	Rentals	20,940
	Memberships	97,000
	Daily Fees	160,000
	Concession Sales/Rental	4,800
	Lessons	20,096
	Special Events	3,600

Ice		
	Rentals	482,050
	Daily Fees	16,500
	Concession Sales/Rental	5,700
	Figure Skating Lessons	200,399
	Hockey Camps	24,390
	Hockey Lessons	49,784
	Hockey Adult Leagues	37,200
	Hockey Youth Leagues	341,887
	Special Events	3,500
	Total Recreation Fund Income	5,978,322
Total Recreation Fund Appropriation		8,355,360
Budgeted and Appropriated Expenditures		
Administration		
	Interfund Charges	750,000
	Payroll	1,136,579
	Employee Benefits	214,688
	Education & Training	14,610
	Contracted Services	22,300
	Service & Rental Agreements	29,982
	Dues & Subscriptions	2,984
	Utilities	526,376
	Equipment	5,295
	Credit Card Processing Fees	69,350
Communications & Marketing		
	Corporate Relations	9,000
	Payroll	42,663
	Education & Training	3,075
	Contracted Services	8,764
	Supplies	3,080
	Dues & Subscriptions	9,394
	Printing & Publication	8,200
	Advertising	40,000
Maintenance		
	Payroll	454,591
	Employee Benefits	69,101
Triphahn Center		
	Guest Services	2,153
	Fitness Program Expense	3,687
	Payroll	110,349
	Supplies	4,840
	Maintenance & Repairs	5,500

Willow Recreation Center	
Memberships	3,200
Guest Services	646
Racquetball	924
Leagues/Tournaments	480
Fitness Programs	1,068
Payroll	76,010
Supplies	5,000
Maintenance & Repairs	4,665
General Leisure Services	
General Programs	16,462
Gymnastics	35,000
Martial Arts	49,982
Vogelei Program Expense	13,308
Special Events & Trips	28,350
Dance	58,156
Senior	
Memberships	5,490
Senior Programs	18,756
Early Childhood	
General Programs	30,849
Day Camps	14,374
Preschool	168,983
Parent/Tot	10,384
Full Day Day Care	183,026
Youth Programs	
Youth Camps	63,229
Youth Programs	106,264
Star	506,330
Adult Athletics	
Basketball Leagues	4,351
Softball Leagues	6,691
Youth Athletics	
General Programs	13,183
Basketball	36,994
Baseball	23,462
Soccer	62,987

	Cricket	2,713
Seascape		
	Lessons	16,488
	Special Events	900
	Payroll	251,260
	Employee Benefits	5,617
	Education/Training	12,085
	Contracted Services	3,714
	Supplies	41,000
	Utilities	104,000
	Equipment	8,450
Ice		
	Daily Fees	4,037
	Figure Skating Lessons	79,474
	Hockey Camps	11,092
	Hockey Lessons	19,060
	Hockey Adult Leagues	22,790
	Hockey Youth Leagues	176,768
	Special Events	2,709
Capital		
	Wrc Renovation	100,000
	C&M Back-Up	10,000
	Tc Copier	11,000
	Total Recreation Fund Expenditures	5,978,322
Estimated Ending Cash		2,377,038
III. I.M.R.F. Fund		
Beginning Cash		734,513
Income		
	Property Taxes	25,000
	Investment Income	7,416

Total I.M.R.F. Fund Income	32,416
Total I.M.R.F. Fund Appropriation	766,929
Budgeted and Appropriated Expenditures	
IMRF Interfund Charges	262,416
Total I.M.R.F. Fund Expenditures	262,416
Estimated Ending Cash	504,513
IV. Debt Service	
Beginning Cash	1,887,552
Income	
BABs Rebates	-
Bond Proceeds	1,954,322
Interfund Transfers	1,275,000
Property Taxes	3,344,000
Investment Income	40,000
Total Debt Service Fund Income	6,613,322
Total Debt Service Fund Appropriation	8,500,874
Budgeted and Appropriated Expenditures	
Bond Issue Costs	60,000
Bond Principal & Interest Payments	6,553,322
Total Debt Service Fund Expenditures	6,613,322
Estimated Ending Cash	1,887,552
V. Special Recreation	
Beginning Cash	570,400
Income	
Property Taxes	606,000
Investment Income	1,265

Total Special Recreation Fund Income	607,265
Total Special Recreation Fund Appropriation	1,177,665
Budgeted and Appropriated Expenditures	
Special Assessment	311,405
Special Rec Rental Allocation	85,860
Beacon Point Enhancement	90,000
Hoffman Play Rplc	25,000
Huntington Play Rplc	30,000
Vogelei Barn Lift	40,000
Total Special Recreation Fund Expenditures	582,265
Estimated Ending Cash	595,400
 VI. Social Security Fund	
Beginning Cash	545,553
Income	
Property Taxes	275,000
Investment Income	8,478
Total Social Security Fund Income	283,478
Total Social Security Fund Appropriation	829,031
Budgeted and Appropriated Expenditures	
FICA Interfund Transfers	588,478
Total Social Security Fund Expenditures	588,478
Estimated Ending Cash	240,553
 VII. The Club Fund	
Beginning Cash	233,808
Income	
Administration	

	Interfund Charges	91,062
	Investment Income	2,500
	Rentals	163,980
	Merchandise Resale	2,100
Fitness		
	Rentals	1,920
	Memberships	1,309,684
	Guest Services	168,500
	Pro Shop	1,750
General Programming		
	General Programs	4,000
	Sports Programs	55,360
	Early Childhood	10,850
Aquatics		
	Memberships	4,500
	Lessons	92,500
	Total The Club Income	1,908,706
Total The Club Appropriation		2,142,514
Budgeted and Appropriated Expenditures		
Administration		
	Interfund Charges	300,000
	Rental Expense	6,268
	Payroll	654,482
	Employee Benefits	57,746
	Professional Education	1,150
	Contracted Services	9,426
	Supplies	5,800
	Dues & Subscriptions	26,925
	Utilities	295,320
	Credit Card Processing Fees	35,000
Communication & Marketing		
	Contracted Services	2,844
	Printing & Publication	25,500
	Advertising	43,000
Maintenance		
	Payroll	100,909
	Employee Benefits	29,665
Fitness		
	Guest Services	83,528
	Pro Shop	368
	Group Exercise Wages	54,249
	Supplies	12,000

	Equipment	2,000
	Maintenance & Repairs	20,680
General Programming		
	General Programs	3,679
	Sports Specific Programs	37,807
	Early Childhood Programs	7,507
Aquatics		
	Swim Lessons	57,353
	Supplies	8,000
Capital		
	Club Gym Curtain Rplc	27,500
	Total The Club Expenses	1,908,706
Estimated Ending Cash		233,808

VIII. Capital Improvement Fund

Beginning Cash	2,720,725
Income	
General	
Investment Income	9,000
Bond Proceeds	500,000
 Total Capital Improvement Fund Income	509,000
Total Capital Improvement Fund Appropriation	3,229,725

Budgeted and Appropriated Expenditures

Capital		
	Lot Crackfill Wrc/Sea/Club/Victoria	49,500
	Capital Contingencies	110,000
	Hoffman Play Rplc	82,500
	Huntington Play Rplc	99,000
	Outdoor Court Crackfill/Recolor	71,500
	District Website Upgrade	44,000
	Parks-Dodge 1 Ton Pickup	66,000
	Parks-Dodge Ram 2500	38,500
	Parks-Toro 5800 Sprayer	105,000
	Sea-Improvements	275,000
	Security Cameras	22,000
	Tc - Hvac Upgrade	33,000
	Wireless P2P Sea/Bpc Maint/Rnge	11,000
	Bpc-Toptracer Bathrooms	275,000

Total Capital Fund Expenditures	1,282,000
Estimated Ending Cash	1,947,725

IX. Bridges of Poplar Creek Fund

Beginning Cash	842,526
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Income

Administration

Interfund Charges	112,928
Investment Income	2,175
Sponsorship/Advertising	2,200
Rental Income	20,180
Miscellaneous	3,500

Golf Operations

Rentals	433,560
Memberships	7,305
Guest Services	13,500
Green Fees	714,286
Merchandise Resale	84,400
Lessons	20,950
Tournaments & Outings	131,140
Driving Range Fees	179,025
Top Tracer	99,260
Ball Retrieval Fee	1,500

Food & Beverage

Rentals	16,000
Merchandise Resale - Tobacco	1,485
Merchandise Resale - Food	310,000
Merchandise Resale - Beverages	290,000
Gratuities / Service Charges	70,500

Total Golf Course Fund Income	2,513,894
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Total Golf Course Fund Appropriation	3,356,420
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Budgeted and Appropriated Expenditures

Administration

Interfund Charges	225,000
Payroll	450,529
Uniforms	76,438
Education & Training	5,310
Contracted Services	19,152
Supplies	4,053

	Dues & Subscriptions	14,065
	Utilities	120,020
	Credit Card Processing Fees	55,000
Maintenance		
	Payroll	345,160
	Employee Benefits	47,123
	Supplies	7,500
	Utilities	29,400
	Equipment	16,250
	Maintenance & Repairs	30,271
	Course Maintenance	101,681
	Fuel & Lubricants	11,250
Golf Operations		
	Rentals	6,500
	Lightning Pass	7,500
	Greens Fees	4,320
	Merchandise Resale COGS	69,190
	Programs	13,845
	Tournaments & Outings	15,120
	Top Tracer	33,500
	Payroll	140,679
	Employee Benefits	2,505
	Supplies	6,000
	Administrative Expenses	3,100
	Advertising	7,030
	Equipment	27,400
Food & Beverage		
	Rentals	2,000
	COGS Tobacco	1,040
	COGS Food	102,300
	COGS Beverage	81,200
	Payroll	212,978
	Uniforms	3,636
	Contracted Services	18,349
	Service & Rental Agreements	15,000
	Supplies	17,500
	Advertising	18,700
	Equipment	7,000
	Maintenance & Repairs	3,500
Capital		
	Golf Cart GPS & TopTracer	69,800

Bpc Hvac Upgrade	66,000
Total Golf Course Fund Expenditures	2,513,894
Estimated Ending Cash	842,526
Recapitulation	
I. Total Corporate Fund Appropriation	9,708,702
II. Total Recreation Fund Appropriation	8,355,360
III. Total IMRF Fund Appropriation	766,929
IV. Total Debt Service Fund Appropriation	8,500,874
V. Total Special Recreation Fund Appropriation	1,177,665
VI. Total FICA Fund Appropriation	829,031
VII. Total Prairie Stone Fund Appropriation	2,142,514
VIII. Total Capital Fund Appropriation	3,229,725
IX. Total Golf Course Fund Appropriation	3,356,420
TOTAL ALL FUNDS	38,067,220

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

- (a) An estimate of the cash on hand at the beginning of the fiscal year is expected to be \$13,874,959 .
- (b) An estimate of the cash expected to be received during the fiscal year from all sources is \$24,192,261 .
- (c) An estimate of the expenditures contemplated for the fiscal year is \$25,275,261 .
- (d) An estimate of the cash expected to be on hand at the end of the fiscal year is \$12,791,959 .
- (e) An estimate of the amount of taxes to be received during the fiscal year is \$10,232,000 .

Each of said sums of money and the aggregate thereof are deemed necessary by this Board to defray the necessary expenses and liabilities of this District during the fiscal year beginning January 1, 2022 and ending December 31, 2022 for the respective purposes set forth.

SECTION IV. All unexpended balances of the appropriations for the fiscal year ended December 31, 2022 and prior years are hereby specifically reappropriated for the same general purposes for which they were originally made and may be expended in making up any insufficiency of any other items provided in this appropriation ordinance, in making this appropriation in accordance with applicable law.

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

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

Passed by the Board of Park Commissioners of the Hoffman Estates Park District this 21st day of December, 2021.

AYES:

NAYS:

ABSENT:

President
Board of Park Commissioners Hoffman Estates Park District

ATTEST:

Secretary

CERTIFICATION OF ESTIMATE OF
REVENUE FOR FISCAL YEAR 2022

I, Rajkumari Chhatwani , do hereby certify that I am the duly qualified Treasurer of the Hoffman Estates Park District and the Chief Fiscal Officer of said Board of Park Commissioner; as such Officer I do further certify that the revenues, by source, anticipated to be received by said District in the fiscal year beginning January 1, 2022 and ending on December 31, 2022 are estimated to be as follows:

SOURCE	AMOUNT
Taxes	\$ 10,232,000
Interest Earned	202,834
Debt Issuance	2,454,322
Grants, Donations, Sponsorship, Advertising	327,050
Memberships	1,601,864
Program and User Fees	4,046,401
Rentals	1,431,339
Merchandise Resale, Vending & Misc.	104,250
Interfund Charges	2,125,895
Golf Course Operations	1,666,306
TOTAL	\$ 24,192,261

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the said Hoffman Estates Park District this 21st day of December, 2021.

Treasurer and Chief Fiscal Officer
Hoffman Estates Park District

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CERTIFICATION

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

I do further certify that the attached and foregoing is a true and complete copy of the Combined Annual Budget and Appropriation Ordinance of the Hoffman Estates Park District, Cook County, Illinois for the Fiscal Year beginning January 1 st, 2022 and ending December 31st, 2022, as adopted by the Board of Park Commissioners at its properly convened meeting held on the 21st day of December, 2021.

Secretary
Hoffman Estates Park District

Calculations as of 10/31/2021

DEPARTMENT	DESCRIPTION	2021 AMENDED BUDGET	2021 ACTIVITY THRU 10/31/21	2021 PROJECTED ACTIVITY	2022 PROPOSED BUDGET
Fund: 01 GENERAL					
Function: ADMINISTRATION					
ESTIMATED REVENUES					
	Totals for dept 10-3400 - INTERFUND CHARGES	355,730	296,440	355,730	325,671
	Totals for dept 10-3500 - TAXES	4,091,000	3,832,037	4,151,586	5,013,000
	Totals for dept 10-3600 - INVESTMENT INCOME	114,285	95,891	53,000	117,000
	Totals for dept 10-3900 - GRANT REIMBURSEMENT	187,500	189,951	189,951	193,750
	Totals for dept 10-4000 - RENTALS	70,299	59,425	75,427	84,437
	Totals for dept 10-9000 - MISCELLANEOUS	11,000	17,321	19,659	12,000
	TOTAL ESTIMATED REVENUES	4,829,814	4,491,065	4,845,353	5,745,858
APPROPRIATIONS					
	Totals for dept 10-6000 - PROPERTY & LIABILITY	151,004	60,471	120,946	115,206
	Totals for dept 10-6100 - EMPLOYMENT INSURANCE	151,382	65,549	131,097	132,092
	Totals for dept 10-6200 - UNEMPLOYMENT INSURANC	60,000	30,912	36,998	48,000
	Totals for dept 10-6300 - LOSS PREVENTION	8,040	7,220	8,195	8,040
	Totals for dept 10-6500 - AUDIT SERVICE	17,700	19,200	19,200	18,100
	Totals for dept 10-7000 - PAYROLL	1,086,859	861,255	1,067,388	1,194,746
	Totals for dept 10-7100 - EMPLOYEE BENEFITS	183,373	126,661	153,729	219,477
	Totals for dept 10-7200 - EDUCATION/TRAINING	8,675	4,340	4,340	8,175
	Totals for dept 10-7300 - CONTRACTED SERVICES	42,750	34,617	67,605	42,500
	Totals for dept 10-7400 - SERVICE/RENTAL AGREEM	78,107	66,928	73,032	92,803
	Totals for dept 10-7500 - SUPPLIES	17,000	11,069	15,009	16,500
	Totals for dept 10-7600 - PROFESSIONAL DUES/SUE	20,820	14,376	14,750	19,950
	Totals for dept 10-7800 - ADMINISTRATIVE	28,440	18,414	23,390	29,235
	Totals for dept 10-8000 - UTILITIES	14,772	11,221	13,125	13,335
	Totals for dept 10-8100 - EQUIPMENT	2,000	1,022	1,500	2,000
	Totals for dept 10-8900 - TECHNOLOGY	22,000	17,467	22,000	19,400
	Totals for dept 10-9000 - MISCELLANEOUS		7,087	7,766	7,000
	TOTAL APPROPRIATIONS	1,892,922	1,357,809	1,780,070	1,986,559
	NET OF REVENUES/APPROPRIATIONS - ADMINISTRATION	2,936,892	3,133,256	3,065,283	3,759,299
Function: MAINTENANCE					
APPROPRIATIONS					
	Totals for dept 20-7000 - PAYROLL	1,779,677	1,464,810	1,665,161	1,906,223
	Totals for dept 20-7100 - EMPLOYEE BENEFITS	265,302	190,983	234,021	289,785
	Totals for dept 20-7200 - EDUCATION/TRAINING	7,500	3,807	4,500	9,000
	Totals for dept 20-7300 - CONTRACTED SERVICES	19,422	13,089	23,306	23,106
	Totals for dept 20-7500 - SUPPLIES	98,636	90,450	95,000	96,500
	Totals for dept 20-7600 - PROFESSIONAL DUES/SUE	2,475	2,444	2,444	2,475
	Totals for dept 20-7800 - ADMINISTRATIVE	1,560	1,825	1,847	1,860
	Totals for dept 20-8000 - UTILITIES	142,260	186,610	215,223	238,125
	Totals for dept 20-8100 - EQUIPMENT	12,500	9,941	12,500	12,950
	Totals for dept 20-8200 - MAINTENANCE & REPAIRS	140,145	106,287	138,859	405,525
	Totals for dept 20-8300 - FACILITY MAINTENANCE/	258,665	189,070	246,456	
	Totals for dept 20-8400 - PROPERTY MAINTENANCE	140,750	104,470	125,030	137,250
	Totals for dept 20-8500 - FUEL/LUBRICANTS	68,000	55,851	67,000	77,000
	TOTAL APPROPRIATIONS	2,936,892	2,419,637	2,831,347	3,199,799
	NET OF REVENUES/APPROPRIATIONS - MAINTENANCE	(2,936,892)	(2,419,637)	(2,831,347)	(3,199,799)
Function: CAPITAL PROJECTS					
APPROPRIATIONS					
	Totals for dept 90-1030 - BIRCH PARK OSLAD	415,000	331,188	415,000	
	Totals for dept 92-1010 - PLUM FARMS ANNEXATION				25,000
	Totals for dept 92-1020 - BEACON POINT ENHANCEM				270,000
	Totals for dept 92-1030 - VEEAM BACKUP SERVER				11,000
	Totals for dept 92-1040 - VIRTUAL SERVERS				38,500
	Totals for dept 92-1050 - MECHANICS TOOLS				15,000
	TOTAL APPROPRIATIONS	415,000	331,188	415,000	359,500
	NET OF REVENUES/APPROPRIATIONS - CAPITAL PROJECTS	(415,000)	(331,188)	(415,000)	(359,500)
	NET OF REVENUES/APPROPRIATIONS - FUND 01	(415,000)	382,431	(181,064)	200,000
	BEGINNING FUND BALANCE	4,143,908	4,143,908	4,143,908	3,962,844
	ENDING FUND BALANCE	3,728,908	4,526,339	3,962,844	4,162,844

Calculations as of 10/31/2021

DEPARTMENT	DESCRIPTION	2021 AMENDED BUDGET	2021 ACTIVITY THRU 10/31/21	2021 PROJECTED ACTIVITY	2022 PROPOSED BUDGET
Fund: 02 RECREATION					
Function: ADMINISTRATION					
ESTIMATED REVENUES					
	Totals for dept 10-3400 - INTERFUND CHARGES	269,760	224,810	269,760	321,234
	Totals for dept 10-3500 - TAXES	1,677,000	1,576,298	1,698,102	969,000
	Totals for dept 10-3600 - INVESTMENT INCOME	44,903		15,000	15,000
	Totals for dept 10-4000 - RENTALS	77,000	77,754	85,399	80,612
	Totals for dept 10-4500 - MERCHANDISE RESALE	1,000			
	Totals for dept 10-9000 - MISCELLANEOUS		1,094	1,329	750
	TOTAL ESTIMATED REVENUES	2,069,663	1,879,956	2,069,590	1,386,596
APPROPRIATIONS					
	Totals for dept 10-3400 - INTERFUND CHARGES	750,000	625,000	750,000	750,000
	Totals for dept 10-7000 - PAYROLL	692,148	527,654	655,727	1,136,579
	Totals for dept 10-7100 - EMPLOYEE BENEFITS	101,495	99,702	126,082	214,688
	Totals for dept 10-7200 - EDUCATION/TRAINING	8,460	7,866	8,054	14,610
	Totals for dept 10-7300 - CONTRACTED SERVICES	21,698	17,553	21,698	22,300
	Totals for dept 10-7400 - SERVICE/RENTAL AGREEMENT	25,740	24,838	28,500	29,982
	Totals for dept 10-7600 - PROFESSIONAL DUES/SUE	2,753	2,512	2,512	2,984
	Totals for dept 10-8000 - UTILITIES	501,176	394,885	492,535	526,376
	Totals for dept 10-8100 - EQUIPMENT	5,615	3,154	5,350	5,295
	Totals for dept 10-9000 - MISCELLANEOUS	50,000	57,486	69,661	69,350
	TOTAL APPROPRIATIONS	2,159,085	1,760,650	2,160,119	2,772,164
	NET OF REVENUES/APPROPRIATIONS - ADMINISTRATION	(89,422)	119,306	(90,529)	(1,385,568)
Function: MAINTENANCE					
APPROPRIATIONS					
	Totals for dept 20-7000 - PAYROLL	446,291	325,051	396,367	454,591
	Totals for dept 20-7100 - EMPLOYEE BENEFITS	52,620	34,477	42,327	69,101
	TOTAL APPROPRIATIONS	498,911	359,528	438,694	523,692
	NET OF REVENUES/APPROPRIATIONS - MAINTENANCE	(498,911)	(359,528)	(438,694)	(523,692)
Function: CAPITAL PROJECTS					
APPROPRIATIONS					
	Totals for dept 92-2010 - WRC RENOVATION				100,000
	Totals for dept 92-2020 - C&M BACK-UP				10,000
	Totals for dept 92-2030 - TC COPIER				11,000
	TOTAL APPROPRIATIONS				121,000
	NET OF REVENUES/APPROPRIATIONS - CAPITAL PROJECTS				(121,000)
Function: C&M					
ESTIMATED REVENUES					
	Totals for dept 15-3800 - CORPORATE RELATIONS	160,000	101,363	115,000	126,500
	TOTAL ESTIMATED REVENUES	160,000	101,363	115,000	126,500
APPROPRIATIONS					
	Totals for dept 15-3800 - CORPORATE RELATIONS	10,500	800	3,000	9,000
	Totals for dept 15-7000 - PAYROLL	216,573	180,079	216,428	42,663
	Totals for dept 15-7200 - EDUCATION/TRAINING	4,276		1,330	3,075
	Totals for dept 15-7300 - CONTRACTED SERVICES	16,466	10,037	13,870	8,764
	Totals for dept 15-7500 - SUPPLIES	3,080	2,122	2,715	3,080
	Totals for dept 15-7600 - PROFESSIONAL DUES/SUE	8,004	6,799	7,633	9,394
	Totals for dept 15-7700 - POSTAGE	16,820			
	Totals for dept 15-7800 - PRINTING/PUBLICATION	20,050	6,346	9,131	8,200
	Totals for dept 15-7900 - ADVERTISING/PROMOTION	40,000	19,343	36,197	40,000
	TOTAL APPROPRIATIONS	335,769	225,526	290,304	124,176
	NET OF REVENUES/APPROPRIATIONS - C&M	(175,769)	(124,163)	(175,304)	2,324
Function: TRIPHAHN CENTER					
ESTIMATED REVENUES					
	Totals for dept 32-4000 - RENTALS	28,050	30,271	37,698	48,000
	Totals for dept 32-4100 - MEMBERSHIPS	111,200	95,309	116,573	129,500
	Totals for dept 32-4200 - GUEST SERVICES	5,060	2,925	3,500	4,300
	Totals for dept 32-5300 - FITNESS PROGRAMS	7,056	4,185	4,898	6,000
	TOTAL ESTIMATED REVENUES	151,366	132,690	162,669	187,800
APPROPRIATIONS					
	Totals for dept 32-4200 - GUEST SERVICES	1,853	1,565	1,832	2,153

Calculations as of 10/31/2021

DEPARTMENT	DESCRIPTION	2021 AMENDED BUDGET	2021 ACTIVITY THRU 10/31/21	2021 PROJECTED ACTIVITY	2022 PROPOSED BUDGET
Fund: 02 RECREATION					
Function: TRIPHAHN CENTER					
APPROPRIATIONS					
	Totals for dept 32-5300 - FITNESS PROGRAMS	5,060	3,233	3,811	3,687
	Totals for dept 32-7000 - PAYROLL	64,590	52,844	70,033	110,349
	Totals for dept 32-7500 - SUPPLIES	9,000	842	1,465	4,840
	Totals for dept 32-8200 - MAINTENANCE & REPAIRS	5,500	3,863	4,888	5,500
	TOTAL APPROPRIATIONS	86,003	62,347	82,029	126,529
NET OF REVENUES/APPROPRIATIONS - TRIPHAHN CENTER		65,363	70,343	80,640	61,271
Function: WILLOW REC CENTER					
ESTIMATED REVENUES					
	Totals for dept 34-3800 - SPONSORSHIP/ADVERTISI	3,500	4,900	5,303	
	Totals for dept 34-4000 - RENTALS	43,300	41,722	54,273	69,160
	Totals for dept 34-4100 - MEMBERSHIPS	43,500	44,071	53,001	53,875
	Totals for dept 34-4200 - GUEST SERVICES	1,805	821	1,166	1,750
	Totals for dept 34-4300 - COURTS	3,475	1,769	2,500	2,500
	Totals for dept 34-5100 - RACQUETBALL	3,000	902	1,140	1,320
	Totals for dept 34-5200 - LEAGUES/TOURNAMENTS		1,770	2,416	2,450
	Totals for dept 34-5300 - FITNESS PROGRAMS	5,241	816	1,024	2,000
	TOTAL ESTIMATED REVENUES	103,821	96,771	120,823	133,055
APPROPRIATIONS					
	Totals for dept 34-4000 - RENTALS	2,048		206	
	Totals for dept 34-4100 - MEMBERSHIPS	3,950	848	2,000	3,200
	Totals for dept 34-4200 - GUEST SERVICES	713	174	366	646
	Totals for dept 34-5100 - RACQUETBALL	860	599	717	924
	Totals for dept 34-5200 - LEAGUES/TOURNAMENTS		40	320	480
	Totals for dept 34-5300 - FITNESS PROGRAMS	3,651	199	621	1,068
	Totals for dept 34-7000 - PAYROLL	56,012	57,132	65,613	76,010
	Totals for dept 34-7500 - SUPPLIES	3,500	762	3,000	5,000
	Totals for dept 34-8100 - EQUIPMENT	4,320			
	Totals for dept 34-8200 - MAINTENANCE & REPAIRS	4,665	2,215	3,000	4,665
	TOTAL APPROPRIATIONS	79,719	61,969	75,843	91,993
NET OF REVENUES/APPROPRIATIONS - WILLOW REC CENTER		24,102	34,802	44,980	41,062
Function: GENERAL PROGRAMMING					
ESTIMATED REVENUES					
	Totals for dept 50-5000 - GENERAL PROGRAMS	19,298	28,288	30,294	35,786
	Totals for dept 50-5300 - GYMNASTICS	24,630	36,905	41,596	50,000
	Totals for dept 50-5400 - ARTS AND CRAFTS	1,161	2,670	2,670	
	Totals for dept 50-5500 - MARTIAL ARTS	56,320	55,835	65,843	76,250
	Totals for dept 50-5800 - VOGELI PRGM/EVENTS	6,400	4,998	6,273	16,000
	Totals for dept 50-5900 - SPECIAL EVENTS	11,750	7,670	8,800	13,200
	Totals for dept 50-6100 - DANCE	61,508	48,757	67,210	88,970
	TOTAL ESTIMATED REVENUES	181,067	185,123	222,686	280,206
APPROPRIATIONS					
	Totals for dept 50-4000 - RENTALS	100			
	Totals for dept 50-5000 - GENERAL PROGRAMS	10,548	9,882	12,670	16,462
	Totals for dept 50-5300 - GYMNASTICS	18,241	22,703	31,707	35,000
	Totals for dept 50-5400 - ARTS AND CRAFTS	813		1,925	
	Totals for dept 50-5500 - MARTIAL ARTS	41,744	23,348	48,956	49,982
	Totals for dept 50-5800 - VOGELI PRGM/EVENTS	6,426	9,808	11,321	13,308
	Totals for dept 50-5900 - SPECIAL EVENTS	22,750	14,671	16,876	28,350
	Totals for dept 50-6100 - DANCE	31,692	28,782	38,685	58,156
	TOTAL APPROPRIATIONS	132,314	109,194	162,140	201,258
NET OF REVENUES/APPROPRIATIONS - GENERAL PROGRAMMI		48,753	75,929	60,546	78,948
Function: SENIOR					
ESTIMATED REVENUES					
	Totals for dept 55-3800 - SPONSORSHIP/ADVERTISI	3,000	3,000	3,000	3,000
	Totals for dept 55-5000 - SENIOR PROGRAMS	14,904	10,502	14,145	20,490
	TOTAL ESTIMATED REVENUES	17,904	13,502	17,145	23,490
APPROPRIATIONS					
	Totals for dept 55-4100 - MEMBERSHIPS		3,527	4,403	5,490
	Totals for dept 55-5000 - SENIOR PROGRAMS	11,619	12,728	15,608	18,756
	TOTAL APPROPRIATIONS	11,619	16,255	20,011	24,246

Calculations as of 10/31/2021

DEPARTMENT	DESCRIPTION	2021 AMENDED BUDGET	2021 ACTIVITY THRU 10/31/21	2021 PROJECTED ACTIVITY	2022 PROPOSED BUDGET
Fund: 02 RECREATION					
Function: SENIOR					
NET OF REVENUES/APPROPRIATIONS - SENIOR		6,285	(2,753)	(2,866)	(756)
Function: EARLY CHILDHOOD					
ESTIMATED REVENUES					
Totals for dept 60-3900 - GRANT REIMBURSEMENT			216,127	287,406	
Totals for dept 60-5000 - GENERAL PROGRAMS		25,646	12,914	24,548	48,021
Totals for dept 60-5100 - DAY CAMPS			33,334	33,334	33,680
Totals for dept 60-5200 - PRESCHOOL		174,698	151,987	219,826	286,657
Totals for dept 60-5300 - PARENT/TOT		11,400	4,636	7,480	14,788
Totals for dept 60-5500 - LSC		236,105	278,498	348,558	519,210
TOTAL ESTIMATED REVENUES		447,849	697,496	921,152	902,356
APPROPRIATIONS					
Totals for dept 60-3900 - GRANT REIMBURSEMENT			43,437	43,465	
Totals for dept 60-5000 - GENERAL PROGRAMS		17,941	7,831	13,942	30,849
Totals for dept 60-5100 - DAY CAMPS			15,194	15,194	14,374
Totals for dept 60-5200 - PRESCHOOL		152,199	112,146	139,624	168,983
Totals for dept 60-5300 - PARENT/TOT		7,489	2,685	4,436	10,384
Totals for dept 60-5500 - LSC		182,967	177,023	197,655	183,026
TOTAL APPROPRIATIONS		360,596	358,316	414,316	407,616
NET OF REVENUES/APPROPRIATIONS - EARLY CHILDHOOD		87,253	339,180	506,836	494,740
Function: YOUTH PROGRAMS					
ESTIMATED REVENUES					
Totals for dept 65-5100 - YOUTH CAMPS					89,108
Totals for dept 65-5200 - YOUTH PROGRAMS		85,736	247,250	247,250	222,540
Totals for dept 65-5400 - STAR		359,801	338,177	603,162	892,384
TOTAL ESTIMATED REVENUES		445,537	585,427	850,412	1,204,032
APPROPRIATIONS					
Totals for dept 65-5100 - YOUTH CAMPS			634	751	63,229
Totals for dept 65-5200 - YOUTH PROGRAMS		53,941	131,269	131,269	106,264
Totals for dept 65-5400 - STAR		254,280	251,736	344,392	506,330
TOTAL APPROPRIATIONS		308,221	383,639	476,412	675,823
NET OF REVENUES/APPROPRIATIONS - YOUTH PROGRAMS		137,316	201,788	374,000	528,209
Function: ADULT ATHLETICS					
ESTIMATED REVENUES					
Totals for dept 70-5300 - BASKETBALL LEAGUES		12,000			6,000
Totals for dept 70-5400 - SOFTBALL LEAGUES		11,660	10,500	10,500	10,960
Totals for dept 70-5500 - FOOTBALL LEAGUES		3,875			
TOTAL ESTIMATED REVENUES		27,535	10,500	10,500	16,960
APPROPRIATIONS					
Totals for dept 70-5300 - BASKETBALL LEAGUES		8,572			4,351
Totals for dept 70-5400 - SOFTBALL LEAGUES		7,715	5,489	6,002	6,691
Totals for dept 70-5500 - FOOTBALL LEAGUES		2,763			
TOTAL APPROPRIATIONS		19,050	5,489	6,002	11,042
NET OF REVENUES/APPROPRIATIONS - ADULT ATHLETICS		8,485	5,011	4,498	5,918
Function: YOUTH ATHLETICS					
ESTIMATED REVENUES					
Totals for dept 75-5000 - GENERAL PROGRAMS		13,148	48,167	50,928	19,406
Totals for dept 75-5300 - BASKETBALL		5,180	43,647	57,000	52,400
Totals for dept 75-5400 - BASEBALL		30,000	57,667	57,667	57,020
Totals for dept 75-5600 - SOCCER		26,010	51,528	54,511	100,180
Totals for dept 75-5700 - CRICKET		7,350	12,440	13,000	18,875
TOTAL ESTIMATED REVENUES		81,688	213,449	233,106	247,881
APPROPRIATIONS					
Totals for dept 75-5000 - GENERAL PROGRAMS		9,654	32,100	35,504	13,183
Totals for dept 75-5300 - BASKETBALL		3,544	24,329	32,371	36,994
Totals for dept 75-5400 - BASEBALL		15,577	16,882	25,647	23,462
Totals for dept 75-5600 - SOCCER		15,394	28,931	31,634	62,987
Totals for dept 75-5700 - CRICKET		945			2,713
TOTAL APPROPRIATIONS		45,114	102,242	125,156	139,339

Calculations as of 10/31/2021

DEPARTMENT	DESCRIPTION	2021 AMENDED BUDGET	2021 ACTIVITY THRU 10/31/21	2021 PROJECTED ACTIVITY	2022 PROPOSED BUDGET
Fund: 02 RECREATION					
Function: YOUTH ATHLETICS					
NET OF REVENUES/APPROPRIATIONS - YOUTH ATHLETICS		36,574	111,207	107,950	108,542
Function: AQUATICS					
ESTIMATED REVENUES					
Totals for dept 80-3900 - GRANT REVENUE				1,600	1,600
Totals for dept 80-4000 - RENTALS		15,000	17,825	18,140	20,940
Totals for dept 80-4100 - MEMBERSHIPS		72,000	97,040	97,040	97,000
Totals for dept 80-4300 - DAILY FEES		135,000	160,501	160,501	160,000
Totals for dept 80-4500 - MERCHANDISE RESALE		400			
Totals for dept 80-4600 - CONCESSION SALES/RENT		4,800	1,800	1,800	4,800
Totals for dept 80-5000 - LESSONS		21,500	18,698	18,698	20,096
Totals for dept 80-5900 - SPECIAL EVENTS					3,600
TOTAL ESTIMATED REVENUES		248,700	295,864	297,779	308,036
APPROPRIATIONS					
Totals for dept 80-4500 - MERCHANDISE RESALE		150			
Totals for dept 80-5000 - LESSONS		15,502	11,344	11,640	16,488
Totals for dept 80-5900 - SPECIAL EVENTS					900
Totals for dept 80-7000 - PAYROLL		319,153	260,978	274,779	251,260
Totals for dept 80-7100 - EMPLOYEE BENEFITS		4,500	4,800	4,800	5,617
Totals for dept 80-7200 - EDUCATION/TRAINING		13,500	5,701	6,076	12,085
Totals for dept 80-7300 - CONTRACTED SERVICES		2,620	3,296	4,048	3,714
Totals for dept 80-7500 - SUPPLIES		27,700	37,579	37,579	41,000
Totals for dept 80-8000 - UTILITIES		78,220	92,772	97,814	104,000
Totals for dept 80-8100 - EQUIPMENT		13,175			8,450
TOTAL APPROPRIATIONS		474,520	416,470	436,736	443,514
NET OF REVENUES/APPROPRIATIONS - AQUATICS		(225,820)	(120,606)	(138,957)	(135,478)
Function: ICE					
ESTIMATED REVENUES					
Totals for dept 85-4000 - RENTALS		392,650	323,737	453,702	482,050
Totals for dept 85-4300 - DAILY FEES		17,200	14,150	15,937	16,500
Totals for dept 85-4500 - MERCHANDISE RESALE		500			
Totals for dept 85-4600 - CONCESSION SALES/RENT		8,700	5,980	6,083	5,700
Totals for dept 85-5000 - FIGURE SKATING LESSON		337,310	374,434	404,921	200,399
Totals for dept 85-5100 - HOCKEY CAMPS			23,433	23,433	24,390
Totals for dept 85-5200 - HOCKEY LESSONS					49,784
Totals for dept 85-5300 - HOCKEY ADULT LEAGUES		12,600	6,569	13,321	37,200
Totals for dept 85-5500 - HOCKEY YOUTH LEAGUES		100,612	176,058	210,244	341,887
Totals for dept 85-5900 - SPECIAL EVENTS		1,000	1,656	1,662	3,500
TOTAL ESTIMATED REVENUES		870,572	926,017	1,129,303	1,161,410
APPROPRIATIONS					
Totals for dept 85-4300 - DAILY FEES		2,691	3,150	3,574	4,037
Totals for dept 85-4500 - MERCHANDISE RESALE		200			
Totals for dept 85-5000 - FIGURE SKATING LESSON		202,019	229,647	244,675	79,474
Totals for dept 85-5100 - HOCKEY CAMPS			11,663	10,510	11,092
Totals for dept 85-5200 - HOCKEY LESSONS					19,060
Totals for dept 85-5300 - HOCKEY ADULT LEAGUES		8,535	6,282	9,337	22,790
Totals for dept 85-5500 - HOCKEY YOUTH LEAGUES		73,740	99,230	140,981	176,768
Totals for dept 85-5900 - SPECIAL EVENTS		3,096	573	1,006	2,709
Totals for dept 85-8100 - EQUIPMENT		4,500			
TOTAL APPROPRIATIONS		294,781	350,545	410,083	315,930
NET OF REVENUES/APPROPRIATIONS - ICE		575,791	575,472	719,220	845,480
NET OF REVENUES/APPROPRIATIONS - FUND 02			925,988	1,052,320	
BEGINNING FUND BALANCE		1,324,718	1,324,718	1,324,718	2,377,038
ENDING FUND BALANCE		1,324,718	2,250,706	2,377,038	2,377,038

Calculations as of 10/31/2021

DEPARTMENT	DESCRIPTION	2021 AMENDED BUDGET	2021 ACTIVITY THRU 10/31/21	2021 PROJECTED ACTIVITY	2022 PROPOSED BUDGET
Fund: 07 IMRF					
Function: ADMINISTRATION					
ESTIMATED REVENUES					
	Totals for dept 10-3500 - TAXES	130,000	98,089	105,535	25,000
	Totals for dept 10-3600 - INVESTMENT INCOME	16,565		6,030	7,416
	TOTAL ESTIMATED REVENUES	146,565	98,089	111,565	32,416
APPROPRIATIONS					
	Totals for dept 10-3400 - INTERFUND CHARGES	346,565	288,810	346,565	262,416
	TOTAL APPROPRIATIONS	346,565	288,810	346,565	262,416
	NET OF REVENUES/APPROPRIATIONS - ADMINISTRATION	(200,000)	(190,721)	(235,000)	(230,000)
	NET OF REVENUES/APPROPRIATIONS - FUND 07	(200,000)	(190,721)	(235,000)	(230,000)
	BEGINNING FUND BALANCE	969,513	969,513	969,513	734,513
	ENDING FUND BALANCE	769,513	778,792	734,513	504,513

Calculations as of 10/31/2021

DEPARTMENT	DESCRIPTION	2021 AMENDED BUDGET	2021 ACTIVITY THRU 10/31/21	2021 PROJECTED ACTIVITY	2022 PROPOSED BUDGET
Fund: 08 DEBT SERVICE					
Function: ADMINISTRATION					
ESTIMATED REVENUES					
	Totals for dept 10-3400 - INTERFUND CHARGES	850,000	625,000	850,000	1,275,000
	Totals for dept 10-3500 - TAXES	3,554,000	3,280,112	3,632,962	3,344,000
	Totals for dept 10-3600 - INVESTMENT INCOME	65,808		13,300	40,000
	TOTAL ESTIMATED REVENUES	4,469,808	3,905,112	4,496,262	4,659,000
APPROPRIATIONS					
	Totals for dept 10-0190 - BOND ISSUANCE COSTS	60,000		30,000	60,000
	TOTAL APPROPRIATIONS	60,000		30,000	60,000
	NET OF REVENUES/APPROPRIATIONS - ADMINISTRATION	4,409,808	3,905,112	4,466,262	4,599,000
Function: BOND PROCEEDS					
ESTIMATED REVENUES					
	Totals for dept 08-0190 - ANNUAL LTD BOND ISSUE	1,769,086		1,799,086	1,954,322
	TOTAL ESTIMATED REVENUES	1,769,086		1,799,086	1,954,322
	NET OF REVENUES/APPROPRIATIONS - BOND PROCEEDS	1,769,086		1,799,086	1,954,322
Function: BOND PAYMENTS					
APPROPRIATIONS					
	Totals for dept 09-0101 - 2010A ALT BOND ISSUE	466,268			
	Totals for dept 09-0102 - 2010C ALT BOND ISSUE	1,673,880			
	Totals for dept 09-0103 - 2010B BOND ISSUE	261,410			
	Totals for dept 09-0131 - 2013 ALT BOND ISSUE	809,738	404,869	809,738	809,738
	Totals for dept 09-0141 - 2014 ALT BOND ISSUE	605,062	302,531	605,062	605,062
	Totals for dept 09-0170 - 2017-A LTD BOND ISSUE	652,250	63,625	652,250	186,750
	Totals for dept 09-0190 - ANNUAL LTD BOND	2,124,900	58,260	2,691,520	3,219,872
	Totals for dept 09-0191 - 2019B LTD BOND	251,400	125,700	251,400	251,400
	Totals for dept 09-0200 - 2020A ALT BOND	935,986	461,625	1,478,250	1,480,500
	TOTAL APPROPRIATIONS	7,780,894	1,416,610	6,488,220	6,553,322
	NET OF REVENUES/APPROPRIATIONS - BOND PAYMENTS	(7,780,894)	(1,416,610)	(6,488,220)	(6,553,322)
	NET OF REVENUES/APPROPRIATIONS - FUND 08	(1,602,000)	2,488,502	(222,872)	
	BEGINNING FUND BALANCE	2,110,424	2,110,424	2,110,424	1,887,552
	ENDING FUND BALANCE	508,424	4,598,926	1,887,552	1,887,552

Calculations as of 10/31/2021

DEPARTMENT	DESCRIPTION	2021 AMENDED BUDGET	2021 ACTIVITY THRU 10/31/21	2021 PROJECTED ACTIVITY	2022 PROPOSED BUDGET
Fund: 09 SPECIAL RECREATION					
Function: ADMINISTRATION					
ESTIMATED REVENUES					
	Totals for dept 10-3500 - TAXES	620,000	568,919	618,246	606,000
	Totals for dept 10-3600 - INVESTMENT INCOME	10,500		5,300	1,265
	TOTAL ESTIMATED REVENUES	630,500	568,919	623,546	607,265
APPROPRIATIONS					
	Totals for dept 10-6400 - SPECIAL ASSESSMENT	311,640	311,405	311,405	311,405
	Totals for dept 10-6450 - SPECIAL REC RENTAL AI	85,860	71,550	85,860	85,860
	TOTAL APPROPRIATIONS	397,500	382,955	397,265	397,265
	NET OF REVENUES/APPROPRIATIONS - ADMINISTRATION	233,000	185,964	226,281	210,000
Function: CAPITAL PROJECTS					
APPROPRIATIONS					
	Totals for dept 91-0030 - BPC DRIVING RANGE ENC	25,000		25,000	
	Totals for dept 91-0100 - BEACON POINT PLAY	25,000			
	Totals for dept 91-0160 - WRC ELEVATOR		96,919	96,919	
	Totals for dept 91-0220 - BIRCH PARK	100,000	86,675	100,000	
	Totals for dept 92-0080 - HOFFMAN PLAY RPLC				25,000
	Totals for dept 92-0090 - HUNTINGTON PLAY RPLC				30,000
	Totals for dept 92-0230 - VOGELI BARN LIFT				40,000
	Totals for dept 92-1020 - BEACON POINT ENHANCEM				90,000
	TOTAL APPROPRIATIONS	150,000	183,594	221,919	185,000
	NET OF REVENUES/APPROPRIATIONS - CAPITAL PROJECTS	(150,000)	(183,594)	(221,919)	(185,000)
	NET OF REVENUES/APPROPRIATIONS - FUND 09	83,000	2,370	4,362	25,000
	BEGINNING FUND BALANCE	566,038	566,038	566,038	570,400
	ENDING FUND BALANCE	649,038	568,408	570,400	595,400

Calculations as of 10/31/2021

DEPARTMENT	DESCRIPTION	2021 AMENDED BUDGET	2021 ACTIVITY THRU 10/31/21	2021 PROJECTED ACTIVITY	2022 PROPOSED BUDGET
Fund: 10 FICA					
Function: ADMINISTRATION					
ESTIMATED REVENUES					
	Totals for dept 10-3500 - TAXES	140,000	98,089	105,535	275,000
	Totals for dept 10-3600 - INVESTMENT INCOME	12,120		6,500	8,478
	TOTAL ESTIMATED REVENUES	152,120	98,089	112,035	283,478
APPROPRIATIONS					
	Totals for dept 10-3400 - INTERFUND CHARGES	475,120	395,930	475,120	588,478
	TOTAL APPROPRIATIONS	475,120	395,930	475,120	588,478
	NET OF REVENUES/APPROPRIATIONS - ADMINISTRATION	(323,000)	(297,841)	(363,085)	(305,000)
	NET OF REVENUES/APPROPRIATIONS - FUND 10	(323,000)	(297,841)	(363,085)	(305,000)
	BEGINNING FUND BALANCE	908,638	908,638	908,638	545,553
	ENDING FUND BALANCE	585,638	610,797	545,553	240,553

Calculations as of 10/31/2021

DEPARTMENT	DESCRIPTION	2021 AMENDED BUDGET	2021 ACTIVITY THRU 10/31/21	2021 PROJECTED ACTIVITY	2022 PROPOSED BUDGET
Fund: 11 THE CLUB					
Function: ADMINISTRATION					
ESTIMATED REVENUES					
	Totals for dept 10-3400 - INTERFUND CHARGES	90,835	75,690	90,835	91,062
	Totals for dept 10-3600 - INVESTMENT INCOME	2,521		2,500	2,500
	Totals for dept 10-4000 - RENTALS	155,500	130,550	155,726	163,980
	Totals for dept 10-4500 - MERCHANDISE RESALE	1,992	1,647	2,200	2,100
	Totals for dept 10-9000 - MISCELLANEOUS		25	35	
	TOTAL ESTIMATED REVENUES	250,848	207,912	251,296	259,642
APPROPRIATIONS					
	Totals for dept 10-3400 - INTERFUND CHARGES				300,000
	Totals for dept 10-4000 - RENTALS	6,805	626	3,027	6,268
	Totals for dept 10-7000 - PAYROLL	517,566	414,334	506,409	654,482
	Totals for dept 10-7100 - EMPLOYEE BENEFITS	70,850	44,939	56,360	57,746
	Totals for dept 10-7200 - EDUCATION/TRAINING	950	430	950	1,150
	Totals for dept 10-7300 - CONTRACTED SERVICES	9,462	7,509	9,111	9,426
	Totals for dept 10-7500 - SUPPLIES	5,100	4,835	5,614	5,800
	Totals for dept 10-7600 - PROFESSIONAL DUES/SUE	26,685	23,825	24,991	26,925
	Totals for dept 10-8000 - UTILITIES	271,120	204,144	253,554	295,320
	Totals for dept 10-9000 - MISCELLANEOUS	28,000	24,771	28,681	35,000
	TOTAL APPROPRIATIONS	936,538	725,413	888,697	1,392,117
	NET OF REVENUES/APPROPRIATIONS - ADMINISTRATION	(685,690)	(517,501)	(637,401)	(1,132,475)
Function: MAINTENANCE					
APPROPRIATIONS					
	Totals for dept 20-7000 - PAYROLL	184,023	156,202	189,623	100,909
	Totals for dept 20-7100 - EMPLOYEE BENEFITS	28,435	23,498	28,823	29,665
	Totals for dept 20-8100 - EQUIPMENT	1,500	1,425	1,524	
	Totals for dept 20-8200 - MAINTENANCE & REPAIRS	8,500			
	TOTAL APPROPRIATIONS	222,458	181,125	219,970	130,574
	NET OF REVENUES/APPROPRIATIONS - MAINTENANCE	(222,458)	(181,125)	(219,970)	(130,574)
Function: CAPITAL PROJECTS					
APPROPRIATIONS					
	Totals for dept 92-3010 - CLUB GYM CURTAIN RPLC				27,500
	TOTAL APPROPRIATIONS				27,500
	NET OF REVENUES/APPROPRIATIONS - CAPITAL PROJECTS				(27,500)
Function: C&M					
APPROPRIATIONS					
	Totals for dept 15-7300 - CONTRACTED SERVICES	4,380	1,422	2,844	2,844
	Totals for dept 15-7800 - PRINTING/PUBLICATION	21,000	20,687	21,274	25,500
	Totals for dept 15-7900 - ADVERTISING/PROMOTION	66,000	13,127	29,841	43,000
	TOTAL APPROPRIATIONS	91,380	35,236	53,959	71,344
	NET OF REVENUES/APPROPRIATIONS - C&M	(91,380)	(35,236)	(53,959)	(71,344)
Function: GENERAL PROGRAMMING					
ESTIMATED REVENUES					
	Totals for dept 50-5000 - GENERAL PROGRAMS		893	1,050	4,000
	Totals for dept 50-5200 - SPORTS PROGRAMS	40,760	47,995	55,075	55,360
	Totals for dept 50-6000 - EARLY CHILDHOOD	13,770	775	1,458	10,850
	TOTAL ESTIMATED REVENUES	54,530	49,663	57,583	70,210
APPROPRIATIONS					
	Totals for dept 50-5000 - GENERAL PROGRAMS		1,660	2,500	3,679
	Totals for dept 50-5200 - SPORTS PROGRAMS	25,675	25,545	36,152	37,807
	Totals for dept 50-6000 - EARLY CHILDHOOD	9,824	354	1,164	7,507
	TOTAL APPROPRIATIONS	35,499	27,559	39,816	48,993
	NET OF REVENUES/APPROPRIATIONS - GENERAL PROGRAMMI	19,031	22,104	17,767	21,217
Function: AQUATICS					
ESTIMATED REVENUES					
	Totals for dept 80-4100 - MEMBERSHIPS	10,000	3,555	4,093	4,500
	Totals for dept 80-5000 - LESSONS	75,000	48,138	61,529	92,500
	TOTAL ESTIMATED REVENUES	85,000	51,693	65,622	97,000

Calculations as of 10/31/2021

DEPARTMENT	DESCRIPTION	2021 AMENDED BUDGET	2021 ACTIVITY THRU 10/31/21	2021 PROJECTED ACTIVITY	2022 PROPOSED BUDGET
Fund: 11 THE CLUB					
Function: AQUATICS					
APPROPRIATIONS					
	Totals for dept 80-5000 - LESSONS	56,250	27,997	33,081	57,353
	Totals for dept 80-7300 - CONTRACTED SERVICES	18,250			
	Totals for dept 80-7500 - SUPPLIES	10,500	4,718	6,633	8,000
	TOTAL APPROPRIATIONS	85,000	32,715	39,714	65,353
NET OF REVENUES/APPROPRIATIONS - AQUATICS			18,978	25,908	31,647
Function: FITNESS					
ESTIMATED REVENUES					
	Totals for dept 30-4000 - RENTALS	1,500	1,250	1,911	1,920
	Totals for dept 30-4100 - MEMBERSHIPS	1,030,000	912,595	1,123,131	1,309,684
	Totals for dept 30-4200 - GUEST SERVICES	133,500	132,414	152,487	168,500
	Totals for dept 30-4500 - PRO SHOP	1,950	1,524	1,750	1,750
	TOTAL ESTIMATED REVENUES	1,166,950	1,047,783	1,279,279	1,481,854
APPROPRIATIONS					
	Totals for dept 30-4200 - GUEST SERVICES	90,952	65,561	79,782	83,528
	Totals for dept 30-4500 - PRO SHOP	1,600	523	523	368
	Totals for dept 30-5000 - GROUP EXERCISE	53,825	27,505	35,825	54,249
	Totals for dept 30-7500 - SUPPLIES	18,000	3,302	6,879	12,000
	Totals for dept 30-8100 - EQUIPMENT	2,000	1,695	2,500	2,000
	Totals for dept 30-8200 - MAINTENANCE & REPAIRS	20,076	14,676	18,397	20,680
	TOTAL APPROPRIATIONS	186,453	113,262	143,906	172,825
NET OF REVENUES/APPROPRIATIONS - FITNESS			934,521	1,135,373	1,309,029
NET OF REVENUES/APPROPRIATIONS - FUND 11			241,741	267,718	
	BEGINNING FUND BALANCE	(33,911)	(33,911)	(33,911)	233,807
	ENDING FUND BALANCE	(33,911)	207,830	233,807	233,807

Calculations as of 10/31/2021

DEPARTMENT	DESCRIPTION	2021 AMENDED BUDGET	2021 ACTIVITY THRU 10/31/21	2021 PROJECTED ACTIVITY	2022 PROPOSED BUDGET
Fund: 12 CAPITAL					
Function: ADMINISTRATION					
ESTIMATED REVENUES					
	Totals for dept 10-3600 - INVESTMENT INCOME	77,550		9,000	9,000
	Totals for dept 10-4100 - BOND	990,000		1,055,914	500,000
	TOTAL ESTIMATED REVENUES	1,067,550		1,064,914	509,000
NET OF REVENUES/APPROPRIATIONS - ADMINISTRATION		1,067,550		1,064,914	509,000
Function: CAPITAL PROJECTS					
APPROPRIATIONS					
	Totals for dept 91-0010 - VICTORIA/EVRGRN TENNI	21,000			
	Totals for dept 91-0020 - TC LOT PATCH/SEAL COF	40,850	20,749	20,749	
	Totals for dept 91-0030 - BPC DRIVING RANGE ENC	600,000	557,854	785,000	
	Totals for dept 91-0040 - REPLC FORD EXPLORER	40,000	38,633	38,633	
	Totals for dept 91-0050 - SEA POOL BOILERS	150,000	45,900	45,900	
	Totals for dept 91-0060 - VOG BARN LIFT RPLC	20,000			
	Totals for dept 91-0070 - TORO 580D 4X4 MOWER	85,000	77,958	77,958	
	Totals for dept 91-0080 - PINE PARK HOCKEY RINF	30,000			
	Totals for dept 91-0100 - BEACON POINT PLAY	100,000			
	Totals for dept 91-0110 - SNOWSWEEPER	63,000	62,987	62,987	
	Totals for dept 91-0120 - SECURITY CAMERAS	25,000	18,018	25,000	
	Totals for dept 91-0130 - CLUB RTU-01 COILS	18,500			
	Totals for dept 91-0140 - COURT RESURFACING	30,000	11,390	11,390	
	Totals for dept 91-0150 - TC NORTH WATER TANK	70,000		33,790	
	Totals for dept 91-0160 - WRC ELEVATOR	85,000			
	Totals for dept 91-0170 - PARKS TORO SANDPRO	30,000	24,998	24,998	
	Totals for dept 91-0180 - PARKS FLEET TRUCK	35,000	661	35,000	
	Totals for dept 91-0190 - CLUB WALK BEHIND SCRU	15,000	14,127	14,127	
	Totals for dept 91-0200 - AUTO-SMART LOCK	17,000	16,876	16,876	
	Totals for dept 91-0210 - PRESCHOOL FLOORING	15,000			
	Totals for dept 91-0230 - TC FITNESS EQUIPMENT	20,000	7,500	20,000	
	Totals for dept 91-0240 - BPC RANGE BDLG/EQUIP	50,000	42,474	65,785	
	Totals for dept 91-0250 - ESPORTS CENTER	34,000	36,174	36,174	
	Totals for dept 91-0260 - RENTAL SKATE RPLC	15,000	8,056	15,000	
	Totals for dept 91-0270 - TIME & ATTENDANCE SOF	35,000	30,738	30,738	
	Totals for dept 91-0280 - SHORETEL UPGRADE	10,000	1,500	5,000	
	Totals for dept 91-0290 - EXCHANGE SERVER UPGR	20,000			
	Totals for dept 91-0300 - CAPITAL CONTINGENCIES	100,000	76,990	77,630	
	Totals for dept 92-0060 - OUTDOOR COURT CRACKFI				71,500
	Totals for dept 92-0070 - DISTRICT WEBSITE UPGE				44,000
	Totals for dept 92-0080 - HOFFMAN PLAY RPLC				82,500
	Totals for dept 92-0090 - HUNTINGTON PLAY RPLC				99,000
	Totals for dept 92-0100 - LOT CRACKFILL WRC/SEA				49,500
	Totals for dept 92-0110 - PARKS-DODGE 1 TON PIC				66,000
	Totals for dept 92-0120 - PARKS-DODGE RAM 2500				38,500
	Totals for dept 92-0130 - PARKS-TORO 5800 SPRAY				105,000
	Totals for dept 92-0150 - SEA-IMPROVEMENTS				275,000
	Totals for dept 92-0160 - BPC-TOPTRACER BATHROC				275,000
	Totals for dept 92-0170 - SECURITY CAMERAS				22,000
	Totals for dept 92-0180 - TC - HVAC UPGRADE				33,000
	Totals for dept 92-0210 - WIRELESS P2P SEA/BPC				11,000
	Totals for dept 92-0300 - CAPITAL CONTINGENCIES				110,000
	TOTAL APPROPRIATIONS	1,774,350	1,093,583	1,442,735	1,282,000
NET OF REVENUES/APPROPRIATIONS - CAPITAL PROJECTS		(1,774,350)	(1,093,583)	(1,442,735)	(1,282,000)
NET OF REVENUES/APPROPRIATIONS - FUND 12		(706,800)	(1,093,583)	(377,821)	(773,000)
	BEGINNING FUND BALANCE	3,098,546	3,098,546	3,098,546	2,720,725
	ENDING FUND BALANCE	2,391,746	2,004,963	2,720,725	1,947,725

Calculations as of 10/31/2021

DEPARTMENT	DESCRIPTION	2021 AMENDED BUDGET	2021 ACTIVITY THRU 10/31/21	2021 PROJECTED ACTIVITY	2022 PROPOSED BUDGET
Fund: 14 BPC					
Function: ADMINISTRATION					
ESTIMATED REVENUES					
	Totals for dept 10-3400 - INTERFUND CHARGES	105,360	87,800	105,360	112,928
	Totals for dept 10-3600 - INVESTMENT INCOME	6,155		2,175	2,175
	Totals for dept 10-3800 - SPONSORSHIP/ADVERTISING	2,200	2,000	2,200	2,200
	Totals for dept 10-4000 - RENTALS	20,180	18,650	20,180	20,180
	Totals for dept 10-9000 - MISCELLANEOUS	3,500	2,376	2,376	3,500
	TOTAL ESTIMATED REVENUES	137,395	110,826	132,291	140,983
APPROPRIATIONS					
	Totals for dept 10-3400 - INTERFUND CHARGES	100,000		100,000	225,000
	Totals for dept 10-7000 - PAYROLL	110,664	96,084	111,156	450,529
	Totals for dept 10-7100 - EMPLOYEE BENEFITS	1,402	624	1,430	76,438
	Totals for dept 10-7200 - EDUCATION/TRAINING	2,850	1,134	1,434	5,310
	Totals for dept 10-7300 - CONTRACTED SERVICES	15,936	13,582	16,424	19,152
	Totals for dept 10-7500 - SUPPLIES	4,600	4,068	4,949	4,053
	Totals for dept 10-7600 - PROFESSIONAL DUES/SUBSCRIPTIONS	12,065	8,273	8,850	14,065
	Totals for dept 10-8000 - UTILITIES	111,750	87,981	108,265	120,020
	Totals for dept 10-9000 - MISCELLANEOUS	37,715	44,325	49,394	55,000
	TOTAL APPROPRIATIONS	396,982	256,071	401,902	969,567
	NET OF REVENUES/APPROPRIATIONS - ADMINISTRATION	(259,587)	(145,245)	(269,611)	(828,584)
Function: MAINTENANCE					
APPROPRIATIONS					
	Totals for dept 20-7000 - PAYROLL	328,670	308,095	340,876	345,160
	Totals for dept 20-7100 - EMPLOYEE BENEFITS	44,892	35,647	41,850	47,123
	Totals for dept 20-7200 - EDUCATION/TRAINING	2,460	914	914	
	Totals for dept 20-7300 - CONTRACTED SERVICES	4,386	1,851	4,432	
	Totals for dept 20-7400 - SERVICE/RENTAL AGREEMENTS	1,300	2,000	3,720	
	Totals for dept 20-7500 - SUPPLIES	4,579	3,976	4,024	7,500
	Totals for dept 20-7600 - PROFESSIONAL DUES/SUBSCRIPTIONS	5,651	5,300	5,300	
	Totals for dept 20-8000 - UTILITIES	24,200	21,098	26,435	29,400
	Totals for dept 20-8100 - EQUIPMENT	13,625	13,607	14,386	16,250
	Totals for dept 20-8200 - MAINTENANCE & REPAIRS	19,585	19,255	19,585	30,271
	Totals for dept 20-8400 - PROPERTY MAINTENANCE	93,052	78,145	92,878	101,681
	Totals for dept 20-8500 - FUEL/LUBRICANTS	11,250	10,472	12,010	11,250
	TOTAL APPROPRIATIONS	553,650	500,360	566,410	588,635
	NET OF REVENUES/APPROPRIATIONS - MAINTENANCE	(553,650)	(500,360)	(566,410)	(588,635)
Function: CAPITAL PROJECTS					
APPROPRIATIONS					
	Totals for dept 90-0010 - LEASE AGREEMENT	71,606	28,206	31,866	69,800
	Totals for dept 91-4010 - BPC GOLF CART BATTERY	76,500	58,846	58,846	
	Totals for dept 92-4010 - BPC HVAC UPGRADE				66,000
	TOTAL APPROPRIATIONS	148,106	87,052	90,712	135,800
	NET OF REVENUES/APPROPRIATIONS - CAPITAL PROJECTS	(148,106)	(87,052)	(90,712)	(135,800)
Function: GOLF OPERATIONS					
ESTIMATED REVENUES					
	Totals for dept 40-4000 - RENTALS	358,190	431,816	451,171	433,560
	Totals for dept 40-4100 - MEMBERSHIPS	3,000	7,768	8,338	7,305
	Totals for dept 40-4200 - GUEST SERVICES	13,830	12,727	13,490	13,500
	Totals for dept 40-4300 - GREENS FEES - RES	656,871	682,165	714,893	714,286
	Totals for dept 40-4500 - MERCHANDISE RESALE	70,650	84,772	89,257	84,400
	Totals for dept 40-5000 - GENERAL PROGRAMS	20,930	14,521	14,966	20,950
	Totals for dept 40-5100 - TOURNAMENTS	85,432	134,108	134,481	131,140
	Totals for dept 40-5200 - DRIVING RANGE FEES	161,350	178,368	184,598	179,025
	Totals for dept 40-5300 - TOP TRACER			2,500	99,260
	Totals for dept 40-9000 - MISCELLANEOUS	1,500	476	1,251	1,500
	TOTAL ESTIMATED REVENUES	1,371,753	1,546,721	1,614,945	1,684,926
APPROPRIATIONS					
	Totals for dept 40-4000 - RENTALS	4,000	4,052	5,000	6,500
	Totals for dept 40-4200 - GUEST SERVICES	9,250	4,328	5,070	7,500
	Totals for dept 40-4300 - GREENS FEES - RES	4,320	4,000	4,000	4,320
	Totals for dept 40-4500 - MERCHANDISE RESALE	51,503	73,655	83,879	69,190
	Totals for dept 40-5000 - GENERAL PROGRAMS	16,795	6,390	6,924	13,845
	Totals for dept 40-5100 - TOURNAMENTS	18,000	11,609	14,497	15,120

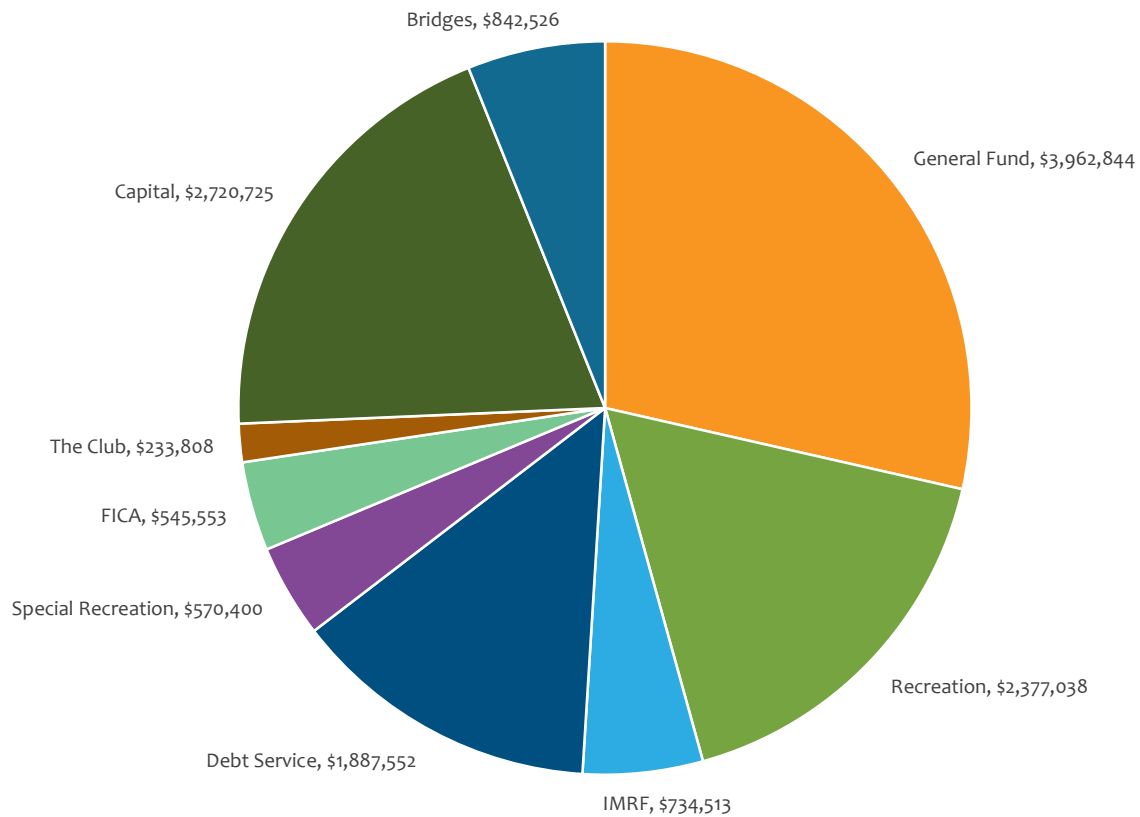
Calculations as of 10/31/2021

DEPARTMENT	DESCRIPTION	2021 AMENDED BUDGET	2021 ACTIVITY THRU 10/31/21	2021 PROJECTED ACTIVITY	2022 PROPOSED BUDGET
Fund: 14 BPC					
Function: GOLF OPERATIONS					
APPROPRIATIONS					
	Totals for dept 40-5300 - TOP TRACER			5,000	33,500
	Totals for dept 40-7000 - PAYROLL	211,698	169,989	194,175	140,679
	Totals for dept 40-7100 - EMPLOYEE BENEFITS	10,540	12,882	14,991	2,505
	Totals for dept 40-7200 - EDUCATION/TRAINING	500			
	Totals for dept 40-7300 - CONTRACTED SERVICES	1,500	60	600	
	Totals for dept 40-7500 - SUPPLIES	3,715	2,390	3,715	6,000
	Totals for dept 40-7800 - ADMINISTRATIVE	2,800	2,407	2,800	3,100
	Totals for dept 40-7900 - ADVERTISING/PROMOTION	5,030	2,968	5,000	7,030
	Totals for dept 40-8100 - EQUIPMENT	25,950	22,603	25,950	27,400
	TOTAL APPROPRIATIONS	365,601	317,333	371,601	336,689
NET OF REVENUES/APPROPRIATIONS - GOLF OPERATIONS		1,006,152	1,229,388	1,243,344	1,348,237
Function: FOOD & BEVERAGE					
ESTIMATED REVENUES					
	Totals for dept 45-4000 - RENTALS	15,500	13,263	13,263	16,000
	Totals for dept 45-4500 - TOBACCO	1,485	1,442	1,473	1,485
	Totals for dept 45-4600 - FOOD	167,000	256,611	276,675	310,000
	Totals for dept 45-4700 - BEVERAGE	225,000	248,523	254,870	290,000
	Totals for dept 45-4900 - GRATUITIES	56,500	64,332	67,699	70,500
	TOTAL ESTIMATED REVENUES	465,485	584,171	613,980	687,985
APPROPRIATIONS					
	Totals for dept 45-4000 - RENTALS	3,250		1,000	2,000
	Totals for dept 45-4500 - TOBACCO	1,040	929	929	1,040
	Totals for dept 45-4600 - FOOD	55,110	81,819	85,800	102,300
	Totals for dept 45-4700 - BEVERAGE	63,000	70,980	74,034	81,200
	Totals for dept 45-7000 - PAYROLL	276,237	253,104	289,631	212,978
	Totals for dept 45-7100 - EMPLOYEE BENEFITS	33,208	23,790	29,753	3,636
	Totals for dept 45-7300 - CONTRACTED SERVICES	20,249	9,506	12,500	18,349
	Totals for dept 45-7400 - SERVICE/RENTAL AGREEM	20,000	11,533	12,499	15,000
	Totals for dept 45-7500 - SUPPLIES	14,000	12,989	14,500	17,500
	Totals for dept 45-7800 - ADMINISTRATIVE	1,000			
	Totals for dept 45-7900 - ADVERTISING/PROMOTION	14,200	8,583	14,200	18,700
	Totals for dept 45-8100 - EQUIPMENT	5,500	5,012	5,500	7,000
	Totals for dept 45-8200 - MAINTENANCE & REPAIRS	3,500	3,389	3,900	3,500
	TOTAL APPROPRIATIONS	510,294	481,634	544,246	483,203
NET OF REVENUES/APPROPRIATIONS - FOOD & BEVERAGE		(44,809)	102,537	69,734	204,782
NET OF REVENUES/APPROPRIATIONS - FUND 14			599,268	386,345	
	BEGINNING FUND BALANCE	456,181	456,181	456,181	842,526
	ENDING FUND BALANCE	456,181	1,055,449	842,526	842,526
ESTIMATED REVENUES - ALL FUNDS		21,403,106	17,898,201	23,217,922	24,192,261
APPROPRIATIONS - ALL FUNDS		24,566,906	14,840,046	22,887,019	25,275,261
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS		(3,163,800)	3,058,155	330,903	(1,083,000)
BEGINNING FUND BALANCE - ALL FUNDS		13,544,056	13,544,056	13,544,056	13,874,959
ENDING FUND BALANCE - ALL FUNDS		10,380,256	16,602,211	13,874,959	12,791,959

2022 Proposed Budget 2021 Fund Balance Summary

Fund	January 01, 2021 Fund Balance	Projected 2021 Net Income (Loss) Excluding Capital and D/S	Projected 2021 Capital and D/S Expenditures	Projected 2021 Net Income (Loss)	Budgeted 2021 Net Income (Loss)	Projected December 31, 2021 Fund Balance
General Fund	4,143,908	233,936	415,000	(181,064)	(415,000)	3,962,844
Recreation	1,324,718	1,802,320	750,000	1,052,320	-	2,377,038
IMRF	969,513	(235,000)	-	(235,000)	(200,000)	734,513
Debt Service	2,110,424	34,507,679	34,730,551	(222,872)	(1,602,000)	1,887,552
Special Recreation	566,038	226,281	221,919	4,362	83,000	570,400
FICA	908,638	(363,085)	-	(363,085)	(323,000)	545,553
The Club	(33,911)	267,718	-	267,718	-	233,808
Capital	3,098,546	1,959,151	2,336,972	(377,821)	(706,800)	2,720,725
Bridges	456,181	577,057	190,712	386,345	4,320	842,526
Total	13,544,056	38,976,057	38,645,154	330,903	(3,159,480)	13,874,959

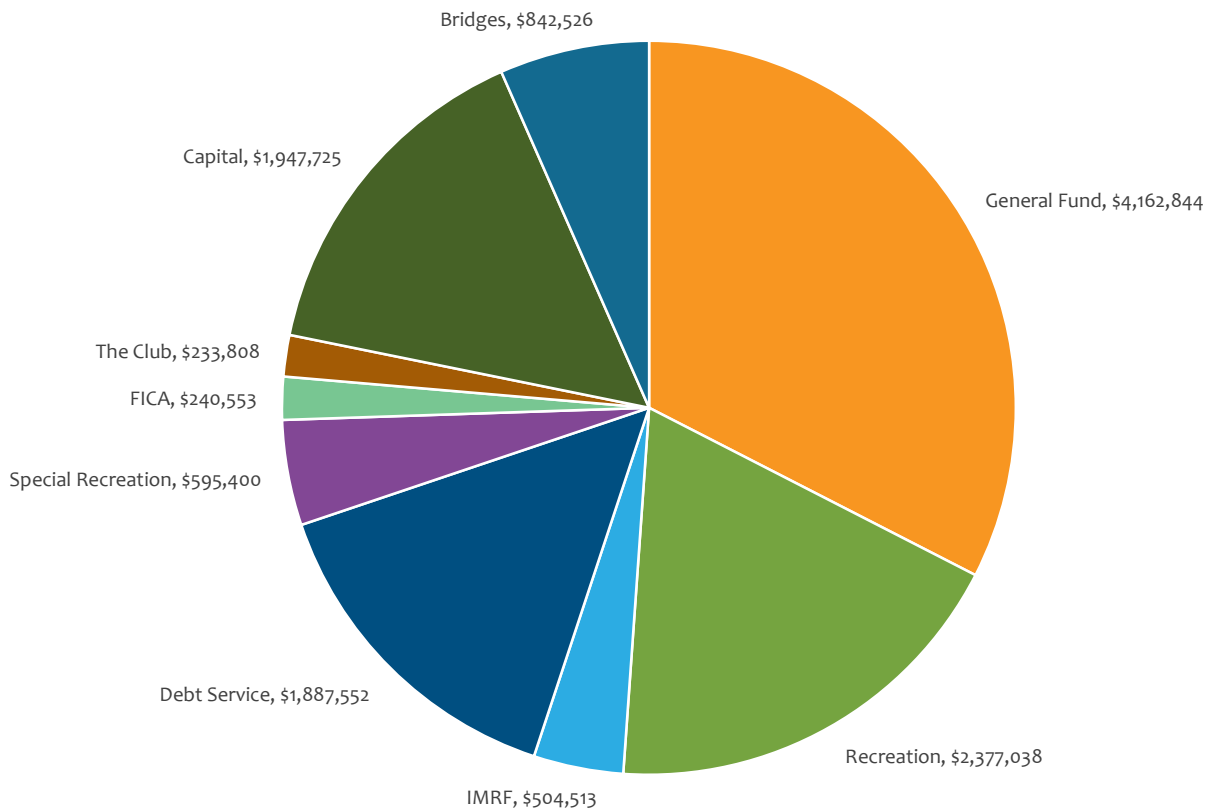
Projected December 31, 2021 Fund Balance



2022 Proposed Budget 2022 Fund Balance Summary

Fund	Projected January 01, 2022 Fund Balance	Budgeted 2022 Net Income (Loss) Excluding Capital and D/S	Budgeted 2022 Capital and D/S Expenditures	Budgeted 2022 Net Income (Loss)	Budgeted December 31, 2022 Fund Balance
General Fund	3,962,844	559,500	359,500	200,000	4,162,844
Recreation	2,377,038	871,000	871,000	-	2,377,038
IMRF	734,513	(230,000)	-	(230,000)	504,513
Debt Service	1,887,552	7,840,894	7,840,894	-	1,887,552
Special Recreation	570,400	210,000	185,000	25,000	595,400
FICA	545,553	(305,000)	-	(305,000)	240,553
The Club	233,808	27,500	27,500	-	233,808
Capital	2,720,725	934,350	1,707,350	(773,000)	1,947,725
Bridges	842,526	235,800	235,800	-	842,526
Total	13,874,959	10,144,044	11,227,044	(1,083,000)	12,791,959

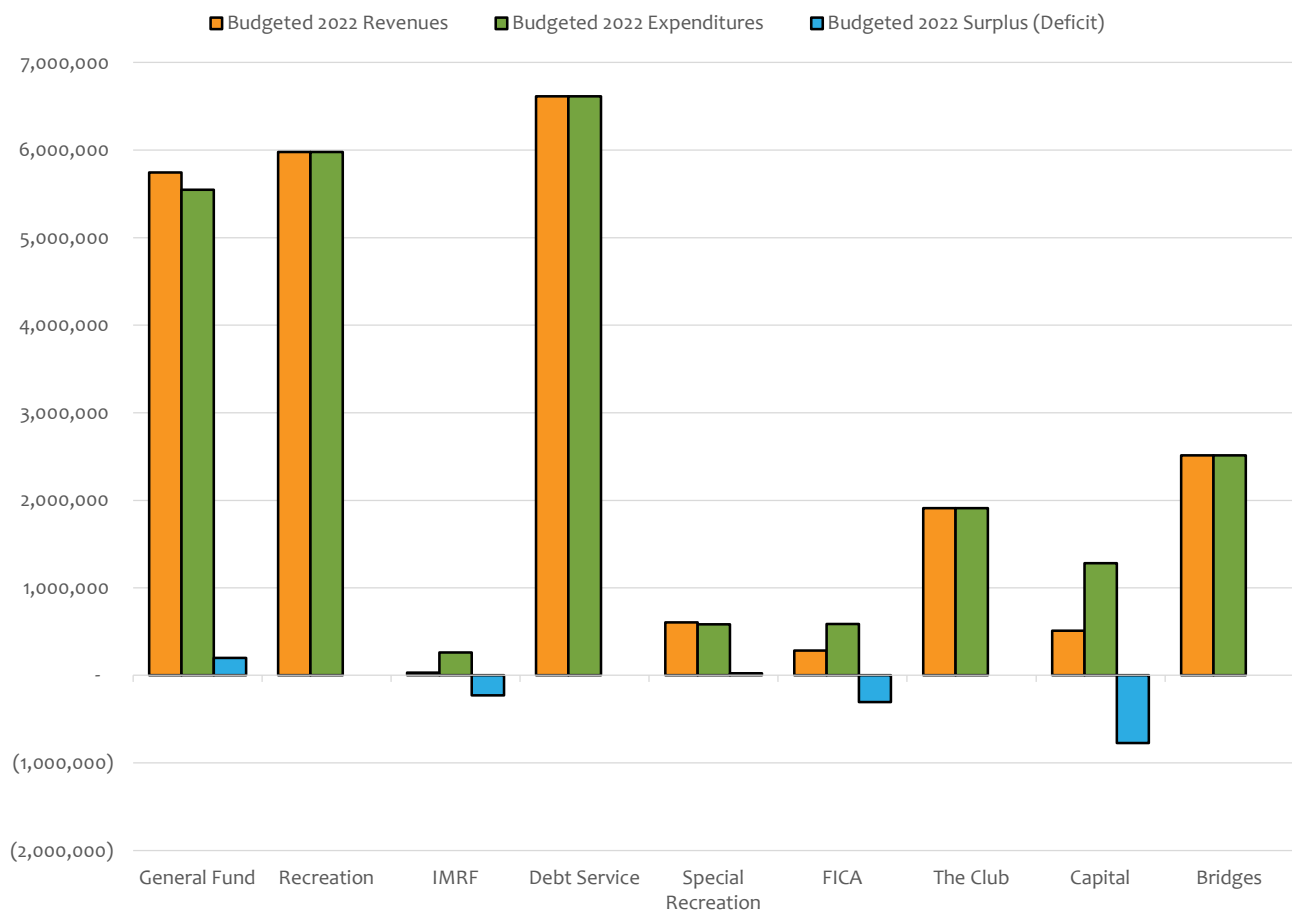
Budgeted December 31, 2022 Fund Balance



2022 Proposed Budget

2022 Profit and Loss Summary

Fund	Budgeted 2022 Revenues	Budgeted 2022 Expenditures	Budgeted 2022 Surplus (Deficit)
General Fund	5,745,858	5,545,858	200,000
Recreation	5,978,322	5,978,322	-
IMRF	32,416	262,416	(230,000)
Debt Service	6,613,322	6,613,322	-
Special Recreation	607,265	582,265	25,000
FICA	283,478	588,478	(305,000)
The Club	1,908,706	1,908,706	-
Capital	509,000	1,282,000	(773,000)
Bridges	2,513,894	2,513,894	-
Total	24,192,261	25,275,261	(1,083,000)



**HOFFMAN ESTATES PARK DISTRICT
2022 BUDGET GOALS & OBJECTIVES
ADMINISTRATIVE SERVICES FINANCE DIVISION**

Key: C = Complete / O = On Track / D = Deferred / N= Not Complete

DISTRICT GOAL 2: SOCIAL EQUITY

Objective/Goal	Performance Measures/Action Plan
Utilize bilingual staff for Human Resources	Conduct open enrollment meetings in both English and Spanish. Provide Spanish language translation when needed.

DISTRICT GOAL 4: OPERATIONAL EXCELLENCE

Objective/Goal	Performance Measures/Action Plan
New evaluation process and schedule.	Finalize updated form and cover page. Implement for mid-year evaluations.
Revamp the quarterly safety training process to make it more meaningful and useful.	Use PDRMA reaccreditation process and data to assign relevant training.
Streamline the new hire process for applicants and HR staff	Move new hire packets to PandaDoc. Complete new onboarding presentation.

DISTRICT GOAL 6: CUSTOMER SERVICE

Objective/Goal	Performance Measures/Action Plan
Improve technology in Human Resources areas.	<ul style="list-style-type: none"> Maximize features of BS&A HR features to streamline processes, reduce manual paperwork and increase access to materials. Develop web-based forms, contracts, and applications utilizing applications using PandaDoc
Increase high-quality job applicants through a community outreach strategy.	HR will attend all major district events and provide job information.

**HOFFMAN ESTATES PARK DISTRICT
2022 BUDGET GOALS & OBJECTIVES
ADMINISTRATION AND FINANCE DIVISION**

Key: C = Complete / O = On Track / D = Deferred / N= Not Complete

DISTRICT GOAL 2: SOCIAL EQUITY

Objective/Goal	Performance Measures/Action Plan
Utilize bilingual staff for “Hoffman University” presentations.	Conduct open enrollment meetings in both English and Spanish.
Determine underserved areas.	Prepare analysis of preschool participants using geographical data to determine underserved areas of the community.

DISTRICT GOAL 3: FINANCIAL STEWARDSHIP

Objective/Goal	Performance Measures/Action Plan
Ensure employee wages are competitive yet aligned with value as minimum wage increases in the coming years.	<ul style="list-style-type: none"> • Prepare analysis market rates and benefits for part-time positions. • Review and update full-time salary ranges.
Achieve annual budget to maintain fund balance reserves.	<ul style="list-style-type: none"> • Prepare an analysis of direct costs for services. Provide recommendations for fee increases to cover direct and indirect costs. • Develop a policy for District user fees.
Determine better tracking mechanisms to provide data for decision-making.	<ul style="list-style-type: none"> • Utilize user fields in District applications to enable customized reporting. • Provide analysis using census data on household income and demographics of participants
Work with the credit card company to maximize acceptance and cashback potential.	Review invoices and websites of vendors currently receiving paper checks or EFT. Transition where possible to credit card payments.
Utilize our resources effectively and efficiently.	Monitor natural gas pricing to determine when or if it is advantageous to enter a longer-term contract.
Perform internal control audits.	Review freestyle ice programs to assess and enhance controls where needed.
Update Fund Balance Reserve Policy.	Review and update current Fund Balance Reserve Policy based on GFOA recommendations. Bring updated Fund Balance Reserve Policy to the board.

DISTRICT GOAL 4: OPERATIONAL EXCELLENCE

Objective/Goal	Performance Measures/Action Plan
Utilize analytics to study trends in membership over the past few years to determine areas of low memberships.	<ul style="list-style-type: none">• Utilize analytics to study trends in membership over the past few years to determine areas of low memberships.• Provide analysis using census data on household income and demographics of members as well as underserved areas.
Review RecTrac features to ensure optimal usage.	<ul style="list-style-type: none">• Track progress of updates to online acceptance signatures. Implement when fully developed.• Review and implement enhancements that improve user or customer experience.
Expand virtual server environment to reduce energy consumption.	Purchase and deploy two Virtual Server Hosts

DISTRICT GOAL 6: CUSTOMER SERVICE

Objective/Goal	Performance Measures/Action Plan
Improve technology in all program areas.	<ul style="list-style-type: none">• Maximize features of BS&A to streamline processes, reduce manual paperwork and increase access to materials.• Develop web-based forms, contracts, and applications utilizing applications chosen by District.
Compare the District's processes with available technology to enhance customer experience and streamline workflow.	Implement digital signatures for in-person contracts, waivers, and agreements.

HOFFMAN ESTATES PARK DISTRICT
GOALS & OBJECTIVES
The Club at Prairie Stone

Key: C = Complete / O = On Track / D = Deferred / N= Not Complete

DISTRICT GOAL 1: HEALTHY AND ENJOYABLE EXPERIENCES

Objective/Goal	Performance Measures/Action Plan
Enroll 1,200 new members in 2022.	With the assistance of the C&M Team create print marketing, social media & email marketing, and community outreach for each month of the year. Highlight the cleanliness, spaciousness, and renovated spaces.
To enroll 10% of new members into HIIT Club.	Offer HIIT members more exclusive content and/or discounts such as access to password protected webpage with short training videos and nutrition information, as well as exclusive mini clinics, and corrective exercise fitness assessments.
Offer specialty fitness programming	Promote and create a variety of small groups or single athletes in training specific to their sport or goals.
Highlight the health and wellness achievements of The Club members and participants with the community.	Individual stories and achievements will be highlighted through the monthly member newsletter, social media and bulletin board in the facility. Two members will be highlighted each quarter.
Add new formats of group fitness classes that are innovative and fit with industry trends	Add new group fitness classes on to the schedule that we have never offered before. Specifically in the genre of yoga, barre, and boxing.
Develop a weightlifting educational programs for youth and adults	Offer personal trainer led programs to teach members of all ages how to use the new weight training equipment, particularly of lifting cages and plate loaded pieces.
Add outdoor workout area	Make necessary modifications and additions to existing areas outside surrounding the facility so we can offer an outdoor workout space and hold outdoor classes.
Offer Kids Club programing.	With the transition of not offering daily child care at the facility, staff will create specialty kids programing in this area to provide members specialty programs and classes for their children scheduled around our group fitness classes.

DISTRICT GOAL 2: SOCIAL EQUITY

Objective/Goal	Performance Measures/Action Plan
Provide introductory sport specific athletic trainings for our community.	Offer complimentary sport or athletic youth classes or trainings per quarter for underprivileged youth in Hoffman Estates community.

DISTRICT GOAL 3: FINANCIAL STEWARDSHIP

Objective/Goal	Performance Measures/Action Plan
Facilitate a membership increase to offset increasing expenses of operations.	Work with the Business department to deploy an increase on membership passes effective for January billing. As well as work with the C&M department on updating the membership about the fee increase.
Hire a Full Time Building Maintenance Associate.	Promote and hire a FT Building Maintenance Associate who will split time with Bridges & The Club in each of the facilities respective peak seasons.
Purchase curtain divider for gym.	Purchase and install new curtain divider to replace broken and torn curtain in-between middle and east gym.

DISTRICT GOAL 4: OPERATIONAL EXCELLENCE

Objective/Goal	Performance Measures/Action Plan
Evaluate underused space at The Club. Explore options to create new or modified programs that will draw in new members, rentals and programs.	Concentrate on the areas at The Club that are not being used regularly such as The Kids Club space, old outdoor playground, and old spin studio. Collaborate with Recreation Department for possible expansion of programming in these areas.
Provide regular safety trainings for staff.	Provide Medic AED, CPR, First Aid Course educational training opportunities to all HEParks staff. Ensure all staff attend training within first 90 days of employment.
Increase participation in membership and facility use at The Club from area corporations.	Member Services team will foster local corporate relationships by scheduling on or off site visits to area corporations.
Highlight online membership sales on Club Website.	Simplify the membership sales process and highlight online memberships on The Club website as well as create an internal process for those who purchase membership online.
Develop an equipment upgrade plan.	Work with vendors and staff to develop an equipment upgrade plan to ensure the facility is offering the most innovating fitness equipment to our membership.

DISTRICT GOAL 5: ENVIRONMENTAL AWARENESS

Objective/Goal	Performance Measures/Action Plan
Minimize paper files – continue migrating to electronic storage and fully utilize all software.	Give directive to staff to organize files electronically by using scanning system and file organization methods. Reduce facility paper use by 10%.

DISTRICT GOAL 6: CUSTOMER SERVICE

Objective/Goal	Performance Measures/Action Plan
Ensure website is current and relevant at all times.	Use the marketing plan and regular meetings with C&M to update the website every month to reflect most current information, monthly promos and facility announcements.
Improve technology in all program areas.	Budget for additional MyZone support training to expand our programming options with what MyZone offers.
Purchase InBody Body Composition Analyzer.	Purchase InBody Body Composition Analyzer that will become an excellent tool of measurement for our trainers and HIIT coaches as well as an excellent member retention tool.

**HOFFMAN ESTATES PARK DISTRICT
GOALS & OBJECTIVES
GOLF**

Key: C = Complete / O = On Track / D = Deferred / N= Not Complete

DISTRICT GOAL 1: HEALTHY AND ENJOYABLE EXPERIENCES

Objective/Goal	Performance Measures/Action Plan
Offer a variety of different tee times and fees to meet total green fee revenue for the 2022 season.	Continue to monitor daily play and provide weekly marketing email blasts based on weather and bookings. Create an early booking discount rate for prepaid times.
Provide 24 Preferred Tee Times Groups (25 Groups in 2021).	Secure 2021 Groups with an early rewards renewal plan. Market to new groups about securing a weekly prime time and capitalize on the difficulty of getting early weekend tee times during this popular time.
Offer four Special Golf Course Events.	Promote March Madness, Par 3 Challenge, Pro Am Scramble, and Turkey Shoot via email blast, social media and also signage in golf shop. Each event will be key POS add-on two weeks prior to event.
Offer two Special TopTracer Tournament Events.	Promote events via email blast, social media and also signage in golf shop. Each event will be key POS add-on two weeks prior to event.
Offer Jr. Program classes in Spring, Summer and Fall.	Expand participation on Junior Programs by increasing class size by advertising on social media and outside classes, as well as securing more instructors.
Host multiple wedding functions.	Host ceremonies and receptions by offering special promotions and flexible cancellation policies.
Offer Breakfast with Santa & Breakfast with Easter Bunny.	Staff will contact all past participants one month out reminding them of special events. Start email campaign minimum one month prior to events.

DISTRICT GOAL 2: SOCIAL EQUITY

Objective/Goal	Performance Measures/Action Plan
Provide golf activities to the special needs community.	Partner with Freedom Golf Association (FGA), NWSRA or a similar organization to provide golf activities.

DISTRICT GOAL 3: FINANCIAL STEWARDSHIP

Objective/Goal	Performance Measures/Action Plan
Hire a Full Time Building Maintenance Associate.	Promote and hire a FT Building Maintenance Associate who will split time with Bridges & The Club in each of the facilities respective peak seasons.
Hire a Full Time Bar & Grill Service Manager.	Promote and hire a FT Bar & Grill Service Manager.
Constantly monitor staffing plan and pay rates for all staff members.	Maintain a competitive pay rate and benefits for all staff based on the current job market place. This is an area that is constantly evolving and will need to be monitored throughout the year to maintain our valuable employees.
Provide Discount & Annual Golf Passes program to help increase rounds and loyal customers.	Direct email blast to current pass holders offering them early bird sign-up in January. Along with poster size sign in pro shop. Will be feature add-on item in March and April for all golfers when they check in for their rounds.
Review and adjust rate structure for Green Fees to maintain or increase \$ per round revenue.	Evaluate and adjust rate structure based on daily usage and prime times for both weekday and weekend rounds.
Work with Parks Department to get preferred pricing on joint maintenance purchases for the facility.	Collaborate with Parks Department on purchasing chemical program items to get bulk discounts district wide.

DISTRICT GOAL 4: OPERATIONAL EXCELLENCE

Objective/Goal	Performance Measures/Action Plan
Have key staff attend HEParks AED & CPR training.	Have staff attend district certification classes during the course of the year.
Implement new POS software for both F&B and Golf Departments	Upgrade our POS system to accommodate all the new technologies available with POS software. Which includes F&B orders from your phone, tablet, and google and apple pay. Golf POS to fully integrate with tee sheet and website.

DISTRICT GOAL 5: ENVIRONMENTAL AWARENESS

Objective/Goal	Performance Measures/Action Plan
Integrate environmental practices	Complete burns, mowing, and alternate chemical applications on native areas.

DISTRICT GOAL 6: CUSTOMER SERVICE

Objective/Goal	Performance Measures/Action Plan
Receive 10 Five Star Reviews on the Knot and Wedding Wire for Weddings. Goal is 10 Reviews receiving five stars.	Provide detailed training to staff and hold weekly event meetings to ensure all details are outlined to event staff. Follow up Bride & Grooms after the wedding with Thank You and promotion to complete reviews.
Enhance communication to community about golf rates, events, and programs.	Send monthly email blasts throughout the 2021 season to encourage patronage.
Enhance communication to community through social media.	Increase social media posts about special events and develop campaign outline in Q1. Implement campaign in March. Post at least once daily on social media platforms throughout year. Increase followers throughout calendar year. Develop Golf & Wedding Paid Social Campaigns

**HOFFMAN ESTATES PARK DISTRICT
2022 BUDGET GOALS & OBJECTIVES
PARKS, PLANNING & MAINTENANCE DIVISION**

Key: C = Complete / O = On Track / D = Deferred / N = Not Complete

DISTRICT GOAL 1: HEALTHY & ENJOYABLE EXPERIENCES
(Provide beneficial & rewarding experiences)

Objective/Goal	Performance Measures/Action Plan
Use our drone technology to promote our parks and features that are in our parks.	In cooperation with C&M department, post items via social media and website showing amenities in our parks. Keep website up to date.
Hold three events consisting of bird house building projects, nature walks, school horticulture field trips, etc. with local groups.	Work with local boy scouts/girl scouts/local schools to hold three events per year.
Implement a cross-country skiing course.	Create course at Cottonwood Park

DISTRICT GOAL 2: SOCIAL EQUITY

Objective/Goal	Performance Measures/Action Plan
Ensure all maintenance forms and procedures are translated to Spanish.	Complete prior to April 30, 2022.

DISTRICT GOAL 3: FINANCIAL STEWARDSHIP

Objective/Goal	Performance Measures/Action Plan
Develop a financial plan for capital repairs, replacements and development based on GIS information.	Developed plans will allow the district to save funds per year for large-scale projects.
Increase efficiency for maintenance staff.	Create utility maps for maintenance tracking.
Develop a new position titled Forestry and Landscape Manager. This position will allow the district maintenance team to keep completing projects in house and allow for more detail work on trees and landscapes at all facilities including landscapes at Bridges.	Hire the individual.
Add a full time grounds crewmember to the Parks and Construction Team. This crewmember would work primarily with the construction team and then assist in winter months with district custodial work and Ice operations. This position would replace two seasonal employees.	Hire the individual.
Restructure maintenance staffing at Seascape for cost savings.	Maintenance staff to provide pool cleaning, locker room cleaning and mechanical checks every morning. Staff will no longer be onsite throughout the day, as facility staff will complete day-to-day operations.

DISTRICT GOAL 4: OPERATIONAL EXCELLENCE

Objective/Goal	Performance Measures/Action Plan
Repair front entrance walls at Willow Recreation Center	Hire contractor for concrete work.
Upgrades to Huntington Park	Design and install new playground equipment at Huntington Park
Upgrades to Hoffman Park	Design and install new playground equipment at Hoffman Park
Replace Dodge 1 Ton Parks Vehicle	Purchase from state contract.
Replace Dodge Ram Parks Building Tech Van	Purchase from state contract.
Update North Side TC HVAC	New condenser compressor on TC north side HVAC unit installed.
Update HVAC to upstairs kitchen at BPC	Install new kitchen air handler at BPC
Provide proper combustion air to boiler room at The Club.	Install new makeup air unit at The Club
Provide adequate separation between basketball courts and or activities at The Club.	Install new gym curtain dividers at The Club
Court crack fill and recolor at Cannon, Charlemagne, South Ridge, Armstrong Parks, Victoria and Evergreen.	Complete bids and hire outside contractor to complete work.
Elevator piston sleeve replacement at Bridges on the main elevator.	Complete bids and hire outside contractor to complete work.
Asphalt parking lot and path crack fill at WRC, The Club, Seascap and various paths(based on inspections)	Complete bids and hire outside contractor to complete work.
Complete repairs of Seascap pool base.	Sand blast the concrete base of the pool at Seascap Family Aquatic Center and then complete concrete repairs along with a new paint of the concrete.
Develop the old sand volleyball area at Seascap Family Aquatic Center.	Turn the area into open green space with shade structures to allow camps and other groups more grass space with shade.
Beacon Pointe Park Development	Secure all permits for the Beacon Pointe OSLAD and go to bid for the construction. After permits and bids complete install of the project.
Willow Recreation Center Improvements	Phase 1 will include engineering and architecture conceptual plans for Willow Rec Center to determine overall budget for converting racquetball court to fitness center and an expansion of locker rooms. Additionally, will include indoor turf for auxiliary gym.
Pine Park OSLAD	Submit application for an OSLAD grant at Pine Park. The conceptual plan would include converting in line skating to five pickle ball courts, new park shelter, updating the 2-5 year old playground, path constructions, new drainage for open space areas and enhancements to the sled hill.
Update elevator at Vogelei Barn	Upgrade Vogelei Barn elevator and ensure that it meets all ADA compliance.

Purchase new Integrated Pest Management sprayer for Parks and Golf Course	Go to bid and purchase sprayer.
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DISTRICT GOAL 5: ENVIRONMENTAL AWARENESS

Objective/Goal	Performance Measures/Action Plan
Offer a community horticulture event.	Conduct a tree seedling-planting event that will also highlight proper tree maintenance from planting to caring for fully-grown trees.
Provide Earth Day events for the community.	Hold a volunteer park clean up in April, where residents have the opportunity to help beautify their neighborhood parks through weed removal, garbage pick-up, edging landscape beds, cleaning park structures and painting.
Offer a volunteer invasive plant removal.	Will be scheduled based on the quantity of invasive plants and locations.
Educate the community on our shoreline management while holding community events for seed collection.	Combine our Seed Collection at Charlemagne Park with a Parks Department run educational event of shoreline management, why HE Parks maintains the shorelines with native buffer zones.

DISTRICT GOAL 6: CUSTOMER SERVICE

Objective/Goal	Performance Measures/Action Plan
Staff to cooperate with public concerns and questions.	Respond to resident inquiries within timely manner.
Provide park updates via district webpage.	Post all park projects under park updates.

**HOFFMAN ESTATES PARK DISTRICT
2022 GOALS & OBJECTIVES
RECREATION DIVISION**

DISTRICT GOAL 1: HEALTHY & ENJOYABLE EXPERIENCES

Objective/Goal	Performance Measures/Action Plan
Offer quality recreation programs that are innovative, diverse and meet the needs of community.	Expand Pickleball programming through in-house tournaments and leagues.
Offer quality recreation programs that are innovative, diverse and meet the needs of community.	Offer two new figure skating classes.
Offer quality recreation programs that are innovative, diverse and meet the needs of community.	Expand advanced level ballet programming.
Offer quality recreation programs that are innovative, diverse and meet the needs of community.	Create an adult soccer league.
Offer quality recreation programs that are innovative, diverse and meet the needs of community.	Expand hockey development program with tot introductory program.
Develop fitness marketing campaign.	Develop community fitness center campaign and regular member retention programs.
Evaluate cricket participation and address field needs.	Expand cricket programming through Hoffman United Soccer Club (HUSC).
Provide community and family-oriented events.	Offer one new spring special event.
Expand hockey program with adult leagues.	Expand adult hockey league.
Hold physical challenge event at South Ridge Ninja Course.	Offer program in spring or summer.
Expand birthday party options.	Create additional birthday parties to offer at district facilities.
Expand Willow Fitness Center amenities and facility space.	Begin discussion with community and contractor on expansion of Willow Fitness Center.
Evaluate the need for indoor sports programming facility.	Begin discussion with community and contractor on the transition of Mini Gym space to turf flooring.

DISTRICT GOAL 2: SOCIAL EQUITY

Objective/Goal	Performance Measures/Action Plan
Expand district awareness to new residents and new participants.	Increase social media following.
Expand district awareness to new residents and new participants.	Develop relationships with schools, social workers and under-served residential areas to educate community on HEParks offerings.

Expand district awareness to new residents and new participants.	Offer a minimum of two programs offsite at high-risk/ low-income residential areas.
Increase hockey participation and exposure in the community with regional marketing.	Expand marketing efforts regionally.
Increase hockey participation and exposure in the community with regional marketing.	Partner with Chicago Wolves on clinics and player appearances
Implement community awareness campaign of all programs, services and facilities.	Expand marketing efforts through all marketing channels to educate community on district offerings.
Develop programs to meet adult population.	Offer one new program / event per brochure.
Expand senior programming.	Offer a minimum of two programs or events per season in the evening.
Provide community free opportunities to participate in ice programs.	Offer a minimum of two free figure skating or two free hockey programs this year.
Expand Programs for All & scholarship opportunities.	Create free need-based programs to provide expanded opportunities for Programs for All applicants.

DISTRICT GOAL 3: FINANCIAL STEWARDSHIP

Objective/Goal	Performance Measures/Action Plan
Increase facility and field rentals.	Market to new tournament/sports groups to promote field availability.
Investigate the redesign and operation of concession stand at Triphahn Center.	Apply for liquor license for concession stand. Purchase additional tables and/or assess the layout of concession stand seating area.

DISTRICT GOAL 4: OPERATIONAL EXCELLENCE

Objective/Goal	Performance Measures/Action Plan
Update forms and ease of registration/membership.	Create new forms for memberships and rentals. Develop submittable digital forms for easier online rental requests.
Evaluate digital signature method.	Work with Business Department to implement digital signature features to eliminate the paper program registration forms.
Increase Little Stars Childcare (LSC) enrollment through room expansion.	Open the third LSC classroom by hiring three full-time teachers for each room.
Increase Seascape rental opportunities.	Provide additional party tent space and group use space at Seascape.
Create branded communication materials for programs.	Design and launch branded communication materials for preschool, Little Stars, STAR and camp parent communication.

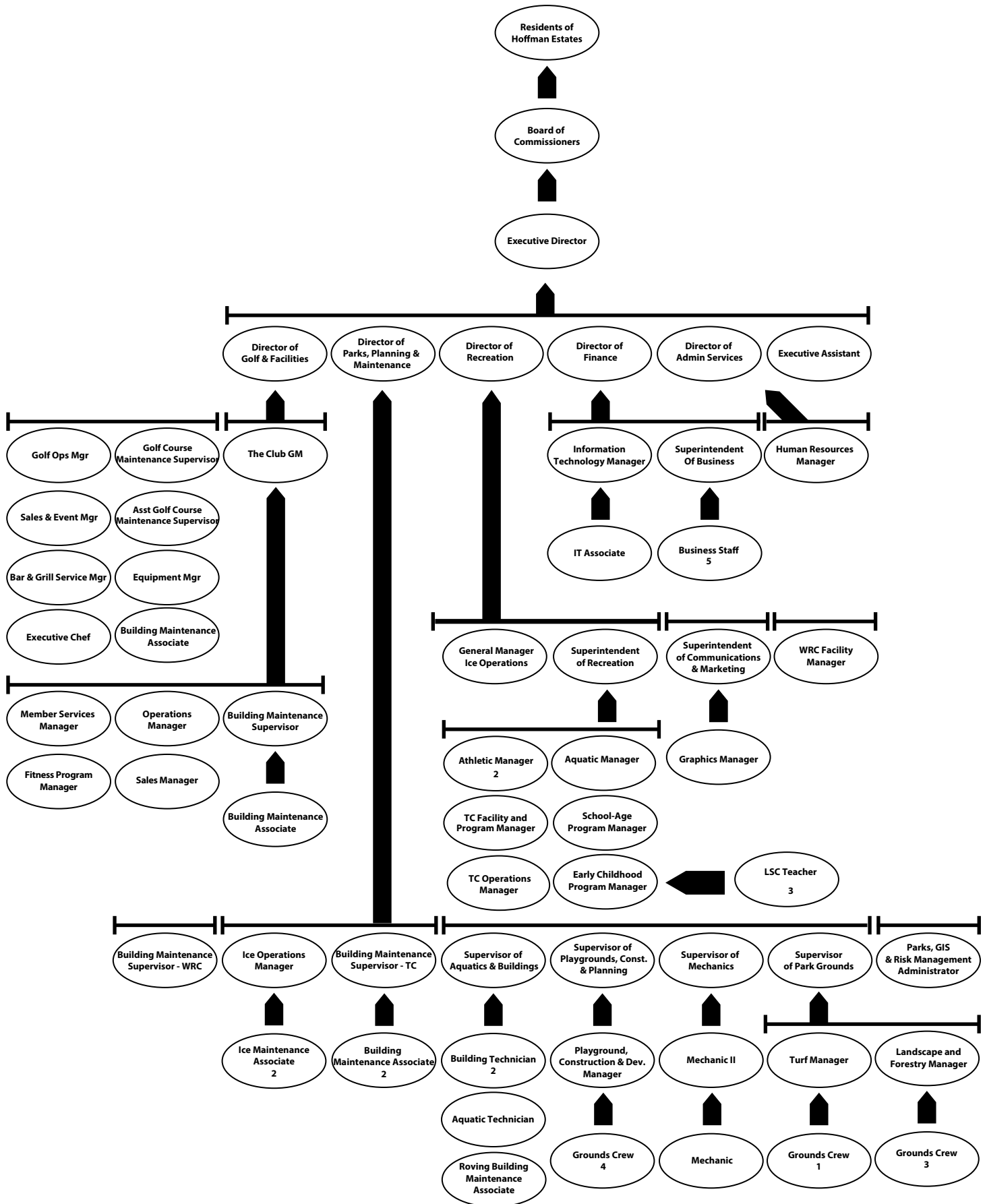
DISTRICT GOAL 5: ENVIRONMENTAL AWARENESS

Objective/Goal	Performance Measures/Action Plan
Integrate environmental practices into programming.	Partner with Parks Department to offer a variety of nature programs: Earth Day, Parks Clean-up, Seed Collection.
Integrate environmental practices into programming.	Continue partnership with Cook County Forest Preserve with program offerings.
Develop programs at South Ridge.	Implement new programs on site.

DISTRICT GOAL 6: CUSTOMER SERVICE

Objective/Goal	Performance Measures/Action Plan
Revamp HEparks website.	Launch upgraded website.
Ensure website is current & relevant at all times.	Create website sub-committee responsible for weekly checks on each page.
Redesign and establish new plan for eblasts.	Create weekly schedule which includes programs, events and facilities to highlight.
Evaluate creation of internship program.	Hire Recreation Department intern.

Table of Organization - Full Time Employees



MEMORANDUM NO. M21-108

TO: A&F Committee
FROM: Craig Talsma, Executive Director
Nicole Hopkins, Director of Finance and Administration
RE: PTELL Reduction Ordinance
DATE: December 21, 2021

Background

The Property Tax Extension Limitation Law (PTELL) requires that non-home rule taxing districts be limited to increasing their tax extension by the prior year December to December percentage change in the Consumer Price Index or 5%, whichever is less. New property added to the tax rolls are outside this limitation and are subject to the full tax rate for the agency.

The Cook County Clerk's office is responsible for reducing any agency's levy that exceeds these limitations. If no directions are specified on how to reduce the levy for any excess amount, the county will apply the reduction based on the amount of taxes levied in each fund proportionately.

Taxing bodies have the option to specify how they want the clerk to reduce their levy to within the limitation.

An economic development agreement was entered into on February 25, 1990 with Sears Roebuck and Co. (Sears). This agreement diverted the tax revenue from all taxing bodies with jurisdiction to the Village of Hoffman Estates. The Village was then responsible for administering those funds for development of the Prairie Stone business park. Any funds collected but not used in furtherance of this purpose were returned annually to taxing bodies.

As a result of the bankruptcy and dissolution of Sears along with questions regarding employment requirements, the termination of this agreement is being sought by various taxing bodies.

Implications

It is anticipated that the Economic Development Agreement (EDA) entered into with Sears Roebuck and Co. will be ending by December 31, 2021 allowing for the taxes to be paid directly to the taxing bodies. In order to convert the revenue previously received from the EDA to our levy, we need to add the entire Prairie Stone business park as new growth for the 2021 levy to be collected in 2022.

To simplify this process, the entire amount of estimated taxes for this conversion of revenue was included in the General Fund Levy instead of spread over all funds.

Should the EDA not conclude by the end of the year or should the value of the additional property be under the amount levied for, the District needs to direct the Cook County Clerk to apply any reduction to the General Fund.

Recommendation

Recommend to the full board approval of Ordinance O21-006 directing the Cook County Clerk to apply 100% any reduction to the General Fund for the 2021 Levy.

THE HOFFMAN ESTATES PARK DISTRICT

ORDINANCE O-21-006

**AN ORDINANCE DIRECTING THE COOK COUNTY CLERK
TO REDUCE THE HOFFMAN ESTATES PARK DISTRICT'S
REAL ESTATE TAX LEVY YEAR 2021
HOFFMAN ESTATES PARK DISTRICT, COOK COUNTY, ILLINOIS**

PASSED AND APPROVED
BY THE
BOARD OF COMMISSIONERS
OF THE
HOFFMAN ESTATES PARK DISTRICT
This 21st day of December 2021

Published in pamphlet form by the authority of the Board of Commissioners of the Hoffman Estates Park District, Cook County, Illinois this 21st day of December 2021.

**AN ORDINANCE DIRECTING THE COOK COUNTY CLERK
TO REDUCE THE HOFFMAN ESTATES PARK DISTRICT'S
REAL ESTATE TAX LEVY YEAR 2021
HOFFMAN ESTATES PARK DISTRICT, COOK COUNTY, ILLINOIS**

WHEREAS, there has been enacted, the Property Tax Extension Limitation Act 35 ILCS 200/18-185 et seq., (the "Act"), which will affect the amount of taxes extended for the District by the Cook County Clerk, (the "Clerk"), and

WHEREAS, because of the fact that the amount of the Equalized Assessed Valuation (EAV) for property located in the District for 2021 was not known at the time that the District passed its Tax Levy Ordinance for 2021, it could not be determined whether the application of the provisions of the Act would affect the District's levy, and

WHEREAS, it is possible that when the EAV for 2021 is established in 2022, the limiting rates set forth in the Act will require the Clerk to reduce the District's levy, and

WHEREAS, unless directed otherwise by the District, the Clerk has indicated that the District's levy will be reduced proportionately over all funds, if necessary, and

WHEREAS, the Clerk has requested direction from the District at the time of the filing of the Tax Levy Ordinance for 2021, as to which funds should be reduced, and by what amounts, if it becomes necessary, and

WHEREAS, the District prefers to give such direction.

NOW, THEREFORE, be it and it is hereby ordained by the Board of Park Commissioners of the Hoffman Estates Park District, Cook County, Illinois, as follows:

Section 1 The Cook County Clerk is hereby directed to reduce the District's fund levies as follows, only if necessary due to the application of the Act:

<u>FUND</u>	<u>% OF REDUCTION</u>
General Corporate	100%

Section 2 That this ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

ADOPTED: December 21, 2021.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

Patrick Kinnane
President, Board of Park Commissioners
HOFFMAN ESTATES PARK DISTRICT
Cook County, Illinois

Passed on this _____ day of _____, 2021.

ATTEST:

Craig Talsma
Secretary, Board of Park Commissioners
HOFFMAN ESTATES PARK DISTRICT
Cook County, Illinois

MEMORANDUM NO. M21-117

TO: A&F Committees
FROM: Craig Talsma, Executive Director
Nicole Hopkins, Director of Finance and Administration
RE: Debt Policy
DATE: December 21, 2021

Background

Rating agencies and the Government Finance Officers Association (GFOA) recommend that local governments have a Debt Policy. In order to maintain our current rating for our bonds along with providing guidance for the board and staff, a policy has been prepared according to templates provided by GFOA.

Implications

The policy (attached) covers several different topics:

- When debt should or should not be issued
- Types of debt
- Both legal and internal debt limitations
- Maximum maturity
- The legal process of issuing debt
- Ongoing management of existing debt
- When debt should be refunded

In preparation of the policy, the existing policies of peers were reviewed and a draft was provided to the District's financial advisor to ensure we addressed rating agency requirements and that there was no hinderance to future opportunities in the best interest of the District.

Recommendation

That the A&F Committee recommends to the full Board approval of the Debt Policy.

7.0

7.36 **DEBT POLICY**

Debt is a powerful tool to help the Hoffman Estates Park District provide our community with the infrastructure it needs to thrive. Due to the nature of Park District funding, debt service represents over 40% of property taxes. This policy forms the guidelines to make sure the District uses debt prudently and in its best interests and the interests of its residents.

7.36.01 **When Debt Could Be Issued**

The laws of the State of Illinois establish the District's power and authority to contract debt, borrow money, and issue bonds for public improvement projects. Debt allows the District to fund key projects that exceed the current resources available. Under these provisions, the District may issue debt to pay for the cost of acquiring, constructing, reconstructing, improving, extending, enlarging, and equipping such projects or refunding previously issued bonds. The timing of debt issuance should take into consideration the following:

- Low-interest rates. Low interest rates mean a lower total cost of borrowing.
- Soft construction market. The community can benefit if the District uses debt to build more assets while construction costs are low.
- The asset has a long useful life. Assets that last a long time will benefit citizens and taxpayers far into the future. It is fair for these future taxpayers and citizens to help pay the asset's cost by paying for some of the debt.
- The District's forecasts show that debt is manageable. Debt is an integral component of long-term costs in the budget.
- Use of debt is consistent with legal and other limits. Other levels of government and this policy describe limitations that Hoffman Estates Park District must observe.

7.36.02 **When debt Shouldn't Be Issued**

There are many cases where debt is not the right financing tool. Below are important cases where debt should not be used:

- Paying for ongoing public operations. Ongoing public services benefit today's citizens and taxpayers, but tomorrow's citizens and taxpayers will pay the debt.
- Life of the debt is longer than the life of the capital asset it funds. If the debt lasts longer than the capital asset, then future taxpayers and citizens will pay for an asset they do not benefit from.
- Cost of issuing debt is too high. The District has to pay certain costs and fees to issue debt. These costs may outweigh the benefits that debt provides, especially for small capital projects.

- When the District has the cash to pay for such projects from the operations budget and other sources.

7.36.03 Allowable Debt Instruments

The District is authorized to issue bonds or notes in the name of the District.

Type of bonds:

- **Limited Bonds** – Non-referendum debt may be issued by a vote of the Board of Commissioners, and these bonds can be used to pay debt service on Alternate Revenue bonds. In Illinois, the Property Tax Extension Limitation Law limits the amount of debt service for these bonds based on the debt service extension base (DSEB) established in 1995 (1994 property tax levy) on the non-referendum debt at that time. Since 2009, the DSEB has increased annually by 5% or the CPI, whichever is less.
- **General Obligation** – Bonds that are backed by the taxing powers of the District. Limited bonds are a type of General Obligation bond. In this case, however, these would be bonds authorized by the community via referendum. The referendum would allow the District to collect dedicated property taxes to pay the approved debt's annual principal and interest payments. The referendum could increase the DSEB if needed resulting in General Obligation bonds being outside of the DSEB limitations.
- **Alternate Revenue** – Bonds that are paid back through revenue generated by the District. The revenue can be earned through fees or can be the proceeds of limited bonds. Such bonds are typically issued when existing debt and/or limited bonds do not provide sufficient funds for capital needs.
- **Taxable** – Bonds that interest payments to the bondholders are taxable. These will generally be the result of an advance refunding. In 2017, the federal government passed the Tax Cut and Jobs Act which prohibited tax-exempt bonds from being issued to refund bonds before the call date (advance refunding).
- **Debt Certificates** – A type of installment contract that can be divided into smaller denominations so they can be sold in public markets paid for by available funds.
- **Tax Anticipation Warrants** – Short-term borrowings issued when a mismatch exists between the collection of property tax and ongoing expenditures.

The interest rate may not exceed the greater of 9% per annum or 125% of the rate for the most recent date shown in the 20 G.O. Bonds Index of average municipal bond yields as published in the most recent edition of The Bond Buyer, published in New York, New York (30 ILCS 305/2).

7.36.04 General Debt Limitations

The aggregate principal indebtedness for the District cannot exceed 2.875% of the last assessed value of the taxable property unless an increase of up to 5.75% is approved through a referendum (70 ILCS 1205/6-2).

There is a limit on the amount of debt that is affordable for the District. Hoffman Estates Park District defines the measures of affordability as:

- *Annual debt service as a percent of general expenditures* - measures the resources that debt uses in the yearly budget. Hoffman Estates Park District will limit annual debt service as a percent of projected general expenditures to no more than 35%. If this measure gets too high, the District could have trouble providing regular services to the citizens.
- *Overlapping debt divided by the market value of the properties in the community* - shows the size of the debt burden on taxpayers. This measure includes debt issued by the Hoffman Estates Park District and debt issued by overlapping government jurisdictions of the taxpayers. The District's policy is that overlapping debt divided by the market value of properties in the community should not exceed 10%. This is important because taxpayers are affected by the debt from all governments, not just the Park District.

7.36.05 Maturity Guidelines

The term of any debt issued should not exceed the useful life of the asset. The longest maturity cannot exceed 25 years (previously 30 years for alternate revenue bonds).

The average weighted bond maturities of all debt should be 15 years or less.

7.36.06 The Process To Issue Debt

Debt issuance shall be authorized by ordinance.

The District shall design the financing schedule and repayment of debt to take the best advantage of market conditions and, as practical, recapture or maximize its credit capacity for future use and moderate the impact to the taxpayer. When feasible and economical, debt obligations should be issued by competitive sale rather than negotiated sale. Negotiated sales will take into consideration bond pricing benchmarks to ensure equitable rates and terms.

Hearing requirements. Notwithstanding and in addition to any other law, before adopting an ordinance selling non-referendum general obligation bonds, alternate revenue, or limited bonds, the governing body of the governmental unit proposing to sell the bonds shall hold at least one public hearing concerning the governing body's intent to sell the bonds including the reason for the issuance. The governing body or the presiding officer of the governing body shall set the date, time, and location of the hearing. The hearing may be part of a regularly scheduled meeting of the governing body. (30 ILCS 352/10)

Notice requirement. The clerk or secretary of the governmental unit shall publish notice of the hearing at least once in a newspaper of general circulation in the governmental unit not less than seven or more than 30 days before the hearing date. The notice shall

also be given by posting at the principal office at least 48 hours before the hearing (30 ILCS 352/15).

A copy of the certified ordinance shall be filed with Cook County Clerk.

7.36.07 Management of Debt

The District shall prepare the appropriate disclosures as required by the Securities and Exchange Commission, the federal government, the State of Illinois, rating agencies, underwriters, investors, agencies, taxpayers, and other appropriate entities and persons to comply with applicable laws and regulations.

The District shall consider refunding outstanding debt when legally permissible and financially advantageous, with a target net present value savings of approximately 5%. The District acknowledges its ongoing fiduciary responsibilities to actively manage the proceeds of debt issued for public purposes in a manner consistent with Illinois State Statutes that govern the investment of public funds. The management of public funds shall enable the District to respond to changes in markets or changes in payment or construction schedules to optimize returns, ensure liquidity and minimize risk.

The District will strive to maintain its AA+ bond rating.

The District's policy is to minimize the cost of arbitrage rebate and yield restriction while strictly complying with the law. The District will contract with an arbitrage rebate service provider as necessary to maintain a system for computing and tracking the arbitrage rebate liability.

7.36.07.01 Debt Refunding

It may be advantageous to refund (refinance) existing bonds due to decreases in interest rates from time to time. Bonds may also be refunded to restructure debt service payments. The District will consider current and advance refunding opportunities with a net present value savings of at least 5% after issuance fees. Legal restrictions for this type of transaction are:

- Interest rates cannot exceed six percent annually
- Maturity cannot exceed twenty years
- Bonds issued more than 90 days before the call date of the original bonds (advanced refunding) cannot be sold as tax-exempt (26 USC 149 (d)).

MEMORANDUM NO. M21-120

TO: A&F Committee
FROM: Craig Talsma, Executive Director
Nicole Hopkins, Director of Finance & Administration
RE: Surplus Ordinance O21-008
DATE: December 21, 2021

Background

Through inventory of the Park District's property, staff has determined that certain items are no longer of value or use to the District and that because of the age and condition of the property, cannot be utilized for any of the Park District's current needs or operations and is thereby considered surplus property and the property's sale, trade-in, or disposal would best serve the District.

Implications

By law and Board policy, it is required that an Ordinance be approved by at least three-fifths of the Park Board. Staff is seeking to dispose of, trade-in, or sell the following items:

Disposal List – Parks, Planning and Maintenance equipment (2021)

Description	Year	Description	Serial Number	Estimated Value	Reason
Dodge Van 1500	2002	Dodge Van 1500	2B7HB11Y22K134095	\$250.00	Inoperable
Ford F350 Dump Truck	2003	Ford F350 Dump Truck	1FDWF37S83ED85165	\$500.00	Inoperable
Entre Prises RRX-24	2000	Entre Prises RRX-24	1S9US2715XR700129	\$0.00	Inoperable
John Deere 1200 Hydro	2013	John Deere 1200 Hydro	1TC1200HACT050170	\$0.00	Replaced with New Unit
Toro Greensmaster 1600	2004	Toro Greensmaster 1600	60448	\$0.00	No Longer Used
Toro Greensmaster 1600	2004	Toro Greensmaster 1600	90485	\$0.00	No Longer Used
Leer Truck Cab	2015	Leer Truck Cab	100XL	\$50.00	No Longer Used

Recommendation

Staff recommends that the A&F committee recommends that the full board approve the attached Ordinance O21-008 an "Ordinance Authorizing the Disposal, Sale or Trade-In of Surplus Property Owned by the Hoffman Estates Park District".

ORDINANCE NO. 021-008
AN ORDINANCE AUTHORIZING THE DISPOSAL, SALE OR TRADE-IN
OF SURPLUS PROPERTY OWNED BY THE
HOFFMAN ESTATES PARK DISTRICT

WHEREAS, the Hoffman Estates Park District is the owner of used certain equipment as specified purchased several years ago for a specific and limited purpose and,

WHEREAS, at least three-fifths (3/5) of the Board of Commissioners of the Hoffman Estates Park District finds that the said property is no longer necessary, useful to, or in the best interest of the Park District to maintain this property and is thereby considered as surplus personal property, and

WHEREAS, the Park District wishes to dispose of, trade, or sell said surplus property.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF COMMISSIONERS OF THE HOFFMAN ESTATES PARK DISTRICT, COOK COUNTY, ILLINOIS, as follows:

Description	Year	Description	Serial Number	Estimated Value	Reason
Dodge Van 1500	2002	Dodge Van 1500	2B7HB11Y22K134095	\$250.00	Inoperable
Ford F350 Dump Truck	2003	Ford F350 Dump Truck	1FDWF37S83ED85165	\$500.00	Inoperable
Entre Prises RRX-24	2000	Entre Prises RRX-24	1S9US2715XR700129	\$0.00	Inoperable
John Deere 1200 Hydro	2013	John Deere 1200 Hydro	1TC1200HACT050170	\$0.00	Replaced with New Unit
Toro Greensmaster 1600	2004	Toro Greensmaster 1600	60448	\$0.00	No Longer Used
Toro Greensmaster 1600	2004	Toro Greensmaster 1600	90485	\$0.00	No Longer Used
Leer Truck Cab	2015	Leer Truck Cab	100XL	\$50.00	No Longer Used

SECTION 1: That pursuant to the authority granted to the Park District under 70 ILCS 1205/8-22 and the findings of the Board of Commissioners of the Hoffman Estates Park District as set forth in the preamble of this Ordinance incorporated herein as part of this Ordinance, the Hoffman Estates Park District is hereby authorized to sell, trade-in, dispose or convey the used equipment, attached, in any manner designated by the Board, with or without due advertising.

SECTION 2: That the Board of Commissioners shall designate the Executive Director to sell, trade-in, dispose or convey said used equipment.

SECTION 3: That this Ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

PASSED and APPROVED this _____ day of _____, 2021.

AYES _____

NAYS _____

ABSENT _____

President

ATTEST:

Secretary

HOFFMAN ESTATES PARK DISTRICT MEMORANDUM NO. M21-119

TO: A&F Committee
FROM: Craig Talsma, Executive Director
Peter Cahill, Director of Administrative Services
RE: Park District Personnel Policy Manual
DATE: December 21, 2021

Background

Staff had a 2021 goal to review our Personnel Policy Manual and make appropriate changes for 2022. These changes include: minor cleaning up of gender neutral changes, grammatical errors, scribner errors, any mandated legal changes, and changes that maintain best practices for our District.

Implications

The attached document entitled Personnel Policy Manual – Summary of Changes outlines a list, including pages numbers, of the proposed substantive changes. Clarifications, typos or minor changes, which do not change the substance of the policy are not listed. All changes are highlighted within the document. All substantive policy updates were made with the input of the Division Directors and the Executive Director.

Recommendation

To recommend the board approve the changes to the District's Personnel Policy Manual (Chapter 11 of the District's Policy Manual) as proposed.

Personnel Policy Manual - Summary of Changes

Section	Change	Page
11.5.03 Background Checks	Adjusted conviction information for Cannabis Control Act	14
11.5.06 Nepotism	Added Community Representatives to nepotism policy.	16
11.7.01 Performance Appraisals	Updated the performance appraisals process.	21
11.8.06 Proper Dress or Appearance	Adjusted proper dress code information.	23
11.10.04 Social Media Policy	Added social media policy related to appropriate employee usage.	38
11.11.03 Meal Breaks	Updated meal breaks policy for full-time non-exempt Administrative staff	40
11.12.03 Holidays	Added Juneteenth as a Holiday.	43
11.12.03 Holidays	Non-exempt full-time employees required to work on one of the holidays will be will be paid one and one half hours for all hours worked plus the eight (8) hours holiday pay.	44
11.12.04 Personal Days	Updated personal days and dates of issue.	44
11.12.05 Vacation	Effective 1/1/2022, vacation accrual will be based on hire date.	45
11.12.05 Vacation	Employees shall request time off through the Time and Attendance software.	45
11.12.08 Employee Longevity Recognition	Updated Employee Longevity Recognition.	47
11.12.09 Insurance and Hospitalization	Defines ACA Eligibility for new employees and ongoing employees.	48
11.12.12 Use of District Services	If the required minimum is not met without the employee's enrollment the class will not run unless the employee pays 80% of fee.	51
11.12.12 Use of District Services	Non-seasonal classes school-year or year-round activities that do not have a specific registration date (i.e. preschool, ELC, STAR) shall be offered to the employee at an 80% discount.	52
11.12.12 Use of District Services	Defines TopTracer usage as benefit.	52
11.12.12 Use of District Services	50% off Meals at Bridges	52
11.12.14 Allowable Expenses for District Travel	Outlines per diem split for meals, as well as, guidelines for Board Commissioner reimbursements.	54
11.12.15 Cell Phone Stipend	Any exempt position that is designated by the Park District to require the use of their personal cell phone will receive an annual stipend of \$240 paid out on a per paycheck basis.	55
11.14.02 PPT Benefits	District services benefits upgraded to same as FT.	59
11.14.02 PPT Benefits	PPT PTO benefits will accrue based on hours worked per pay period.	59
11.14.03 Part-time I (PTI) Benefits	District services benefits upgraded one level to previous PPT benefits.	61
11.14.04 Part-time (PTII) Benefits	District services benefits upgraded one level to previous PTI benefits.	63
11.15.05 Parental Leave	Added Section on Parental Leave.	66
11.17.10 Pre-Employment Screening	Part Timers not required to take physical unless determined it is necessary for the position.	84
11.18.14 COVID Vaccination Policy	All Full-time and part-time employees in classrooms child care settings must be fully vaccinated against COVID-19.	109

HOFFMAN ESTATES PARK DISTRICT

11. PERSONNEL POLICY MANUAL

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11.1 INTRODUCTION

This Full-Time Personnel Policy Manual ("Manual") has been prepared for you as a reference guide. It includes a summary of the basic policies and rules that will apply to you and the benefits available to you as a District employee. Guidelines for the employment of Park District staff are summarized in this Manual.

This Manual does not purport to be an all-encompassing statement of the District's policies, rules, and benefits. The personnel policies within this Manual are compiled in accordance with the policies and guidelines adopted from time to time by the Board. Once adopted, the personnel policies prescribed herein supersede and cancel any prior inconsistent written or oral policies, practices, and agreements. The District and the Board reserve the right to unilaterally revise, supplement or discontinue any of the policies, guidelines, or benefits described in this Manual. You will be duly notified of any such revisions, supplements, or other changes.

Where the context of this Manual permits words in the singular number shall include the plural number. The descriptive headings of the various sections or parts of this Manual are for convenience only. They shall not affect the meaning or construction nor be used to interpret any of the provisions of this Manual.

The District extends the guidelines, policies, benefits, and privileges summarized in this Manual to its employees in good faith. As an employee, you are expected to fulfill your job responsibilities professionally and in good faith.

Each employee should review this Manual and become familiar with its contents. If you have any comments, suggestions, or questions about any aspect of your employment, you are encouraged to discuss them with your Immediate Supervisor or Division Head. They will listen to your concerns, take appropriate action if necessary, and/or provide you with the information you need or direct you to someone who can provide you with that information.

The Executive Director is responsible for overseeing the enforcement of the policies contained within this Manual, and for the direction of the activities of all employees, except those whose appointment is otherwise prescribed. Should any question arise as to the proper interpretation of any provision of this Manual, or any other personnel policy, the decision of the Executive Director will be final.

Please note that neither the existence of this Manual, nor anything contained in this Manual nor any written or oral statement interpreting, explaining, or clarifying the policies contained in this Manual, is intended to create or shall create an employment contract or contractual commitment, either expressed or implied. An employee of the

District is an at-will employee and has the right to terminate their employment at any time with or without notice or cause, and the District retains a similar right.

No employee or representative of the District has the authority to change the at-will employment arrangement or to contract with an employee for terms of employment different than those set forth in this manual, other than the Executive Director. Any such change must be in writing and signed by the Executive Director and the employee.

11.2 EQUAL EMPLOYMENT OPPORTUNITY

The District is firmly committed to providing equal employment opportunities to all qualified persons. Therefore, it is the responsibility of the Executive Director and/or their designees to ensure that the District provides employment, training, compensation, promotion, discipline, discharge, and other terms and conditions of employment without regard to race, color, religion, sex, sexual orientation, national origin, citizenship status, ancestry, age, marital status, military status, mental or physical disability unrelated to the person's ability to perform the essential functions of their job, association with a person with a disability, or unfavorable discharge from military service.

All transgender employees, patrons, and participants are afforded all protections provided by Federal and State laws, including civil rights laws. Each situation of employment, facility usage, or program participation will be evaluated on a case-by-case basis to ensure that the rights of all parties involved are recognized and protected.

The District is firmly committed to providing equal access to employment opportunities and will make all reasonable accommodations for disabled individuals in accordance with state and federal law.

11.3 EMPLOYMENT STATUS/DEFINITIONS

District: The Hoffman Estates Park District, Cook County, Illinois.

Board: Park Board of Commissioners of the Hoffman Estates Park District.

Executive Director: Individual who oversees the operations of the Hoffman Estates Park District. Reports to the Park Board of Commissioners.

Division Director: The positions of Director of Finance, Director of Recreation, Director of Golf & Facilities, Director of Parks, Planning & Maintenance, and **Director of Administrative Services** report directly to the Executive Director.

Administrative Staff: Administrative Staff means the Executive Director, the Division Directors, and the Executive Assistant.

Business Services Office: The Business Services Division of the District includes operations governing cash receipts, accounts receivable, accounts payable, and payroll processing, as well as the administrative, registration, and secretarial functions of the District. In addition, it also encompasses the District's information systems management and all computer-related and other functions.

Immediate Supervisor: The person responsible for directing the activities of individuals under their charge, the person to whom an employee reports daily.

Regular Full-Time Employee: A regular full-time employee is regularly scheduled to work a minimum of forty (40) hours per week, year-round continuously, and has completed a minimum of six (6) months of continuous service. All regular full-time employees are expected to work additional hours as necessary to complete all assigned tasks properly and as needed during busy periods. Short-term and part-time employees are excluded from the regular full-time classification regardless of the number of hours worked.

Regular Part-Time Employee: See Definitions provided in Section XII. No person may become a regular full-time or part-time employee unless so designated in writing by a Division Director of the District. The District does not guarantee that part-time employees will be rehired in a subsequent calendar year or, if rehired, for the same position.

Exempt Employee: An employee determined as exempt under the Fair Labor Standards Act (FLSA) guidelines is not eligible for overtime pay or compensatory time. Such employees shall maintain records of their hours worked in the time and attendance software. These time records will not alter the fact that exempt employees are paid on a salary basis, nor shall an exempt employee have deductions made from their pay for failing to work a certain number of hours, except as prescribed by applicable state and federal law.

Non-exempt Employee: An employee determined as non-exempt under the guidelines of FLSA is eligible for overtime pay or compensatory time. A non-exempt employee must utilize the time and attendance software and/or timesheet to document hours worked.

Immediate Family: Immediate family includes all dependent children of the employee. Spouses and parents (by blood or marriage) who live in the same household are also included.

Dependent Child(ren): Dependent children are defined as unmarried from birth until their 26th birthday if they are principally dependent on the employee for support (i.e. IRS

exemption status). Children of any age who are mentally or physically challenged and are dependent on the employee also qualify.

11.4 WAGE AND CLASSIFICATION PLAN

11.4.01 Contents: The full-time and part-time wage and classification plans consist of groupings of positions in the District which are sufficiently alike in duties and responsibilities to be categorized under the same general descriptive title, to be afforded a similar pay scale, and to have similar employment status, specifications, job descriptions, and job responsibilities. Job responsibilities, specifications, and descriptions listed in the Wage and Classification Plans are not restrictive in the sense that they do not exclude other duties or responsibilities not mentioned. All employees must complete all reasonably assigned tasks regardless of the job description.

11.4.02 Employee Classification Review: You may at any time submit a written request to your Immediate Supervisor for a review of the classification or status of your position. Your request must state your reasons justifying a review. Your Immediate Supervisor will make an investigation of the position with a view towards determining its correct classification and will report his/her findings in writing to the appropriate Division Director. Requests that receive Division Director approval will be forwarded to the Executive Director. The determination of the Executive Director will be in writing and will be final.

11.5 APPOINTMENTS

11.5.01 Selection and Hiring: Employment will generally be based upon the selection or recommendations of the supervisory personnel under whose direction the employee will work as well as input from administrative or other staff interviewing the applicants. All positions will have a job description prepared prior to hiring. Applicants may be required to complete psychological and/or medical tests once a conditional offer of employment has been extended and may be required to complete aptitude tests depending upon the nature of the position.

Applicants are required to furnish information and complete any and all forms and tests deemed necessary, in the District's sole discretion, to satisfactorily inform the District of an applicant's qualifications and suitability for a prospective position with the District. The provision for false, incomplete, or misleading information in the employment application or other materials submitted or completed in connection with an application or in response to any question may result in a non-hire decision, rescission of an offer of employment, or dismissal of an employee regardless of when the discovery of the false, incomplete, or misleading information is discovered.

The District will attempt to employ the best available qualified applicant for the position, based on application materials, personal interviews, reference checks, tests, and any other means available to evaluate an applicant's apparent qualifications and suitability for a particular position. Salary determination will generally be made based on experience and other appropriate factors, within guidelines of the Wage and Classification Plan. All employment, advancement, and promotion decisions will be based upon the District's needs and the requirements and qualifications required for specific positions. We base employment, advancement, and promotion decisions on a person's apparent suitability for the position, including, without limitation, his/her past performance, future potential, and his/her aptitude and attitude.

The Executive Director shall have full responsibility for all hiring and firing decisions. The Executive Director shall have the direct responsibility of hiring all Division Directors and Administrative Staff (except the Executive Director) and may delegate certain hiring and firing responsibilities to Division Directors or Administrative Staff for hiring decisions within their divisions.

11.5.02 Medical Examinations: The District requires full-time employees to successfully complete a medical examination after a position has been offered to the employee but prior to starting employment. Employment shall be conditioned on the results of such examination. This medical examination is necessary to determine if the employee can perform the essential functions of the job offered to them with or without reasonable accommodations on the part of the District. The District will also require alcohol and/or drug testing for all applicants offered a full-time position with the District.

The medical examination will be performed by a physician of the District's choice and at the District's expense. You must consent to the disclosure of the physician's findings, conclusions, and opinions to the District. Your medical records will be maintained in a separate file. Information contained in your medical file will not be released or disclosed without your written consent, except to persons with a lawful right or need to know.

Full-time Employees may be required to undergo subsequent medical examinations when such examinations are job-related and consistent with business necessity. Such examinations will be conducted under the same procedures and guidelines as outlined above for pre-employment medical examinations.

11.5.03 Background Checks: The Park District is required by state statute (70 ILCS 1205/8-23) to obtain criminal conviction information concerning all applicants and shall perform such a criminal background check for all employee and volunteer applicants (hereafter "applicants") for all positions on individuals 16 and older. Pursuant to statute, any conviction of offenses enumerated in subsection (c) as outlined below of said statute shall automatically disqualify the applicant from consideration for working for the Park District. Any other conviction(s) shall not automatically disqualify the applicant

from consideration, but rather, the conviction(s) will be considered in relation to the specific job on a case-by-case basis. Applicants are not required to disclose sealed or expunged records of corrections.

Applicants identified as a permanent resident outside of the State of Illinois while over the age of 18 years within the past seven years will be subject to an out-of-state background check. Applicants may be required to submit fingerprints and/or other identification information in order to facilitate such an investigation. All information concerning the record of convictions shall be confidential and will only be transmitted to those persons who are necessary to the decision process. All current employees, volunteers, and independent contractors whose primary job focus is working with children shall be required to submit to criminal background tests. Subsequent background checks may be performed whenever the Park District has reason to suspect a subsequent conviction has not been reported to the District.

When a prior criminal conviction is disclosed, the Park District must be careful to treat similarly situated persons the same. A checklist for convictions, which may disqualify a person from a particular position, should be maintained, although cases will be analyzed on a case-by-case basis.

Many employees and volunteers may be concerned with their privacy, even though criminal conviction information is public record. The Park District will take reasonable precautions to prevent embarrassment or other damage to the person being checked. The background checks will be reviewed by only Human Resources personnel, if possible, and be kept confidential. The conviction reports will be held in a secure place, with only limited access.

If the report indicates a conviction was identified, the record will be directed to a review consisting of the applicant's prospective Division Director, Human Resources personnel, and the Executive Director. They will:

1. Notify the applicant that they are not qualified for the position if the conviction is within the last seven years and one that is identified as a prohibited offense.
2. Verify the name, date of birth, social security number, and the description of the individual given on the report to help determine that the conviction report matches the applicant.
3. Check the employee's original application to determine whether the job application matches that in the conviction report.
4. After completing the above directives, the applicant's Division Director may request additional information, meet with legal counsel, police authorities, or

others to determine if further action is necessary. Again, confidentiality will be a priority.

5. Consider the conviction's relationship to the specific job in determining if the employee will be hired (or retained). Further information or a meeting may be requested with the perspective employee concerning a conviction record.
6. Determine whether the applicant with a criminal conviction should be allowed to fill a position based on all available information.

If the employee has a conviction on record and is hired, certain safeguards may be instituted. The safeguards may include placing the employee on probation, not allowing the employee to work unsupervised, not allowing the employee to work after hours, etc.

When a person is disqualified from employment or volunteering because of a criminal conviction, the disqualified person will be notified, in a private meeting, by telephone, or by mail.

No applicant will be hired if the applicant has been convicted of any felony not listed in the section below or the following drug offenses within seven years of the application for employment with the park district:

(i) Those defined in the Cannabis Control Act, except those defined in Sections 4(a), 4(b), 4(c), 5(a), and 5(b) of that Act; (ii) those defined in the Illinois Controlled Substances Act; (iii) those defined in the Methamphetamine Control and Community Protection Act; and (iv) any offense committed or attempted in any other state or against the laws of the United States, which, if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses.

A Park District is prohibited from knowingly employing a person who has been convicted of committing any of the crimes listed below. Additionally, a park district cannot knowingly employ a person who has been found guilty of sexual or physical abuse of any minor less than eighteen years of age.

A District employee must report to their Division Director if convicted for any of these prohibited offenses while employed:

- Attempted first-degree murder
- Committing or attempting to commit a felony
- Committing or attempting to commit first-degree murder

- A Class X felony
- Indecent solicitation of a child
- Public indecency
- Prostitution
- Soliciting for prostitution
- Soliciting for a juvenile prostitute
- Keeping a place of prostitution
- Pandering
- Patronizing a prostitute
- Pimping
- Juvenile pimping
- Exploitation of a child
- Obscenity
- Child pornography
- Harmful material
- Criminal/aggravated criminal sexual assault
- Predatory criminal sexual assault of a child
- Criminal sexual abuse
- Aggravated criminal sexual abuse
- Stalking
- Aggravated Stalking
- Cyber Stalking

- Any offense committed or attempted in any other state or against the laws of the United States, which, if committed or attempted in Illinois, would have been punishable as one of the above offenses.

All new full-time and part-time employees of the District will receive a mandatory written review by their immediate supervisor within three weeks or 15 working days, whichever comes first after the employee is hired. The purpose of this review is to assess the performance of the employee within his/her new working environment as well as job attitude and aptitude. If the immediate supervisor does not feel that the employee has exhibited the skills and abilities necessary to satisfactorily perform the duties and requirements of the position, then employment may be terminated.

11.5.04 Probationary Period: Your initial employment is made on a six-month (6) probationary basis. Your supervisor will utilize your probationary period for your orientation, training if any, and determining if you appear to possess the aptitude and attitude necessary for you to meet the required standards of the position you have been offered. Your Immediate Supervisor may extend this probationary period to a maximum of an additional three (3) months. If you are reassigned or promoted to another position with the District, you may be required to serve a probationary period not to exceed six (6) months in your new position.

Successful completion of the Probationary Period does not guarantee continued employment for any specific period of time or otherwise create an employment contract between you and the District, nor does it change your status as an at-will employee.

11.5.05 Orientation: You will be orientated under District and divisional guidelines. Additionally, your Immediate Supervisor will schedule an orientation meeting for you with Human Resources so that you can discuss your benefits and other applicable information. Human Resources personnel will also conduct orientation workshops for all staff to educate them on District-wide safety training. The employee's supervisor will conduct job-specific safety training as well as all other job-specific required training.

11.5.06 Nepotism: For purposes of interpreting the District's nepotism policy, "Relatives" are anyone related by blood or marriage including parents, children, step children, siblings, and spouse. Relatives of the Executive Director, Board Commissioners, and **Community Representatives** are not eligible for full-time or permanent part-time District employment. Additionally, relatives of any employee are not eligible for any employment within the District that subjects them to direct or indirect supervision of or from the related District employee.

11.5.07 Employee Advancement: All advancement will be made on the basis of ability and will include consideration of attitude as well as aptitude. Whenever possible, qualified employees will be upgraded to more responsible positions.

If all employment qualifications are equal, employees with longer service ("Seniority") with the District will be given preference for advancement. Seniority is defined as the continuous length of time you have been a regular full-time employee of the District. If your continuous regular employment with the District is interrupted by a period of more than three months, your seniority is lost unless you were on an authorized leave of absence.

The District may also recruit applicants from outside of the organization for any available position either simultaneously with or subsequent to considering applications from current employees. All promotions or upgrading to a higher classification will be made based on past performance, aptitude, attitude, and other relevant job-related criteria as determined by the District at its sole discretion. Employees may be promoted from within the District rather than hiring from outside the District when it is determined to be in the best interests of the District at the District's sole discretion.

11.5.08 Proof of Birth Date: You will be required to furnish the District with certified proof of date of birth at the time of appointment.

11.5.09 Proof of Right to Work: You will be required to furnish the District with proof of citizenship or right to work by completing the Federal Form I-9 and providing appropriate supporting documentation.

11.5.10 Personnel File: A personnel file will be established for you. All pertinent employment information and forms, including without limitation, employment application, references, evaluations, commendations, disciplinary actions, and other employment records will be contained in this file. Your medical and benefits records will be maintained in a separate file. Information contained in your files will not be released or disclosed without your written consent, except to persons with a lawful right or need to know, including without limitation, pursuant to a court order.

You may review your personnel file in accordance with applicable law and established District procedures. If you wish to review your personnel file, you should contact the Human Resources department to complete the appropriate forms.

You are responsible for and must promptly advise the District of changes in your residence address and telephone number and any other pertinent information. It is to your advantage to see that all of your personnel records are accurate and up-to-date. You should immediately inform your Immediate Supervisor and the Human Resources department of any changes in pertinent information.

11.6 IDENTITY-PROTECTION

The Hoffman Estates Park District adopts this Identity-Protection Policy pursuant to the Identity Protection Act 5 ILCS 179/1 *et seq.* The Identity Protection Act requires each local and State government agency to draft, approve, and implement an Identity-Protection Policy to ensure the confidentiality and integrity of Social Security numbers agencies collect, maintain, and use. It is important to safeguard Social Security numbers (SSNs) against unauthorized access because SSNs can be used to facilitate identity theft. One way to better protect SSNs is to limit the widespread dissemination of those numbers. The Identity Protection Act was passed in part to require local and State government agencies to assess their personal information collection practices, and make necessary changes to those practices to ensure confidentiality.

11.6.01 Social Security Number Protections Pursuant to Law: Whenever an individual is asked to provide this Office with a SSN, Hoffman Estates Park District shall provide that individual with a statement of the purpose or purposes for which the Hoffman Estates Park District is collecting and using the Social Security number. The Hoffman Estates Park District shall also provide the statement of purpose upon request. That Statement of Purpose is attached to this Policy.

The Hoffman Estates Park District shall not:

1. Publicly post or publicly display in any manner an individual's Social Security number. "Publicly post" or "publicly display" means to intentionally communicate or otherwise intentionally make available to the general public.
2. Print an individual's Social Security number on any card required for the individual to access products or services provided by the person or entity.
3. Require an individual to transmit a Social Security number over the Internet, unless the connection is secure or the Social Security number is encrypted.
4. Print an individual's Social Security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or federal law requires the Social Security number to be on the document to be mailed. SSNs may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an

account, contract, or policy or to confirm the accuracy of the Social Security number. A Social Security number that is permissibly mailed will not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible without the envelope having been opened.

In addition, the Hoffman Estates Park District shall not:

1. Collect, use, or disclose a Social Security number from an individual, unless:
 - a. Required to do so under State or federal law, rules, or regulations, or the collection, use, or disclosure of the Social Security number is otherwise necessary for the performance of the Hoffman Estates Park District's duties and responsibilities;
 - b. the need and purpose for the Social Security number is documented before collection of the Social Security number; and
 - c. the Social Security number collected is relevant to the documented need and purpose
2. Require an individual to use their Social Security number to access an Internet website.
3. Use the Social Security number for any purpose other than the purpose for which it was collected.

These prohibitions do not apply in the following circumstances:

1. *The disclosure of Social Security numbers to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity must first receive from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under this Act on a governmental entity to protect an individual's Social Security number will be achieved.*

2. *The disclosure of Social Security numbers pursuant to a court order, warrant, or subpoena.*
3. *The collection, use, or disclosure of Social Security numbers in order to ensure the safety of: State and local government employees; persons committed to correctional facilities, local jails, and other law-enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a State or local government agency facility.*
4. *The collection, use, or disclosure of Social Security numbers for internal verification or administrative purposes.*
5. *The disclosure of Social Security numbers by a State agency to any entity for the collection of delinquent child support or of any State debt or to a governmental agency to assist with an investigation or the prevention of fraud.*
6. *The collection or use of Social Security numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.*

11.6.02 Requirement to Redact Social Security Numbers: The Hoffman Estates Park District shall comply with the provisions of any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's Social Security number. The Hoffman Estates Park District shall redact social security numbers from the information or documents before allowing the public inspection or copying of the information or documents.

When collecting Social Security numbers, the Hoffman Estates Park District shall request each SSN in a manner that makes the SSN easily redacted if required to be released as part of a public records request. "Redact" means to alter or truncate data so that no more than five sequential digits of a Social Security number are accessible as part of personal information.

11.6.03 Employee Access to Social Security Numbers: Only employees who are required to use or handle information or documents that contain SSNs will have access.

All employees who have access to SSNs are trained to protect the confidentiality of SSNs.

11.7 PERFORMANCE APPRAISALS

11.7.01 Performance Appraisals: Your immediate supervisor and members of the District informally evaluate your performance on a daily basis. They will attempt to notify you of observed deficiencies in your work performance or inappropriate conduct. Your performance will be formally appraised by your Immediate Supervisor through the annual employee review process consisting of two parts. The official annual review will be held in the second half of the year with a follow-up in December to determine any potential merit increase. The annual review will consist of a written evaluation of the employee, along with an in-person meeting.

Written performance appraisals become part of your personnel file.

11.7.02 Salary Reviews: You may be considered for salary adjustments based on merit. Any salary adjustment will be accompanied by a written review from your Immediate Supervisor, documenting your performance.

11.8 GUIDELINES FOR EMPLOYEE CONDUCT

The District is dedicated to providing the public with the best possible facilities, parks, and recreation programs. As a District employee, you are expected to demonstrate the highest standards of personal and professional integrity, honesty, responsibility, and fortitude in the performance of your duties. You are further expected to serve the public with respect, concern, courtesy, diligence, and responsiveness and to approach your duties with dedication and a positive, cooperative, and supportive attitude.

11.8.01 Compliance with District Policies and Procedures: You are required to comply with all policies and procedures established by the Board, Executive Director, Immediate Supervisors, and Division Directors of the District. Staff has an obligation to educate and inform the public, including patrons, visitors, spectators, and program registrants, regarding District policies and procedures. If staff witnesses a violation of a District policy or procedure, staff should attempt to inform and educate the violator. When necessary, staff should involve appropriate supervisory personnel and/or law enforcement.

All employees will be given access to the District's shared drive and be required to review and understand the District's Policy Manual. Each employee must do so and acknowledge this by signing off on the District's Policy Manual Acknowledgement Form". Failure to do so may result in disciplinary action up to and including dismissal.

Whenever there is a new or updated policy for the District approved by the Board, such policy will be updated on the shared drive by the Executive Assistant. This update will then be electronically communicated to all supervisory staff by the HR department. Supervisory staff will be required to share the policy with all of their employees and respond electronically to HR personnel that this has been completed.

11.8.02 Compliance with Supervisory Direction: You are required to comply with the directives of your Immediate Supervisors, the Executive Director, the Board, and Division Directors of District in the performance of your duties. Failure to do so may result in disciplinary action up to and including dismissal.

11.8.03 Sobriety: At no time during your service to the District should you be under the influence or in possession of alcohol, cannabis or illegal drugs during working hours. If you work on or near vehicles or machinery, handle hazardous materials or substances of any kind, or have public safety responsibilities (e.g., transporting District patrons to outings or supervising programs or facilities operations) and you have taken or are under the influence of legal drugs, you must report the use of such legal drugs to your Immediate Supervisor if the legal drug causes drowsiness or if it alters perception or reaction time.

Your supervisor will determine if, while under the influence of any legal drug, you have the appropriate capacity to work. Additionally, at no time shall an employee be in possession or under the influence of any illegal drug or any legalized marijuana while on District property.

If at any time a supervisory individual (defined as your immediate supervisor, a superintendent/Senior manager, the Executive Director or Division Director of the District, or a board member) feels that you are under the influence of drugs, cannabis, or alcohol, they will have a second supervisory individual confirm their opinion. If the two individuals agree you are under the influence of alcohol or drugs, then you will be taken to a medical facility to have an alcohol and drug screening performed at the District's expense. If the two individuals agree you are under the influence of cannabis, field sobriety test(s) will be performed by trained District staff members or law enforcement. Refusal to submit to such alcohol or drug screen, or field sobriety tests may result in disciplinary action up to and including dismissal. An employee will have the opportunity to explain their actions prior to any disciplinary action being taken.

11.8.04 Smoking: Smoking of any type and the use of electronic e-cigarettes or vapor emitters is prohibited on District property (with the exception of Bridges of Poplar Creek Country Club), in or on any District building, facility, equipment, or vehicle, or while working directly with the public. See Policy Manual Chapter 9.3.20. Districtwide, the smoking of cannabis by anyone is strictly prohibited.

11.8.05 Expeditious and Diligent Performance of Duties: You are expected to expeditiously and diligently perform your duties to the best of your ability.

11.8.06 Proper Dress and Appearance: Your personal appearance conveys to the public a general impression of the organization. Your attire while on duty should be in good taste, neat, and clean and appropriate for your duties or functions that day. Safety equipment and attire may be required for certain jobs; for specific details, see divisional work rules.

~~District personnel must be neat, clean, and orderly at all times while on duty. Hair must be neat, clean, trimmed, and present a groomed appearance. Unless such facial hair would pose a safety or health risk given the nature of the employee's job responsibilities, employees may wear a mustache and/or beard if the mustache and/or beard is neatly trimmed and groomed.~~

Based on your position and as directed by your supervisor, District Personnel will be required to wear their employee name badge while on duty. If wearing the badge poses a safety issue, then the badge must be carried by the employee.

11.8.07 Cooperation/Courtesy: As a part of a team providing services for the benefit of the public, you must cooperate with fellow workers and the public in order to achieve a high standard of work performance. You must treat fellow workers and the public with respect and courtesy. Wrongful conduct which engenders employee divisiveness, loss of morale, or workplace disruption will not be condoned.

11.8.08 Punctuality in Reporting for Duty: In order to provide efficient service to the public, you must report to work on time as scheduled by your Immediate Supervisor.

11.8.09 Participation in District Activities: You are encouraged to participate in District activities which would not interfere with the fulfillment of your job duties.

11.8.10 Accurate Records: Any reports you produce or records you maintain, including your time records, are important to the administration of the District, and they must be accurate and complete.

11.8.11 After-Hour Use of Facilities: You are prohibited from any unauthorized use of district facilities when those facilities are not open to the public.

11.8.12 Telephone Use: District telephones are for official District business only and should be used for personal calls only when essential. ~~Personal long distance phone calls must be charged to your home phone or credit card. District cell phones may be used for personal use as authorized, as long as the individual is reimbursing the District~~

for such use. If the District issues a non-receipt reimbursement, it will be done as a taxable payroll disbursement.

11.8.13 Electronic Communication Use Policy: The Hoffman Estates Park District provides its employees' telephone usage, facsimile transmission, computer access, electronic mail, and Internet access. The District does so with the understanding that its employees are using these facilities in a manner beneficial to the District and not contrary to District policies and procedures.

It is the policy of the Hoffman Estates Park District that the use of its computers and software is limited to appropriate business use. Except as otherwise provided below, employees are not allowed to use the computer system (network or assigned computer) for their personal benefit. Employees are strictly forbidden from installing software on the system or their computer unless approved by the employee's Division Director or the Executive Director. Further, this policy reaffirms that the Hoffman Estates Park District's employees have no reasonable expectation of privacy with respect to any computer hardware, software, electronic mail, or other computer or electronic means of communication or storage, whether or not the employees have private access or an entry code into the computer system. The Hoffman Estates Park District reserves the right to monitor the use of its computer system.

Subject to approval from the employee's Division Director or the Executive Director, an employee's occasional use of the Hoffman Estates Park District computer facilities for personal use may be acceptable. However, these uses must be kept to a reasonable level, approval to use the system in such a manner must be given by the employee's Division Director or Executive Director. Moreover, please be aware that the Hoffman Estates Park District may purge files on its computer at any time, without notice. The Hoffman Estates Park District is not responsible for any personal files that may be purged or lost.

The use of the system for such personal efforts must be of minimal duration, not affecting normal job functions, and be of a non-offensive nature. There is no expectation of privacy or backup for any personal files. Also, because of the normal heavy load on the system, personal use will not receive priority over operational requirements, system maintenance, or file back up.

Additionally, an employee's District cell phone, Internet or e-mail access or usage shall be governed by the same rules that apply for the aforementioned computer usage.

While at work, employees are expected to exercise the same discretion in using their personal devices (cell phone, tablet, etc.) as is expected for the personal use of District devices and networks. All District policies pertaining to electronic communications will also apply to employee use of personal devices for work-related activities.

Laptops that have been issued to staff may be used for personal reasons in addition to District reasons, but utmost care should be used to maintain a safe operating system for the laptop. These laptops shall remain the property of the District.

At any time when District-owned equipment or communication lines are being utilized for any reason under any access (personal or District-provided), the employee is always bound by all other District policies and procedures.

11.8.14 Use of District Property: You are prohibited from taking or using any District supplies, materials, equipment, funds, computers, computer programs, computer software, computer language, printers, scanners, or facilities for private use except as otherwise expressly provided elsewhere within the District's policy manual or authorized by the Executive Director.

11.8.15 Keys: You will receive the keys necessary to carry out your duties. You must guard against loss of keys and report any lost keys immediately. You must not lend your keys to anyone without authorization from your Immediate Supervisor. You may not duplicate the keys provided. **Inventory of your keys will be maintained by the District.** It shall be the employee's responsibility to turn in all keys upon his/her separation from the District.

11.8.16 Bulletin Board: Signs, bulletins, and other notices may be placed on District bulletin Board only by authorized personnel. Authorization must be received from the Division Director before the posting such notices.

11.8.17 Use of District Vehicles: District vehicles may be used by employees for District business and may be allowed for personal use as authorized by the Executive Director and approved by the Board.

1. Use of District vehicles by key personnel is of mutual benefit to the District and the individuals and aids in the recruitment and retention of personnel.
2. District vehicles may be used by employees for District business and may be allowed other personal use as authorized by the Executive Director and approved by the Board of Commissioners.
 - A. Employees assigned District vehicles for personal use are required to keep an accurate record of personal usage in order to provide accurate reporting of this compensation.
 - B. Any fuel required for personal travel beyond the normal single tank fuel capacity range of the vehicle will not be reimbursed by the District and will be at the sole cost of the employee.

- C. Only employees assigned District vehicles (or other appropriately authorized individuals) may drive the vehicle. All employees who will drive District vehicles must pass an in-house road safety test administered by authorized district personnel. All employees who drive District vehicles must authorize the District to obtain a current driver's abstract from the state of Illinois at time of hire. ~~At a minimum, such abstract will be rechecked every three years.~~ Only upon completion of the driving test and verification of an acceptable driver's abstract will the employee be allowed to drive District vehicles.
 - D. Family members, including spouses or other individuals, are not authorized to drive District vehicles, except in extreme emergencies or as approved by the Executive Director.
- 3. All costs of operating and maintaining District vehicles, including fuel and insurance, will be the District's responsibility (except as noted in 2B above).
 - 4. Additional non-cash compensation will be calculated and added to employee payroll earnings for all personal use of District vehicles.
 - 5. District vehicles must always be operated within all state laws.
 - 6. You must report all accidents involving District vehicles to your Immediate Supervisor by the start of the next business day following the day of the accident. Reports should include the names and addresses of all persons involved in the accident including, without limitation, available witnesses.
 - 7. It is prohibited to operate a Park District vehicle under the influence of alcoholic beverages, non-prescription narcotics, or prescription drugs that cause physical impairment. All Park District employees who operate a Park District vehicle or a personal or leased vehicle in pursuit of Park District business who is taking a legal drug must comply with Article 16, Alcohol & Drug Abuse Policy, Section 7, and Use of Legal Drugs, contained within this policy manual.
 - 8. Employees operating Park District owned, leased, or rented vehicles shall not engage in any extraneous activity while operating such vehicle which might distract or divert the employee's attention such as eating, drinking, smoking, reading, or using any electronic device, etc. Employees who must utilize a cell phone while operating a Park District vehicle shall utilize hands-free cell phone communications. Employees are prohibited from using a cell phone in a "handheld" manner in any automobile that they are operating. If the need arises for an employee to utilize a handheld cell phone while operating a vehicle, the

employee shall safely bring the vehicle to a stop out of the flow of traffic and turn the car off prior to using the handheld device.

9.

- a. Any employee while operating a Park District vehicle, who is found to be at fault or the cause of an accident with the vehicle, either as the result of a court determination or an appropriate investigation, may, at the discretion of the Park District or the Executive Director, be prohibited from future use of Park District vehicles, either temporarily or permanently, for personal use or all use. Additionally, the employee may be subject to disciplinary action, up to and including discharge.
- b. Any employee who is required to drive a vehicle as part of their employment with the Park District and who is found guilty of any traffic violation (on- or off-duty, personal or district vehicle) or who temporarily suffers the loss of their driver's license as a result of a traffic citation must report said conviction or suspension to their supervisor the next business day.
- c. In the event that two supervisory individuals (immediate supervisor, Superintendent/Senior Manager, Division Directors, Executive Director or Board Commissioner) establish a reasonable suspicion based on their personal observation that a Park District employee is under the influence of alcohol or other prohibited substance as defined in the District's alcohol and drug abuse policy, they may require that the employee relinquish control of any Park District vehicle, or prohibit the employee from operating a personal or a leased vehicle in connection with Park District business. Failure of the employee to comply with this directive will subject the employee to disciplinary action by the District or the Executive Director up to and including discharge as well as a minimum of three months suspension or permanent loss of use of a Park District vehicle.

10.

- a. Any employee who is operating a Park District vehicle at any time or is operating a personal or leased vehicle in the pursuit of Park District business and is detained by a law enforcement officer for any traffic related offense and refused, upon request by said officer, to submit an onsite drug or alcohol evaluation by said law enforcement agency, shall submit to a drug and alcohol screen at a medical facility designated by the District within two hours of said stop or detention by law enforcement. The District shall pay for any such screening. Failure of the employee to undergo either onsite testing by law enforcement or such an administered drug or alcohol screen shall subject

the employee to disciplinary action up to and including termination as well as the temporary or permanent loss of either personal or all use of a Park District vehicle. Personal use shall be defined as any use other than travel directly to and from work or use for Park District business during regular working hours.

- b. If an employee is involved in an at-fault or preventable accident and any two supervisory individuals feel that the employee may be under the influence of drugs or alcohol, they may require that employee submit to a drug and alcohol screening at the District's expense. Failure of the employee to comply with this directive will subject the employee to disciplinary action by the District or the Executive Director up to and including discharge as well as a minimum of three months suspension or permanent loss of use of a Park District vehicle. If said drug and alcohol test reveals that the employee was under the influence of any prohibited substance as defined in the District's alcohol and drug abuse policy, including the use of legal drugs which may alter the employee's perception or reaction time, or a blood alcohol content of .04 or greater, shall be subject to disciplinary action consistent with that described in Paragraph (a) above as well as the temporary or permanent loss of either personal or all use of Park District vehicles.
- c. Any Commissioner operating a Park District-owned, leased, or rented vehicle shall comply with and be subject to the provisions of all policies which apply to vehicle safety operation, alcohol and drug abuse, and use of District vehicles, except that the sanction to be imposed upon any Commissioner found by the District to have violated said policy(ies) shall be limited to the prohibition of using any Park District-owned, leased or rented vehicle for a minimum of three (3) months, as determined by a majority vote of all sitting Commissioners.

11.8.18 Use of Private Vehicles: You are to use District vehicles whenever possible to conduct official District business. However, if you are required to use your personal vehicle for official District business, with approval of the appropriate Division Director, in that case, you may receive the standard IRS "per mile" rate reimbursement for actual business miles driven while conducting official District business, not including normal commuting distance. In order to receive reimbursement, you must properly document (e.g., receipts) and record on appropriate District forms any and all mileage incurred using your personal vehicle for official District business.

- a. No District employee may operate a motor vehicle, whether owned by the District or by the employee personally, in the conduct of District business unless such employee has a valid, current and proper classification license to legally operate motor vehicles and have proper automobile insurance in

accordance with applicable law. You are also required to maintain insurance coverage in amounts and types as required from time to time by the Board and/or the Executive Director. You must notify your Immediate Supervisor or the Division Director if you do not have a valid Illinois driver's license or you do not carry automobile insurance or if your insurance has temporarily lapsed before driving any vehicle for District purposes. You will be required to provide the District with a copy of your driver's license prior to driving any vehicle for District purposes. You will be subject to all policies and rules to the Use of Park District Vehicles when operating your private vehicle for official district business.

11.8.19 Political Activities: The District does not prohibit you from taking part in election campaigns and other lawful political activities. However, you may not directly or indirectly demand, solicit, collect or receive any assessment, subscription, or contribution for or against or campaign for or against any politician or political cause while on duty. You are also prohibited from any political campaign activities or promotions of any kind while on duty, including, without limitation, circulating petitions, making public presentations on behalf of candidates or issues, or distributing literature. For purposes of this paragraph, "while on duty" includes those hours you are scheduled to work and are working for the District but does not include breaks or lunches. District employees may not wear or use uniforms, equipment, or other property that identifies them as District employees while campaigning.

11.8.20 Solicitation and Distribution: You may not make solicitations seeking payments, contributions, memberships, funds or distribute non-work related literature while on duty or to any employee who is on duty. You may not accept the solicitation or the distribution of literature by any non-employee while on duty. For the purposes of this guideline "while on duty" does not include breaks, lunches, or other duty-free periods of time.

You must report any District employee engaged in unlawful conduct while on duty with supporting information to the Executive Director.

11.8.21 Acting in District Interest: You are expected to act and conduct yourself at all times in the best interest of the District.

11.8.22 Lockers, Desks, and Other District Property: Lockers, desks, computers, computer programs, computer software, e-mail or other computer-related equipment, vehicles, equipment, and other District containers and property that you are permitted to use during your employment are and remain the property of the District. You are not permitted to keep or store any illegal or prohibited items or substances in or on such property. Any such property reasonably suspected of having or holding illegal or

prohibited items or substances or missing or stolen District funds or property is subject to search by the District.

Failure to act in accordance with any of the guidelines for employee conduct set forth herein may result in disciplinary action up to and including dismissal.

11.9 DISCIPLINARY ACTIONS AND SEPARATIONS

11.9.01 Disciplinary Actions: You are expected to engage in acceptable conduct and to satisfactorily perform your duties under the guidelines of conduct contained in this Manual, other District guidelines as distributed periodically, performance standards as determined by the District in its sole discretion, the directions of your Immediate Supervisor and District, and in accordance with federal, state and local law. If you engage in misconduct or do not satisfactorily perform your duties, you will be disciplined accordingly.

Your Immediate Supervisor and/or Division Director or Executive Director may apply progressive discipline when, in your Immediate Supervisor's and/or Division Director or Executive Director's sole discretion, it is appropriate. You may be dismissed after disciplinary action has not changed any substandard performance or misconduct on your part. However, the District, in its sole discretion, may forego lesser forms of discipline and proceed immediately to your dismissal depending upon the nature of your conduct. Disciplinary actions which may be imposed are oral warnings, written reprimands, disciplinary probation, suspension, demotion, and termination.

Nothing in this section shall limit or restrict the District's right to dismiss you at any time, with or without cause or notice. As a District employee, you are an at-will employee with the right to terminate your employment at any time, with or without cause or notice. Likewise, the District retains the right to terminate you at any time, with or without cause or notice.

11.9.02 Oral Warnings: Oral warnings may be issued by your Immediate Supervisor or a member of the Administrative Staff if, in your Immediate Supervisor's or member of Administrative Staff's opinion, the nature of your conduct or nonperformance is not sufficient to warrant more severe disciplinary action. Oral warnings will be issued by your Immediate Supervisor or a member of the Administrative Staff for the purpose of expressing disapproval of conduct or poor work performance, clarifying applicable procedures or guidelines, and warning that repetition of the misconduct or failure to improve work performance may result in more severe discipline. Your Immediate Supervisor or member of the Administrative Staff may place documentation of oral warnings in your personnel file.

11.9.03 Written Reprimands: Written reprimands may be issued by your Immediate Supervisor. Written reprimands consist of a conference between you and your Immediate Supervisor who will issue a written communication expressing disapproval of misconduct or poor work performance and warning you that repetition of the misconduct or failure to improve work performance may result in more severe discipline. Copies of written reprimands will be maintained in your personnel file. Written reprimands may be used for repeated misconduct of a minor nature or for more serious misconduct which in your Immediate Supervisor's opinion does not warrant suspension, discharge, or demotion.

You are required when receiving written reprimands to sign the reprimand indicating your receipt of the reprimand and understanding of the reason for the reprimand being issued. If you refuse to sign, a member of District will be brought into the meeting to witness the fact that you were issued the warning but refused to sign it. A copy of the written reprimand will be placed in your personnel file.

11.9.04 Disciplinary Probation: Disciplinary Probation may be imposed by your Immediate Supervisor for a period of one to three consecutive working months. This may be done simultaneously with or following the receipt of an oral warning, written reprimand, or demotion. You will be given a written explanation of the reasons for probation and the terms thereof. If you do not improve your work performance or cease committing the conduct that got you placed on probation, you will be dismissed. You do not have a guaranteed term of employment with the District for the length of your disciplinary probation. As an at-will employee, you may be dismissed at any time, with or without cause or notice.

11.9.05 Suspension: Suspension may be imposed by your Immediate Supervisor. Suspensions are temporary separations from employment with the District without pay for a period of time your Immediate Supervisor in their sole discretion deems appropriate for disciplinary purposes where the cause, in the sole discretion of your Immediate Supervisor, is not sufficient for termination or until an investigation can be made concerning the nature of your misconduct. Your Immediate Supervisor will meet with you and provide you with a written notice outlining the details of your suspension, including, without limitation, the reasons for your suspension, the duration of your suspension, and other pertinent information. During this meeting, the grounds for your suspension will be discussed with you and you will have the opportunity to respond.

You are required to sign the written notice of your suspension indicating your receipt of the notice and understanding of the reason for the suspension. If you refuse to sign, a member of the District will be brought into the meeting to witness that you were issued the notice but refused to sign it. A copy of the notice will be placed in your personnel file.

If, after investigation, it is determined your suspension without pay was unwarranted, you will be paid for the time lost and restored to duty.

11.9.06 Demotion: Demotions are permanent changes in your job classification with a corresponding permanent reduction in your salary. Demotions may be used by your Immediate Supervisor where, in your Immediate Supervisor's sole discretion, demotion is the appropriate action for your misconduct or failure to perform your job functions satisfactorily. Demotion may be used in addition to other forms of discipline.

11.9.07 Dismissal: A dismissal is a permanent separation from employment with the District. Your Immediate Supervisor may dismiss you. You may be dismissed for any lawful reason at any time.

The notice of dismissal, including the effective date and time of dismissal, will be in writing and will state the specific charges. Your Immediate Supervisor will meet with you prior to dismissal to explain the charges contained in the notice, offer the employee the opportunity to answer the charges against them, and explain their position. The employee will be able to further respond to those charges through the formal review procedure outlined below.

11.9.08 Employee Assistance Plan: The District provides an EAP plan to aid employees when dealing with personal problems. At the discretion of the employee's supervisor with approval from the appropriate Division Director, an employee may be required to attend an EAP session in the hopes of correcting a situation or action that is viewed as detrimental to the District or, in the supervisor's opinion, causing detriment to the employee's job performance.

11.9.09 Causes for Disciplinary Action: You may be warned, reprimanded, placed on disciplinary probation, suspended, demoted, and/or dismissed whenever it is determined in the District's sole discretion to be in its best interests. The causes for disciplinary action listed below do not constitute an exhaustive list of all of the acts which may subject you to disciplinary action. No set of causes can cover all situations. Instead, the following list sets forth some of the more typical cases that arise in the course of an employment relationship. They include:

1. Felony arrest;
2. Felony conviction;
3. Engaging in criminal activities while on District property or while on duty;

4. Failure to obey any lawful rule, regulation, or order, or failure to obey any proper direction made or given by your Immediate Supervisor or a member of the administrative staff of the District;
5. Failure to adhere to District policies and/or procedures including, without limitation, all safety policies and ordinances;
6. Endangering one's safety and/or the safety of others because of failure to act properly and safely in the performance of job duties;
7. Under the influence or possession of intoxicants or illegal drugs while on duty or failing to notify the District that you are taking legal drugs when such notice is required;
8. Inability to properly perform duties;
9. Incompetent, negligent, or inefficient performance of duties;
10. Careless, negligent, or improper use of District funds or property;
11. Attempting to use, or threatening to use, personal or political influence in securing promotion, leave of absence, transfer, change of pay rate, or nature of work assignment;
12. Receiving from any person for personal use, any fee, gift, or other item of value in the course of performing your duties when the item is given in the hope or expectation of receiving a favor or better treatment than accorded other persons.
13. Absent from duty without permission, habitual tardiness, excessive absenteeism, abandonment of employment, or misrepresentation of material facts relating to use of leave;
14. Inability or unwillingness to work effectively with other District personnel;
15. Inability or unwillingness to take orders from Immediate Supervisors or the District;
16. Uncooperative, hostile or discourteous attitude or conduct toward your Immediate Supervisor, co-workers, District, Board or the public or threatening or striking any person in or on District property or participating in District activities;

17. Failure to maintain valid driver's license or other license or certification which may be required for your position;
18. Smoking in restricted areas;
19. Sexual harassment;
20. Dishonesty; lying to District personnel or falsifying or providing misleading information on forms, records or reports provided to or on behalf of the District including, without limitation, accident reports, employment applications; resumes, financial reports, reimbursement reports, and departmental reports;
21. Violation of employee policies, rules, or guidelines or engaging in any conduct determined by the District, in its sole discretion, not to be in the best interests of the District;
22. Any violation of policies or procedures regarding the privacy of individually identifiable health information (or protected health information), as mandated by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and as defined by the U. S. Department of Health and Human Services.

11.9.10 Review of Disciplinary Action Other than Dismissal: In the case of disciplinary action other than dismissal, you may request a review of the action by submitting a written request to your Immediate Supervisor within five (5) working days from the date the action was taken. Your Immediate Supervisor will meet with you and issue a written determination within fifteen (15) working days of their receipt of your written request. This determination shall be final unless you seek review by your Division Director by submitting a written request along with the written determination of the employee who levied the disciplinary action within five (5) working days after the date of the written determination. Your Division Director will meet with you and issue a written determination within ten (10) working days of their receipt of your written request. Should you be dissatisfied with your Division Director's decision, an appeal may be made by submitting a written request to the Executive Director within five (5) working days from the date a Division Director's decision was issued. The Executive Director shall issue a written determination within ten (10) working days of the Executive Director's receipt of your written appeal. The decision at this level of authority shall be final.

The District's failure to strictly adhere to the time limits or the procedure in this section shall not affect the resolution of any disciplinary action. This procedure will be followed

to the extent that it is, in the District's sole discretion, practicable. The District reserves the right to proceed directly to the Division Director's review of disciplinary action.

Division Directors may request a review of disciplinary actions taken concerning them directly to the Board by submitting a written request to the Board within five (5) working days from the date the action was taken.

The action will be reviewed by the Board or by a person or persons designated by the board. A written determination will be issued within fifteen (15) working days following the Board's receipt of the written request. The determination of the Board or its designee(s) shall be final.

11.9.11 Review of Dismissal: If you are a full-time employee and you are dismissed, you will receive written notice of the reasons for your dismissal from your Division Director. Your Division Director will meet with you, explain the reasons for your dismissal, and offer you the opportunity to respond. The decision to dismiss you shall be final unless you request review of the action by submitting a written request to the Executive Director within five (5) working days from the date the action was taken. You shall submit any evidence and arguments in writing with the request. The Executive Director, or a person or persons designated by the Executive Director, will review the action. You may be offered the opportunity to appear before the Executive Director or their designee(s) to answer the charges against you. However, the Executive Director or his/her designee(s), in his/her sole discretion, will determine if there will be a review meeting, and, if a meeting is granted, the date, time, length, and the rules and procedures that will be followed during the meeting. If you are granted a review meeting, the Executive Director or his/her designee(s) will issue a written determination within fifteen (15) working days after the meeting. If you are not granted a review meeting, you may submit written documentation to support your position prior to the deadline established by the Executive Director or his/her designee(s) for receipt of such documentation. The Executive Director or his/her designee(s) will issue a written determination within fifteen (15) working days following such deadline. The District's failure to strictly adhere to the time limits or the procedure in this section shall not affect the resolution of any disciplinary action. This procedure will be followed to the extent that it is practicable at the District's sole discretion. The District reserves the right to proceed directly to a subsequent level of review of disciplinary action.

Only employees who report directly to the Executive Director may appeal a dismissal to the Board of Commissioners.

Nothing in this section shall limit or restrict the District's right to dismiss an employee at any time, with or without cause.

11.9.12 Employee's Response: You may respond to any disciplinary action taken against you by preparing a written response stating your position or objection to the disciplinary action and having it placed in your personnel file.

11.9.13 Layoffs: The District may, in its sole discretion, reduce the number of employees in any given area at any time. Every reasonable effort will be made to transfer employees to other divisions rather than lay them off. When this is impractical, the Division Director will consider seniority, among other factors, where qualifications, ability, attitude, and performance factors are substantially the same in determining whom to lay off.

If you are laid off due to the necessity to reduce the number of District employees (reduction in force), you **are not guaranteed, but** may be given preference in filling positions that subsequently open and for which you are qualified without training. Employees laid off for purposes other than a reduction in force will not be given similar preference.

11.9.14 Resignation: As an at-will employee, you may resign your position with the District at any time, with or without notice or cause. However, the District requests that you give your Immediate Supervisor sufficient written notice of your intention to resign to enable the District to make proper provisions to fill your position. The District requests that the minimum sufficient prior notice is two (2) weeks. Written resignations will be placed in your personnel file.

We highly encourage you to submit written notice of your intention to resign. However, verbal resignations may be immediately accepted.

11.9.15 Separation: You must return all District keys, uniforms, equipment, identification, credit and insurance cards, tools, vehicles, and any other District property before separating from the District.

11.9.16 Exit Interview: If requested, Human Resources will give **full-time employees** an exit interview when **voluntarily** separating from the District. **You will be provided a written questionnaire to respond to at your discretion.** Completed exit interview questionnaires along with any interview notes or other exit interview documents will be maintained in your personnel file. Exit interviews will include an explanation of any benefits that may be continued pursuant to applicable federal and state law.

11.9.17 References: Information provided by the District through requests for employment references will be limited to your starting date, ending date, job title, and job description. You must complete and deliver to Division Director a written release in the form required by the District before any additional information will be provided.

11.10 COMMUNICATIONS

11.10.01 Communication Channels: You must clearly understand your duties and to whom you are responsible or accountable. Lines of responsibility will be direct. Supervisory responsibility descends from the top of the organization "through channels" to you. You will generally not direct the work of other employees of equal rank.

11.10.02 Employee Suggestions: You are urged to make any suggestion you feel will benefit the District and save time, money, reduce waste, promote safety, improve the District's programs, parks or facilities or increase workplace efficiency.

11.10.03 Grievances: The following grievance procedure has been established to provide you with a review mechanism connected with terms and conditions of employment. Except for complaints and grievances initiated by Division Directors, complaints and grievances will receive final determination by the Executive Director.

1. If you have a grievance, discuss the matter with your Immediate Supervisor. Resolution of grievances is strongly encouraged at this level.
2. If your Immediate Supervisor does not resolve your grievance, you may submit your grievance in writing to your Division Director within five (5) working days after receipt of your Immediate Supervisor's written response. Your Division Director will investigate the matter and respond to you in writing within five (5) working days following their receipt of your written grievance regarding the disposition of your grievance and stating the reasons for such disposition.
3. If your grievance is not resolved by your Division Director, your grievance may be submitted in writing to the Executive Director, within five (5) working days after receipt of the Division Director's written response. The Executive Director will investigate the matter and respond in writing within five (5) working days following their receipt of your written grievance regarding their disposition of the matter and stating the reasons for such disposition. The Executive Director's decision will be final in all cases, except for grievances initiated by a Division Director.
4. If a grievance initiated by a Division Director is not resolved by the Executive Director, a Division Director may submit the grievance in writing to the Board of Directors. The Board of Commissioners will investigate the matter and respond in writing within 30 (thirty) calendar days following receipt of the grievance. The decision of the Board of Commissioners will be final.

The District's failure to strictly adhere to the time suggestions stated above will not affect the resolution of the grievance.

There will be no discrimination or retaliation against an employee if he, in good faith, processes a grievance through this procedure or testifies, assists, or participates in a grievance procedure investigation.

Any complaint of harassment brought to the attention of a Division Director or the Human Resources Manager will be forwarded to the Executive Director. All such complaints will be taken seriously and investigated. Any employee that is found to have made a frivolous or false complaint shall be subject to disciplinary action up to and including dismissal.

11.10.04 Social Media Policy: The Hoffman Estates Park District respects the right of employee's personal websites, weblogs, wikis, online social networks, or any other form of online publishing or discussion positively, and to use them as a medium of self-expression. Although your website, weblog, or any other medium of online publishing may be a personal project conveying your individual expression, some people may nonetheless view you as a representative of the Hoffman Estates Park District.

In light of these possibilities, we ask that you observe the guidelines outlined in this policy. Any violations may lead to disciplinary measures. The aforementioned guidelines are as follows:

1. Make it clear that the views you express are yours alone and that they do not necessarily reflect the views of the Hoffman Estates Park District. Only those employees officially designated by the Hoffman Estates Park District have the authorization to speak on behalf of the agency.
2. Employees cannot use the Hoffman Estates Park District's logo or trademarks or the name, logo, or trademarks of any business partner, supplier, vendor, affiliate, or subsidiary on any personal blogs or other online sites unless their use is sponsored or otherwise sanctioned, approved, or maintained by Hoffman Estates Park District.
3. Be careful to avoid disclosing any information that is confidential or proprietary to the agency (including our patrons, staff, partner agencies/affiliates or vendors), to any third party that has disclosed information to us.
4. Since your site, blog or other posting is in a public space, be respectful to the Hoffman Estates Park District, our employees, our patrons, our partners and affiliates, and others. For example, refrain from posting personal insults or obscenities, or engaging in any conduct that would not be acceptable in the workplace.

5. As a public agency, the Hoffman Estates Park District expects staff to exercise personal responsibility whenever they participate in social media. Consider the content carefully and also be judicious in disclosing personal details.
6. Recognize that both during working hours and non-working hours, you are an ambassador of the Hoffman Estates Park District. You are expected to conduct yourself at all times in the best interest of the Hoffman Estates Park District. Further, all employees are expected to promote teamwork and inspire trust and confidence. For example, if your views negatively impact the reputation or integrity of the Hoffman Estates Park District, hurt staff morale, and/or create friction among staff, you may be disciplined, up to and including dismissal.
7. For the protection of the participants, you should not befriend or follow an account of program participants and/or parents.
8. Posting photographs taken of District program participants on personal social media sites is prohibited. Employees may share a photograph that the District has posted.
9. District employees may not initiate any type of communication with participants under the age of 18 on social media sites. Neither public one-on-one communication such as posting to an account, nor private one-on-one communications, including private messaging, are permitted.

The Park District will investigate and respond to all reports of violations of the Park District's policies, rules and guidelines or related company policies or rules. Employees are urged to report any violations of this policy to the Director of Administrative Services or Superintendent of Marketing and Communications. A violation of this policy may result in discipline up to and including dismissal.

Any questions regarding these guidelines or issues related to your personal social media sites that have not been addressed in this policy, please contact the Superintendent of Marketing and Communications, the Director of Administrative Services or the Executive Director.

11.11 HOURS OF WORK

11.11.01 Work Hours: Generally, all full-time employees will work **at least** forty (40) hours per week. However, due to the nature of the District's operations, your Division Director may vary your work hours as necessary to meet the District's needs. You must minimally work the standard number of hours set for your division which is at least forty

(40). Schedules will be approved at the divisional level to ensure that all employees work the minimum hours within the standard workweek. All full-time staff must work a minimum of four ten-hour days (maintenance staff only) or five eight-hour days or a combination thereof for each pay cycle, with total time always equating to a minimum total of 40 hours worked per week.

11.11.02 Time Cards Logs: Whenever possible, all full-time non-exempt employees will be required to utilize the District's computerized time management system to track their hours.

All part-time employees will be required to use the District's computerized time management system provided at the facility they work. If the nature of their job requires them to work away from that facility, thereby prohibiting them from efficiently utilizing the District's time management system, or if it would be overly burdensome and time consuming to have the individual punch in and out at a system terminal due to situations such as additional travel time, then manual adjustments may be made to their time management account as approved by their supervisor and Division Director. Employees shall not clock in and out for each other. Such conduct may result in disciplinary action up to and including dismissal for one or both employees.

11.11.03 Meal Breaks: All full-time non-exempt employees scheduled to work seven and one-half (7 ½) hours or more on a single day are entitled to and required to take a meal break. Full-time non-exempt employees are entitled to take a required thirty (30) minute meal period after their 5th hour of work. The thirty (30) minutes will automatically be deducted from the employee's time management account after the fifth hour. The employee will not be required to punch in and out for the meal break since the thirty (30) minute meal period must be taken. If a non-exempt employee is unable to take a meal period, they shall be paid accordingly. Employees may not unilaterally decide not to take a meal break.

Administrative non-exempt full-time employees will receive 30 minutes of paid break time per day. This paid break can be taken either as two 15-minute paid breaks, or in conjunction with the unpaid meal break, or in lieu of the meal break. Paid breaks do not count toward overtime.

All part-time employees scheduled to work seven and one-half (7 ½) hours or more on a single day are entitled to and required to take a thirty-minute unpaid break after their 5th hour of work. The District provides this meal period to the employee, and it is the employee's responsibility to schedule an approved time with their supervisor for the unpaid meal break. The thirty (30) minutes will automatically be deducted from the employee's time management account after the fifth hour. Employees do not punch in and out for this meal break since it is required to be taken.

11.11.04 Overtime/Compensatory Time: Because of the nature of the Parks and Recreation field and the public services to be rendered, you may be required to work more than your standard forty (40) hours per workweek. If you are a nonexempt employee and you are required to work more than forty (40) hours in any workweek, overtime pay or compensatory time off will be granted to you as approved by your Immediate Supervisor.

If you are a non-exempt employee, you will be compensated time and one-half for all time worked over forty (40) hours in a particular workweek. Time over forty (40) hours may be offset by equal time off for regularly scheduled hours during the same workweek. Compensatory time may be given in place of overtime pay if your supervisor determines it appropriate. The granting of compensatory time in lieu of payment for overtime is at your Immediate Supervisor's sole discretion. Compensatory time is given at a rate of time and one-half for every hour worked over forty (40) hours in a particular workweek. A non-exempt employee may accumulate no more than forty (40) hours of compensatory time at any one time. No more than forty (40) hours of compensatory time may be taken consecutively and must be scheduled with your Immediate Supervisor's approval.

11.11.05 On-Call Hours: On-call hours physically worked for non-exempt employees may be considered part of regular working hours when they receive advanced notice that they are on-call for a specific day. Any on-call hours worked may be offset by equal time off for regularly scheduled hours during the same workweek. Any on-call time resulting in hours worked greater than 40 in any one week will be compensated by pay or compensatory time issued at time and one-half for those hours over 40. When an employee is given advanced notice (24-hours or more) of being on-call for a specific time period and/or event, including forecasted snowfalls, the employee must refrain from being under the influence of alcohol and/or legalized recreational cannabis.

Any non-exempt employee required to come to work at a time other than regularly scheduled work hours or regularly scheduled on-call days will be compensated at time and one-half pay or comp time for those hours.

Any non-exempt employee required to report for on-call time will be entitled to one hour total commuting time. The additional hour would be compensated at time and one-half only if it was an unscheduled on-call day.

No full-time non-exempt, permanent part-time, or PT1 employee will be regularly scheduled for work and on the on-call schedule for any combined period greater than six consecutive days, without at least one unscheduled day (i.e., at least one unscheduled day after every six consecutive days). However, the employee may work more than six consecutive days if: a) the employee voluntarily agrees to do so, and b) is compensated at the overtime rate for all hours worked on the seventh day/ day of rest.

Your Immediate Supervisor must approve any and all overtime hours prior to working the overtime.

You are required to work overtime when necessary; your unwillingness or refusal to do so may be cause for disciplinary action up to and including dismissal.

11.11.06 Address Changes: Emergency conditions may necessitate immediate contact with you. Therefore, you must notify your Immediate Supervisor and the Human Resources department of any change in your name, address, or telephone number.

11.11.07 Dual Employment within District: If you are a full-time employee, you are not allowed to secure dual employment within the District unless you receive prior written approval from the Executive Director. Providing that your dual employment does not fall under your own supervision or otherwise conflict with your full-time job responsibilities, you may hold an additional part-time or short-term job with the District upon written approval of the Executive Director. The hours you work in that part-time or short-term job will be combined with the hours you work in your regular job to determine overtime eligibility.

11.11.08 Outside Employment: If you are a full-time employee, you are not allowed to secure employment outside of your job with the District unless you receive prior written approval from the Executive Director. Once approved, permission to secure outside employment can be revoked by your Immediate Supervisor or Division Director if the outside employment presents a possible conflict of interest or interferes with you fulfilling your responsibilities at the District; in addition, there may be a limit to the number of hours you are permitted to work for the outside employer. To avoid potential conflicts of interest, you may not accept work from or work for persons or companies with whom the District conducts any form of business. In any event, you may not work for another employer during the times that you are scheduled or requested to work for the District. Outside employment must be approved on an annual basis if it changes in any manner.

Failure to request permission to secure and maintain outside employment or failure to terminate outside employment when so directed by your Immediate Supervisor or Division Director may be cause for disciplinary action up to and including dismissal.

11.12 EMPLOYEE BENEFITS

11.12.01 Salary/Hourly Pay: District employees are paid on a bi-weekly basis. Each payroll period starts on Saturday and ends on Friday. You will be paid on Friday for all hours worked through the previous Friday. If you terminate your employment in the middle of a pay period, you will be paid for the actual hours you worked.

11.12.02 Payroll Deductions: Automatic payroll deductions will be made for you for federal and state income tax purposes, health insurance deductions, pension contributions and social security tax, and any other item ordered by a court or applicable law. Your written consent for any voluntary payroll deductions will be required.

11.12.03 Holidays:

- A. The following are paid holidays for all full-time employees: A holiday equates to eight (8) paid hours.

New Year's Day	Veterans' Day
Martin Luther King, Jr.'s Birthday	Thanksgiving Day
Memorial Day	Friday following Thanksgiving
Juneteenth National Independence Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	New Year's Eve

- B. ~~Martin Luther King Day and Veterans' Day will be treated as floating holidays. Full time staff will be granted two floating holidays as compensatory time for any day off, including holidays not observed by the District. The floating holidays will be issued one each on January 1 and June 1. The two floating holidays are eligible for use at the start of the year, however should an employee leave employment prior to the actual holiday, then reimbursement of that pay will be collected.~~

Any employee working four ten-hour days as their schedule will not receive Floating Holidays, but instead will receive 10 hours pay for the holidays in paragraph A.

- C. When one of the following holidays fall on a Saturday or Sunday, the nearest working day will be declared a holiday:

New Year's Day	Christmas Eve
Juneteenth National Independence Day	Christmas Day
Independence Day	New Year's Eve

- D. Exempt full-time employees required to work on one of the holidays listed in paragraph A will be granted equal time off on a different workday.
- E. Non-exempt full-time employees required to work on one of the holidays listed in paragraph A will be paid one and one-half hours for all hours worked plus the eight (8) hours holiday pay.
- F. Unused floating holidays past the actual date awarded but before the expiration will be paid to employees upon separation.

11.12.04 Personal Days:

- 1. Each employee shall receive three (3) personal days; one each will be issued on January 1, May 1 and September 1.
- 2. Personal days are granted to employees to allow paid time off for personal reasons of any nature, including holidays not recognized by the District.
- 3. Personal days expire on December 31st and may not be accrued to future years.
- 4. Employees may not receive pay in lieu of unused personal days.
- 5. Personal days earned but not yet used will be paid to an employee upon separation.

11.12.05 Vacation:

- 1. Vacations will be granted to full-time employees at a time convenient to the District. Vacation leave is earned throughout the year on a per pay period basis and available for use as earned, based on hire date.

2. Vacation leave shall be earned based on continuous full-time employment. Accruals are adjusted based on hire date. The following table illustrates vacation time for employees hired before January 1st, 2021:

Months	Earned Vacation Hours (per pay period)	Hours Earned (per year)	12/31 Maximum Hours Carry-Over (to the next year)
0-48	3.0779	80	40
49-108	4.6154	120	60
109+	6.1538	160	80

On the first paycheck in January December 31, any amount accrued in excess of 50% of the annual accrual will be lost. When a full-time employee is hired mid-calendar year, carry-over shall be authorized up to one-half (1/2) of what the employee would have accrued for a full calendar year of service. Compensation will not be granted for any unused days except for terminated employees, where all accrued and unused vacation time will be paid in full.

At 20 years of service, full-time employees will receive eight additional vacation hours per year of service for years 20, 21, 22, 23, 24. The maximum extra hours will be capped at 40 hours and added to the hours earned and available per pay period (3.077 hours per pay period per year) with ½ of each additional day available for carry-over.

Executive Director, Division Directors and Superintendents shall receive an additional 5 days per year.

4. All earned vacation time will be paid in full to an employee upon separation.
5. An employee shall request time off through the Time and Attendance software.
6. When two or more employees in the same department request the same days off (and it is impossible to let both have it), the Division Director will decide based on seniority, personal situations, and emergencies.
7. Holidays during vacation periods will be paid as holiday time (regular rate of pay) and not count as vacation days.

8. At the discretion of the Executive Director, vacation days may be required to be used for other types of leave, providing that the benefits associated with those leaves are exhausted. Use of vacation may also be required for periods requested under the Family Medical Leave Act.
9. If you are a new employee, the Executive Director may give you vacation credit for service years with other park districts or similar industry employers. To qualify, the Executive Director may require you to submit written verification of your employment dates with prior employers.

11.12.06 Retirement Plan:

1. IMRF (Illinois Municipal Retirement Fund) provides specific benefits for employee pension, disability, and insurance. These benefits are explained in detail upon hire.
2. The District is governed by the 1000-hour rule, requiring all employees expected to work at least 1000 hours in the year to participate in IMRF.
3. A payroll deduction mandated by the state (currently 4.5% of gross pay) is withheld from the employee's paycheck and deposited in their name with the fund.
4. The District then contributes an additional amount (larger than the employee's contribution) to aid in funding benefits for the employee.
5. A Tier 1 employee is vested after eight years of combined service with IMRF. A Tier 2 employee (those newly participating in IMRF after January 1, 2011) is vested after ten years. Please note different rules govern Tier 1 and Tier 2 IMRF employees. Those details are available through IMRF or the HR department.
 6. Employees have the option of receiving their individual contributions returned to them upon separation from the District.
 7. A full IMRF orientation is given to all qualifying employees upon hire.

11.12.07 Deferred Compensation/Section 457:

1. The District has established a Section 457 plan according to state and federal guidelines to aid employees with their long-term financial planning.
2. The plan currently allows employees to contribute up to the legal limit per year on a tax-deferred basis through payroll deductions.

3. All funds contributed, and the income earned on the funds are available for taxable distribution without penalty to the employee upon separation from the District.
4. The District offers this plan as a service; employees should consider their financial needs to determine if this plan is in their best interest.

11.12.08 Employee Longevity Recognition

1. The following recognition awards will be presented to employees based on continuous full-time years of service from their hire date.
 - 5 years of service will be awarded \$ 100.00
 - 10 years of service will be awarded \$ 250.00
 - 15 years of service will be awarded \$ 400.00
 - 20 years of service will be awarded \$ 500.00
 - 25 years of service will be awarded \$ 750.00
 - 30 years of service will be awarded \$1,000.00
 - 35 years of service will be awarded \$1,250.00
 - 40 years of service will be awarded \$1,500.00
2. The awards will be processed as payroll checks with net earnings after FICA, Medicare and IMRF (excluding federal and state withholding) equal to the award amount.
3. Employees that retire in good standing who are less than one year away from a longevity award shall receive that award upon retirement.

11.12.09 Insurance and Hospitalization

1. Full-time personnel and any employee working at least 1560 hours per year (PPT employees) will be offered the District's group medical and hospitalization insurance or an equivalent self-insurance program. The insurance will cover, in part or in full, the following items and meet the requirements of the Affordable Care Act:

- A. Medical Benefits
 - B. Dental Benefits
 - C. Accidental Death & Dismemberment
 - D. Life Insurance
 - E. Vision
- 2. Coverage will begin the date of hire for full-time employees or the first day following the year that an employee worked 1560 hours for non-full-time employees.
 - 3. Termination of coverage provided by the District is effective on the last day of employment. Continuation of health insurance benefits for the employee or their covered dependents is available as provided by the Comprehensive Omnibus Budget Reconciliation Act of 1986 (COBRA).
- 3. For purposes of ACA Health Insurance Eligibility, the federally mandated look back period will be considered November 1 through October 31 of the next year. In order to make sure that all employees are being measured properly, the District will follow the following procedures.
 - A. New employees - If the new employee is reasonably expected to work 30 or more hours per week totaling 1560 hours per year, then the employee should be measured as a new full-time employee and be immediately granted benefits. If you cannot reasonably determine that the new employee will work 30 or more hours per week, then the employee will be classified as a variable, part-time or seasonal employee
 - B. New variable employees - For new variable, part-time, and seasonal employees (employees hired that it cannot be reasonably determined that they will work full-time hours) on a go-forward basis, the look-back period will be 12 months and begins on the date of the first paycheck. If the employee's hours meet or exceed a full-time average of 130 hours per month totaling 1560 hours or more per year over the initial measurement period, they will be determined to be "full-time" and therefore eligible for coverage in January of the following year.
 - C. Ongoing employees - Employees who are not hired as full-time employees, but have worked through the entire lookback period from November 1 to October 31 without separation, are considered ongoing

employees. In this case, employers must literally look back to average the actual work hours across the measurement period. If the employee averages 130 hours or more per month totaling 1560 hours or more per year, the employee is considered full-time and eligible for benefits under the ACA.

4. Employees receiving health insurance will be required to pay a portion of the coverage premium. This amount will be calculated each year and charged to the employee through a payroll deduction.

Employees receiving health insurance may request benefits coverage for their eligible dependents as outlined in the District's health insurance plan.

- A. The additional premium cost to the District for the dependent coverage will be shared between the District and the employee.
 - 1) The insurance carrier will provide the difference between the employee's single coverage premium and the employee plus dependent(s) premium.
 - 2) The cost difference between the two premiums will be shared between the District and the employee. The employee's share will be calculated based on various factors including budget considerations, coverage selected, and the amount of annual increase in the insurance premium. The employee's share will be paid through a payroll deduction.
- B. The cost for dependent coverage will be recalculated prior to January 1 of each year to determine the required payroll withholding for that year (through December 31).
- C. The cost of dependent coverage also depends on the type chosen. Dependent coverage can be elected for:
 - 1) Spouse only
 - 2) Child only
 - 3) Children
 - 4) Family
5. Employees that provide proof of other medical and hospital insurance through sources other than the District (i.e., spouse's plan coverage) are not required to

accept the District's insurance plan. These employees shall receive \$50 per paycheck.

- A. Employees desiring to be insured after once declining coverage will be subject to a physical and restrictions as to pre-existing conditions as allowed by law, **unless during open enrollment or change in life status.**

11.12.10 Social Security:

The District will contribute to your retirement under Social Security as provided by federal law.

11.12.11 Workers' Compensation:

1. The primary purpose of the Illinois Worker's Compensation law is to provide compensation for lost wages due to absences caused by injuries arising in the course of employment.
2. Any work-related injury must immediately be reported to an employee's Immediate Supervisor, who must then file an accident report and appropriate forms with the District's Human Resources department within twenty-four hours.
 - A. Failure to immediately report an injury may jeopardize the employee's eligibility for worker's compensation benefits.
 - B. Upon notification, the Immediate Supervisor shall instruct the employee to report to a designated hospital or physician for an examination/treatment.
3. No employee shall be allowed to return to work without a statement from a physician approving the employee's return to work without restrictions or with restrictions acceptable to the District for modified work duty.
4. In no instance will the District supplement workers' compensation wage payments beyond the amount prescribed by State statute.

11.12.12 Use of District Services

1. For this policy, an employee is defined as full-time employees or immediate family members. Immediate family includes all dependent children, spouses, and parents (by blood or marriage) of the employee.

When requested by an employee, a 20% discount on program registration or facility memberships will be offered to non-dependent members of the employee's family (by blood or marriage) who do not live within the same

household, including children, parents, grandparents, grandchildren and siblings, as approved by employee's Division Director.

2. All full-time employees per IRS guidelines shall be allowed to utilize district services available at no additional cost to the District for no charge.

An employee's enrollment will not be counted towards the minimum number of required participants to have a class run. Therefore, if the required minimum is not met without the employee's enrollment to either run a class (or an additional class or session), the class will not run unless the employee pays 80% of the registration fee and thereby creates enough paid participants to meet the required minimum.

District seasonal programs may be utilized at no cost to the employee if the employee's registration does not preclude a paying individual from being in the program when the program begins.

Non-seasonal classes, school-year, or year-round activities that do not have a specific registration date (i.e. preschool, ELC, STAR) shall be offered to the employee at an 80% discount; however, if the program is at capacity, the employee can remain in the program by paying the registration fee less the IRS allowable 20% discount for services.

3. For contractual-based programs or any individual direct cost fee-based activity or program (i.e., private lessons or services) or facility rentals, employees will receive a 20% discount off the cost of the program or activity.
4. Employees will be required to pay any costs for their enrollment that applies to the program's direct participant's cost (i.e., cost of uniforms, direct supplies, food or meals, trips, or special events).
5. Discounted or complimentary registration applies only to the employee participating in a team sport (not to the whole team's cost).
6. Employee participants must complete the standard registration process to enroll in a class.
7. Complimentary usage (or memberships) of the following facilities is provided to all full-time employees:
 - A. BPC green fees Monday through Friday and after 1:00 p.m. Saturday, Sunday and holidays

- B. Complimentary use of the driving range
 - C. Staff may make reservations less than 48 hours in advance for no charge. All other reservations shall receive a 50% discount, or as approved by the Director of Golf or the Executive Director.
 - D. Willow Recreation Center
 - E. Triphahn Center and Ice Arena
 - F. Seascape Aquatic Center
 - G. The Club at Prairie Stone™
 - H. Dog Parks
8. Employees shall be eligible for complimentary post-mix soda (a de minimis fringe benefit) and the lesser of the gross profit percentage or a 1550% discount on food and other non-alcoholic beverages purchased at Bridges of Poplar Creek Country Club (excluding special events, programs, or parties):
- Employees will receive a fifteen twenty (20%) discount on concession purchases at The Club, the Triphahn Center, and Seascape.
9. Employees will receive a 10% discount at the district's pro shops or up to the gross profit percentage if coordinated in advance through the District's administrative staff.
10. All employees must meet any requirements and restrictions for facility usage, including regular hours of operation, age limitations, and waivers.
11. De minimis fringe benefits will be those that, due to the nature of accounting, recording, and reporting the item or service, make it impractical due to the small annual dollar value they represent. Like the gift ban dollar limitation of \$100, the District will consider ~~annual cumulative totals for~~ certain non-recurring items (excluding cash type items) to be de minimis if the total cumulative value of these items does not exceed \$100. If the full value of any category of de minimis items does exceed \$100, then that value will be added to the employee's year-end W-2. Uniforms or apparel issued to employees suitable for wear outside of the District that is not de minimis shall be the tax responsibility of that employee, and an appropriate W-2 adjustment will be made.

12. Employees requesting complimentary or discounted guest usage for any District facility or program must have it approved by the Executive Director or their designee and utilize an appropriate guest pass.

Employees may extend guest usage on no additional district cost programs and activities to appropriate guests or non-dependent family members with the Executive Director's or their designee's approval at the following Employee Guest Rate:

Recreation programs or activities	20% discount
Facility daily fee	\$3
Bridges of Poplar Creek 9/18 holes w/cart	\$9/\$18

11.12.13 Education, Training and Professional Participation

1. All employees are required to attend orientation meetings, staff meetings, and in-service training sessions.
2. Employees are encouraged to further their education and professional certifications to enhance the employee's qualifications for their job.
 - A. The District will reimburse expenses associated with continuing education if approved by the Executive Director and budgeted.
 - B. Reimbursement for courses will only be given if completed with a grade of C or its equivalent.
3. In the District's best interest, employees may attend professional conferences and seminars and belong to professional associations as budgeted and approved by the Executive Director. Such activities should further insight into better ways to operate and provide recreational activities to the community.

11.12.14 Allowable Expenses for District Travel

1. In the District's best interest, employees may need to travel for business-related functions. When travel is required, the District shall pay the costs associated with appropriate out-of-pocket expenditures by allocating a per diem amount based on the Internal Revenue Services (IRS) website for city per diem amounts.

- A. The Executive Director must approve functions qualifying for per-diem allocations.
 - B. Functions not qualifying for per-diem allocations may be eligible for reimbursement for actual costs associated with the function if budgeted and approved by a Division Director. These costs will be paid through petty cash.
2. Per-diem allocations are provided to reimburse the employee for all costs (other than direct **travel** costs) associated with the function. These costs included meals, tips, phone calls, and all incidental expenses that the employee incurs.
3. Direct **travel** costs are registration, transportation (airfare, train fare or mileage), lodging, rental car (and fuel), parking, and tolls. These costs are paid (or reimbursed) at actual prices through District purchasing procedures.
- A. Travel should be well-planned to take advantage of the lowest economy class airfare **or train fare** as approved by the Executive Director.
 - B. Accommodations should be made at hotels designated by the function's sponsoring organization at the lowest available rate at an acceptable **established travel lodging** provider and as approved by the Executive Director. Double occupancy by staff shall be utilized **whenever possible when directed.**
 - C. Rental cars should be utilized only when other transportation means would be burdensome and as approved by the Executive Director. Appropriate-sized vehicles should be used based on shared usage.
4. When a direct cost such as registration or lodging includes meals or other per-diem costs, the Executive Director will reduce the per-diem issued by an appropriate amount. **Full per-diem is split by the following percentages: Breakfast 20%; Lunch 30%; Dinner 50%.**
5. Per-diem expenditures do not require receipts and the amount issued is for use by the employee for all costs. The per-diem will be the only funds given to an employee for the costs associated with District travel (except as noted in paragraph 3 above). Any unused per-diem must be returned to the District. The person receiving the per diem should keep receipts to verify the amount of per diem used.

6. The Park Board is governed by the standards outlined in this policy Illinois law and requires Board Commissioners to expend their own funds and turn in receipts for reimbursement.

11.12.15 Cell Phone Use Stipend

Any exempt position that is designated by the Park District to require the use of their personal cell phone will receive an annual stipend of \$240 paid out per paycheck. All employees who receive the stipend will be asked to:

- A. Make themselves available via cell phone when deemed necessary to carry out their job responsibilities;
- B. Have their personal cell phone number published in the **internal** park district staff directory so other staff members know how to reach them;
- C. Have read and acknowledge to follow all provisions, terms, and expectations outlined in this policy.

11.12.16 Upon Separation of Service

Upon separation, your vacation, compensatory, and personal leave earned, but not used, will be paid to you or your heirs at your rate of pay at your separation date.

Your health and dental insurance can be continued under COBRA and applicable Illinois law for the specified time. The District's health insurance provider will provide you with such information when you separate from the District.

IMRF benefits may continue with another participating governmental agency of the State of Illinois if you leave the District.

11.13 LEAVES OF ABSENCE

11.13.01 Illness and Injury Leave

1. This benefit is to compensate full-time employees for absences due to illness or injury (I&I). The time is provided for when it is in the best interest of all concerned that the employee is absent from work due to the illness or injury of themselves or an immediate family member. Use of I&I for immediate family members shall be restricted to an amount equal to the amount that the employee accrues during a six (6) month period at the employee's then accrual rate.
2. Employees found to be using I&I leave for other purposes will be subject to strict discipline up to and including dismissal. I&I leave may not be used as personal or vacation time.

3. All full-time employees will earn .3846 days per pay period (ten days per year) of I&I leave.
4. A maximum of 240 I&I days may be accrued for future use. On December 31 of each year, any I&I days earned but unused in that year (up to 240 days total) will be accrued if not exchanged for pay (see 5 below).
5. Employees hired before January 1, 2012: Upon separation, full-time employees who have accrued a minimum of sixty (60) I&I days may elect to receive payment in exchange for unused I&I days at one-hundred percent (100%) of current full-time pay up to a maximum of thirty (30) days. (i.e., payment is for accrued days over the sixty (60); maximum payout is for 1-30 accrued days between earned bank of sixty (60) and (90)). (Board approved December 2010)
6. Employees absent for three (3) consecutive days must present a doctor's note upon their supervisor's request, giving evidence for their use of I&I time for their absences and their ability to return to full work duty. The immediate supervisor of any employee absent for three or more days must notify the Human Resources Department. At the immediate supervisor's or HR Department's request, a work physical may be required to return to work.
7. Any day an employee requests I&I leave, they must notify their Immediate Supervisor within thirty (30) minutes of their regular starting time.

11.13.02 Absences with Compensation:

Except as otherwise provided in this manual, personal leaves of absence with compensation will be granted for the following reasons (also refer to Section XIV for information regarding the Family Medical Leave Act and Military Family Leave):

1. **Jury Duty:** All full-time employees are eligible for leave if they are called for jury duty. All other employees will receive jury leave without pay from the District. All employees must provide written notice, supported with appropriate jury service documentation (e.g., the jury duty summons), to their Immediate Supervisor before reporting for jury duty. Following jury duty, all employees must provide the District with appropriate documentation evidencing the length of their jury duty. To receive payment from the District, full-time employees must submit a copy of the check received for jury duty to the Business Services Office. **The employee is entitled to the check for travel reimbursement.**
2. **Bereavement Leave:** You may be given time off with compensation and without loss of position upon approval from your Immediate Supervisor and Division Director for reasons of attending a funeral or wake. Bereavement Leave will

consist of an appropriate number of days to attend the funeral or wake or plan the funeral. The time off must be agreed upon and approved by your Division Director for between one (1) and five (5) days.

3. **Military Leave:** If you are a member of the National Guard or reserve components of the armed forces, you are eligible for leave with pay, for not more than ten (10) working days, to take part in annual training activities. Additional days off for such training shall be without pay. You will be paid the difference between your regular pay for each day that you would ordinarily be scheduled to work for the District and the total amount of compensation received for such military training. Upon your return, you must furnish official proof of pay during your tour of duty to receive pay from the District.

You must provide the District with at least thirty (30) days advance written notice before the start of leave for military service. Such notice must include, without limitation, a copy of your orders. Upon return to the District from your military training, you must submit a statement signed by an appropriate military official indicating the time you spent on military leave.

District employees who are members of the United States Armed Services Reserve may be entitled to leave with pay when called into service by the United States President as provided by law. If eligible, you will receive the difference between your regular salary and your base military pay.

Employees inducted into the Armed Services of the United States under the Military Selective Service Act (or under any prior or subsequent corresponding law) for training and service shall receive military leave and reemployment benefits in accordance with applicable law. Employees who enlist in the Armed Services of the United States shall also receive military leave and reemployment benefits in accordance with applicable law.

11.13.03 Absences without Compensation

You may be granted a leave of absence without pay for a period not to exceed six (6) months. Upon expiration of the leave, you may be reinstated to the position held before your leave was granted or an equivalent position if available. If, upon the expiration of your leave of absence, there is no work available for you, or if you could have been laid off had you not been on leave, you will go directly on laid-off status. Your failure to report promptly to an available position at the expiration of your leave will be cause for dismissal. Such leave may be granted when the Division Director determines, in their sole discretion, that it will not impair the efficiency or work of the District. (Also refer to Section XIV for information regarding the Family Medical Leave Act and Military Family Leave):

Employees may be eligible for a leave of absence without pay for educational travel or study, which further prepares you to serve the District more efficiently. Such leave of absence is granted at the discretion of the District.

1. Leaves of absence without pay for periods not to exceed five days may be granted by your Division Director through your Immediate Supervisor without losing your position with the District. The Executive Director must approve leaves of absence without pay for more than five days before the leave is taken.
2. Sick leave, vacation leave, personal leave, and other forms of leave, shall not accrue or be granted when you are on unpaid leave for more than thirty (30) days.
3. School Visitation Leave: If you have worked for the District at least six (6) months for an average of at least twenty (20) hours per week, you may be eligible to take up to eight (8) hours of school visitation leave per school year to attend school conferences or classroom activities related to your child(ren) if the conference or classroom activities cannot be scheduled during non-work hours. You are eligible to take such leave only if you have exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave granted to you, other than sick or disability leave.

Before arranging attendance at the school conference or activity, you must provide the District with a written request for leave at least seven (7) days in advance of the requested time off. In an emergency, you may give twenty-four (24) hours' notice. In addition, you must consult with your Immediate Supervisor to schedule the leave so as not to disrupt operations unduly.

School visitation leave shall be unpaid. However, you may choose to make up the time on a different day or shift if the District may reasonably provide such arrangement. If you decide not to make up the time taken, or an arrangement to make up such time cannot be made, you will not be compensated for the time taken.

11.13.04 Absence without Leave: Absence without leave is defined as any absence from duty, including a single day or portion thereof, which has not been granted or approved per established policy and procedure. In such cases, your pay is denied for the entire period of absence, and you will be subject to disciplinary action, which may include discharge. If you are absent without leave for two consecutive days, you will be considered to have voluntarily resigned from your position. Where your absence is determined excusable on conditions that rendered prior approval impossible, the charge of absence without leave may be changed to vacation leave, sick leave, or leave without pay.

11.13.05 Reporting Absence: In case of illness or sudden emergency, you or some member of your family must notify your Immediate Supervisor by telephone or messenger before your starting time. Unless notification is given, no sick leave will be approved except in unusual cases and then only after the Executive Director's approval.

11.14 PART-TIME EMPLOYEE BENEFITS

11.14.01 Definitions

1. Permanent part-time (PPT) classifies an employee who will work at least 48 weeks in the year, over 1560 hours but less than 2080 hours.
2. Part-time I (PTI) classifies an employee who will work over 1000 hours and less than 1560 hours.
3. Part-time II (PTII) classifies an employee who will work less than 1000 hours per year.
4. Benefits are only available to employees on current active status.
5. Health insurance as required through the Affordable Health Care Act will be offered.
6. IMRF participation is required for all PPT employees.

11.14.02 Permanent Part-Time (PPT) Benefits

1. PPT employees will receive the same benefits as full-time employees, as outlined in Section 11.12.13, statements 1 through 12.
2. Personal time off (PTO) will be extended to all PPT employees based upon the employee's continuous years of service as outlined in the chart below after one full year of employment. PTO may be used for any reason, including vacation and illness or injury. PTO should be scheduled in advance whenever possible. PTO will accrue based on hours worked per pay period, and shall be based upon hire date. Employees should limit the use of unpaid time off to a maximum of 40 hours per calendar year. Failure to do so may jeopardize the possibility of being scheduled for future hours. A maximum of one-half of the PTO time earned may be carried forward to the following year. Compensation will not be granted for any unused days except for terminated employees, where all accrued and unused PTO time will be paid in full.

Months	Earned Vacation Hour (per pay period)	Hours (per year)	Maximum Hours Accrued (to the next year)
12-48	1.5385	40	20
49+	3.0779	80	40

3. PPT employees are eligible for all District award programs and participation in all full-time recognition functions.
4. PPT employees may receive a discount of 10% above District cost on merchandise purchased at District facilities (BPC, Triphahn Center & Ice Arena, Willow Rec, and The Club at Prairie Stone™).
5. The following are paid holidays for all PPT employees: A holiday equates to six (6) paid hours.

New Year's Day	Thanksgiving
Memorial Day	Friday Following Thanksgiving
Juneteenth National Independence Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	New Year's Eve

PPT employees shall be paid one and one-half times their regular hourly rate of pay when working any of the holidays mentioned above, plus six hours.

6. No full-time non-exempt, permanent part-time, or PT1 employee will be regularly scheduled for work or on-call for any combined period greater than six consecutive days, without at least one unscheduled day (i.e., at least one unscheduled day after every six consecutive days). However, the employee may work more than six straight days if: a.) the employee voluntarily agrees to do so, and b.) is compensated at the overtime rate for all hours worked on the seventh day/day of rest.

11.14.03 Part-Time I (PTI) Benefits

- A. IMRF participation is extended to all PTI employees (mandatory).
- B. Complimentary usage (or memberships) of the following facilities will be provided to all PPT employees based upon availability:
 - 1) Seascape Aquatic Center (employee and immediate family)
 - 2) Bridges of Poplar Creek Country Club green fees and driving range usage on weekdays and after 1:00 p.m. on weekends and holidays. Employees shall be eligible for complimentary post-mix soda (a de minimis fringe benefit) and a 50% discount on food and other non-alcoholic beverages purchased at Bridges of Poplar Creek Country Club (excluding special events, programs, or parties).
 - 3) 50% off reservations of TopTracer usage or free walk-on usage.
 - 4) Triphahn Center and Ice Arena.
 - 5) Willow Recreation Center.
 - 6) The Club at Prairie Stone™
 - 7) Dog Parks
- C. A recreation program discount of 20% will be given for PTI employees and their immediate family members.
- D. PTI employees of a District facility may receive complimentary usage of that facility with the Division Director's approval.
- E. Personal time off (PTO) will be extended to all PT1 employees based upon the employee's years of service as outlined in the chart below, based on hire date. PTO may be used for any personal reasons including vacation and illness and injury. PTO should be scheduled in advance whenever possible. Any additional time off taken by an employee will be unpaid. Employees should limit use of unpaid time off to a maximum of 40 hours per calendar year. Failure to do so may jeopardize the possibility of being scheduled for future hours. A maximum of one-half of the PTO time earned may be carried forward to the following year. Compensation will not be granted for any unused days except for terminated employees, where all accrued and unused PTO time will be paid in full.

Months	Earned Vacation Hour (per pay period)	Hours (per year)	Maximum Hours Accrued (to the next year)
12-48	.9231	24	12
49-108	1.5385	40	20
109- 228	2.3077	60	30
229+	3.0779	80	40

- F. PTI employees shall be paid 1½ times their regular hourly rate of pay when working on any of the following holidays:

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

- G. The aggregate value of such additional fringe benefits as apparel and discounted usage that are not de minimis will be included on an employee's W-2 as non-cash wages to ensure compliance with IRS taxing requirements.
- H. No full-time non-exempt, permanent part-time, or PT1 employee will be regularly scheduled for work and on the on-call schedule for any combined period greater than six consecutive days, without at least one unscheduled day (i.e. at least one unscheduled day after every 6 consecutive days). However, the employee may work more than six consecutive days if: a.) the employee voluntarily agrees to do so; and b.) is compensated at the overtime rate for all hours worked on the seventh day/ day of rest.

11.14.04 **Part-Time II (PTII) Benefits**

A. PTII employees may receive the following discounts for usage (or memberships) of the following facilities based upon availability:

1. Seascape Aquatic Center complimentary membership (employee only).
2. Bridges of Poplar Creek Country Club: 50% off driving range buckets of balls and 50% off resident rate green fees on weekdays and after 1:00 p.m. on weekends and holidays. Employees shall be eligible for complimentary post-mix soda (a de minimis fringe benefit) and a 50% discount on food and other non-alcoholic beverages purchased at Bridges of Poplar Creek Country Club (excluding special events, programs, or parties).
3. Triphahn Center and Ice Arena: complimentary membership and open skate.
4. 50% off use of TopTracer Stations or as authorized by Director of Golf or Executive Director.
5. Willow Rec Center: complimentary membership.
6. The Club at Prairie Stone™: complimentary membership.
7. Dog Parks

B. All PTII employees will receive 1½ times their regular rate of pay for hours worked on the following District holidays.

New Year's Day	Independence Day
Memorial Day	Thanksgiving Day
Labor Day	Christmas Day

C. A recreation program discount of 10% will be given for PTII employees and their immediate family members. The discount does not apply to programs that utilize independent contractors. After five (5) years of continuous service, the discount will increase to 20%.

D. PTII employees of a District facility may receive complimentary usage of that facility with the Division Director's approval.

- E. The aggregate value of such additional fringe benefits as apparel and discounted usage that are not de minimis will be included on an employee's W-2 as non-cash wages to ensure compliance with IRS taxing requirements.
- F. Employees should limit the use of unpaid time off to a maximum of 40 hours per calendar year. Failure to do so may jeopardize the possibility of being scheduled for future hours.

11.15 FAMILY AND MEDICAL LEAVE

11.15.01 Purpose: If you have been employed by the District for at least twelve (12) months and have worked at least 1,250 hours for the District during the previous twelve (12) month period immediately preceding the commencement of leave, you are entitled to a total of twelve (12) weeks of unpaid leave during any twelve (12) month period for (1) the birth and care of your child; (2) the placement of a child in your home for either adoption or foster care; (3) to care for your spouse, child or parent with a serious health condition; and/or, (4) your own serious health condition that makes you unable to perform the functions of your job. Where leave is foreseeable, you must give at least thirty (30) days prior written notice of your intentions to take such leave to your Immediate Supervisor.

You may elect, or the District may require you, to substitute accrued paid leave for a corresponding portion of Family and Medical Leave. The balance of the twelve (12) weeks of Family and Medical Leave remaining after substituting such paid leave shall be without pay.

Family and Medical Leave taken for the birth or placement of a child may not be taken intermittently or on a leave schedule that reduces the number of hours per week, or hours per day that you work ("Reduced Leave Schedule") unless you and the Executive Director, in their sole discretion, agree on such a schedule. However, you may take leave on a Reduced Leave Schedule for your own serious health condition or care for your spouse, child, or parent with a serious health condition. If you are going to request a Reduced Leave Schedule for foreseeable medical treatment, you must make every reasonable effort to schedule planned medical treatment on off-duty hours. Further, if you will be on a Reduced Leave Schedule, the District reserves the right to temporarily transfer you to an available alternate position for which you are qualified that better accommodates such a schedule.

While on Family and Medical Leave, you will not accrue, earn, or be granted vacation leave, personal leave, sick leave, or any other leave or benefit. You will receive health insurance benefits, but you will be required to pay any and all costs, if any, associated with the health insurance as if you were not on leave (e.g., deductibles, dependent's

premiums). If you return to work following Family and Medical Leave, as scheduled, the District will return you to your previous position or an equivalent position. However, you will not be restored to your previous position or an equivalent position if you would have been laid off had you not gone on leave; you will be put on the same status you would have been on had you not gone on leave. If you fail to return to work following your leave, you will be considered to have voluntarily abandoned your position, and for that reason, you will be dismissed. Further, the District may institute legal proceedings to recover the cost of maintaining your health insurance (including dependent coverage as well as your own) during your leave.

The District reserves the right to require you to obtain a second or third medical opinion (at the District's cost), submit all certifications, and maintain periodic contact with the District regarding your status during the leave. If you are on leave for your serious health condition, you must submit a certification from your doctor that you are able to work before resuming work. Further, the District reserves any and all other rights granted to it by such Act.

Employees seeking Family and Medical Leave may receive a detailed statement concerning their rights and privileges under the Family and Medical Leave Act, as well as those of the District, by contacting the Business Services Office.

Employees will be notified of their right to utilize the Family Medical Leave Act if it becomes apparent to the District that the employee may miss more than three days of work for covered reasons.

11.15.02 Military Family Leave: On January 28, 2008 President Bush signed into law the National Defense Authorization Act for FY 2008 (NDAA), Public Law 110-181. Section 585 (a) of the NDAA amended the FMLA to provide eligible employees working for covered employers two important new leave rights related to military service:

1. **New Qualifying Reason for Leave.** Eligible employees are entitled to up to 12 weeks of leave because of “any qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation. By the terms of the statute, this provision requires the Secretary of Labor to issue regulations defining “any qualifying exigency.” In the interim, employers are encouraged to provide this type of leave to qualifying employees.
2. **New Leave Entitlement.** An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member.

This provision became effective immediately upon enactment. This military caregiver leave is available during “a single 12-month period,” during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

11.15.03 Child Bereavement Leave: All employees eligible for leave under the federal Family and Medical Leave Act of 1993 (FMLA) shall be eligible for bereavement leave under the Child Bereavement Leave Act, which provides up to a maximum of 2 weeks (10 working days) of unpaid bereavement leave to (1) attend the funeral or alternative to a funeral of a child; (2) make arrangements necessitated by the death of a child; or (3) grieve the death of a child. In the event of the death of more than one (1) child in a twelve (12) month period, an employee may be allowed to take up to two (2) weeks of leave per child for a total of six (6) weeks during the twelve (12) month period.

The Child Bereavement Leave Act defines “child” as an employee’s son or daughter who is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis.

Eligible employees may elect to substitute accrued and unused paid leave for unpaid leave for bereavement leave under the Child Bereavement Leave Act.

11.15.04 Organ Donor Leave: An employee may use (i) up to 30 days of organ donation leave in any 12-month period to serve as a bone marrow donor, (ii) up to 30 days of organ donation leave in any 12-month period to serve as an organ donor, (iii) up to one hour to donate blood, (iv) up to 1.5 hours to donate double red cells, and (v) up to 2 hours to donate blood platelets. The frequency of the blood donation times shall be set by rule in accordance with appropriate medical standards established by the American Red Cross, America’s Blood Centers, the American Association of Blood Banks, or other nationally-recognized standards.

An employee may use organ donation leave or other leave authorized only after obtaining approval from the employee’s agency, which would follow the same approval process as other leave requests. An employee may not be required to use accumulated I&I or Vacation leave time before being eligible for organ donor leave. Retaliation against an employee for requesting or obtaining a leave of absence as provided under the Organ Donor Leave Act is strictly prohibited.

11.15.05 Parental Leave: This policy gives eligible employees up to two weeks of paid parental leave following the birth of an employee’s child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. The policy will run concurrently with the Family and

Medical Leave Act (FMLA) leave, as applicable. This policy will be in effect for births, adoptions or placements of foster children occurring on or after March 24, 2021.

Eligible employees must meet the following criteria:

1. Employed with the District for at least 12 months.
2. Classified as Full-Time or Permanent Part-Time.
3. Worked a minimum of 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin.
4. Be on active working status or on approved leave (excluding administrative, long-term disability or military leaves).

In addition, employees must meet one of the following criteria:

1. Have given birth to a child.
2. Be a spouse or committed partner of a woman who has given birth to a child.
3. Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.

The Parental Leave Policy provides 100% of covered base pay for regularly scheduled hours to eligible employees for two (2) weeks. If both parents are eligible employees, each will receive the leave benefit. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the two week total amount of paid leave granted. In addition, in no case will an employee receive more than two weeks of paid parental leave in a rolling twelve month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that twelve month time frame.

Approved paid parental leave may be taken at any time during the six month period immediately following the birth, adoption or placement of a child with the employee. Paid parental leave may not be used or extended beyond this six month time frame.

If the employee chooses to return to work before exhausting the approved Parental Leave, the remainder will be forfeited; any remaining balance of the approved Parental Leave shall expire immediately.

Parental Leave cannot be taken intermittently.

Upon termination of the individual's employment at the District, they will not be paid for any unused parental leave for which they were eligible.

Paid parental leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to the adoption or foster care, the leave will be counted toward the twelve weeks of available FMLA leave per a twelve month period. All other requirements and provisions under FMLA will apply. In no case will the total amount of leave – whether paid or unpaid – granted to the employee under the FMLA exceed twelve weeks during the twelve month FMLA period.

Paid parental leave will not reduce eligibility for other types of paid and unpaid leaves such as sick leave, vacation, and holiday. When the two weeks of paid parental leave has ended, the employee may utilize available accrued leave for the remainder of the approved FMLA leave in accordance with the District's FMLA policy.

The District will maintain all benefits for employees during the paid parental leave period just as if they were taking any other company paid leave such as paid vacation leave or paid sick leave.

Medical certification required through the FMLA leave application will be used for the evaluation of eligibility under this policy.

An eligible employee will be required to furnish appropriate adoption or foster placement documentation, such as a letter from an adoption agency, or from the attorney in cases of private adoptions.

A fraudulent request for paid parental leave shall be grounds for disciplinary action, up to and including termination of employment.

Time away before the birth or placement of a child, will not be retroactively defined as Parental Leave.

Employees in any of the following circumstances are not eligible for Parental Leave under this policy:

1. Surrogate mothers who do not maintain parental rights
2. Biological parents (mother or father) with no parental rights or where the child is no longer in the parent's custody (i.e. child is placed for adoption)
3. Sperm donors

4. Miscarriage or death of a child (See Child Bereavement Leave)

5. Being named as guardian

6. Entering into a foster parent arrangement

11.16 NON-DISCRIMINATION, ANTI-HARASSMENT & ANTI-BULLYING

11.16.01 Purpose: The Park District is committed to an environment in which all individuals are treated with respect and dignity. Each individual has the right to a professional atmosphere that prohibits discriminatory practices, including harassment. Therefore, the Park District expects that all relationships among persons will be business-like and free of bias, prejudice, and harassment.

It is the responsibility of every employee, officer, official, park commissioner, agent, volunteer, vendor, and registered participant of the Park District and anyone using the Park District's facilities to refrain from sexual and other types of harassment. The Park District prohibits and will not tolerate sexual or any other kind of harassment of or by anyone. Actions, words, jokes, or comments based on an individual's sex, gender, race, national origin, age, religion, or any other legally protected characteristic will not be tolerated. An employment relationship is not necessary for any type of the aforementioned prohibited behaviors to be actionable.

This policy should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, sexual orientation, civil union partnership, race, color, national origin, age, religion, disability, or any other protected characteristic, from participating in business or work-related social activities or discussions to avoid allegations of harassment. The law and policies of the Park District prohibit disparate treatment based on gender, sexual orientation, civil union partnership, race, color, national origin, age, religion, disability, or any other protected characteristic, with regard to terms, conditions, privileges, and prerequisites of employment. The prohibition against harassment, discrimination, and retaliation is intended to complement and further these policies, not to form the basis of an exception to them.

11.16.02 Pregnancy: The Park District prohibits and does not tolerate discrimination against anyone on the basis of pregnancy and is committed to making reasonable accommodations related to pregnancy, childbirth, and medical or common conditions related to pregnancy or childbirth. The Park District will treat all applicants and employees who are pregnant in the same manner as any other applicant or employee with regard to job-related functions, benefits, opportunities, and purposes. No person or

employee, no matter their title or position, has the authority, whether express, actual, apparent, or implied, to discriminate against a pregnant employee or applicant.

The Park District will not deny or remove a pregnant employee from a position because the employee is pregnant, considering pregnancy, or experiencing any pregnancy-related problems. All decisions regarding a pregnant employee's placement in or continuation in a job will be based on the same consideration that governs all employment decisions – the employee's ability to satisfactorily perform the essential duties of the job in question, with or without reasonable accommodation.

If you have a question, complaint, or problem related to pregnancy discrimination, you should relate such question, complaint, or problem to your department head. If you feel uncomfortable doing so, or if your department head is the source of the problem, condones the problem, or ignores the problem, report to the Executive Director.

If neither of these alternatives is satisfactory to you, then you can direct your questions, problems, complaints, or reports to the Board of Park Commissioners. You are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed.

11.16.03 Reasonable Accommodation: Employees who believe they need a reasonable accommodation to perform the essential functions of their job should contact their department head. The Park District encourages employees to come forward and request a reasonable accommodation. If you feel uncomfortable making an accommodation request to your department head, or you believe your accommodation request was not properly managed, report the occurrence to the Executive Director.

On receipt of an accommodation request, your department head and your immediate supervisor will meet with you to discuss and identify the precise limitations resulting from the pregnancy and the potential accommodation the Park District might make to help overcome those limitations to allow you to perform the essential job functions of your position.

The Park District will determine the feasibility of the requested accommodation, considering various factors, including but not limited to, the nature and cost of the accommodation, the Park District's overall financial resources, the accommodation's impact on the operation of your department, including the ability of other employees to perform their duties, and the Park District's ability to provide its services to the public.

What is considered a reasonable accommodation will be based on a case-by-case analysis. The Park District will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation

request is denied, employees/unpaid interns will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request.

While we hope to be able to resolve any complaints of discrimination within the Park District, we acknowledge your right to contact the Illinois Department of Human Rights (IDHR) at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, about filing a formal complaint, and, if it determines there is sufficient evidence of discrimination to proceed further, it will file a complaint with the Illinois Human Rights Commission (HRC), located at the same address on the fifth floor. If the IDHR does not complete its investigation within 365 days, you may file a complaint directly with the HRC between the 365th and the 395th day.

It is the responsibility of every employee, officer, official, park commissioner, agent, volunteer, and vendor of the Park District and anyone using the Park District's facilities, to refrain from sexual and other harassment. The Park District will not tolerate sexual or any other type of harassment of or by any of its employees and elected officials. Actions, words, jokes, or comments based on an individual's sex, race, national origin, age, religion, or any other legally protected characteristic will not be tolerated.

11.16.04 Definitions of Harassment

1. Sexual harassment may occur whenever there are unwelcome sexual advances, requests for sexual favors, or any other verbal, physical, or visual conduct of a sexual nature when:
 - a. submission to the conduct is made either implicitly or explicitly a condition of the individual's employment;
 - b. submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or,
 - c. the harassment has the purpose or effect of interfering with the employee's work performance or creating an environment that is intimidating, hostile, or offensive to the employee.

For purposes of this definition, the phrase "working environment" is not limited to a physical location an employee is assigned to perform their duties and does not require an employment relationship.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo;

verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess, or sexual deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature.

2. Harassment based on any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, age, national origin, disability, or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment or participation opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes and display or circulation of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail, texting, or social media).

Conduct prohibited by these policies is unacceptable on any park district grounds and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings, and business-related social events.

Note: Any employee engaging in practices or conduct constituting sexual harassment, discrimination or harassment of any kind shall be subject to disciplinary action, up to and including discharge.

Any program participant or visitor engaging in practices or conduct constituting sexual harassment, discrimination, or harassment of any kind shall be subject to removal from the program and/or District grounds.

11.16.05 Retaliation is Prohibited: The Park District prohibits retaliation against any individual who reports discrimination or harassment, participates in an investigation of such reports, or files a charge of discrimination or harassment. Retaliation against an individual for reporting harassment or discrimination, for participating in an investigation of a claim of harassment or discrimination, or for filing a charge of discrimination or harassment is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action, up to and including termination.

In addition to the Park District's prohibition on retaliation, various state and federal laws prohibit retaliation for reports of discrimination, harassment, or retaliation. For instance,

protections exist for reporting parties under the whistleblower protections of the State Officials and Employees Ethics Act, the Illinois Whistleblower Act, and the Illinois Human Rights Act.

11.16.06 Reporting Procedure: The Park District strongly urges the reporting of all incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment or discrimination. Therefore, while no fixed reporting period has been established, the Park District strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this reporting procedure does not preclude individuals who believe they are being subjected to harassing or discriminatory conduct from promptly advising the offender that their behavior is unwelcome and requesting that it be discontinued.

If you experience or witness harassment or discrimination of any kind, you should deal with the incident(s) as directly and firmly as possible by clearly communicating your position to the offending person, your immediate supervisor, your department head, and/or human resources. You should also document or record each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident). Written records such as letters, notes, memos, e-mails, and telephone messages can strengthen documentation. It is not necessary that the harassment be directed at you to make a complaint.

- **Direct Communication with the Offender:** If there is harassing or discriminatory behavior in the workplace, you should directly and clearly express your objection to the offending person(s) regardless of whether the behavior is directed at you. If you are the harassed employee, you should clearly state that the conduct is unwelcome and the offending behavior must stop. However, you are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed below. The initial message may be oral or written, but documentation of the notice should be made. If subsequent messages are needed, they should be put in writing.
- **Report to Supervisory and Administrative Personnel:** At the same time direct communication is undertaken, or in the event you feel threatened or intimidated by the offending person, you should promptly report the offending behavior to your immediate supervisor, department head, or human resources. If you feel uncomfortable doing so, or if your immediate supervisor and/or department head is the source of the problem, condones the problem or ignores the problem, report directly to human resources. If human resources is the source of the

problem, condones the problem, or ignores the problem, you should contact the Executive Director or President of the Board of Park Commissioners.

- **Report to Executive Director/President of the Board of Park Commissioners:** An employee may also report incidents of harassment or discrimination directly to the Executive Director. The Executive Director or his/her designee will promptly investigate the facts and take corrective action when an allegation is determined to be valid. If your complaint alleges harassment by the Executive Director, or if the Executive Director condones the problem or ignores the problem, you should immediately report the incident(s) in writing directly to the President of the Board of Park Commissioners. An investigation will be conducted and appropriate action will be taken when an allegation is determined to be valid. At no time will personnel involved in the alleged harassment conduct the investigation.
- **Confidential Report:** Individuals have the option to make a confidential report to their supervisor, Human Resources, the Illinois Inspector General, or the Illinois Department of Human Rights.

11.16.07 Harassment Allegations Against Non-Employees / Third Parties: If you make a complaint alleging harassment or discrimination against an agent, vendor, supplier, contractor, volunteer or person using Park District programs or facilities, the Executive Director will investigate the incident(s) and determine the appropriate action, if any. The Park District will make reasonable effort to protect you from further contact with such persons. Please recognize, however, that the Park District has limited control over the actions of non-employees.

Important – Notice to All Employees: Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this reporting procedure. An employee's failure to fulfill this obligation could affect their rights in pursuing legal action.

11.16.08 Harassment Allegations Made Against Elected Officials: Alleged harassment by a commissioner against another elected official can be reported to the Board President. If the Board President is the reporting person or is implicated by the allegation, the report can be made to any other active commissioner. Any report under this section must be referred to the District's legal counsel, who then must appoint a qualified independent attorney or consultant to review and investigate the allegations.

11.16.09 Responsibility of Supervisors and Witnesses: Any supervisor who becomes aware of any possible sexual or other harassment or discrimination of or by

any employee should immediately advise the Executive Director who will investigate the conduct and resolve the matter as soon as possible.

All employees are encouraged to report incidents of harassment, regardless of who the offender may be or whether or not you are the intended victim.

11.16.10 The Investigation: Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly. The Park District will make every reasonable effort to conduct an investigation in a responsible and confidential manner. However, it is impossible to guarantee absolute confidentiality. The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. The Park District reserves the right and hereby provides notice that third parties may investigate claims of harassment. You must cooperate in any investigation of workplace wrongdoing or risk disciplinary action, up to and including termination.

11.16.11 Responsive Action: The Park District will determine what constitutes harassment, discrimination, or retaliation based on a review of each situation's facts and circumstances. Misconduct constituting harassment, discrimination, or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or dismissal, as the Park District believes appropriate under the circumstances.

11.16.12 False and Frivolous Complaints: Given the possibility of serious consequences for an individual accused of sexual harassment, complaints made in bad faith or otherwise false and frivolous charges are considered severe misconduct and may result in disciplinary action, up to and including dismissal.

While we hope to be able to resolve any complaints of harassment within the Park District, we acknowledge your right to contact the Illinois Department of Human Rights (IDHR) at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago Illinois 60601, about filing a formal complaint, and, if it determines that there is sufficient evidence of harassment to proceed further, it will file a complaint with the Illinois Human Rights Commission (HRC), located at the same address on the fifth floor. If the IDHR does not complete its investigation within 365 days, you may file a complaint directly with the HRC between the 365th and the 395th day.

11.16.13 Anti-Bullying: The Hoffman Estates Park District (HEParks) recognizes that an agency that is physically and emotionally safe and secure for all participants promotes good citizenship, increases attendance, and supports achievement. HEParks

prohibits acts of bullying, harassment, and other forms of aggression and violence to protect the rights of all participants and groups for a safe and secure environment.

Bullying or harassment, like other forms of aggressive and violent behaviors, interferes with a participant's ability to learn and limits involvement. All administrators, staff, parents, volunteers, and participants are expected to refuse to tolerate bullying and harassment and demonstrate respectful and civil behavior. Adults need to model these behaviors (even when disciplining) to provide positive examples for participant behavior.

"Bullying" or "harassment" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e., cyber bullying, through the use of internet, cell phone, personal digital assistant (pda), computer, or wireless handheld device, currently in use or later developed and used) that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and may be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic, or is based upon association with another person who has or is perceived to have any distinguishing characteristic. Bullying and harassment also include forms of retaliation against individuals who report or cooperate in an investigation under this policy. Such behaviors are considered bullying or harassment whether they take place on or off HEParks property, at any HEParks sponsored function, or in a HEParks vehicle, or at any time or place where a staff or participant's imminent safety or over-all well-being may be an issue.

Bullying or harassment is conduct that meets all of the following criteria:

- is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
- is directed at one or more individuals;
- is conveyed through physical, verbal, technological or emotional means;
- substantially interferes with educational opportunities, benefits, or programs of one or more individual;
- adversely affects the ability of an individual to participate in or benefit from HEParks activities by placing the individual in reasonable fear of physical harm or by causing emotional distress; and,

- is based on an individual's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

The scope of this policy includes the prohibition of every form of bullying, harassment, and cyberbullying/harassment, whether in a park district program room, on school premises where park district programs are held, immediately adjacent to HEParks premises, or at a park district-sponsored event, whether or not held on HEParks premises. This policy covers bullying or harassment, including cyberbullying/harassment that is not initiated at a location defined above if the incident results in a potentially material or substantial disruption of HEParks' programs for one or more individuals and/or the orderly day-to-day operations of any HEParks program.

The Hoffman Estates Park District expects all individuals to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with proper regard for the rights and welfare of other individuals, staff, volunteers, and other district officials.

To have the maximum impact, the Hoffman Estates Park District recognizes that it is critical to provide a minimum of annual training for employees and volunteers who have significant contact with participants on district policies and procedures regarding bullying and harassment. Training will provide employees with a clear understanding of their roles and responsibilities and the necessary skills to fulfill them.

The Hoffman Estates Park District believes that individual behavior standards must be set through interaction among the participants, parents, and guardians, staff, and community members of HEParks, producing an atmosphere that encourages participants to grow in self-discipline and their ability to respect the rights of others. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of individuals, staff, parents, and community members.

The Hoffman Estates Park District believes that the best discipline for inappropriate aggressive behavior is designed to (1) support participants in taking responsibility for their actions, (2) develop empathy, and (3) teach alternative ways to achieve the goals and solve problems that motivated the inappropriate aggressive behavior. Staff members who interact with individuals shall apply best practices designed to *prevent* discipline problems and encourage abilities to develop self-discipline and make better choices in the future.

Since bystander support of bullying and harassment can encourage these behaviors, the district prohibits both active and passive support for acts of harassment or bullying. The staff should encourage participants *not* to be part of the problem; *not* to pass on the

rumor or derogatory message; to walk away from these acts when they see them; to constructively attempt to stop them; to report them to the designated authority, and to reach out in friendship to the target. Periodic meetings should be conducted to teach bystanders how and when to respond to bullying and harassment incidents. Informal discussions and activities designed to provide awareness and increase connectedness promote a positive shift in peer norms that will support empowered bystanders. When bystanders do report or cooperate in an investigation, they must be protected from retaliation with the same type of procedures used to respond to bullying and harassment.

Factors for Determining Consequences

- Age, development, and maturity levels of the parties involved
- Degree of harm (physical and/or emotional distress)
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Incidences of past or continuing pattern(s) of behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

Note: Consequences must be fair and impartial.

Consequences and appropriate remedial actions for a participant or staff member who engages in one or more acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or termination. Employees will also be held accountable for bullying or harassing behavior directed toward employees, volunteers, parents, participants, or district officials.

Consequences for a participant who commits an act of bullying and harassment shall vary in method and severity according to the nature of the behavior, the individual's developmental age, and the history of problem behaviors and performance. Remedial measures shall be designed to: *correct the problem behavior, prevent another occurrence* of the behavior, and *protect the victim* of the act. Effective discipline should employ a district-wide approach to adopt a rubric of bullying offenses and the associated consequences.

The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences

- Temporary removal from the program
- Loss of privileges
- Program suspension
- Legal action

All employees are required to report alleged violations of this policy to their supervisor. All other community members, including participants, parents, volunteers, and visitors, are encouraged to report any act that may violate this policy to the Executive Director.

Reports may be made anonymously, but formal disciplinary action *may not* be based solely on the basis of an anonymous report.

The Hoffman Estates Park District prohibits reprisal or retaliation against any person who reports an act of bullying or harassment or cooperates in an investigation. The administrator shall determine the consequences and appropriate remedial action for a person who engages in reprisal or retaliation after considering the nature, severity, and circumstances of the act.

The Hoffman Estates Park District prohibits any person from falsely accusing another as a means of bullying or harassment. The consequences and appropriate remedial action for a *person* found to have falsely accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including legal action. Consequences and appropriate remedial action for an *employee* found to have falsely accused another as a means of bullying or harassment shall be in accordance with district policies, procedures, and agreements.

The Hoffman Estates Park District requires district officials to annually disseminate the policy to all staff along with a statement explaining that it applies to all applicable acts of harassment and bullying that occur.

HEParks shall incorporate information regarding the policy against harassment or bullying into each employee training program and handbook.

11.17 ALCOHOL AND DRUG ABUSE

11.17.01 Purpose: The District ("District") has implemented this Policy in response to overwhelming evidence that alcohol and drug abuse has a detrimental impact on job performance, safety, and efficiency. Since District employees design, prepare, operate, and maintain District facilities, programs, equipment, parks, and services for use by District patrons and are in contact, either directly or indirectly, with District patrons, the District wishes to assure the health, safety, and welfare of its patrons and employees. This Policy also expresses the District's desire to satisfy the requirements of the federal and state Drug Free Workplace Acts (41 U.S.C.A. § 701 et seq. and 30 ILCS 580/1 et seq.). In accordance with these statutes and concerns, the District has resolved to maintain a drug and alcohol-free workplace.

The purpose of this Policy is to inform employees of the District's investigation, treatment, and disciplinary policy relating to alcohol and drugs. This Policy shall be deemed part of the District's personnel policies. As such, all District employees shall abide by its terms. This Policy is subject to periodic addition, modification, or deletion upon notice to employees.

11.17.02 Acts Prohibited: The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis (legal/medical or otherwise) and alcohol is prohibited on District Property or while operating a park district vehicle, or any other vehicle in pursuit of Park District business.

11.17.03 Definitions:

- a. "Alcohol" means any substance containing any form of alcohol, including but not limited to ethanol, methanol, propanol, and isopropanol.
- b. "Cannabis" is defined as provided in the Cannabis Control Act (720 ILCS 550/1 et seq.) and Cannabis Regulation and Tax Act (410 ILCS 705) which provisions are specifically incorporated in this Policy by reference and attached hereto. Recreational and medical cannabis may not be possessed while on or in District property.
- c. "Controlled Substance" means a controlled substance in schedules I through V of section 812 of Title 21 of the United States Code which provisions are specifically incorporated in this Policy by reference and attached hereto.
- d. "Criminal Drug Statute" means a criminal statute involving the manufacture, distribution, dispensation, possession, or use of any controlled substance.

- e. "Director" is the Executive Director of the Hoffman Estates Park District.
- f. "District Property" means any building, park, gym, pool, office, common area, open space, vehicle, parking lot, or other area owned, leased, managed, used, or controlled by the District. District Property shall include property used by District patrons while on District-sponsored events or field trips.
- g. "Drugs" mean Legal Drugs and Controlled Substances, including Cannabis.
- h. "Legal Drugs" mean prescription drugs and over-the-counter drugs which have been obtained legally and are being used in the manner and for the purpose for which they were prescribed or manufactured, and includes recreational cannabis authorized under the Illinois Cannabis Regulation and Tax Act.
- i. "Medical Facility" means any physician, laboratory, clinic, hospital, or other similar entity.
- j. "Policy" means this Alcohol and Drug Abuse Policy of the District.
- k. "Possess" means to have either in or on an employee's person, personal effects, desk, files, or other similar areas.
- l. "Public Safety Responsibility" means jobs in which an employee is entrusted with direct responsibility for the health, safety, and welfare of District patrons, either through supervision of programs or operation or maintenance of equipment.
- m. "Under the Influence" means that the employee is affected by alcohol or drugs in any determinable manner. A determination of being Under the Influence can be established by a professional opinion, a scientifically valid test, a lay person's opinion, or the statement of a witness.

11.17.04 Voluntary Treatment: It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to disciplinary action. Employees who suffer from alcohol or drug abuse are encouraged to consult with District management voluntarily and undergo appropriate medical treatment. Participation in such treatment will be at the employee's expense. District management will keep such voluntary discussions and medical treatment confidential in accordance with this Policy. The District wishes to assure all employees that there will be no adverse employment

consequences as a direct result of an employee voluntarily and successfully completing medical treatment.

11.17.05 Screening and Testing: The District may require employees who work on or near vehicles or machinery, handle hazardous materials or substances of any kind, or have Public Safety Responsibility to be screened or tested on a random basis, or may require any employee to be screened or tested upon reasonable suspicion that the employee is Under the Influence of alcohol or drugs. The screening or testing will be conducted by a Medical Facility selected by the District at the District's expense. The screening or testing may require an analysis of the employee's breath, urine and/or blood, or similar substance as the Medical Facility may recommend. Employees who undergo alcohol or drug screening or testing will be given the opportunity, before the collection of a specimen or other testing, to disclose the use of Legal Drugs and to explain the circumstances of their use.

Each District employee must sign a consent form when this Policy is distributed to the employee. Prospective employees will be required to sign a consent form before taking the pre-employment physical. Each employee and prospective employee may also be required to sign a separate consent form requested by the Medical Facility conducting the screening or testing. Refusal to sign any requested consent form will result in non-hire or disciplinary action. Such disciplinary action may include termination as deemed appropriate by the District, in its sole discretion, under the circumstances.

11.17.06 Treatment: If the Medical Facility recommends treatment, the District will give the employee one opportunity to undergo treatment offered by a clinic or trained professional mutually acceptable to the District and employee. Participation in such treatment will be at the employee's expense. The employee must enter the treatment program within ten (10) days from the time of recommendation of treatment. The District will reinstate the employee provided that the employee submits a statement issued by the Medical Facility certifying that the employee has successfully completed the treatment program and that the employee is released to return to work.

11.17.07 Use of Legal Drugs: Any employee who works on or near vehicles or machinery, handles hazardous materials or substances of any kind, or has Public Safety Responsibility and who has taken a Legal Drug must report the use of such Legal Drug to the Executive Director if the Legal Drug causes drowsiness or if it alters perception or reaction time (this includes legal medical cannabis). The burden is on the employee to ascertain from their doctor or pharmacist whether or not the Legal Drug has such a potential side effect. The information will be retained by the District in a confidential manner and will be disclosed only to persons who need to know. The employee's Immediate Supervisor, after conferring with the Executive Director, will decide whether or not an employee may safely continue to perform their job while using

the Legal Drug. Failure to declare the use of such Legal Drugs will be cause for discipline.

11.17.08 Notice of Convictions: Any employee convicted of violating any federal or state criminal drug statute on District Property must notify the Executive Director within five (5) days of such conviction. For purposes of this notice requirement, a conviction includes a finding of guilt, a no-contest plea, and/or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, sale, dispensation, possession, or use of any controlled substance or cannabis.

11.17.09 Discipline/Penalties for Violation:

- A. An employee who reports to work Under the Influence of Alcohol, Controlled Substances, or Cannabis or who manufactures, possesses, uses, sells, or dispenses alcohol, controlled substances, or cannabis while on District Property, is convicted of a drug-related crime, causes financial or physical damage to the District, District Property or its employees, or fails to report the use of Legal Drugs in accordance with this Policy, will be disciplined or must successfully complete a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement or other appropriate agency and by the District. On the first occurrence, discipline may consist of suspension, with or without pay, termination, and/or successful completion of a drug assistance or rehabilitation program as deemed appropriate by the District, in its sole discretion, under the circumstances. The employee will be terminated on the second occurrence.
- B. The District will terminate an employee (1) if the employee refuses to submit to diagnosis, testing, or screening upon request of the District; (2) if the employee tampers in any way with the specimen given to the Medical Facility for purposes of drug screening or testing; (3) if the Medical Facility recommends treatment and the employee refuses to undergo such treatment; (4) if, while undergoing treatment, the employee fails or refuses to follow the course of treatment; (5) if the employee, who undergoes treatment, is again Under the Influence of Alcohol or drugs in violation of this Policy; or, (6) if the employee fails to notify the Executive Director of a conviction for violating any Federal or State Criminal Drug Statute in accordance with Section VIII of this Policy.
- C. An employee who participates in a treatment program will be expected to meet job performance standards and comply with all rules established by the District. Participation in a treatment program will not, in itself, protect

the employee from disciplinary actions should job performance remain unsatisfactory. The District, however, will not take adverse action against an employee because they voluntarily and successfully completes medical treatment.

11.17.10 Pre-Employment Screening: As a final prerequisite in the District's employment selection procedure, full-time persons otherwise offered a position with the District will be required to undergo a physical examination which will include a drug and alcohol screening test. Part-time employees will not be required to undergo a physical exam unless the Department Head determines that the position, not the individual, be required to take an exam.

11.17.11 Inspections: To assure that employees comply with the prohibition on manufacturing, distributing, dispensing, possessing, or using alcohol, controlled substances, or cannabis, employees may be subject to inspection as follows:

- A. Lockers, desks, files, vehicles, equipment, and other District containers and property that an employee is permitted to use during employment with the District are and remain the District's property. Employees are not permitted to keep controlled substances, cannabis, or alcohol in or on such property. Any such property reasonably suspected of having or holding such substances is subject to search by the District.
- B. Any refusal to submit to such an inspection will be treated as an act of insubordination and will result in disciplinary action, which may include termination.

11.17.12 Records: The District will maintain medical records relating to alcohol or drug abuse, diagnosis, and treatment confidential and in a file separate from the regular personnel file. Access will be limited to those who need to know. The District will not disclose these records to persons outside the District without the employee's consent unless disclosure of the records is necessary for legal or insurance purposes.

11.17.13 Distribution of Policy to Employees – Effective Date: Every District employee, including employees who may be engaged in the performance of any contract for the procurement of any property or services from any federal or state agency, shall be given access to the District's shared drive to view or print a copy of this Policy upon the earlier to occur of such employee's initial employment with the District or the effective date of this Policy. The employee must acknowledge that they have reviewed and understood the personnel policies of the district. This document will be filed in the employee's personnel file. The effective date of this Policy is May 27, 2009.

11.17.14 Consent to Drug and/or Alcohol Screening or Testing:

I hereby voluntarily consent to submit to drug and/or alcohol screening or testing by a physician, clinic, laboratory, or medical facility chosen by the Hoffman Estates Park District ("District") at the District's expense. I hereby consent to the physician, clinic, laboratory, or medical facility taking and analyzing a sample or specimen of my breath, urine, saliva, blood, and other similar substance. I also authorize the physician, clinic, laboratory, or medical facility to disclose their findings, conclusions, and opinions regarding the drug and/or alcohol screening, or testing to a District official or their designee.

I hereby further consent to the District contacting my physician or pharmacist to verify my reported use of legal drugs in accordance with the District's Alcohol and Drug Abuse Policy and authorize my physician or pharmacist to provide all information requested by the District regarding my use of such drugs including without limitation the possible effects of such use on my performance of my job functions.

I also acknowledge receiving, reading, and understanding the District's Alcohol and Drug Abuse Policy. I understand that, in accordance with this Policy, failure to execute this document and submit to drug and/or alcohol screening or testing, or failure to report to the District the use of legal drugs as required by the Policy, will result in non-hire or disciplinary action which may include termination.

Name _____

Date: _____

Witness: _____

11.18 BLOODBORNE PATHOGENS AND INFECTIOUS DISEASES GUIDELINES

11.18.01 Purpose: The following guidelines have been approved by the Board effective January 1996. These guidelines are based on an extensive review of currently available data, including recommendations from and guidelines published by the Centers for Disease Control, the American Academy of Pediatrics, the U.S. Public Health Service, and the office of the Surgeon General, as well as regulations as adopted by the Illinois Department of Labor (IDOL) with respect to bloodborne pathogens. These guidelines may be revised as deemed appropriate as additional information becomes available.

Communicable diseases are a hazard to which all humans are exposed continuously. The existence, transmission, infection, and severity of associated illness vary according to the type of disease. In recent years concern has been demonstrated over the "bloodborne pathogens." The Hepatitis B Virus ("HBV") has been a concern for many years; however, more recently, the Human Immunodeficiency Virus ("HIV"), which can also cause Acquired Immunodeficiency Syndrome ("AIDS"), has emerged as one of the most serious bloodborne pathogens.

The District recognizes that the AIDS epidemic is a genuine health crisis. The District desires to exercise appropriate measures to assist in preventing the spread of the disease and minimizing workplace exposure to the disease. However, the existence of the crisis does not warrant panic, hysteria or unreasonable measures that could have the effect of unnecessarily diminishing the quality of the services provided by the District to the public or the dignity of the people it serves. The Board acknowledges its desire and obligation to respond effectively to the public's genuine concerns consistent with its obligation to discharge its duties in accordance with applicable laws.

While serving the public, park and recreation agencies and their employees are subject to situations where communicable disease exposure and transmission is possible. The points of exposure involve staff and the public alike.

The District further recognizes that employees with a life-threatening illness or infectious diseases, including but not limited to AIDS and Hepatitis B, may wish to continue to engage in as many of their normal pursuits as their condition allows, including work. As long as these employees are able to meet acceptable performance standards and medical evidence indicates that their condition is not a health threat to others, the District believes it should take affirmative steps to reasonably ensure that they are treated consistently with other employees.

The following guidelines are intended to assist the District in achieving a reasonable balance between individual and societal concerns relating to AIDS, Hepatitis B, and other communicable diseases as they pertain to the District's operations. They are not

intended to create, and shall not be construed as creating contractual or other obligations on the part of the District or rights on the part of employees, program participants or park users, which are not already (and independent of the promulgation of these guidelines) imposed by law.

Where the context of these guidelines permit, words in the masculine gender shall include the feminine and neuter genders, and words in the singular number shall include the plural number. The descriptive headings of the various sections or parts of these guidelines are for convenience only. They shall not affect the meaning or construction or be used in the interpretation of these guidelines or any of its provisions.

11.18.02 Current Information:

A. Human Immunodeficiency Virus (HIV) and AIDS

All current scientific evidence supports the following conclusions:

1. The HIV virus, which can cause AIDS, is fragile outside the body. Soap and water, rubbing alcohol, and household bleach will kill the virus.
2. HIV is an infectious disease. It is contagious, but it cannot be spread in the same manner as a common cold, measles, or chickenpox. The HIV virus is known to be transmitted through intimate sexual contact, injection or puncture with a contaminated needle, receiving into one's bloodstream infected blood or blood products, from mother to fetus and, possibly, through breastfeeding. It also can be transmitted by infected blood or other body fluids coming into contact with non-intact skin (i.e., cuts, open sores or lesions, skin that is chafed or abraded, and even hang-nails).
3. There is no current evidence that HIV or AIDS is spread by casual social contact such as shaking hands, hugging, social kissing, crying, coughing, sneezing, spitting, or runny nose.
4. There is no current evidence that HIV or AIDS has been contracted from swimming in pools or hot tubs, from toilet seats, bathtubs, showers, or from eating in restaurants, or using dishes, glasses, straws, utensils, or food handled by a person with HIV or AIDS.
5. There is no current evidence that HIV or AIDS has been contracted from common surfaces, linens, clothing, telephones, office machinery, furniture, or other articles touched by a person with HIV or AIDS.

6. Although in an infected person the HIV virus or AIDS may be found in various body fluids and secretions, including semen, blood, mucus, saliva, and tears, there is no current evidence that saliva or tears have transmitted the HIV virus or AIDS.
7. Although current evidence indicates that the HIV virus or AIDS may not be transmitted through casual social contact, certain opportunistic infections such as pneumonia, tuberculosis, and salmonellosis, which may be so transmitted, are sometimes also found in persons with HIV or AIDS in the latter stages of the disease and may be so transmitted. These other opportunistic infections may be transmitted through social contact.

B. Hepatitis B Virus (HBV)

The Hepatitis B Virus ("HBV") causes Hepatitis B, a serious liver disease previously known as Serum Hepatitis. Symptoms of Hepatitis B include anorexia, malaise, nausea, vomiting, abdominal pain, jaundice, skin rashes, arthralgia and arthritis. The fatality rate for the disease is less than two percent. Hepatitis B can also cause acute and chronic hepatitis, cirrhosis, and cancer of the liver.

Like HIV, HBV is an infectious and contagious disease. HBV also is known to be transmitted through intimate sexual contact, injection or puncture with a contaminated needle or other sharp objects, receiving into one's bloodstream infected blood or blood products, and from mother to fetus. Like HIV, HBV also can be transmitted by infected blood or other body fluids coming into contact with a person's mouth, nose, other mucous membranes, or non-intact skin (i.e., cuts, open sores or lesions, skin that is chafed or abraded, and even hang-nails).

HBV is a heartier virus than HIV. According to the Centers for Disease Control, it can survive for at least one week in dried blood on environmental surfaces or contaminated needles and other sharp objects.

There are two types of hepatitis B vaccines currently licensed and available in the United States. Vaccination is recommended for persons who may have occupational exposure to blood or blood-contaminated body fluids and for unvaccinated persons who have contacted such fluids.

C. Other Communicable Diseases

Other common infectious diseases which can pose a threat to children and adults include the following:

Disease	Transmission
Chicken Pox (Varicella)	Respiratory Secretions & Lesion Secretions
Meningitis	Respiratory Secretions
Mumps	Respiratory Secretions
Measles (Rubeola)	Respiratory Secretions
Pneumonia	Respiratory Secretions
Salmonellosis	Food Handling
Tuberculosis	Airborne Droplets
Whooping Cough (Pertussis)	Respiratory Secretions

Although these diseases are not regarded as bloodborne pathogen diseases, they can become serious if unrecognized and untreated. Many are common to children and exhibit signs and symptoms which are identifiable (e.g., measles result in spots). Sound hygienic practices are necessary to prevent the spread of these diseases.

11.18.03 Participation in District Programs by Persons Infected with the HIV and HBV Viruses, and AIDS:

A. In General

1. Persons shall not be asked whether they are infected with the HIV or HBV viruses or AIDS in registering for any program. Given current evidence regarding HIV, AIDS or HBV transmission, infected persons should not be routinely excluded from or restricted with respect to any program. Decisions regarding participation shall be considered on a case-by-case basis and be individualized to the person and setting as would be done with any participant with a special health problem. In making such a determination, the following factors should be considered:

- a. The nature of the risk (how the diseases are transmitted);

- b. The duration of the risk (how long is the carrier infectious);
 - c. The severity of the risk (what is the potential harm to third parties); what is the affected person's physical condition, behavior, and ability to control the means by which the disease may be transmitted;
 - d. The probabilities that the disease(s) will be transmitted and will cause varying degrees of harm;
 - e. The possibility of increased risk to the infected participant of contraction of opportunistic diseases as the result of a compromised immune system or the possibility of other health or safety risks to such person by virtue of diminished physical or mental capacity attributable directly or indirectly to such infection(s).
2. Decisions regarding participation shall, to the extent practicable, be made using the team approach including the infected person (unless a minor), the person's physician, public health personnel, appropriate District personnel designated by the District's Executive Director, and, in the case of a minor, the minor's parent(s) or legal guardian(s), District legal counsel and, if requested by the infected person (or if same be a minor, by the infected person's parent or legal guardian) the infected person's legal counsel (the "review team"). In each case, the stage of infection and condition of the infected person will be assessed, and the risks and benefits to both the infected person and to others participating in the particular program should be weighed. The District's Board of Commissioners ("Board") will make the final decision after consideration of the review team's recommendations.
 3. Restrictions on or temporary exclusions from participation may be advisable or become necessary in the event the infected person has a condition which increases the risk of discharge of bodily fluids, including blood, or has open or discharging skin wounds or rash that cannot be covered, or is incapable of controlling body functions, or exhibits any other conditions or behaviors which the review team determines may materially increase the health or safety risks for other participants or the infected person.
 4. If the Board determines that no change is warranted in the person's participation, they may continue in that program. The review team may recommend that the person's condition and/or behavior be monitored. The review team may re-evaluate the person's participation at any time and confirm or modify its recommendations to the Board.

5. If the Board determines that it is inadvisable for the person to continue participation, they will be removed from the program and return of the program fees handled in compliance with the District's current refund policy and procedure.

B. Children/Neurologically Impaired

The participation of infected children and those who are neurologically handicapped will be assessed as set forth above, with the following additional considerations. Infected children and neurologically impaired persons who display such behavior as biting or who lack control of their body secretions, which increases the risk of transmission of the virus, or who themselves may be at increased risk of contracting an opportunistic infection due to such behavior or lack of control by other program participants, may require a more restricted level of participation or may need to be excluded from certain programs until more is known about the transmission of the virus or the transmission of opportunistic infections to the HIV or HBV infected child or neurologically impaired person, under these conditions. Children or neurologically impaired persons' ability to protect themselves from a biter or take other precautions may be inadequate.

The hygienic practices of infected children may improve as the child matures, on the other hand, they may deteriorate if the child's condition worsens.

Accordingly, assessment of a child's and a neurologically impaired person's participation should be performed regularly by the review team.

11.18.04 Privacy Considerations:

- A. The infected person's right to privacy shall be respected including maintaining confidential records. These records are not subject to disclosure under the Freedom of Information Act. The number of persons affiliated with the District who know the infected person's identity will be kept to a minimum. Only the review team members and those personnel whom the review team determines have a need to know of the infected person's condition to assure proper care and precaution should be told the identity of the person. Personnel should be reminded that no information regarding the identity or condition of the person is to be discussed with anyone including, without limitation, their spouses, other family members, or District personnel other than personnel specifically designated by the Executive Director. The legal ramifications to both the employee involved and the District of a breach of confidentiality should be clearly explained to employees.
- B. Unless the infected participant (or parent or legal guardian if the infected person is a minor) or District employee gives written permission, the District will not

advise the public or program participants or their parents of the participation in its programs or the employment by the District of a person infected with the HIV or HBV virus, or AIDS. However if the above-noted permission is given and depending on the circumstances, the District may consider advising the public in whatever means it deems appropriate of the participation in its program or the employment of a person (no name or sex identification) infected with the HIV or HBV virus, or AIDS. The message should communicate current evidence concerning both the transmission of HIV or HBV and invite questions or comments. Depending on the circumstances, the District may determine to hold one or more special meetings to address public concerns. The decision to inform the public or program participants or their parents should be made only after consultation with District legal counsel.

- C. Apart from a public meeting, all inquiries from the public concerning the participation of persons with HIV, HBV or AIDS in District programs should be directed to a single District spokesman - the Executive Director. No other person associated with the District should divulge any information concerning the participation in its programs of persons infected with the HIV or HBV virus, or AIDS, other than to point out that the District believes confidentiality for the person, family and staff directly involved is absolutely essential and that the District has received and is receiving expert medical and legal advice.

11.18.05 Employees:

- A. Neither prospective nor current employees shall be asked or required to respond to the question of whether they are infected with the HIV or HBV virus, or AIDS, or with any other specific disability. The District may uniformly ask whether a prospective employee is willing and able to perform without qualification all the essential functions of the job for which they are applying with or without reasonable accommodation.
- B. Testing for HIV, HBV, or AIDS should not be routinely conducted or required.
- C. As provided in the District's personnel policies and consistent with the District's uniformly applied practices and procedures for infectious disease control, as a condition of return to work or continued employment, the Executive Director or the employee's supervisor may uniformly require an employee who has been absent from work for three or more consecutive days or repeated absences over a limited period to provide a statement from their attending physician that such employee's return to or continued presence at work will not pose any substantial threat of transmission of an infectious disease to the employee's co-workers or users of District property, when such employee is acting in the ordinary course of

their duties or in the course of duties which they may reasonably be called upon to perform given the nature of the District's activities.

- D. An employee infected with the HIV or HBV virus, AIDS, or any other disabling disease shall be dealt with as any other employee with a chronic illness or disability. As long as they are able to perform the essential functions of their job and does not pose a demonstrable risk of communicating a contagious disease to other employees or the public, they should be considered otherwise qualified for their job. If the infected person is unable to perform the essential functions of their job or there is a demonstrable risk of communicating a contagious disease to others, the District should also consider whether any "reasonable accommodation" will enable the person to perform those functions. The determination of what constitutes "reasonable accommodation" in the particular instance shall be made by the Board in consultation with the review team.
- E. Recommendations regarding employment or continued employment of an infected person shall, to the extent practicable, be made by the review team. In making such recommendation, the same factors will be considered as outlined in Section II, paragraph A.1., above, with respect to program participants. The Board will make the final decision after consideration of the review team's recommendation.

An employee who poses a significant risk of communication of disease to others will not be considered otherwise qualified to continue in their position if reasonable accommodation does not eliminate that risk.

- F. As in the case of an infected program participant, an infected employee's right to privacy shall be respected, including maintaining confidential records.
- G. The Executive Director shall designate a Health Officer or assume that position themselves. Employees should be encouraged to seek information from the District Health Officer if they have any concerns about the possible contagious nature of another employee's or a program participant's illness.
- H. Employees should be assured that they can work with appropriate District personnel to facilitate benefits and discuss other illness-related concerns.

11.18.06 Education and Training:

- A. To minimize workplace exposure to and prevent the spread of infectious diseases while avoiding unnecessary panic, discrimination, or inappropriate reaction to the District's implementation of preventative measures, the District believes education and training of District personnel is essential. Training sessions and

materials shall be made available to all employees annually, to new employees as soon as they are hired, and to current employees as soon as a change in job tasks may result in exposure to bloodborne pathogens, at no cost to the employees. The educational sessions and materials should include current information about what the HIV virus, the HBV virus and AIDS are, how they are spread, how to avoid contact with these viruses, and what to do when a possible contact occurs. The materials should also explain and stress the need for confidentiality.

In particular, the District's training program should include:

1. an accessible copy of the text of IDOL's regulations relating to bloodborne pathogens, and an explanation of their contents;
2. a general explanation of the spread, prevention, and symptoms of bloodborne diseases;
3. an explanation of the modes of transmission of bloodborne pathogens;
4. an explanation of the District's Exposure Control Plan relating to bloodborne pathogens and how employees can obtain a copy of the plan;
5. an explanation of the appropriate methods of recognizing the tasks and other activities that may involve employee contact with blood or other potentially infectious materials;
6. an explanation of the use and limitations of methods by the District that will prevent or reduce exposure, including work practices and personal protective equipment;
7. information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment;
8. an explanation of the basis for the selection of personal protective equipment;
9. information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the District will offer the vaccine and vaccination to its employees free of charge;
10. information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;

11. an explanation of the procedure to follow if any employee comes into contact with blood or other potentially infectious materials, including the method of reporting the incident and the medical follow-up that will be made available;
 12. information on the post-exposure evaluation and follow-up that the District will provide for the employee if they come into contact with blood or other possibly infectious materials; and
 13. an opportunity for interactive questions and answers with the person conducting the training session.
- B. The precautionary procedures outlined in Section VII below and their rationale should be explained to employees. Employees should be encouraged to seek further information as desired and be provided with a list of other available sources of information and assistance. The District will maintain a record of all training sessions, including the names of the employees attending. All staff and volunteers should be provided a written copy (by posting or otherwise) and service training to the following precautionary procedures and advised that failure to comply with these procedures may subject an employee/volunteer to disciplinary action, including termination of employment/volunteer services. All staff/volunteers should be required to sign the attached compliance statement indicating their understanding of the procedures and agreement to comply with them.
- C. The District recognizes that the use of personal protective equipment ("PPE") helps prevent or reduce occupational exposure to infectious materials. PPE will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach employees' work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions or use and for the duration of time which the PPE will be used.
- D. The District will provide training on, make accessible, and require the use of PPE at no cost to its employees.
- E. The District has identified the following employees/positions which may have a need for PPE:
1. Good Samaritan First Aiders
 2. Park Police/Rangers
 3. Health Club Supervisors

4. Lifeguards
 5. Recreation Specialists (SRA)
 6. Day Care Workers
 7. Day Camp Program Leaders
 8. Custodians
 9. Coaches for Contact Sports
- F. Personnel Protective Equipment which will be made available and kept in first aid kits include:
1. Disposable Latex Gloves
 - a. Gloves should be worn in any situation in which there is potential hand contact with blood.
 - b. Gloves should be checked for holes, tears, or punctures before wearing.
 - c. Hands should be washed immediately after removing gloves.
 - d. Disposable gloves should never be washed or decontaminated for reuse.
 - e. Hypoallergenic gloves will be made available where needed.
 - f. Utility gloves may be decontaminated and used again. They should not be reused if they are cracked, torn, peeling, or punctured.
 2. Goggles, glasses, or protective shields
 3. CPR Microshields/Respirators
- G. Other PPE such as smocks, coveralls, material removal apparatus, etc. will be purchased for the employee should the need arise (i.e., job description change).

11.18.07 Housekeeping: The District shall use its reasonable best efforts to ensure that each worksite is maintained in a clean and sanitary condition and shall develop and implement an appropriate written schedule for cleaning and methods of decontamination based upon the location of the worksite, the type of surface to be

cleaned, the type of soil present, and the tasks or procedures being performed in the area. In particular, all equipment and working surfaces must be cleaned and decontaminated after contact with blood or other potentially infectious materials. An appropriate disinfectant shall be used to decontaminate any work surface immediately or as soon as feasible after any known spill of blood, and at the end of the work shift if the surface may have become contaminated since the last cleaning.

11.18.08 Precautions: Because other infections in addition to the HIV virus, the Hepatitis B virus and AIDS can be present in blood or non-intact skin or exposed body tissue, excrement, or other body fluids, the following routine procedures are required when handling blood (e.g., cleansing of and applying first aid to open wounds, stopping a nose bleed), excrement or urine (cleaning up "potty accidents" of young children), or other body fluids. It is to be emphasized that these procedures are required for all persons, not just those infected with the AIDS virus or other infectious diseases. Precautionary procedures for handling blood and body fluids should be predicated on the assumption that all blood/body fluids are infectious. These procedures should be followed and enforced routinely.

A. General Procedures

1. Hand washing is one of the most important techniques for preventing the spread of disease. Hand washing should be done frequently by staff, volunteers, and participants and is required before and after food preparation, after toileting, after contact with any body fluids, etc. The District will provide single-use towels or hot air drying machines for such hand washing. Where soap and water are not available, antiseptic towelettes or hand wipes may be used, followed as soon as possible by washing with soap and water.
2. Non-sterile gloves which are puncture-resistant and impervious to blood must be worn. Such gloves should be immediately available for use in areas where the need is most predictable (first aid kits, near changing tables in day-care facilities, etc.). Care should be taken to avoid any bodily contact with blood or other bodily fluids of other persons. In particular, exposure of open skin lesions or weeping dermatitis or mucous membranes to blood or body fluids should be avoided. Even though gloves are used, hands must be washed with soap and water immediately and thoroughly after the gloves are removed.
3. Soiled surfaces and recreational materials of any kind (including van/bus seats, exercise mats, changing tables, etc.) should be promptly cleaned with disinfectants such as household bleach (diluted one (1) part bleach to ten (10) parts water). Bleach should not be placed directly on large

amounts of protein matter (urine, stool, blood, sputum, etc.) in order to protect the employee from noxious fumes. Therefore, large quantities of bodily waste or fluids should be cleaned up prior to disinfecting. If a mop is used, it should be rinsed in the disinfectant. These surfaces should be routinely cleaned and disinfected at the end of each work shift.

4. Disposable towels or tissues should be used whenever possible. They should be saturated with the disinfectant and disposed of in plastic bags rather than unlined containers after use.
5. When wiping up, emptying regular trash or washroom waste or sanitary napkin containers, or cleaning up sharp objects (e.g., broken glass), employees must wear non-sterile, puncture-resistant gloves.
6. Employees should avoid placing their hands in trash or waste containers to "pack down" the trash and otherwise handle trash with care. Puncture-proof or puncture-resistant gloves should be worn when emptying trash or garbage receptacles.
7. All cuts and open wounds should be covered following basic first aid procedures. Protective coverings, Band-Aids, bandage, etc. should be worn by all staff, volunteers, or participants and provided by the District. Staff and volunteers are responsible for providing protective coverings to participants who have open lesions.
8. Sharing personal items, such as combs, brushes, toothbrushes, lipstick, etc., should be avoided. Whenever possible, disposable items (e.g., cups and utensils) should be provided and not be shared by others.
9. Disinfectants should be stored in a safe area that is inaccessible to participants. (Note: Material Safety Data Sheets should be maintained for each disinfectant.)
10. Documentation of an incident of contact with blood or other body fluids should be made whether or not a participant or employee is known to have a communicable disease.
11. Hand soap and disposable towels or tissues and gloves should be available at all facilities.

B. Procedures for Cleaning Up Blood or Other Body Fluid Spills

1. Wear disposable gloves, which should be discarded following cleanup. When disposable gloves are not available or unanticipated contact occurs, wash hands and other affected areas with soap and water immediately after contact.
2. Clean and disinfect the soiled area immediately using paper towels, soap, and water.
3. Disinfect the area with 70%-90% isopropyl alcohol solution, one (1) to ten (10) chlorine bleach solution, or quest.
4. Rinse clothing soaked with body fluids and place in a plastic bag to be sent home.
5. Place soiled sanitary napkins in plastic bags, secure, and dispose of.
6. Place paper towels and disposable gloves in plastic bags and dispose of same.
7. Wash hands and other skin that may have come in contact with bodily fluids thoroughly with soap and water or other antiseptic hand cleanser or flush eyes or other mucous membranes with water, immediately or as soon as feasible following contact of such body areas with blood, body fluids or other potentially infectious materials.
8. In a situation where bleeding due to lacerations, cuts, etc. must be immediately controlled, persons administering first aid should provide patients with compress material and encourage them to self-administer help through direct pressure on their wound(s).

C. Procedures for the Cleaning of Equipment

1. Thoroughly wash all toys with soap and water and rinse as needed. Toys that participants put into their mouths should be cleaned after each use and should not be shared.
2. Clean all equipment such as mats, wedges, feeding chairs, etc., with soap and water as needed.
3. Use a disinfectant solution to clean equipment when contact with blood or other body fluids has been made.
4. Clean cooking equipment thoroughly using soap and hot water.

D. Procedures for the Use of CPR Mouthpieces

The CPR Mouthpiece is designed to prevent direct physical contact between the user and victim. The District will provide mouthpieces under conditions where staff/volunteers may be required to administer CPR.

1. Follow instructions for use that are provided with the mouthpiece.
2. If using a disposable mouthpiece, discard after use in an appropriate receptacle.
3. If using a reusable mouthpiece, clean in disinfectant solution of 70%-90% isopropyl alcohol, then rinse with water.
4. Wash hands immediately or as soon as feasible after removal and disposal of/disinfection of mouthpiece.

E. Food Handling

1. Maintain a clean area in the kitchen for serving food.
2. Utensils should be washed, rinsed, and sanitized before food preparation.
3. Maintain a separate area of the kitchen for cleanups.
4. All leftover food, dishes, and utensils should be treated as if they were contaminated.
5. Pour liquid into sink drains.
6. Place disposable dishes in plastic-lined, covered receptacles.
7. Rinse dishes and utensils with warm water before placing them into dishwashers.
8. Rinse recyclable materials (e.g., cans, bottles) before placing them in recycle bins.
9. Clean sinks, countertops, tables, chairs, trays, and other areas; follow up by applying an approved disinfectant.
10. Wash hands before removing clean dishes from the dishwasher or cabinets.

F. Laundry

1. Use latex gloves when handling soiled items.
2. Launder diapers or other items soaked with body fluids separately.
3. Pre-soak heavily soiled items.
4. Follow the manufacturer's directions for detergent use.
5. If the material is bleachable, add ½ cup of household bleach to the wash cycle.
6. If the material is not colorfast, add ½ cup non-chlorine bleach to the wash cycle.
7. Use the hot cycle on the washer and dryer.
8. Clean laundry carts when soiled linen is washing before using them for clean linen.

G. Diapering

1. Use preferred equipment for diapering, such as a changing table, hand washing facility, disposable baby wipes, plastic bags, covered receptacle (especially for cloth diapers), disinfectant, and personal protective equipment.
2. Wash hands in all cases of diapering.
3. Put on latex gloves before diapering and remove gloves and dispose of them properly after diapering.
4. Remove soiled diaper and place in an appropriate receptacle. The disposable plastic bag should be removed at least once a day.
5. If other clothing is soiled, remove, rinse and place it directly in a plastic bag marked with the child's name, secure the bag with a fastener, and send the bag home with the child at the end of the day.
6. Cleanse genitals, perineum, and buttocks with disposable baby wipes or soap and water.
7. Rinse well and dry skin before applying a clean diaper.

8. Wash the child's hands and then wash your own hands.
9. Wear disposable latex gloves to rinse and wring out cloth diapers in the toilet.
10. Report abnormal conditions (e.g., blood) to administration so that parents and health professionals can be notified appropriately.

H. Hepatitis B Virus Vaccination and Post Exposure Evaluation and Follow-up

The District shall make available the Hepatitis B vaccine and vaccination series to all employees who may come into contact with blood or other potentially infectious materials or is expected to render first aid on a routine and regular basis in the course of their employment, at no cost to the employees. If an employee declines to be vaccinated, they must sign the attached declination form, which the District will retain as part of that employee's record. In addition, if any employee comes into contact with blood or other potentially infectious materials, the District shall provide a confidential medical evaluation and follow-up, again at no cost to the employee. Hepatitis B vaccinations and post-exposure evaluation and follow-up will be provided at a reasonable time and place, by or under the supervision of a licensed physician, and utilizing an accredited laboratory. Evaluation and follow-up will include at least the following elements:

1. documentation of the route(s) of exposure and the circumstances under which the exposure occurred;
2. identification and documentation of the individual who was the source of the blood or other potentially infectious material with which the employee came into contact;
3. prompt testing of the source individual's blood, with their consent, to determine whether they are infected with the HIV or HBV virus, with the results being communicated in confidence to the exposed employee;
4. collection and testing of the exposed employee's blood with his/her consent for HIV and HBV;
5. post-exposure preventive measures, when medically indicated, as recommended by the U.S. Public Health Service;
6. counseling; and,

7. evaluation of reported illnesses.

The Executive Director will provide the health care professional responsible for an employee's Hepatitis B vaccination or an exposed employee's post-exposure evaluation with a copy of the IDOL regulations. The Executive Director will also provide the health care professional who is responsible for an exposed employee's post-exposure evaluation with:

1. a description of the employee's duties as they relate to the exposure incident;
2. documentation of the route(s) of exposure and the circumstances under which exposure occurred;
3. results of the source individual's blood testing, if available; and,
4. all medical records relevant to the employee's appropriate treatment, including their HBV vaccination status, which are the District's responsibility to maintain.

The Executive Director will obtain and provide to the employee a copy of the written opinion of the health care professional who performs a post-exposure evaluation within 15 days of its completion.

11.18.09 Incident Records: To the extent practicable, the District will keep records noting incidents of employee contact with blood or other potentially infectious materials and of non-compliance with these guidelines by employees observed during routine monitoring of the workplace. To the extent monitoring reveals a failure to follow recommended precautions, further education of the employee involved should be provided, and if such non-compliance is of a nature that poses a threat to the health or safety of other employees or the public, disciplinary action up to and including dismissal may be taken.

In particular, the District will maintain two categories of records:

1. Medical records. The Executive Director will establish and maintain or cause to be established and maintained an accurate record concerning each employee who may come into contact with blood or other possibly infectious materials, including the employee's name and Social Security number, their Hepatitis B vaccination record, including any declination form signed by the employee, and a copy of the results of all examinations, medical testing and follow-up procedures following an actual contact with blood or other possibly infectious materials. These

records shall be maintained during the duration of an employee's employment, plus an additional 30 years, and shall be kept confidential, except with the employee's express written consent or as may be required by law.

2. Training Records. The Executive Director will maintain or cause to be maintained a record of the dates of all employee training sessions, the contents or a summary of these sessions, the names and qualifications of the persons conducting the sessions and the names and job titles of all persons attending the sessions. These records shall be maintained for a period of three years after the training occurs.

11.18.10 State Regulations: The Illinois Department of Labor has adopted regulations to protect employees from exposure to bloodborne pathogens, including the Human Immunodeficiency Virus (HIV) and the Hepatitis B Virus (HBV). To the extent that these regulations differ from the foregoing procedures, the District will comply with whatever standard is most strict.

11.18.11 **Staff/Volunteer Compliance Statement:**

I understand the foregoing precautionary procedures relating to AIDS/HIV HBV infectious diseases are a result of concern for my health, safety, and physical well-being and that of fellow employees/volunteers and participants I am serving. I have read, understand, and agree to follow and comply with all of the procedures and I understand that my failure to do so may subject me to disciplinary action, up to and including termination of my employment/volunteer services.

I further understand that these guidelines are not intended to create and shall not be construed as creating contractual or other obligations on the part of the District or rights on the part of volunteers, employees, program participants, or park users.

Employee's Signature

Date:

(If under the age of 18, parental signature is required.)

Parent's Signature

Date:

This signed statement will become a part of the employee/volunteer personnel/volunteer records.

11.18.12 HIV/HBV/AIDS/Infectious Diseases Education and Awareness Program Implementation:

1. OBJECTIVES

- A. The primary objectives in developing an HIV/HBV/AIDS/Infectious Diseases information program are to minimize District employees' exposure to HIV, HBV, AIDS Infectious Diseases, and to educate those employees to minimize fear, hysteria, and discriminatory behavior among co-workers or discrimination in the treatment of users of District programs and facilities and to prevent the spread of the disease. To meet these primary objectives, some secondary objectives must also be met. The information program should:
- B. Explain the Human Immunodeficiency Virus (HIV), the Hepatitis B Virus (HBV), AIDS, and other commonly encountered infectious disease risks in the District environment.
- C. Describe how HIV, HBV, AIDS, and these other infectious diseases are contracted and spread.
- D. Define what the risks are in the District work environment.
- E. Describe how to minimize these risks.
- F. Describe the appropriate actions to take after contact with another person's blood or other body fluids.
- G. Discuss appropriate actions and concerns if an employee discovers they or someone they know has HIV, HBV, or AIDS.
- H. Provide for ongoing monitoring or assessment of the program's effectiveness.
- I. Provide for ongoing monitoring of medical and legal information and provide updating of information as appropriate.

2. TRAINING

- A. Required for all full-time, part-time, and seasonal employees.
- B. Provided by the District at no cost to the employees during regular working hours.

- C. Provided at least annually and immediately to newly hired employees and any employee whose job functions change places them at risk of contacting blood or other potentially infectious materials.
- D. Should include but not be limited to the following:
 - 1..... an accessible copy of the text of IDOL's regulations relating to bloodborne pathogens and an explanation of their contents;
 - 2..... a general explanation of the spread, prevention, and symptoms of bloodborne diseases;
 - 3..... an explanation of the modes of transmission of bloodborne pathogens;
 - 4..... an explanation of the District's Exposure Control Plan relating to bloodborne pathogens and how employees can obtain a copy of the plan;
 - 5..... an explanation of the appropriate methods of recognizing the tasks and other activities that may involve employee contact with blood or other potentially infectious materials;
 - 6..... an explanation of the use and limitations of methods by the District that will prevent or reduce exposure, including work practices and personal protective equipment;
 - 7..... information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment;
 - 8..... an explanation of the basis for the selection of personal protective equipment;
 - 9..... information on the Hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the District will offer the vaccine and vaccination to its employees free of charge;
 - 10..... information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;
 - 11..... an explanation of the procedure to follow if any employee comes into contact with blood or other potentially infectious materials, including the method of reporting the incident and the medical follow-up that will be made available;

12..... information on the post-exposure evaluation and follow-up that the District will provide for the employee if they come into contact with blood or other possibly infectious materials; and

13..... an opportunity for interactive questions and answers with the person conducting the training session.

3. AWARENESS

- A. General information given to staff at the time of hire.
- B. Resource information regarding HIV, HBV, AIDS, infectious diseases, etc., to be kept at all District buildings for employees to read.
- C. Hand washing charts, other reminders at appropriate locations (e.g., on inside cover of first aid kits, etc.)

THE HOFFMAN ESTATES PARK DISTRICT

11.18.13 Hepatitis B Vaccination Declination

I understand and acknowledge that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection, which is known to be a serious disease. I have been given the opportunity to be vaccinated with the Hepatitis B vaccine, at no charge to myself. However, I decline Hepatitis B vaccination at this time. By declining this vaccine, I understand that I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Employee's Signature _____

Print Name _____

Date: _____

11.18.14 COVID Vaccination Policy: All full-time onsite employees and part-time employees or volunteers involved with in HEParks childcare programs held within schools or HEParks classroom settings (Preschool, Early Childhood, Before- and After-School Care (STAR), and Little Stars Childcare (LSC)), in accordance with State Law, are required to receive COVID-19 vaccinations unless a reasonable accommodation is approved because of an employee's disability, pregnancy, or sincerely held religious beliefs. All other part-time employees are strongly recommended to receive vaccinations and to provide this information to their supervisor or to the human resources department, or they will be asked to comply with additional mitigation practices.

- Employees not in compliance with this policy will be placed on leave until their accommodation or employment status is determined by the Executive Director.
- This policy will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention, the Illinois Department of Public Health and local health authorities, as applicable.
- All currently unvaccinated full-time employees must receive their first dose within two weeks of receipt of this policy and their second dose after three weeks of their first dose of the Pfizer vaccine or four weeks of their first dose of the Moderna vaccine (unless a single dose vaccine is utilized) or they will not be in compliance. The District will also mandate all additional doses as required by the CDC, IDPH or State of Illinois.
- Due to the Governor's mandate #2021-20 (COVID-19 Executive Order No. 87) requirements that all "school personnel" have a full COVID vaccination or a weekly negative COVID test as a condition of employment, all staff & volunteers working in HEParks childcare programs held within schools or HEParks classroom settings (Preschool, Early Childhood, Before- and After-School Care (STAR), and Little Stars Childcare (LSC)) must be fully vaccinated from COVID-19. These employees or volunteers will receive their first dose within two weeks of receipt of this policy and their second dose after three weeks of their first dose of the Pfizer vaccine or four weeks of their first dose of the Moderna vaccine (unless a single dose vaccine is utilized) or they will not be in compliance. The District will also mandate all additional doses as required by the CDC, IDPH or State of Illinois. The District is not accepting weekly negative tests.
- If any further vaccination or testing mandates are made by the State of Illinois, the District will require vaccinations only. The District will not accept weekly tests unless required by the State of Illinois or as part of an approved religious or medical reasonable accommodation process.
- Non-childcare related part-time employees who are unvaccinated or do not report their fully vaccinated status to their supervisor will be required to 1) wear a mask

at all times within any Hoffman Estates Park District Buildings, including non-public areas, except when eating and drinking (which should occur outside when possible or at a social distance of at least six feet inside), and 2) maintain social distancing of at least six feet whenever possible.

- All employees will be paid for time taken to receive vaccinations during their scheduled working hours (and are not required to using existing paid time off benefits). Employees are to work with their managers to schedule an appropriate time to comply with this policy. Employees who elect to receive vaccinations outside of the scheduled work hours will not be paid because employees are allowed to take paid time off during working hours to do so. Any scheduling difficulties should be reported to Human Resources.
- Employees in need of an exemption from this policy due to a medical or pregnancy-related reason, or because of a sincerely held religious belief, must submit a completed Request for Accommodation form to the human resources department to begin the interactive accommodation process as soon as possible after vaccination deadlines have been announced. Reasonable accommodations will be granted where they do not cause Hoffman Estates Park District undue hardship or pose a direct threat to the health and safety of others.
- Before the stated deadlines to be fully vaccinated have expired, employees will be required to provide proof of vaccination to human resources or have submitted a Request for Accommodation to be exempt from the requirements.
- The documentation submitted to prove vaccination status must come from a person or organization certified to administer the vaccine and should not contain any private medical, genetic or family health information (other than the vaccination status and dates). For example, an employee can present a copy of the vaccination card obtained when the vaccine is administered.
- Employees who fail to comply with this Policy will be placed on leave pending termination. Again, as mentioned above, the District will make any decisions in accordance with the law.

FORM A

Hoffman Estates Park District

11.18.15 Request to Review Personnel Records

Employee's name _____

Name of representative, if any, designated to inspect records on behalf of the employee

Records requested to be inspected _____

A copy of the records inspected will be made available to the employee or their designated representative upon request and payment of duplicating costs of _____ per page.

By their signature below, the employee acknowledges and agrees that the District expressly disclaims any liability and has no liability concerning disclosing the employee's personnel records as authorized by the employee.

Employee's signature

Date

Received by _____ On _____

Date inspection made _____

Copies made by employee/designated representative of the following documents:

FORM B

11.18.16 Authorization to Disclose Information: IMPORTANT INFORMATION FOR EMPLOYEE

It is the Hoffman Estates Park District (District) goal to attempt to protect its employees from unnecessary or unwanted disclosure of information concerning their employment. The disclosure of certain kinds of information concerning employees is required by law. The disclosure of other types of information is discretionary with the District. To avoid potential lawsuits or claims with respect to the disclosure of such information, it is the District's policy not to disclose any information concerning an employee except for an employee's period of employment with the District and his/her title, position, and/or job function, unless disclosure of additional information is required by law or the employee gives prior written consent to such disclosure. The attached form is to be used by an employee for the purpose of giving the District such prior written consent.

Please note that the authorization is broad in scope unless limited explicitly by you on the form. It authorizes the District to release all information related to your employment with the District contained in your personnel file. Accordingly, if there is any information you do not want to be disclosed, you should so indicate on the authorization form. Please note that by signing the form, you are releasing the District, its Board, officers, employees, and agents from any claims you or any person claiming through you may have by virtue of the disclosure of any such authorized information as authorized by you. No person has the authority to modify or lessen the scope of this release given by you, and you may not rely on any implied or actual oral representations to the contrary.

AUTHORIZATION TO DISCLOSE INFORMATION

I, _____, hereby request and authorize the Hoffman Estates Park District through its commissioners, officers, employees, agents or any other authorized person, to answer oral and/or written questions and respond to oral and/or written inquiries concerning my employment with the District from the following person and to release to the following person:

Name

Address _____

Telephone _____

any and all information (including without limitation personal opinions and observations concerning my job performance or personal character) concerning my employment with the District whether or not currently contained in the personnel files, including without limitation information regarding membership in job-related professional organizations, information regarding enrollment or participation in job-related courses or programs, salary information, attendance record, job function descriptions, information regarding performance, transfers, promotions, demotions, and disciplinary actions, without exception, except as expressly stated below:

The authority given by me herein shall expire 60 days from the date hereof.

I understand that it is the District's policy to disclose to third parties only my period of employment with the District, and my title, position and/or job function with the District, unless I consent to the disclosure of additional information. To induce the District to release further information to the party named by me above, I hereby forever release and hold harmless the District, its commissioners, officers, employees, and agents from and against any and all claims, suits, or proceedings of whatsoever nature which I or anyone claiming through me might otherwise have by virtue of the disclosure of such information, (including but not limited to personal opinions and observations concerning my job performance or personal character) by the District.

I hereby represent and acknowledge that I have thoroughly read the provisions of this authorization form, that I fully understand its contents and its legal significance, and that I have signed it as my free and voluntary act and deed.

Date

Employee's Signature

[illegible]

I, _____, a Notary
Public in and for said County and State, do hereby certify that
_____ is personally known to me to
be the same person whose name is subscribed to the foregoing instrument as
their own free act and deed and that the statements contained therein, and each
thereof are true.

Notary Public

[NOTARY SEAL]

My commission expires: _____

11.19 PARK DISTRICT CHILD ABUSE AND NEGLECT POLICY

11.19.01 Compliance with State of Illinois Abused and Neglected Child

Reporting Act: It shall be the policy of the Park District to fully comply with the State of Illinois Abused and Neglected Child Reporting Act. The Park District will make every reasonable effort and precaution to prevent, detect, handle and report cases of suspected child abuse and neglect for children who come in direct contact with Park District programs, areas, and facilities.

Specific hiring, training, supervision, employee conduct, and reporting procedures have been developed for applicants and employees who will supervise children.

Specifically:

1. All full and part-time employees will sign an Acknowledgement Form, Recreation Department volunteers, and Contractual Service Providers, and retained on file by the District, indicating that they have knowledge and understanding of the Abused and Neglected Child Reporting Act requirements. (See Attachment A)
2. A Prior Conviction and Reference check will be completed by the Park District and is inclusive with the policies set forth by the Board of Commissioners.
3. All prospective staff will be interviewed in person prior to the decision to accept them as an employee for the Park District.
4. All full and part-time staff, Recreation Department volunteers, and Contractual Service Providers will receive in-service training by supervisory administrative staff. This orientation may include audio-visual, verbal, and written materials on Park District policies and procedures regarding child abuse and neglect. Specific training guidelines will also include:
 - A. The Cook County Health Department's periodic training programs to explain indicators of abuse and neglect and reporting procedures.
 - B. Appropriate discipline and rewarding practices.
 - C. Using expressions of normal affection through physical contact.
 - D. Requiring that one-adult and one-child situations be avoided.
 - E. Respecting and protecting the privacy of children, as well as their own.
 - F. Avoiding sexually suggestive discussions in front of children.

- G. Wearing a means of staff identification at all times.
 - H. Being alert to the physical and emotional state of children in their care.
5. Administrative/supervisory staff will make periodic unannounced visits to program sites to observe staff interaction with children and individual children's behavior. These visits to program sites will be documented, noting program, staff, time, location, and observation.
 6. Attendance/illness records of children participating in programs will be periodically reviewed by administrative/supervising staff for unusual absenteeism or children's reluctance to participate in the programs.
 7. All reports of child neglect or abuse will be channeled through the Director of Recreation or the Executive Director in his/her absence. If neither is available, a report will be made directly to the Department of Child and Family Services, and written notice submitted to the Director of Recreation and Program Manager within 24 hours. Details of the report shall not be discussed with other staff or participants. The specific procedure for staff to handle allegations of abuse can be found in Attachment B.
 8. The Executive Director will notify the President of the Board of Commissioners of all reports of child abuse/neglect which are suspected and reported to the Department of Child and Family Services.

Attachment A

Hoffman Estates Park District

**11.19.02 ILLINOIS ABUSED AND NEGLECTED CHILD ACT
ACKNOWLEDGEMENT FORM**

As a recreational supervisor or instructor of children in your program area, you are required by the Illinois Abused and Neglected Child Reporting Act to report whenever you have reasonable cause to believe a child has been abused or neglected. Legal definitions of this Act are attached.

Reports made in good faith are immune from liability – civil, criminal, or otherwise. Any person who willingly transmits a false report, however, commits the offense of disorderly conduct. Willfully failing to report suspected child abuse or neglect commits a Class A misdemeanor.

All reports should be channeled through the Director of Recreation (847-781-3634) or the Executive Director (847/310-3604) in his/her absence and should not be discussed with other staff members or participants. If neither is available, the State of Illinois Division of Child and Family Services should be notified directly at 1-800/252-2873.

I hereby acknowledge that I know and understand the reporting requirements of the Illinois Abused and Neglected Child Act. (Please read the attached form before signing.)

Signature

Date

11.19.03 State of Illinois Abused and Neglected Child Reporting Act:

"Abused Child" means a child whose parent or immediate family member, or any person responsible for the child's welfare, or any individual residing in the same home as the child, or a paramour of the child's parent:

- a. inflicts, causes to be inflicted, or allows to be inflicted upon such child physical injury, by other than accidental means, which causes death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function;
- b. creates a substantial risk of physical injury to such child by other than accidental means which would be likely to cause death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function;
- c. commits or allows to be committed any sex offense against such child, as such sex offenses are defined in the Criminal Code 1961, as amended, and extending those definitions of sex offenses to include children under the age of 18 years of age;
- d. commits or allows to be committed an act or acts of torture upon such a child; or
- e. inflicts excessive corporal punishment.

"Neglected Child" means any child whose parent or another person responsible for the child's welfare withholds or denies nourishment or medically indicated treatment including food or care denied solely based on the present or anticipated mental or physical impairment as determined by a physician acting alone or in consultation with other physicians or otherwise does not provide the proper or necessary support, education as required by law, or medical or other remedial care recognized under State law as necessary for a child's well-being, or other care necessary for their well-being, including adequate food, clothing and shelter; or who is abandoned by their parents or other person responsible for the child's welfare. A child shall not be considered neglected or abused for the sole reason that such child's parent or another person responsible for their welfare depends upon spiritual means through prayer alone for the treatment or cure of the disease or remedial care as provided under Section 4 of this Act.

Any recreational program or facility personnel having reasonable cause to believe a child known to them in their professional or official capacity may be an abused child or a neglected child shall immediately report or cause a report to be made to the Department of Child and Family Services. Whenever such person is required to report under this Act in their capacity as a member of the staff shall make the report immediately to the Department in accordance with the provisions of this Act and may also notify the person in charge of the facility, or agency, or their designated agent that such report has been made. Under no circumstances shall any person exercise any control, restraint, modification, or other change in

the report or forwarding of such report to the Department. The privileged quality of communication between any professional person required to report and their client shall not apply to situations involving abused or neglected children and shall not constitute grounds for failure to report as required by this Act. In addition to the above persons required to report suspected cases of abused or neglected children, any other person may make a report if such person has reasonable cause to believe a child may be an abused or neglected child. Any person who enters employment on or after July 1, 1986 and is mandated by virtue of that employment to report under this Act, shall sign a statement on a form prescribed by the Department, to the effect that the employee has knowledge and understanding of the reporting requirements of this Act. The statement shall be signed prior to the commencement of the employment. The employer shall retain the signed statement.

11.19.04 Handling Allegations of Abuse:

1. If a child advises Park District staff that someone has molested or otherwise abused them, staff should be prepared to help the child. It is suggested that District staff be counseled and trained to follow the guidelines below:
 - a. Remain calm and reassuring. If you panic, become angry, or overreact to the information disclosed, so will the child. The child needs to feel that the person to whom they are speaking is in control of the situation and will reassure them that everything will be okay.
 - b. Don't criticize the child, question the child's story, or imply that the child may have misunderstood what happened. Accept the information openly without indicating value judgment.
 - c. Encourage the child to speak with the Director of Recreation and Program Manager about what happened. Tell them no one should ask to keep a secret about what happened and that it is okay to talk to the administrative personnel about it. Make sure the child feels that they are not to blame for what happened. Try to avoid repeated interviews about the incident and other dealings with the child that may be stressful for the child.
 - d. Respect the child's privacy. Take the child to a location where you cannot be overheard by other children but within the view of another adult. It is important that you discuss the matter only with the Director of Recreation and Program Manager or with the appropriate Department of Child and Family Services and designated law enforcement personnel. It must not become the topic of conversation among other staff members either on or off District premises. The child and their family or other persons involved should not pay the price of your indiscretion. If you disclose the information to such other persons, you are violating the child's right to privacy and the privacy rights of other persons involved, and may be subject to legal liability.
2. The Director of Recreation and appropriate Program Manager should be the contact persons for reporting suspected child abuse. In his/her absence, the Executive Director should be notified. The Director of Recreation and Program Managers should become thoroughly familiar with the Act's reporting requirements as summarized in the following paragraphs. If the report is made directly to the Department of Child and Family Services, the Director of Recreation or Executive Director shall be

notified within 24 hours of contacting the Department of Child and Family Services.

3. The Director of Recreation and staff person reporting the suspected abuse should immediately notify the Department of Child and Family Services as required under the Act by telephone to the DCFS "Central Register" 1-800/252-2873 or in person or by telephone through the nearest DCFS office. Reports are immediately transmitted to the appropriate DCFS Child Protective Service Unit ("CPS"), which will, in turn, begin to investigate the matter.
4. The report should include, if known, the name and address of the child and their parents or other person having their custody; the child's age; the nature of the child's condition, including any evidence of previous injuries or disabilities; and any other information that the reporting staff person believes might help establish the cause of such abuse or neglect and the identity of the person believed to have caused such abuse or neglect.
5. The reporting staff person should confirm the oral report in writing to the assigned "CPS" within 48 hours of the initial report.
6. The Director of Recreation will notify the Executive Director of all reported cases to DCFS and keep the Executive Director informed of any further development.
7. The Executive Director will notify the President of the Board of Commissioners of all reports of child abuse or neglect which are suspected and reported to the Department of Child and Family Services.

11.20 VICTIMS' ECONOMIC SECURITY AND SAFETY ACT ("VESSA") POLICY

11.20.01 Purpose: The purpose of this policy is to inform employees of their rights under the Victims' Economic Security and Safety Act (the "Act"), 820 ILCS 180/1.

11.20.02 Intent: To establish guidelines that will set forth an employee's rights under the Act.

11.20.03 Policy: Subject to certification requirements outlined below, an employee shall be entitled to a total of twelve (12) workweeks of unpaid leave during any twelve (12) month period if that employee is a victim of domestic or sexual violence or has a family or household member who is a victim of domestic, gender, or sexual violence. The leave may be taken to:

1. Seek medical attention for or recovering from physical or psychological injuries;
2. Obtain services from a victim services organization;

3. Obtain psychological or other counseling;
4. Participate in safety planning, temporarily or permanently relocating, or taking other actions to increase safety from future domestic or sexual violence or ensure economic security; and/or
5. Seek legal assistance or remedies, including preparing for or participating in any civil or criminal proceeding related to or derived from domestic or sexual violence.

At the employee's discretion, the leave may be taken intermittently or on a reduced work schedule.

11.20.04 Notice: The employee shall provide the Employer with at least forty-eight (48) hours advance notice of the employee's intention to take the leave unless such notice is not practicable. The Employer shall not take any action against the employee if an unscheduled absence occurs, provided the employee provides the proper certification set forth below as soon as is practicable.

11.20.05 Confidentiality: Upon application for such leave, the employee shall provide to the Employer a sworn statement attached hereto and obtain one of the following documents:

1. Documentation from an employee, agent, or volunteer of a victim services organization, an attorney, member of the clerk, or a medical or other professional from whom assistance has been sought in addressing domestic or sexual violence and the effects of the violence;
2. A police or court record; or
3. Other corroborating evidence as determined sufficient by the Employer.

Nothing in this subsection shall be construed to prohibit an employer from requiring an employee on leave to report periodically to the employer regarding the employee's progress or regarding employment matters.

11.20.06 Employment Benefits: Upon returning to work after taking leave enumerated under this policy, the employee shall be restored to the position held before taking leave or to an equivalent position. The employee shall retain any employment benefits accrued before the date on which leave commenced. However, nothing in this policy shall be construed to entitle any restored employee to have accrued any seniority or employment that the employee would not have received had they not taken leave. Additionally, the employer shall

maintain coverage for the employee and family or household member under any group plan for the duration of such leave under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of such leave. If the employee fails to return from leave under this policy and after the period of leave to which the employee is entitled has expired and for reasons other than the continuation, recurrence or onset of domestic or sexual violence, the employer may recover from the employee the premium that the employer paid for maintaining the level of coverage for the employee.

11.20.07 Use of Existing Leave: An employee who is entitled to take paid or unpaid leave (including family, medical, sick, annual, personal, or similar leave) from employment pursuant to federal, state, or local law, the collective bargaining agreement, or the employment benefits program or plan, may elect to substitute any period of leave for an equivalent period of leave provided under this policy. This policy does not provide additional time if the Family Medical Leave Act also covers the leave.

11.20.08 Sworn Statement:

SAMPLE SWORN STATEMENT:

I, _____, swear that I am taking leave under the Victims' Economic Security and Safety Act, and that either I am a victim of domestic or sexual violence or have a family or household member who is a victim of domestic or sexual violence.

Signature

Date

ORDINANCE NO. 2004-03

AN ORDINANCE ADOPTING A POLICY REGARDING
THE VICTIMS' ECONOMIC SECURITY AND SAFETY ACT ("VESSA")

WHEREAS, the Hoffman Estates Park District is an Illinois municipal corporation under the laws of the State of Illinois; and

WHEREAS, the Park District Board seeks to comply with the provisions of the Victims' Economic Security and Safety Act ("VESSA"), 820 ILCS 180/1; and

WHEREAS, the Park District Board of Commissioners deems it in the best interests of the Park District to adopt a policy implementing the provisions of VESSA.

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

SECTION 1: The Park District hereby adopts the Victims' Economic Security and Safety Act ("VESSA") Policy attached hereto as Exhibit A.

SECTION 2: If any section, paragraph, clause, or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Ordinance.

SECTION 3: All Ordinances in conflict herewith are hereby repealed to the extent of such conflict.

All Ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 4: This ordinance shall be in full force and effect from after its passage, approval and publication as provided by law.

APPROVED AND ADOPTED by the Board of Commissioners of the Hoffman Estates Park District this _____ day of _____, 20____, pursuant to roll call vote as follows:

AYES:

NAYS:

ABSENT:

ABSTAIN:

APPROVED THIS _____ day of _____, 20____.

Board President _____

ATTEST _____

Park District Secretary _____

ATTEST _____

Personnel Policy Manual approved by the Board in its entirety: January 2014

Personnel Policy Manual approved by the Board in its entirety: Sept. 2016

Personnel Policy Manual approved by the Board in its entirety: December 2017

11.21 EMPLOYEE ACKNOWLEDGMENT

I hereby acknowledge receipt of the Hoffman Estates Park District ("District") Full-time Employee Personnel Policy Manual. I agree and represent that I have read or will read this Manual in its entirety. I understand that this Manual has been developed as a general reference guide for District employees and that neither the Manual nor its individual terms constitute or represent binding contractual commitments, either expressed or implied, on the part of the District. I also understand that the policies, benefits, and guidelines contained in this Manual can be changed or discontinued by the District at any time.

I further understand that I am an at-will employee, as provided in the Manual. I also understand that no representative of the District other than the Executive Director, with the Board's approval, has authority to enter into any employment agreement for any specific period of time or make any binding representation or agreement, whether oral or written, contrary to the foregoing.

I understand and will comply with all policies within the Personnel Policy Manual.

Signature: _____

Name: _____

Date: _____

MEMORANDUM NO. M21-111

TO: Administration & Finance Committee
FROM: Craig Talsma, Executive Director
Alisa Kapusinski, Director of Recreation
Brian Bechtold, Director of Golf & Facilities
RE: Independent Contractor Agreements
DATE: December 21, 2021

Background

Contractual agreements with shared revenue payments that are expected to exceed the spending authority of the Executive Director (\$25,000) require Board approval.

Three agreements that require approval are attached.

1. Tumbling Times, Inc – gymnastics instruction
2. Illinois Shotokan Karate, Inc – youth & adult karate classes
3. Options Basketball – youth & adult basketball instruction
4. Hoffman United Soccer Club – soccer & cricket instruction and referee assignments

Implications

All agencies meet the requirements required by PDRMA as it relates to liability and overall insurance. The contractual agreements expire at the end of the fiscal/calendar year and will be reviewed on an annual basis and adjusted annually if deemed necessary.

Recommendation

Staff recommends that the Administration and Finance Committee recommend to the full Board the approval of the 2022 Independent Contractor Agreements for Tumbling Time, Inc., Illinois Shotokan Karate, Inc, Options Basketball and Hoffman United Soccer Club.

**HOFFMAN ESTATES PARK DISTRICT
INDEPENDENT CONTRACTOR AGREEMENT**

I. Hoffman Estates Park District (Park District) enters into an Independent Contractor Relationship with Tumbling Times, Inc January 1 - December

The duration of this independent contractual agreement will be: 31, 2022.

This agreement shall not be construed as creating an employee/employer relationship or joint employment relationship between the parties in any manner whatsoever.

- A. Contractor acknowledges and agrees that he/she is not entitled to any benefits or protections afforded employees of the Park District or bound by any obligations of employees of the Park District. Contractor understands and fully agrees that he/she will not be covered under provisions of the unemployment compensation insurance of the Park District or the workers' compensation insurance of the Park District and that any injury or property damage on the job will be contractor's sole responsibility and not the Park District's. Also, it is understood that Contractor is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the Park District and therefore, Contractor will be solely responsible for his/her own actions. The Park District will in no way defend contractor in matters of liability.
- B. It is the intention of the parties to create a non-exclusive independent contractor relationship. Contractor may engage in other business activities and provide similar services to other entities and business; provided such services do not create a conflict or interest or interfere with the performance of the services contemplated by this agreement.
- C. The contractor agrees not to hold him/herself out as an employee or joint employee of the Park District to members of the public.
- D. The contractor acknowledges and agrees that he/she is solely responsible to pay all applicable federal, state, and local income and withholding tax obligations or contributions imposed by social security, unemployment insurance and worker's compensation insurance on behalf of Contractor and those employees, if any, employed by him/her.
- E. Contractor hereby agrees to comply with all applicable laws, regulations, and rules promulgated by any Federal, State, County, Municipal and/or other governmental unit or regulatory body now in effect during the performance of the work. By way of example, the following are included within the scope of the laws, regulations and rules referred to in this paragraph, but in no way to operate as a limitation on the laws, regulations and rules with which Contractor must comply, are all forms of Workers Compensation Laws, all terms of the Equal Employment Opportunity Clause of the Illinois Fair Employment Practices Commission, the Illinois Human Rights Act, the Illinois Preference Act, the Social Security Act, Americans With Disabilities Act, Statutes

**HOFFMAN ESTATES PARK DISTRICT
INDEPENDENT CONTRACTOR AGREEMENT**

relating to contracts by units of government, all applicable Civil Rights and Anti-Discrimination Laws and Regulations, and traffic and public utility regulations.

- II. Contractor shall at all times have sole control over the manner, means and methods of performing the work/services required by the contract according to his/her own independent judgment, and is solely responsible for the direction of his/her employees and agents. Contractor acknowledges and agrees that he/she will devote such times as is necessary to produce the contracted for results. Contractor represents and warrants that Contractor has the skills and knowledge necessary to perform the services in a safe, proper, efficient, thorough and satisfactory manner and understand that the Park District is relying on such representation in contracting with Contractor for the services.
- III. The Park District will report payments to an individual of \$600 or more to the IRS on Form 1099-Misc. Contractor will provide to the Park District a Social Security Number or Federal Employer Identification Number for any individual receiving payment.
- IV. Contractor acknowledges and agrees that he/she is responsible for all expenses, including, the provision of equipment and materials related to provision of the contracted results, unless otherwise agreed to.
- V. The contractor acknowledges and agrees that he/she is solely responsible for his/her employees/agents actions in performing the work service.
- VI. If this contract is for public construction in an amount greater than \$5,000, then the contractor must furnish, supply, and deliver a surety bond for the entire amount of the contract to secure the performance of the contract and the payment of prevailing wage, the payment of all subcontractors and all material suppliers per 30 ILCS 550, et seq. With the approval of the Director of Finance a bank letter of credit may be accepted in lieu of the surety bond if for twice the amount of the contract and it will be held for a minimum of six months after the contract completion.
- VII. To the extent that the Prevailing Wage Act applies, to pay and require every Subcontractor to pay prevailing wages as established by the Illinois Department of Labor for each craft or type of work needed to execute the contract in accordance with 820 ILCS 130/.01 et seq. The Contractor shall prominently post the current schedule of prevailing wages at the Contract site and shall notify immediately in writing all of its Subcontractors, of all changes in the schedule of prevailing wages.

Any increases in costs to the Contractor due to changes in the prevailing rate of wage during the terms of any contract shall be at the expense of the Contractor and not at the expense of the Owner. The change order shall be computed using the prevailing wage rates applicable at the time the change order work is scheduled to be performed. The Contractor shall be solely responsible to maintain accurate records as required by the prevailing wage statute and to obtain and furnish all such certified records to the Park District as required by Statute. In lieu of certified payroll, Contractor shall

**HOFFMAN ESTATES PARK DISTRICT
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submit a letter setting forth the basis upon which Contractor has concluded the Act does not apply. The Contractor shall be solely liable for paying the difference between prevailing wages and any wages actually received by laborers, workmen and/or mechanics engaged in the Work and in every way defend and indemnify the Park District against any claims arising under or related to the payment of wages in accordance with the Prevailing Wage Act.

- VIII. The contractor agrees to provide and keep force at all times during this agreement, the following coverage: comprehensive general liability insurance including contractual liability coverage and tenants legal liability coverage (when applicable), with minimum limits of not less than one million dollars (\$1,000,000) per occurrence, and two million dollars (\$2,000,000) annual aggregate; property damage insurance; full Worker's Compensation Insurance equal to the statutory amount required by law, and employers liability insurance with limits of not less than one million dollars (\$1,000,000). All insurance carriers providing the coverage set forth herein shall have a rating of A as assigned by A.M. Best & Co. and satisfactory to the Park District in its sole discretion.

All certificates of insurance in connection herewith shall be furnished to the Park District no later than seven (7) days prior to the commencement date of this agreement. To have all policies of insurance purchased or maintained in fulfillment hereof name the Park District as an additional insured thereunder and the Contractor shall provide Certificates of Insurance evidencing the coverage and the addition of the Park District as an insured. No such policy of insurance shall have a deductible or self-insurance retention amount in excess of \$5,000.00 per occurrence. All insurance shall be written on "An occurrence@" basis rather than "A claims-made@" basis. Failure of Park District to demand any certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of Park District to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractors obligation to maintain such insurance.

The Contractor agrees that the obligation to provide the insurance required by these documents is solely its responsibility and that this is a requirement which cannot be waived by any conduct, action, inaction or omission by the Park District. Upon request, the Contractor will provide copies of any or all policies of insurance maintained in fulfillment hereof.

- IX. All insurance coverage provided by the contractor shall be primary coverage as to the Park District. Any insurance or self-insurance maintained by the Park District shall be excess of the contractor's insurance and shall not contribute with it.
- X. The Park District, its officers, agents and employees are to be covered and named as additional insured (Hoffman Estates park District) under the general liability coverage and shall contain no special limitation on the scope of protection afforded to the additional insured. The policy and/or coverage shall also contain a "contractual liability" clause.

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INDEPENDENT CONTRACTOR AGREEMENT**

- XI. Said insurance policies shall not be canceled or amended without 30 days prior written notice having been given to the Park District. Such cancellation shall be grounds for the Park District to immediately cancel this Agreement.
- XII. To the extent permitted by law, the contractor shall indemnify, save, defend and hold harmless the Park District, including its officers, officials, agents, volunteers and employees, [collectively "Park District"] from and against any and all liabilities, obligations, claims, damages, penalties, wage and hour claims, cause of actions, costs and expenses (including reasonable attorney and paralegal fees) which the district may become obligated by reason of any accident, bodily injury, or death of persons, civil or constitutional rights violation, or loss or damage to tangible property, or any claim made under the Fair Labor Standards Act or any other federal or state law arising directly or indirectly in connection with, or as a result of this Agreement.
- XIII. Contractor agrees to submit to a criminal background check and that this agreement is contingent upon successfully completing a criminal background check. Contractor shall not assign any employee, subcontractor, or other person to this agreement on behalf of Contractor that has not submitted to and completed a criminal background check that has been cross-referenced with the State of Illinois and federal sexual offender registries. If the contractor would prefer the Park District complete the criminal background checks for any employees, subcontractors, or other persons assigned, the contractor will pay the Park District \$10.00 per background check completed, and the Park District will complete the process.
- XIV. The Park District may terminate this contractual agreement in the event of contract breach or (when applicable) if the program did not meet the minimum number of participants. The contractor shall have financial responsibility to the Park District for reasonable costs incurred by the Park District including the cost of obtaining replacement services.
- XV. Contractor represents and warrants that contractor has the skills and knowledge necessary to perform the services in a safe, proper, efficient, thorough and satisfactory manner and understands that Park District is relying on such representation in contracting with contractor for the services.
- XVI. This contract constitutes the entire agreement between the Parties pertaining to the subject matter hereof and supersedes all prior or contemporaneous agreements and understandings either oral or written of the Parties in connection therewith. No modification of this Contract shall be effective unless made in writing, signed by both Parties and dated after the date hereof. This Contract is non-assignable by Contractor.
- XVII. Contractor agrees to maintain, without charge to the Owner, all records and documents for projects of the Owner in compliance with the Freedom of Information Act, 5 ILCS 140/1 et seq.

**HOFFMAN ESTATES PARK DISTRICT
INDEPENDENT CONTRACTOR AGREEMENT**

A public record that is not in the possession of a public body but is in the possession of a party with whom the agency has contracted to perform a governmental function on behalf of the public body, and that directly relates to the governmental function and is not otherwise exempt under the Freedom of Information Act, shall be considered a public record of the public body, for the purposes of the Freedom of Information Act.

In addition, Contractor shall produce records which are responsive to a request received by the Owner under the Freedom of Information Act so that the Owner may provide records to those requesting them within the time frames required. If additional time is necessary to compile records in response to a request, than Contractor shall so notify the Owner and if possible the Owner shall request an extension so as to comply with the Act. In the event that the Owner is found to have not complied with the Freedom of Information Act due to Contractor's failure to produce documents or otherwise appropriately respond to a request under the Act, then Contractor shall indemnify and hold the Owner harmless, and pay all amounts determined to be due including but not limited to fines, costs, attorneys' fees and penalties.

A. Services to be performed by Contractor include:

Gymnastics instruction

B. Results to be achieved by Contractor include:

Pleased participants, appropriate use of gymnastics equipment, submit invoice prior to the last class of each session.

C. Days and hours of work to be performed by Contractor include:

Dates & times of each session agreed upon by both parties

D. Location(s) of work to be performed by Contractor includes(s):

Vogelei Barn upper level - 650 W Higgins

E. Contractor's other responsibilities include:

**HOFFMAN ESTATES PARK DISTRICT
INDEPENDENT CONTRACTOR AGREEMENT**

XVIII. Method of Payment:

The following amounts will be paid to the Independent Contractor:

It is the responsibility of the Independent Contractor to prepare and submit an invoice to the Park District prior to any payment being issued.

When discounts or refunds are authorized by Park District, they will also be applied to the payment due to the independent contractor.

Contract amount \$ _____

Per Student amount: \$ _____

Percent of Resident rate: 70 %

***Anticipated value of contract: over \$25,000 _____

<u>JODY WRENN</u>	<u>2021-11-23</u>
Authorized Signature of Contractor	Date
PRESIDENT	Phone # <u>6304082078</u>

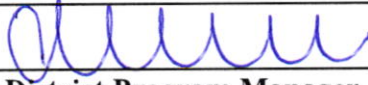
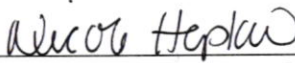
Title _____

FEIN #: _____ -OR- Social Security #: _____ - _____

Print Name JODY WRENN

Address _____

City _____

<u></u>	<u></u>
Park District Program Manager	Park District Director of Finance
<u>12-7-2021</u>	<u>12/7/2021</u>
Date	Date

This agreement is NOT effective until signed by the Park District Director of Finance

****Contracts with anticipated value over \$15,000.00 must be signed by Executive Director.****

**HOFFMAN ESTATES PARK DISTRICT
INDEPENDENT CONTRACTOR AGREEMENT**

I. Hoffman Estates Park District (Park District) enters into an Independent Contractor Relationship with Illinois Shotokan Karate, Inc. 01/01/2022-12/31/2022

The duration of this independent contractual agreement will be: _____.

This agreement shall not be construed as creating an employee/employer relationship or joint employment relationship between the parties in any manner whatsoever.

- A. Contractor acknowledges and agrees that he/she is not entitled to any benefits or protections afforded employees of the Park District or bound by any obligations of employees of the Park District. Contractor understands and fully agrees that he/she will not be covered under provisions of the unemployment compensation insurance of the Park District or the workers' compensation insurance of the Park District and that any injury or property damage on the job will be contractor's sole responsibility and not the Park District's. Also, it is understood that Contractor is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the Park District and therefore, Contractor will be solely responsible for his/her own actions. The Park District will in no way defend contractor in matters of liability.
- B. It is the intention of the parties to create a non-exclusive independent contractor relationship. Contractor may engage in other business activities and provide similar services to other entities and business; provided such services do not create a conflict or interest or interfere with the performance of the services contemplated by this agreement.
- C. The contractor agrees not to hold him/herself out as an employee or joint employee of the Park District to members of the public.
- D. The contractor acknowledges and agrees that he/she is solely responsible to pay all applicable federal, state, and local income and withholding tax obligations or contributions imposed by social security, unemployment insurance and worker's compensation insurance on behalf of Contractor and those employees, if any, employed by him/her.
- E. Contractor hereby agrees to comply with all applicable laws, regulations, and rules promulgated by any Federal, State, County, Municipal and/or other governmental unit or regulatory body now in effect during the performance of the work. By way of example, the following are included within the scope of the laws, regulations and rules referred to in this paragraph, but in no way to operate as a limitation on the laws, regulations and rules with which Contractor must comply, are all forms of Workers Compensation Laws, all terms of the Equal Employment Opportunity Clause of the Illinois Fair Employment Practices Commission, the Illinois Human Rights Act, the Illinois Preference Act, the Social Security Act, Americans With Disabilities Act, Statutes

**HOFFMAN ESTATES PARK DISTRICT
INDEPENDENT CONTRACTOR AGREEMENT**

relating to contracts by units of government, all applicable Civil Rights and Anti-Discrimination Laws and Regulations, and traffic and public utility regulations.

- II. Contractor shall at all times have sole control over the manner, means and methods of performing the work/services required by the contract according to his/her own independent judgment, and is solely responsible for the direction of his/her employees and agents. Contractor acknowledges and agrees that he/she will devote such times as is necessary to produce the contracted for results. Contractor represents and warrants that Contractor has the skills and knowledge necessary to perform the services in a safe, proper, efficient, thorough and satisfactory manner and understand that the Park District is relying on such representation in contracting with Contractor for the services.
- III. The Park District will report payments to an individual of \$600 or more to the IRS on Form 1099-Misc. Contractor will provide to the Park District a Social Security Number or Federal Employer Identification Number for any individual receiving payment.
- IV. Contractor acknowledges and agrees that he/she is responsible for all expenses, including, the provision of equipment and materials related to provision of the contracted results, unless otherwise agreed to.
- V. The contractor acknowledges and agrees that he/she is solely responsible for his/her employees/agents actions in performing the work service.
- VI. If this contract is for public construction in an amount greater than \$5,000, then the contractor must furnish, supply, and deliver a surety bond for the entire amount of the contract to secure the performance of the contract and the payment of prevailing wage, the payment of all subcontractors and all material suppliers per 30 ILCS 550, et seq. With the approval of the Director of Finance a bank letter of credit may be accepted in lieu of the surety bond if for twice the amount of the contract and it will be held for a minimum of six months after the contract completion.
- VII. To the extent that the Prevailing Wage Act applies, to pay and require every Subcontractor to pay prevailing wages as established by the Illinois Department of Labor for each craft or type of work needed to execute the contract in accordance with 820 ILCS 130/.01 et seq. The Contractor shall prominently post the current schedule of prevailing wages at the Contract site and shall notify immediately in writing all of its Subcontractors, of all changes in the schedule of prevailing wages.

Any increases in costs to the Contractor due to changes in the prevailing rate of wage during the terms of any contract shall be at the expense of the Contractor and not at the expense of the Owner. The change order shall be computed using the prevailing wage rates applicable at the time the change order work is scheduled to be performed. The Contractor shall be solely responsible to maintain accurate records as required by the prevailing wage statute and to obtain and furnish all such certified records to the Park District as required by Statute. In lieu of certified payroll, Contractor shall

**HOFFMAN ESTATES PARK DISTRICT
INDEPENDENT CONTRACTOR AGREEMENT**

submit a letter setting forth the basis upon which Contractor has concluded the Act does not apply. The Contractor shall be solely liable for paying the difference between prevailing wages and any wages actually received by laborers, workmen and/or mechanics engaged in the Work and in every way defend and indemnify the Park District against any claims arising under or related to the payment of wages in accordance with the Prevailing Wage Act.

- VIII. The contractor agrees to provide and keep force at all times during this agreement, the following coverage: comprehensive general liability insurance including contractual liability coverage and tenants legal liability coverage (when applicable), with minimum limits of not less than one million dollars (\$1,000,000) per occurrence, and two million dollars (\$2,000,000) annual aggregate; property damage insurance; full Worker's Compensation Insurance equal to the statutory amount required by law, and employers liability insurance with limits of not less than one million dollars (\$1,000,000). All insurance carriers providing the coverage set forth herein shall have a rating of A as assigned by A.M. Best & Co. and satisfactory to the Park District in its sole discretion.

All certificates of insurance in connection herewith shall be furnished to the Park District no later than seven (7) days prior to the commencement date of this agreement. To have all policies of insurance purchased or maintained in fulfillment hereof name the Park District as an additional insured thereunder and the Contractor shall provide Certificates of Insurance evidencing the coverage and the addition of the Park District as an insured. No such policy of insurance shall have a deductible or self-insurance retention amount in excess of \$5,000.00 per occurrence. All insurance shall be written on "An occurrence@" basis rather than "A claims-made@" basis. Failure of Park District to demand any certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of Park District to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractors obligation to maintain such insurance.

The Contractor agrees that the obligation to provide the insurance required by these documents is solely its responsibility and that this is a requirement which cannot be waived by any conduct, action, inaction or omission by the Park District. Upon request, the Contractor will provide copies of any or all policies of insurance maintained in fulfillment hereof.

- IX. All insurance coverage provided by the contractor shall be primary coverage as to the Park District. Any insurance or self-insurance maintained by the Park District shall be excess of the contractor's insurance and shall not contribute with it.
- X. The Park District, its officers, agents and employees are to be covered and named as additional insured (Hoffman Estates park District) under the general liability coverage and shall contain no special limitation on the scope of protection afforded to the additional insured. The policy and/or coverage shall also contain a "contractual liability" clause.

**HOFFMAN ESTATES PARK DISTRICT
INDEPENDENT CONTRACTOR AGREEMENT**

- XI. Said insurance policies shall not be canceled or amended without 30 days prior written notice having been given to the Park District. Such cancellation shall be grounds for the Park District to immediately cancel this Agreement.
- XII. To the extent permitted by law, the contractor shall indemnify, save, defend and hold harmless the Park District, including its officers, officials, agents, volunteers and employees, [collectively "Park District"] from and against any and all liabilities, obligations, claims, damages, penalties, wage and hour claims, cause of actions, costs and expenses (including reasonable attorney and paralegal fees) which the district may become obligated by reason of any accident, bodily injury, or death of persons, civil or constitutional rights violation, or loss or damage to tangible property, or any claim made under the Fair Labor Standards Act or any other federal or state law arising directly or indirectly in connection with, or as a result of this Agreement.
- XIII. Contractor agrees to submit to a criminal background check and that this agreement is contingent upon successfully completing a criminal background check. Contractor shall not assign any employee, subcontractor, or other person to this agreement on behalf of Contractor that has not submitted to and completed a criminal background check that has been cross-referenced with the State of Illinois and federal sexual offender registries. If the contractor would prefer the Park District complete the criminal background checks for any employees, subcontractors, or other persons assigned, the contractor will pay the Park District \$10.00 per background check completed, and the Park District will complete the process.
- XIV. The Park District may terminate this contractual agreement in the event of contract breach or (when applicable) if the program did not meet the minimum number of participants. The contractor shall have financial responsibility to the Park District for reasonable costs incurred by the Park District including the cost of obtaining replacement services.
- XV. Contractor represents and warrants that contractor has the skills and knowledge necessary to perform the services in a safe, proper, efficient, thorough and satisfactory manner and understands that Park District is relying on such representation in contracting with contractor for the services.
- XVI. This contract constitutes the entire agreement between the Parties pertaining to the subject matter hereof and supersedes all prior or contemporaneous agreements and understandings either oral or written of the Parties in connection therewith. No modification of this Contract shall be effective unless made in writing, signed by both Parties and dated after the date hereof. This Contract is non-assignable by Contractor.
- XVII. Contractor agrees to maintain, without charge to the Owner, all records and documents for projects of the Owner in compliance with the Freedom of Information Act, 5 ILCS 140/1 et seq.

**HOFFMAN ESTATES PARK DISTRICT
INDEPENDENT CONTRACTOR AGREEMENT**

A public record that is not in the possession of a public body but is in the possession of a party with whom the agency has contracted to perform a governmental function on behalf of the public body, and that directly relates to the governmental function and is not otherwise exempt under the Freedom of Information Act, shall be considered a public record of the public body, for the purposes of the Freedom of Information Act.

In addition, Contractor shall produce records which are responsive to a request received by the Owner under the Freedom of Information Act so that the Owner may provide records to those requesting them within the time frames required. If additional time is necessary to compile records in response to a request, than Contractor shall so notify the Owner and if possible the Owner shall request an extension so as to comply with the Act. In the event that the Owner is found to have not complied with the Freedom of Information Act due to Contractor's failure to produce documents or otherwise appropriately respond to a request under the Act, then Contractor shall indemnify and hold the Owner harmless, and pay all amounts determined to be due including but not limited to fines, costs, attorneys' fees and penalties.

A. Services to be performed by Contractor include:

To provide classes and instructors to teach karate for adults and children.

B. Results to be achieved by Contractor include:

Provide any additional equipment to run the class, leave class area in the same condition it was found and submit invoice prior to the second to last class date.

C. Days and hours of work to be performed by Contractor include:

Dates and times vary depending on the season and agreed upon by both parties.

D. Location(s) of work to be performed by Contractor includes(s):

Timber Trails, 1675 McDonough Rd. Hoffman Estates, IL 60192

Willow Recreation Center, 3600 Lexington Dr. Hoffman Estates, IL 60192

E. Contractor's other responsibilities include:

**HOFFMAN ESTATES PARK DISTRICT
INDEPENDENT CONTRACTOR AGREEMENT**
Shotokan Dojo, 327 N. Eric Dr, Palatine, IL 60067

XVIII. Method of Payment:

The following amounts will be paid to the Independent Contractor:

It is the responsibility of the Independent Contractor to prepare and submit an invoice to the Park District prior to any payment being issued.

When discounts or refunds are authorized by Park District, they will also be applied to the payment due to the independent contractor.

Contract amount \$ More than \$25,000

Per Student amount: \$ _____

Percent of Resident rate: 70 % @ HEParks/Timber Trails 90 % @ ISK Facilities

*** Anticipated value of contract: More than \$25,000

<u>John DiPasquale</u>	<u>2021-11-22</u>
Authorized Signature of Contractor	Date
president	Phone # <u>847-826-0202</u>

Title

FEIN #: -OR- Social Security #: - -

Print Name john DiPasquale

Address 327 Eric drive

City Palatine

<u></u>	<u></u>
Park District Program Manager	Park District Director of Finance

12-7-21
Date

12/7/2021
Date

This agreement is NOT effective until signed by the Park District Director of Finance

Contracts with anticipated value over \$15,000.00 must be signed by Executive Director.*

HOFFMAN ESTATES PARK DISTRICT INDEPENDENT CONTRACTOR AGREEMENT

- I. Hoffman Estates Park District enters into an Independent Contractor Relationship with **Options Basketball, LLC**

The duration of this independent contractual agreement will be: **January 1, 2022 – December 31, 2022.**

This agreement shall not be construed as creating an employee/employer relationship or joint employment relationship between the parties in any manner whatsoever.

- A. Contractor acknowledges and agrees that he/she is not entitled to any benefits or protections afforded employees of the Park District or bound by any obligations of employees of the Park District. Contractor understands and fully agrees that he/she will not be covered under provisions of the unemployment compensation insurance of the Park District or the workers' compensation insurance of the Park District and that any injury or property damage on the job will be contractor's sole responsibility and not the Park District's. Also, it is understood that Contractor is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the Park District and therefore, Contractor will be solely responsible for his/her own actions. The Park District will in no way defend contractor in matters of liability.
- B. It is the intention of the parties to create a non-exclusive independent contractor relationship. Contractor may engage in other business activities and provide similar services to other entities and business; provided such services do not create a conflict of interest or interfere with the performance of the services contemplated by this agreement.
- C. The contractor agrees not to hold him/herself out as an employee or joint employee of the Park District to members of the public.
- D. The contractor acknowledges and agrees that he/she is solely responsible to pay all applicable federal, state, and local income and withholding tax obligations or contributions imposed by social security, unemployment insurance and worker's compensation insurance on behalf of Contractor and those employees, if any, employed by him/her.
- E. Contractor hereby agrees to comply with all applicable laws, regulations, and rules promulgated by any Federal, State, County, Municipal and or other governmental unit or other governmental unit or regulatory body now in effect during the performance of the work. By way of example, the following are included within the scope of the laws, regulations and rules referred to in this paragraph, but in no way to operate as a limitation on the laws, regulations and rules with which Contractor must comply, are all forms of Workers Compensation Laws, all terms of the Equal Employment Opportunity Clause of the Illinois Fair Employment Practices Commission, the Illinois Preference Act, the Social

HOFFMAN ESTATES PARK DISTRICT INDEPENDENT CONTRACTOR AGREEMENT

Security Act, Americans With Disabilities Act, Statutes relating to contracts by units of government, all applicable Civil Rights and Anti-Discrimination Laws and Regulations, and traffic and public utility regulations.

- II. Contractor shall at all times have sole control over the manner, means and methods of performing the work/services required by the contract according to his/her own independent judgment, and is solely responsible for the direction of his/her employees and agents. Contractor acknowledges and agrees that he/she will devote such times as is necessary to produce the contracted for results. Contractor represents and warrants that Contractor has the skills and knowledge necessary to perform the services in a safe, proper, efficient, thorough and satisfactory manner and understand that the Park District is relying on such representation in contracting with Contractor for the services.
- III. The Park District will report payments to an individual of \$600 or more to the IRS on Form 1099-Misc. Contractor will provide to the Park District a Social Security Number or Federal Employer Identification Number for any individual receiving payment.
- IV. Contractor acknowledges and agrees that he/she is responsible for all expenses, including, the provision of equipment and materials related to provision of the contracted results, unless otherwise agreed to.
- V. The contractor acknowledges and agrees that he/she is solely responsible for his/her employees/agents actions in performing the work service.
- VI. If this contract is for public construction in an amount greater than \$5,000, then the contractor must furnish, supply, and deliver a surety bond for the entire amount of the contract to secure the performance of the contract and the payment of prevailing wage, the payment of all subcontractors and all material suppliers per 30 ILCS 550, et seq. With the approval of the Director of Finance a bank letter of credit may be accepted in lieu of the surety bond if for twice the amount of the contract and it will be held for a minimum of six months after the contract completion.
- VII. To the extent that the Prevailing Wage Act applies, to pay and require every Subcontractor to pay prevailing wages as established by the Illinois Department of Labor for each craft or type of work needed to execute the contract in accordance with 820 ILCS 130/01 et seq. The Contractor shall prominently post the current schedule of prevailing wages at the Contract site and shall notify immediately in writing all of its Subcontractors, of all changes in the schedule of prevailing wages.

HOFFMAN ESTATES PARK DISTRICT INDEPENDENT CONTRACTOR AGREEMENT

Any increases in costs to the Contractor due to changes in the prevailing rate of wage during the terms of any contract shall be at the expense of the Contractor and not at the expense of the Owner. The change order shall be computed using the prevailing wage rates applicable at the time the change order work is scheduled to be performed. The Contractor shall be solely responsible to maintain accurate records as required by the prevailing wage statute and to obtain and furnish all such certified records to the Park District as required by Statute. In lieu of certified payroll, Contractor shall submit a letter setting forth the basis upon which Contractor has concluded the Act does not apply. The Contractor shall be solely liable for paying the difference between prevailing wages and any wages actually received by laborers, workmen and/or mechanics engaged in the Work and in every way defend and indemnify the Park District against any claims arising under or related to the payment of wages in accordance with the Prevailing Wage Act.

- VIII. The contractor agrees to provide and keep force at all times during this agreement, the following coverage: comprehensive general liability insurance including contractual liability coverage and tenants legal liability coverage (when applicable), with minimum limits of not less than one million dollars (\$1,000,000) per occurrence, and two million dollars (\$2,000,000) annual aggregate; property damage insurance; full Worker's Compensation Insurance equal to the statutory amount required by law, and employers liability insurance with limits of not less than one million dollars (\$1,000,000). All insurance carriers providing the coverage set forth herein shall have a rating of A as assigned by A.M. Best & Co. and satisfactory to the Park District in its sole discretion.

All certificates of insurance in connection herewith shall be furnished to the Park District no later than seven (7) days prior to the commencement date of this agreement.

To have all policies of insurance purchased or maintained in fulfillment hereof name the Park District as an additional insured thereunder and the Contractor shall provide Certificates of Insurance evidencing the coverage and the addition of the Park District as an insured. No such policy of insurance shall have a deductible or self-insurance retention amount in excess of \$5,000.00 per occurrence. All insurance shall be written on "An occurrence@" basis rather than "A claims-made@" basis. Failure of Park District to demand any certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of Park District to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractors obligation to maintain such insurance.

The Contractor agrees that the obligation to provide the insurance required by these documents is solely its responsibility and that this is a requirement which cannot be waived by any conduct, action, inaction or omission by the Park District. Upon request, the Contractor will provide copies of any or all policies of insurance maintained in fulfillment hereof.

HOFFMAN ESTATES PARK DISTRICT INDEPENDENT CONTRACTOR AGREEMENT

- IX. All insurance coverage provided by the contractor shall be primary coverage as to the Park District. Any insurance or self-insurance maintained by the Park District shall be excess of the contractor's insurance and shall not contribute with it.
- X. The Park District, its officers, agents and employees are to be covered and named as additional insured (Hoffman Estates park District) under the general liability coverage and shall contain no special limitation on the scope of protection afforded to the additional insured. The policy and/or coverage shall also contain a "contractual liability" clause.
- XI. Said insurance policies shall not be canceled or amended without 30 days prior written notice having been given to the Park District. Such cancellation shall be grounds for the Park District to immediately cancel this Agreement.
- XII. To the extent permitted by law, the contractor shall indemnify, save, defend and hold harmless the Park District, including its officers, officials, agents, volunteers and employees, [collectively "Park District"] from and against any and all liabilities, obligations, claims, damages, penalties, wage and hour claims, cause of actions, costs and expenses (including reasonable attorney and paralegal fees) which the district may become obligated by reason of any accident, bodily injury, or death of persons, civil or constitutional rights violation, or loss or damage to tangible property, or any claim made under the Fair Labor Standards Act or any other federal or state law arising directly or indirectly in connection with, or as a result of this Agreement.
- XIII. Contractor agrees to submit to a criminal background check and that this agreement is contingent upon successfully completing a criminal background check. Contractor shall not assign any employee, subcontractor, or other person to this agreement on behalf of Contractor that has not submitted to and completed a criminal background check that has been cross-referenced with the State of Illinois and federal sexual offender registries. If the contractor would prefer the Park District complete the criminal background checks for any employees, subcontractors, or other persons assigned, the contractor will pay the Park District \$10.00 per background check completed, and the Park District will complete the process.
- XIV. The Park District may terminate this contractual agreement in the event of contract breach or (when applicable) if the program did not meet the minimum number of participants. The contractor shall have financial responsibility to the Park District for reasonable costs incurred by the Park District including the cost of obtaining replacement services.

HOFFMAN ESTATES PARK DISTRICT INDEPENDENT CONTRACTOR AGREEMENT

- XV. Contractor represents and warrants that contractor has the skills and knowledge necessary to perform the services in a safe, proper, efficient, thorough and satisfactory manner and understands that Park District is relying on such representation in contracting with contractor for the services.
- XVI. This contract constitutes the entire agreement between the Parties pertaining to the subject matter hereof and supersedes all prior or contemporaneous agreements and understandings either oral or written of the Parties in connection therewith. No modification of this Contract shall be effective unless made in writing, signed by both Parties and dated after the date hereof. This Contract is non-assignable by Contractor.
- XVII. Contractor agrees to maintain, without charge to the Owner, all records and documents for projects of the Owner in compliance with the Freedom of Information Act, 5 ILCS 140/1 et seq.

A public record that is not in the possession of a public body but is in the possession of a party with whom the agency has contracted to perform a governmental function on behalf of the public body, and that directly relates to the governmental function and is not otherwise exempt under the Freedom of Information Act, shall be considered a public record of the public body, for the purposes of the Freedom of Information Act.

In addition, Contractor shall produce records which are responsive to a request received by the Owner under the Freedom of Information Act so that the Owner may provide records to those requesting them within the time frames required. If additional time is necessary to compile records in response to a request, than Contractor shall so notify the Owner and if possible the Owner shall request an extension so as to comply with the Act. In the event that the Owner is found to have not complied with the Freedom of Information Act due to Contractor's failure to produce documents or otherwise appropriately respond to a request under the Act, then Contractor shall indemnify and hold the Owner harmless, and pay all amounts determined to be due including but not limited to fines, costs, attorneys' fees and penalties.

A. Services to be performed by Contractor include:

Creating and scheduling youth basketball private and group lessons, programs, and camps at The Club at Prairie Stone™ where fees for these programs will be mutually agreed upon by Options Basketball, LLC, and Operations Manager of The Club at Prairie Stone™.

B. Results to be achieved by Contractor include:

To provide quality basketball training classes for youth and teens in both one on one, group, and camp format

HOFFMAN ESTATES PARK DISTRICT INDEPENDENT CONTRACTOR AGREEMENT

C. Days and hours of work to be performed by Contractor include:

Varied weekday and weekend days as mutually agreed upon by the District and Options Basketball, LLC and gymnasium availability allows.

D. Location(s) of work to be performed by Contractor include(s):

Services will be offered and held at The Club at Prairie Stone™, within the gymnasiums.

E. Contractor's other responsibilities include:

Provide class and lesson schedules top the Club facility managers by dates required for each guide book publication. Book all gymnasium use through the facility Operations Manager.

F. Contractor will receive:

Contractor will receive three complimentary fitness memberships to The Club at Prairie Stone™ for the duration of the contract.

XVIII. A. Method of Payment:

The following amounts will be paid to the Independent Contractor:

It is the responsibility of the Independent Contractor to prepare and submit an invoice to HEPD prior to any payment being issued.

When discounts are authorized by HEPD, they will also be applied to the payment due to the independent contractor.

**Percent of Resident rate: 70% to contractor
30% to Hoffman Estates Park District**

***Total Contract value not to exceed \$24,500.00

 10-15-21
Authorized Signature of Contractor Date

Owner 224-231-7788
Title Phone #

FEIN #: [REDACTED] -OR- Social Security #: _____

Print Name Joshua Walker

Address 152 prescott Dr.

HOFFMAN ESTATES PARK DISTRICT INDEPENDENT CONTRACTOR AGREEMENT

City Bartlett, IL 600103

[Signature]
HEPD Program Manager

Nicole Hopkins
HEPD Director of Finance

11-19-21
Date

12/16/2021
Date

This agreement is NOT effective until signed by the HEPD Director of Finance

Contracts with anticipated value over \$15,000.00 must be signed by Executive Director.*

**HOFFMAN ESTATES PARK DISTRICT
INDEPENDENT CONTRACTOR AGREEMENT**

I. Hoffman Estates Park District (Park District) enters into an Independent Contractor Relationship with Hoffman United Soccer Club 01/01/2022-12/31/2022

The duration of this independent contractual agreement will be: _____.

This agreement shall not be construed as creating an employee/employer relationship or joint employment relationship between the parties in any manner whatsoever.

- A. Contractor acknowledges and agrees that he/she is not entitled to any benefits or protections afforded employees of the Park District or bound by any obligations of employees of the Park District. Contractor understands and fully agrees that he/she will not be covered under provisions of the unemployment compensation insurance of the Park District or the workers' compensation insurance of the Park District and that any injury or property damage on the job will be contractor's sole responsibility and not the Park District's. Also, it is understood that Contractor is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the Park District and therefore, Contractor will be solely responsible for his/her own actions. The Park District will in no way defend contractor in matters of liability.
- B. It is the intention of the parties to create a non-exclusive independent contractor relationship. Contractor may engage in other business activities and provide similar services to other entities and business; provided such services do not create a conflict or interest or interfere with the performance of the services contemplated by this agreement.
- C. The contractor agrees not to hold him/herself out as an employee or joint employee of the Park District to members of the public.
- D. The contractor acknowledges and agrees that he/she is solely responsible to pay all applicable federal, state, and local income and withholding tax obligations or contributions imposed by social security, unemployment insurance and worker's compensation insurance on behalf of Contractor and those employees, if any, employed by him/her.
- E. Contractor hereby agrees to comply with all applicable laws, regulations, and rules promulgated by any Federal, State, County, Municipal and/or other governmental unit or regulatory body now in effect during the performance of the work. By way of example, the following are included within the scope of the laws, regulations and rules referred to in this paragraph, but in no way to operate as a limitation on the laws, regulations and rules with which Contractor must comply, are all forms of Workers Compensation Laws, all terms of the Equal Employment Opportunity Clause of the Illinois Fair Employment Practices Commission, the Illinois Human Rights Act, the Illinois Preference Act, the Social Security Act, Americans With Disabilities Act, Statutes

Revised 12/04/2020

Contractor's Initials A.F.

1

**HOFFMAN ESTATES PARK DISTRICT
INDEPENDENT CONTRACTOR AGREEMENT**

relating to contracts by units of government, all applicable Civil Rights and Anti-Discrimination Laws and Regulations, and traffic and public utility regulations.

- II. Contractor shall at all times have sole control over the manner, means and methods of performing the work/services required by the contract according to his/her own independent judgment, and is solely responsible for the direction of his/her employees and agents. Contractor acknowledges and agrees that he/she will devote such times as is necessary to produce the contracted for results. Contractor represents and warrants that Contractor has the skills and knowledge necessary to perform the services in a safe, proper, efficient, thorough and satisfactory manner and understand that the Park District is relying on such representation in contracting with Contractor for the services.
- III. The Park District will report payments to an individual of \$600 or more to the IRS on Form 1099-Misc. Contractor will provide to the Park District a Social Security Number or Federal Employer Identification Number for any individual receiving payment.
- IV. Contractor acknowledges and agrees that he/she is responsible for all expenses, including, the provision of equipment and materials related to provision of the contracted results, unless otherwise agreed to.
- V. The contractor acknowledges and agrees that he/she is solely responsible for his/her employees/agents actions in performing the work service.
- VI. If this contract is for public construction in an amount greater than \$5,000, then the contractor must furnish, supply, and deliver a surety bond for the entire amount of the contract to secure the performance of the contract and the payment of prevailing wage, the payment of all subcontractors and all material suppliers per 30 ILCS 550, et seq. With the approval of the Director of Finance a bank letter of credit may be accepted in lieu of the surety bond if for twice the amount of the contract and it will be held for a minimum of six months after the contract completion.
- VII. To the extent that the Prevailing Wage Act applies, to pay and require every Subcontractor to pay prevailing wages as established by the Illinois Department of Labor for each craft or type of work needed to execute the contract in accordance with 820 ILCS 130/.01 et seq. The Contractor shall prominently post the current schedule of prevailing wages at the Contract site and shall notify immediately in writing all of its Subcontractors, of all changes in the schedule of prevailing wages.

Any increases in costs to the Contractor due to changes in the prevailing rate of wage during the terms of any contract shall be at the expense of the Contractor and not at the expense of the Owner. The change order shall be computed using the prevailing wage rates applicable at the time the change order work is scheduled to be performed. The Contractor shall be solely responsible to maintain accurate records as required by the prevailing wage statute and to obtain and furnish all such certified records to the Park District as required by Statute. In lieu of certified payroll, Contractor shall

**HOFFMAN ESTATES PARK DISTRICT
INDEPENDENT CONTRACTOR AGREEMENT**

submit a letter setting forth the basis upon which Contractor has concluded the Act does not apply. The Contractor shall be solely liable for paying the difference between prevailing wages and any wages actually received by laborers, workmen and/or mechanics engaged in the Work and in every way defend and indemnify the Park District against any claims arising under or related to the payment of wages in accordance with the Prevailing Wage Act.

- VIII. The contractor agrees to provide and keep force at all times during this agreement, the following coverage: comprehensive general liability insurance including contractual liability coverage and tenants legal liability coverage (when applicable), with minimum limits of not less than one million dollars (\$1,000,000) per occurrence, and two million dollars (\$2,000,000) annual aggregate; property damage insurance; full Worker's Compensation Insurance equal to the statutory amount required by law, and employers liability insurance with limits of not less than one million dollars (\$1,000,000). All insurance carriers providing the coverage set forth herein shall have a rating of A as assigned by A.M. Best & Co. and satisfactory to the Park District in its sole discretion.

All certificates of insurance in connection herewith shall be furnished to the Park District no later than seven (7) days prior to the commencement date of this agreement. To have all policies of insurance purchased or maintained in fulfillment hereof name the Park District as an additional insured thereunder and the Contractor shall provide Certificates of Insurance evidencing the coverage and the addition of the Park District as an insured. No such policy of insurance shall have a deductible or self-insurance retention amount in excess of \$5,000.00 per occurrence. All insurance shall be written on "An occurrence@" basis rather than "A claims-made@" basis. Failure of Park District to demand any certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of Park District to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractors obligation to maintain such insurance.

The Contractor agrees that the obligation to provide the insurance required by these documents is solely its responsibility and that this is a requirement which cannot be waived by any conduct, action, inaction or omission by the Park District. Upon request, the Contractor will provide copies of any or all policies of insurance maintained in fulfillment hereof.

- IX. All insurance coverage provided by the contractor shall be primary coverage as to the Park District. Any insurance or self-insurance maintained by the Park District shall be excess of the contractor's insurance and shall not contribute with it.
- X. The Park District, its officers, agents and employees are to be covered and named as additional insured (Hoffman Estates park District) under the general liability coverage and shall contain no special limitation on the scope of protection afforded to the additional insured. The policy and/or coverage shall also contain a "contractual liability" clause.

**HOFFMAN ESTATES PARK DISTRICT
INDEPENDENT CONTRACTOR AGREEMENT**

- XI. Said insurance policies shall not be canceled or amended without 30 days prior written notice having been given to the Park District. Such cancellation shall be grounds for the Park District to immediately cancel this Agreement.
- XII. To the extent permitted by law, the contractor shall indemnify, save, defend and hold harmless the Park District, including its officers, officials, agents, volunteers and employees, [collectively "Park District"] from and against any and all liabilities, obligations, claims, damages, penalties, wage and hour claims, cause of actions, costs and expenses (including reasonable attorney and paralegal fees) which the district may become obligated by reason of any accident, bodily injury, or death of persons, civil or constitutional rights violation, or loss or damage to tangible property, or any claim made under the Fair Labor Standards Act or any other federal or state law arising directly or indirectly in connection with, or as a result of this Agreement.
- XIII. Contractor agrees to submit to a criminal background check and that this agreement is contingent upon successfully completing a criminal background check. Contractor shall not assign any employee, subcontractor, or other person to this agreement on behalf of Contractor that has not submitted to and completed a criminal background check that has been cross-referenced with the State of Illinois and federal sexual offender registries. If the contractor would prefer the Park District complete the criminal background checks for any employees, subcontractors, or other persons assigned, the contractor will pay the Park District \$10.00 per background check completed, and the Park District will complete the process.
- XIV. The Park District may terminate this contractual agreement in the event of contract breach or (when applicable) if the program did not meet the minimum number of participants. The contractor shall have financial responsibility to the Park District for reasonable costs incurred by the Park District including the cost of obtaining replacement services.
- XV. Contractor represents and warrants that contractor has the skills and knowledge necessary to perform the services in a safe, proper, efficient, thorough and satisfactory manner and understands that Park District is relying on such representation in contracting with contractor for the services.
- XVI. This contract constitutes the entire agreement between the Parties pertaining to the subject matter hereof and supersedes all prior or contemporaneous agreements and understandings either oral or written of the Parties in connection therewith. No modification of this Contract shall be effective unless made in writing, signed by both Parties and dated after the date hereof. This Contract is non-assignable by Contractor.
- XVII. Contractor agrees to maintain, without charge to the Owner, all records and documents for projects of the Owner in compliance with the Freedom of Information Act, 5 ILCS 140/1 et seq.

**HOFFMAN ESTATES PARK DISTRICT
INDEPENDENT CONTRACTOR AGREEMENT**

A public record that is not in the possession of a public body but is in the possession of a party with whom the agency has contracted to perform a governmental function on behalf of the public body, and that directly relates to the governmental function and is not otherwise exempt under the Freedom of Information Act, shall be considered a public record of the public body, for the purposes of the Freedom of Information Act.

In addition, Contractor shall produce records which are responsive to a request received by the Owner under the Freedom of Information Act so that the Owner may provide records to those requesting them within the time frames required. If additional time is necessary to compile records in response to a request, than Contractor shall so notify the Owner and if possible the Owner shall request an extension so as to comply with the Act. In the event that the Owner is found to have not complied with the Freedom of Information Act due to Contractor's failure to produce documents or otherwise appropriately respond to a request under the Act, then Contractor shall indemnify and hold the Owner harmless, and pay all amounts determined to be due including but not limited to fines, costs, attorneys' fees and penalties.

A. Services to be performed by Contractor include:

To provide instructors and classes for youth soccer and cricket programs. Assign referees for the HEParks Indoor and Outdoor Youth Soccer Leagues.

B. Results to be achieved by Contractor include:

Provide equipment needed to run the classes, leave class area in the same condition as it was found and submit invoice prior to the second to last class date.

C. Days and hours of work to be performed by Contractor include:

Dates and times vary depending on the season and will be mutually agreed upon between both parties.

D. Location(s) of work to be performed by Contractor includes(s):

Triphahn Center, 1685 W. Higgins Road, Hoffman Estates, IL 60169

Cottonwood Park, 2047 Parkview Circle, Hoffman Estates, IL 60169

E. Contractor's other responsibilities include:

Revised 12/04/2020

Contractor's Initials A.F.

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**HOFFMAN ESTATES PARK DISTRICT
INDEPENDENT CONTRACTOR AGREEMENT**
Canterbury Park, 1950 Maureen Drive, Hoffman Estates, IL 60192

XVIII. Method of Payment:

The following amounts will be paid to the Independent Contractor:

It is the responsibility of the Independent Contractor to prepare and submit an invoice to the Park District prior to any payment being issued.

When discounts or refunds are authorized by Park District, they will also be applied to the payment due to the independent contractor.

Contract amount \$ More than \$25,000

Per Student amount: \$ N/A

Percent of Resident rate: 70 %

*** Anticipated value of contract: More than \$25,000

Assigner Fee Per Official:

U6/U8: \$20 Per Official

U10: \$25 Per Official

U12: \$30 Per Official

U14: \$35 Per Official

Adam Fieldhouse 2021-11-29
Authorized Signature of Contractor Date
D.O.C. Phone # 312-978-2330

Title

FEIN #: -OR- Social Security #: 000000000

Print Name Adam Fieldhouse @ Insurance HUSC.pdf

Address 381 Steeplechase Way

City Lake In The Hills

Kyle Goddard Nicolas Hopton
Park District Program Manager Park District Director of Finance
2021-11-29 2021-11-30
Date Date

This agreement is NOT effective until signed by the Park District Director of Finance

*****Contracts with anticipated value over \$15,000.00 must be signed by Executive Director.*****

Revised 12/04/2020

Contractor's Initials A.F. P.B. A.K.

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MEMORANDUM NO. M21-122

TO: A&F Committee
FROM: Craig Talsma, Executive Director
Nicole Hopkins, Director of Finance
RE: Budget Approval Cycle
DATE: December 21, 2021

Background

The current budget cycle begins in early September with facility and program managers. The Committee of the Whole and the Board review and approve the budget in tentative form in November, followed by final approval in December. Although the Tax Levy Ordinance in its final form needs to be approved and submitted to the county by the last Tuesday in December, the actual budget is not due until the end of the first quarter of the fiscal year.

With the current schedule, significant late changes to projections are likely as fall participation is ongoing at the time. Additionally, there can be unanticipated costs or delays in purchases requiring changes to the following year's budget that can be unknown until the end of the fiscal year. These circumstances result in it being preferable to adjust the projected year end and budget very late in the cycle.

Implications

Approving the budget in tentative form in December, followed by final approval in January would allow staff to more accurately forecast expenditures and revenue for the current year, providing a more effective budget for the following year.

Recommendation

Staff is recommending the A&F Committee recommend to the Board the approval of the shift of the budget approval to a December and January schedule.

HOFFMAN ESTATES PARK DISTRICT MEMORANDUM NO M21-118

TO: A&F Committee
FROM: Craig Talsma, Executive Director
Peter Cahill, Director of Administrative Services
Catalina Rodelo, HR Manager
RE: A&F Board Report
DATE: December 21, 2021

A. Administrative Services

- Attended the 2021 IAPD Legal Symposium. The presentation regarding employment law was especially useful and aspects will be integrated in our 2022 plans.
- Completed the annual harassment training as required by Illinois law on November 15. All employees completed the training in a timely manner. For the first time, the trainings certificates were entered into the BS&A HR module expanding our usage of that system.
- Finished the first draft of the Personnel Policy manual update and submitted to Executive Director for review.
- Facilitated PandaDoc training for employees to learn more about the process of creating documents and how it works. 2022 Independent Contractor Agreements (ICAs) were moved to PandaDoc.
- Began implementing the NovaTime FMLA module. This project will be completed in January.
- Met with each facility and did site inspections for the PDMRA Slip, Trip and Fall self-assessment. This is the first year of the self-assessment and after some initial hiccups, the process went smoothly.
- Assisted Finance with an audit of leave balances trying to make sure that people had the correct amount of leave recorded prior to year-end.

B. Human Resources

- Processed nine part-time new hires.
- Attended the PDRMA 2021 Open Enrollment workshop via Zoom.
- Along with AFLAC representative, conducted 2022 Open Enrollment meetings with staff at each facility, providing them the latest benefit information and answering any questions.
- Organized an open enrollment 'workshop' at the maintenance facility to help employees with the computerized open enrollment process.
- Completed the 2022 Open Enrollment via the PDMRA PlanSource platform by the December 1 deadline.
- Attended an unemployment hearing for a former staff member with a representative from Unemployment Consultants.
- Managed a confidential employee leave situation.

HOFFMAN ESTATES PARK DISTRICT MEMORANDUM NO M21-114

TO: A&F Committee
FROM: Craig Talsma, Executive Director
Nicole Hopkins, Director of Finance & Administration
Lynne Cotshott, Superintendent of Business
RE: Division Report
DATE: December 21, 2021

A. Finance/Administration

- Completed preliminary budget documents.
- Prepared the preliminary Tax Levy.
- Prepared the preliminary Budget and Appropriation Ordinance.
- Published legal notices as required.
- Working with staff on pending open purchase orders in connection with finalizing 2021.
- Completed credit card processing applications and set-up with Auth.net and Tsys for Bridges of Poplar Creek.
- Attended Parks and Recreation Benchmarking meeting. Due to commitments from the Illinois Group, core members will be launching a national group early next year. Qualifications and an application have been established and organizations have been identified to target for participation.
- Processed applicable monthly returns as required.
- Processed Club/TC/WRC cancellations, including attaching documentation to RecTrac household member and member holds prior to December billing.
- Completed BSA software updates.
- Staff attended IAPD Legal Symposium.
- Staff attended IAPD/IPRA Joint Conference Committee meeting.
- Assisted with training of new FT staff on aspects of RecTrac.
- RecTrac Enhancements/Processes
 - Automated additional reporting for recreation
 - Black Friday promotions
 - Dance early registration prerequisite
- Payroll Cycle Processing
 - 11/12/21 \$280,918.44
 - 11/26/21 \$276,167.41

B. Administrative Registration/EFT Billing

- EFT Billings for:
 - a. Sponsorship/Marquee
 - b. LSC (weekly)
 - c. Club/TC/WRC Fitness
 - d. eSports

- e. STAR
- f. Pre School
- g. Hockey
- h. Freestyle
- Administrative
 - a. Program Cancellations/Refunds
 - b. Program Fee/Rule Adjustments
 - c. TC Desk Coverage
 - d. Gymnastic fee updates
 - e. Winter Wonderland registration and sponsorship
 - f. Soccer code creation based on location
 - g. COVID Program Credits
 - none
- Administrative Registration for:
 - a. Scholarship Applications
 - b. Gymnastics Waitlists
 - c. Basketball Waitlists

C. Technology

- IT is reviewing policies and procedures in preparation for the PDRMA Cyber Security Coverage renewal in July 2022.
- BPC – TopTracer Project
 - a. The computer for the Automated Range Systems ball dispenser system has been configured and installed.
 - b. Sixteen (16) iPads were purchased, configured and deployed for use with the food & beverage operations.
- Working with Gregg Communications to integrate our phone system with our current Active Directory system to allow for single sign-on.
- Eleven (11) outdoor security cameras have been purchased to replace outdated equipment.

INVOICE REGISTER FOR HOFFMAN ESTATES PARK DISTRICT
 INVOICE DUE DATES 11/10/2021 - 12/14/2021
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

VENDOR NAME							
INVOICE NUMBER	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FUND	DEPARTMENT	INVOICE DESCRIPTION	PAY TYPE	AMT
ABILITY PEST CONTROL							
5039	11-10-7300-5000	PROFESSIONAL SERVICES	THE CLUB	ADMINISTRATION	PS-MONTHLY PEST CONTROL NOV. 2021 1/EA	INVOICE	185.00
ABILITY PEST CONTROL Total							185.00
ACUSHNET COMPANY							
912236974	14-40-4500-5120	PRO SHOP - GOLF CLUBS (COGS)	BPC	GOLF OPERATIONS	SHIPPING	INVOICE	13.82
912236974	14-40-4500-5120	PRO SHOP - GOLF CLUBS (COGS)	BPC	GOLF OPERATIONS	TSI4 DRIVER SO (1)	INVOICE	326.25
912265762	14-40-4500-5120	PRO SHOP - GOLF CLUBS (COGS)	BPC	GOLF OPERATIONS	SHIPPING	INVOICE	13.82
912265762	14-40-4500-5120	PRO SHOP - GOLF CLUBS (COGS)	BPC	GOLF OPERATIONS	SPECIAL ORDER 3 WOOD (1)	INVOICE	177.75
ACUSHNET COMPANY Total							531.64
ADIDAS AMERICA INC							
6152331170	01-10-7100-5010	STAFF DEVELOPMENT	GENERAL	ADMINISTRATION	SHIPPING	CAPONE	14.38
6152331170	01-10-7100-5010	STAFF DEVELOPMENT	GENERAL	ADMINISTRATION	FZ LAYER PIECE	CAPONE	146.22
6152331170	01-10-7100-5010	STAFF DEVELOPMENT	GENERAL	ADMINISTRATION	COLD DRY RAIN (4)	CAPONE	165.00
6152345168	01-10-7100-5010	STAFF DEVELOPMENT	GENERAL	ADMINISTRATION	SHIPPING	CAPONE	27.51
6152345168	01-10-7100-5010	STAFF DEVELOPMENT	GENERAL	ADMINISTRATION	FULL ZIP HEPARKS JACKET 5	CAPONE	150.00
6152345168	01-10-7100-5010	STAFF DEVELOPMENT	GENERAL	ADMINISTRATION	COLD HOODIE 14	CAPONE	420.00
6152345168	01-10-7100-5010	STAFF DEVELOPMENT	GENERAL	ADMINISTRATION	1/4 ZIP 1	CAPONE	37.50
6154916338	14-40-4500-5150	PRO SHOP - CLOTHING (COGS)	BPC	GOLF OPERATIONS	SHIPPING	CAPONE	12.46
6154916338	14-40-4500-5150	PRO SHOP - CLOTHING (COGS)	BPC	GOLF OPERATIONS	OUTERWEAR (1)	CAPONE	45.00
6155172053	14-40-4500-5150	PRO SHOP - CLOTHING (COGS)	BPC	GOLF OPERATIONS	SHIPPING	CAPONE	7.09
6155172053	14-40-4500-5150	PRO SHOP - CLOTHING (COGS)	BPC	GOLF OPERATIONS	SPECIAL ORDER PANTS (2)	CAPONE	54.00
6155210275	14-10-7100-5020	UNIFORMS	BPC	ADMINISTRATION	FREIGHT	CAPONE	15.00
6155210275	14-10-7100-5020	UNIFORMS	BPC	ADMINISTRATION	STAFF HOODIES (30)	CAPONE	731.10
ADIDAS AMERICA INC Total							1,825.26
ADVANCE AUTO PARTS							
2376-1040054	14-20-8200-5000	MAINTENANCE & REPAIRS	BPC	MAINTENANCE	2) DAYCO #15375	CAPONE	15.82
ADVANCE AUTO PARTS Total							15.82
ADVANCED ELEVATOR COMPANY							
50855	01-20-8300-5010	FACILITY MAINT & REPAIR - TC	GENERAL	MAINTENANCE	PARKS- ELEVATOR MAINT SEMI(1)	INVOICE	1,369.13
ADVANCED ELEVATOR COMPANY Total							1,369.13
AFFILIATED PARTS							
100011672	01-20-8300-5010	FACILITY MAINT & REPAIR - TC	GENERAL	MAINTENANCE	TC- FITNESS ROOM INDUCER MOTOR (1)	CAPONE	525.00
AFFILIATED PARTS Total							525.00
AHAI							
ILH189-005;008;007	02-85-5500-5000	YTH HOCKEY-WOLFPACK EXP	RECREATION	ICE	TRAVEL PERMITS FOR SQUIRTS AND PEEWEES	CAPONE	150.00
AHAI Total							150.00
AHAI REFEREE COMMITTEE							
NOV 2021-01	02-85-5500-5000	YTH HOCKEY-WOLFPACK EXP	RECREATION	ICE	WOLFPACK REFS \$67 (2)	CHECK	134.00
NOV 2021-01	02-85-5500-5000	YTH HOCKEY-WOLFPACK EXP	RECREATION	ICE	WOLFPACK REFS \$69	CHECK	69.00

INVOICE REGISTER FOR HOFFMAN ESTATES PARK DISTRICT
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VENDOR NAME							
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AF NOV 2021-01	02-85-5500-5000	YTH HOCKEY-WOLFPACK EXP	RECREATION	ICE	WOLFPACK REFS \$75	CHECK	75.00
NOV 2021-01	02-85-5500-5000	YTH HOCKEY-WOLFPACK EXP	RECREATION	ICE	WOLFPACK REFS \$93 (2)	CHECK	186.00
NOV21	02-85-5500-5000	YTH HOCKEY-WOLFPACK EXP	RECREATION	ICE	WOLVERINE REFS 11/20 GAME	CHECK	81.00
AHAI REFEREE COMMITTEE Total							545.00
AJ OLESON CONSTRUCTION							
3-FINAL	01-90-1030-5000	BIRCH PARK OSALD	GENERAL	CAPITAL PROJECTS	PARKS- CO- BIRCH (1)	INVOICE	10,473.00
AJ OLESON CONSTRUCTION Total							10,473.00
AL WARREN OIL CO INC							
W4132771	01-20-8500-5000	FUEL	GENERAL	MAINTENANCE	500 GALLONS OF GAS	INVOICE	1,350.44
W4132772	01-20-8500-5000	FUEL	GENERAL	MAINTENANCE	750 GALLONS OF DIESEL	INVOICE	2,219.56
AL WARREN OIL CO INC Total							3,570.00
ALEXIAN BROTHERS							
722476	01-10-6300-5010	LOSS PREVENTION EXAMS	GENERAL	ADMINISTRATION	BARTON (FT REC) -PRE EMPL PHYS	CHECK	80.00
ALEXIAN BROTHERS Total							80.00
AMAZON.COM INC							
111-0028541-2435472	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	EYE STICKERS	CAPONE	6.99
111-0373310-4580266	02-65-5400-5010	STAR DIST 54 EXP	RECREATION	YOUTH PROGRAMS	REFUND STAR SUPPLIES GAMES FV AND MAC	CAPONE	(15.99)
111-0526033-2185823	02-65-5400-5010	STAR DIST 54 EXP	RECREATION	YOUTH PROGRAMS	STAR 54 SUPPLIES GLUE, MARKERS, TAPE, BA	CAPONE	130.45
111-0743270-3097056	14-10-7500-5000	SUPPLIES	BPC	ADMINISTRATION	HP TONER BLK W2020A M454DN	CAPONE	84.89
111-2343075-5077866	02-32-7500-5100	FACILITY SUPPLIES	RECREATION	TRIPHAHN CENTER	SHIPPING	CAPONE	11.64
111-2343075-5077866	02-32-7500-5100	FACILITY SUPPLIES	RECREATION	TRIPHAHN CENTER	100PK FACE MASKS (5)	CAPONE	34.90
111-24707133427401	12-91-0030-5000	BPC DRIVING RANGE ENCLOSURE	CAPITAL	CAPITAL PROJECTS	WALLMOUNTS FOR IPAD ORDER STATIONS (10)	CAPONE	506.20
111-24707133427401	12-91-0030-5000	BPC DRIVING RANGE ENCLOSURE	CAPITAL	CAPITAL PROJECTS	POWERSTRIP FOR TVS (9)	CAPONE	152.91
111-24707133427401	12-91-0030-5000	BPC DRIVING RANGE ENCLOSURE	CAPITAL	CAPITAL PROJECTS	HDMI CABLES (10)	CAPONE	87.20
111-3069741-3705066	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	REFRIDGERATOR THERMOMETER	CAPONE	6.99
111-3328844-3880233	02-50-5900-5000	SPECIAL EVENT EXP	RECREATION	GENERAL PROGRAMMING	ICING BAGS	CAPONE	15.98
111-3328844-3880233	02-50-5900-5000	SPECIAL EVENT EXP	RECREATION	GENERAL PROGRAMMING	GLITTER	CAPONE	10.99
111-3328844-3880233	02-50-5900-5000	SPECIAL EVENT EXP	RECREATION	GENERAL PROGRAMMING	OATS	CAPONE	11.39
111-3328844-3880233	02-50-5900-5000	SPECIAL EVENT EXP	RECREATION	GENERAL PROGRAMMING	PIPCLEANERS AND POMPOMS	CAPONE	15.59
111-4732106-9834657	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	DRY ERASE CRAYONS	CAPONE	15.82
111-5337385-6859453	01-10-7500-5000	OFFICE SUPPLIES	GENERAL	ADMINISTRATION	HP TONER BLK CE390A M601	CAPONE	192.89
111-5444403-8769862	01-10-7500-5050	COMPUTER SUPPLIES	GENERAL	ADMINISTRATION	HP M607 REPLACEMENT FUSER KIT	CAPONE	303.29
111-5791375-9026635	12-91-0180-5000	PARKS FLEET TRUCK	CAPITAL	CAPITAL PROJECTS	PARKS- HITCH INSERT (1)	CAPONE	19.90
111-5791375-9026635	12-91-0180-5000	PARKS FLEET TRUCK	CAPITAL	CAPITAL PROJECTS	PARKS- STEP BARS (3)	CAPONE	170.22
111-6005216-3645836	02-65-5400-5000	STAR DIST 15 EXP	RECREATION	YOUTH PROGRAMS	HAND SANITIZER	CAPONE	28.50
111-6146653-2158621	14-45-4000-5050	SPECIAL EVENT EXPENSE	BPC	FOOD & BEVERAGE	BACK DROP, 1 EACH	CAPONE	82.77
111-6146653-2158621	14-45-4000-5050	SPECIAL EVENT EXPENSE	BPC	FOOD & BEVERAGE	BACK DROP STAND, 1 EACH	CAPONE	49.98
111-6146653-2158621	14-45-4000-5050	SPECIAL EVENT EXPENSE	BPC	FOOD & BEVERAGE	REFUND BACK DROP, 1 EACH	CAPONE	(82.77)
111-6146653-2158621	14-45-4000-5050	SPECIAL EVENT EXPENSE	BPC	FOOD & BEVERAGE	REFUND BACK DROP STAND, 1 EACH	CAPONE	(49.98)
111-7347225-8378635	02-50-5900-5000	SPECIAL EVENT EXP	RECREATION	GENERAL PROGRAMMING	SNOWFLAKE ENVELOPES	CAPONE	79.75
111-7591236-4153866	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	SAND	CAPONE	28.99
111-7886109-6222662	02-65-5400-5010	STAR DIST 54 EXP	RECREATION	YOUTH PROGRAMS	SCOTCH TAPE	CAPONE	8.93

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VENDOR NAME							
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111-7886109-6222662	02-65-5400-5010	STAR DIST 54 EXP	RECREATION	YOUTH PROGRAMS	PENCIL SHARPENER	CAPONE	14.88
111-7886109-6222662	02-65-5400-5010	STAR DIST 54 EXP	RECREATION	YOUTH PROGRAMS	12' EXTENSION CORD	CAPONE	11.99
111-7886109-6222662	02-65-5400-5010	STAR DIST 54 EXP	RECREATION	YOUTH PROGRAMS	FACE MASKS- DISPOSABLE	CAPONE	12.99
111-7886109-6222662	02-65-5400-5010	STAR DIST 54 EXP	RECREATION	YOUTH PROGRAMS	SHARPIES-BLACK	CAPONE	7.96
111-8279629-3666625	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	SCOOTER BOARD ACTIVITIES	CAPONE	31.00
111-8279629-3666625	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	OUTDOOR LAWN GAMES KIT	CAPONE	101.98
111-8279629-3666625	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	STEPPING STONES	CAPONE	235.96
111-8279629-3666625	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	TOSS AND CATCH BALL GAME	CAPONE	99.68
111-8745829-9093014	01-10-7500-5000	OFFICE SUPPLIES	GENERAL	ADMINISTRATION	HP TONER BLK CF258A M428FDN	CAPONE	104.83
111-8745829-9093014	01-10-7500-5000	OFFICE SUPPLIES	GENERAL	ADMINISTRATION	HP INK MGT CZ135A T360 36IN	CAPONE	60.31
111-8745829-9093014	01-10-7500-5050	COMPUTER SUPPLIES	GENERAL	ADMINISTRATION	HDMI EMULATOR PLUGS 3 PAK	CAPONE	13.15
111-8745829-9093014	02-15-7500-5000	GRAPHIC/COMPUTER SUPPLIES	RECREATION	C&M	HP INK CYN CZ134A T530 36IN	CAPONE	62.12
111-8745829-9093014	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	SCREEN PROTECTOR FOR IPAD 10.2 2PK	CAPONE	11.49
111-8745829-9093014	11-10-7500-5000	OFFICE SUPPLIES	THE CLUB	ADMINISTRATION	HP TONER BLK CE505A P2055	CAPONE	63.60
111-8745829-9093014	14-10-7500-5000	SUPPLIES	BPC	ADMINISTRATION	HP TONER BLK CE255A P3015	CAPONE	161.26
111-8940736-5227415	02-15-7500-5000	GRAPHIC/COMPUTER SUPPLIES	RECREATION	C&M	HP INK YLW CZ136A T530 36IN 2	CAPONE	139.98
111-9198498-2465865	01-10-7500-5000	OFFICE SUPPLIES	GENERAL	ADMINISTRATION	HP TONER YLW W2022A M454DN 2	CAPONE	205.78
111-9198498-2465865	01-10-7500-5000	OFFICE SUPPLIES	GENERAL	ADMINISTRATION	HP TONER CYN W2021A M454DN 2	CAPONE	203.78
111-9198498-2465865	01-10-7500-5000	OFFICE SUPPLIES	GENERAL	ADMINISTRATION	HP TONER MEG W2023A M454DN	CAPONE	101.89
111-9198498-2465865	14-10-7500-5000	SUPPLIES	BPC	ADMINISTRATION	HP TONER MEG W2023A M454DN	CAPONE	101.89
112-2642289-0764253	02-15-7500-5000	GRAPHIC/COMPUTER SUPPLIES	RECREATION	C&M	LAMINATING FILM ROLLS	CAPONE	101.12
112-2803608-0721025	11-15-7900-5020	MEMBER INCENTIVES	THE CLUB	C&M	PS PKG OF 24 MALL WHITE TOWELS FOR AROMA	CAPONE	16.94
112-2803608-0721025	11-15-7900-5020	MEMBER INCENTIVES	THE CLUB	C&M	PS PKG OF 80 MANTRA TAGS FOR SPEC YOGA	CAPONE	9.99
112-5726855-6932234	02-15-7500-5000	GRAPHIC/COMPUTER SUPPLIES	RECREATION	C&M	LARGE FORMAT PRINTER PAPER	CAPONE	177.36
112-8981587-5660251	11-30-7500-5100	FITNESS SUPPLIES	THE CLUB	FITNESS	PS SCALE FOR WOMENS CLUB LOCKER ROOM	CAPONE	77.22
112-9383338-0933853	12-91-0030-5000	BPC DRIVING RANGE ENCLOSURE	CAPITAL	CAPITAL PROJECTS	100 FEET OF CORRUGATED FIBER COVER (2)	CAPONE	(75.02)
113-9952701-1043413	11-10-7500-5010	GENERAL SUPPLIES	THE CLUB	ADMINISTRATION	PS: ALCOHOL PREP WIPES (QTY400)	CAPONE	4.49
113-9952701-1043413	11-10-7500-5010	GENERAL SUPPLIES	THE CLUB	ADMINISTRATION	PS; 4OZ BOTTLES OF EYE WASH	CAPONE	10.71
113-9952701-1043413	11-10-7500-5010	GENERAL SUPPLIES	THE CLUB	ADMINISTRATION	PS: 3PLY BLACK FACE MASKS (QTY100)	CAPONE	44.95
114-0032902-3865021	01-20-7500-5010	CUSTODIAL SUPPLIES	GENERAL	MAINTENANCE	72 PACK OF C BATTERIES FOR HAND DISPENSE	CAPONE	60.00
114-1858826-0233063	02-15-7900-5000	ADVERTISING	RECREATION	C&M	MICROPHONES (4)	CAPONE	368.00
114-3608561-7341835	02-32-7500-5100	FACILITY SUPPLIES	RECREATION	TRIPHAHN CENTER	PICKLEBALL 4 PACK (5)	CAPONE	49.95
114-4367581-9851045	14-45-8100-5000	EQUIPMENT	BPC	FOOD & BEVERAGE	COMPUTER CART (1)	CAPONE	199.99
114-5462647-2573825	02-15-7900-5000	ADVERTISING	RECREATION	C&M	32 GB MICRO SD CARD	CAPONE	14.49
114-5462647-2573825	02-15-7900-5000	ADVERTISING	RECREATION	C&M	STEREO HEADPHONE ADAPTERS (6)	CAPONE	35.58
114-5547027-004109	02-32-7500-5100	FACILITY SUPPLIES	RECREATION	TRIPHAHN CENTER	6 PACK OF PICKLEBALLS (4)	CAPONE	51.88
114-5547027-004109	02-32-7500-5100	FACILITY SUPPLIES	RECREATION	TRIPHAHN CENTER	BALL CADDY (2)	CAPONE	46.00
114-5547027-004109	02-32-7500-5100	FACILITY SUPPLIES	RECREATION	TRIPHAHN CENTER	PICKLEBALL NETS (2)	CAPONE	349.98
114-5711935-7582601	01-20-7500-5020	MAINTENANCE SUPPLIES	GENERAL	MAINTENANCE	WAGON TRUCK METAL FOR LIZ/NORTHSIDE	CAPONE	124.99
114-7664622-2482635	02-50-5900-5000	SPECIAL EVENT EXP	RECREATION	GENERAL PROGRAMMING	SHIPPING	CAPONE	3.50
114-7664622-2482635	02-50-5900-5000	SPECIAL EVENT EXP	RECREATION	GENERAL PROGRAMMING	6 PACK METAL BUCKETS	CAPONE	29.00
114-7926274-9693802	01-20-8300-5010	FACILITY MAINT & REPAIR - TC	GENERAL	MAINTENANCE	SHIPPING	CAPONE	5.99
114-7926274-9693802	01-20-8300-5010	FACILITY MAINT & REPAIR - TC	GENERAL	MAINTENANCE	SINK HOLE COVER FOR ROOM 102 SINK	CAPONE	8.56
114-8027610-0157851	02-15-7900-5000	ADVERTISING	RECREATION	C&M	RODECASTER PODCAST MIXER	CAPONE	594.95
114-8027610-0157851	02-15-7900-5000	ADVERTISING	RECREATION	C&M	MICROPHONE STANDS (4)	CAPONE	163.36
114-8027610-0157851	02-15-7900-5000	ADVERTISING	RECREATION	C&M	XLR CABLES (4)	CAPONE	35.96

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AN 114-8027610-0157851	02-15-7900-5000	ADVERTISING	RECREATION	C&M	HEADPHONES (4)	CAPONE	139.96
114-8278245-3971447	01-20-7500-5020	MAINTENANCE SUPPLIES	GENERAL	MAINTENANCE	FOLDING WAGON CART FOR LIZ/NORTHSIDE	CAPONE	99.99
AMAZON.COM INC Total							6,404.83
AMERICAN ATHLETIC SHOE CO							
SI-154114	12-91-0260-5000	RENTAL SKATE RPLC	CAPITAL	CAPITAL PROJECTS	SHIPPING	CHECK	182.00
SI-154114	12-91-0260-5000	RENTAL SKATE RPLC	CAPITAL	CAPITAL PROJECTS	RENTAL FIGURE SKATING & HOCKEY SKATE (85	CHECK	6,241.00
SI-154534	12-91-0260-5000	RENTAL SKATE RPLC	CAPITAL	CAPITAL PROJECTS	SHIPPING	CHECK	26.00
SI-154534	12-91-0260-5000	RENTAL SKATE RPLC	CAPITAL	CAPITAL PROJECTS	RENTAL FIGURE SKATING & HOCKEY SKATE (85	CHECK	474.00
AMERICAN ATHLETIC SHOE CO Total							6,923.00
ANCEL GLINK PC							
3153130 1121	01-10-7300-5030	ATTORNEY FEES	GENERAL	ADMINISTRATION	ATTORNEY FEES NOV 2021	INVOICE	2,327.50
ANCEL GLINK PC Total							2,327.50
ANDERSON LOCK COMPANY							
1078592	01-20-8300-5010	FACILITY MAINT & REPAIR - TC	GENERAL	MAINTENANCE	PARKS- AB4 KEYS (1)	INVOICE	103.20
1080688	01-20-7800-5000	ADMINISTRATIVE EXPENSE	GENERAL	MAINTENANCE	PARKS- GMK KEYS (3)	INVOICE	13.23
108428	01-20-8100-5000	EQUIPMENT	GENERAL	MAINTENANCE	WRC- FACILITY KEYS (1)	INVOICE	70.95
7095281	01-20-8300-5010	FACILITY MAINT & REPAIR - TC	GENERAL	MAINTENANCE	VOG- ESPORT/ENTRANCE DOOR HINGES (1)	INVOICE	4,968.81
7095282A	01-20-8300-5010	FACILITY MAINT & REPAIR - TC	GENERAL	MAINTENANCE	VOG- ADD COST FOR DOOR HINGES (1)	INVOICE	270.00
7095481	01-20-8300-5040	FACILITY MAINT & REPAIR - CLUB	GENERAL	MAINTENANCE	CLUB- TENNIS DOOR LOCKS/KEYS (1)	INVOICE	711.25
ANDERSON LOCK COMPANY Total							6,137.44
AQUA PURE ENTERPRISES,INC.							
0138257-IN	01-20-8300-5010	FACILITY MAINT & REPAIR - TC	GENERAL	MAINTENANCE	SHIPPING	INVOICE	17.95
0138257-IN	01-20-8300-5010	FACILITY MAINT & REPAIR - TC	GENERAL	MAINTENANCE	2 BAGS OFSODIUM BISULFATE FOR HOT TUB	INVOICE	52.06
0138274-IN	11-80-7500-5030	POOL CHEMICALS & SUPPLIES	THE CLUB	AQUATICS	SODIUM BISULFATE FOR POOLS	INVOICE	278.25
0138374-IN	01-20-8300-5010	FACILITY MAINT & REPAIR - TC	GENERAL	MAINTENANCE	SHIPPING	INVOICE	17.95
0138374-IN	01-20-8300-5010	FACILITY MAINT & REPAIR - TC	GENERAL	MAINTENANCE	1 RED PROBE FOR CHEMICAL CONTROLLER	INVOICE	129.82
0138374-IN	01-20-8300-5010	FACILITY MAINT & REPAIR - TC	GENERAL	MAINTENANCE	1 BLUE PROBE FOR CHEMICAL CONTROLLER	INVOICE	93.01
AQUA PURE ENTERPRISES,INC. Total							589.04
A-SPECIAL ELECTRIC SERVICES							
154199	01-20-8300-5050	FACILITY MAINT & REPAIR - BPC	GENERAL	MAINTENANCE	T12 LIGHT BULBS	CAPONE	90.00
154281	12-91-0030-5000	BPC DRIVING RANGE ENCLOSURE	CAPITAL	CAPITAL PROJECTS	BPC- WALL PACKS- RANGE (1)	CAPONE	1,260.14
A-SPECIAL ELECTRIC SERVICES Total							1,350.14
AURELIOS PIZZA							
11122021	02-55-5000-5020	SENIOR TRIP EXP	RECREATION	SENIOR	SENIOR TRIP 12/7 LUNCH DEPOSIT	CAPONE	50.00
AURELIOS PIZZA Total							50.00
BEACON ATHLETICS							
0538827-IN	01-20-8400-5020	ATHLETIC FIELD SUPPLIES	GENERAL	MAINTENANCE	PARKS- BASE ANCHORS (1)	CAPONE	2,687.00
BEACON ATHLETICS Total							2,687.00

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BEST BUY							
BBY01-806511872707	12-91-0030-5000	BPC DRIVING RANGE ENCLOSURE	CAPITAL	CAPITAL PROJECTS	IPAD (2)	CAPONE	659.98
BBY01-806511884438	12-91-0030-5000	BPC DRIVING RANGE ENCLOSURE	CAPITAL	CAPITAL PROJECTS	IPAD (2)	CAPONE	659.98
BBY01-806516980952	12-91-0030-5000	BPC DRIVING RANGE ENCLOSURE	CAPITAL	CAPITAL PROJECTS	IPAD FOR TABLE KIOSK	CAPONE	659.98
BBY01-806516995859	12-91-0030-5000	BPC DRIVING RANGE ENCLOSURE	CAPITAL	CAPITAL PROJECTS	IPAD FOR TABLE KIOSK	CAPONE	659.98
BBY01-806528688166	12-91-0030-5000	BPC DRIVING RANGE ENCLOSURE	CAPITAL	CAPITAL PROJECTS	IPAD FOR TABLE KIOSK	CAPONE	659.98
BEST BUY Total							3,299.90
BETSAIDA MOFFIT							
202104053	14-40-5100-4040	TOURNAMENT REVENUE	BPC	GOLF OPERATIONS	REFUND BRIDGES 5K	CHECK	60.00
BETSAIDA MOFFIT Total							60.00
BHFX LLC							
409719	01-20-7800-5010	PRINTING & PUBLICATION	GENERAL	MAINTENANCE	PARKS- SCAN OF MAP (1)	INVOICE	7.50
BHFX LLC Total							7.50
BP&T COMPANY							
202103743	12-91-0030-5000	BPC DRIVING RANGE ENCLOSURE	CAPITAL	CAPITAL PROJECTS	SPRAYING CEILING PAINT TOPTRACER BUILDIN	CHECK	7,800.00
BP&T COMPANY Total							7,800.00
BREAKTHRU BEVERAGE IL LLC							
342081774	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	SERVICE FEE, 1 EACH	CHECK	4.00
342081774	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	TAX, 1 EACH	CHECK	9.64
342081774	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	BLOODY MARY MIX, 1 CASE	CHECK	25.49
342081774	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	BARTONS VODKA, 1 CASE	CHECK	78.00
342081774	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	CHAMPAGNE, 2 CASES	CHECK	135.00
BREAKTHRU BEVERAGE IL LLC Total							252.13
CALL ONE							
468789	01-10-8000-5030	TELEPHONE	GENERAL	ADMINISTRATION	ADMIN FAX	CHECK	162.23
468789	01-20-8000-5030	TELEPHONE	GENERAL	MAINTENANCE	PARKS FAX/ALARM/IRRIG	CHECK	423.94
468789	02-10-8000-5030	TELEPHONE	RECREATION	ADMINISTRATION	REC FAX/ALRM/ELEV/ATM	CHECK	1,723.67
468789	02-80-8000-5030	TELEPHONE	RECREATION	AQUATICS	SEA FAX/ALARM/WTR	CHECK	285.10
468789	11-10-8000-5030	TELEPHONE	THE CLUB	ADMINISTRATION	PS FAX/ALRM/ELV/ATM	CHECK	452.30
468789	14-10-8000-5030	TELEPHONE	BPC	ADMINISTRATION	BPC FAX/ALRM/ELV/ATM/IRG	CHECK	542.57
CALL ONE Total							3,589.81
CAPITAL ONE-FEES-REIMB							
11012021	01-10-9000-4010	PURCHASING CARD INCOME	GENERAL	ADMINISTRATION	PURCHASING CARD INCOME	CAPONE	(1,610.16)
CAPITAL ONE-FEES-REIMB Total							(1,610.16)
CASE LOTS INC							
7858	01-20-7500-5010	CUSTODIAL SUPPLIES	GENERAL	MAINTENANCE	PARKS- FORCE WIPES (1)	CAPONE	3,032.00
CASE LOTS INC Total							3,032.00
CEDAR PATH NURSERIES							

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CE 1928297	01-90-1030-5000	BIRCH PARK OSALD	GENERAL	CAPITAL PROJECTS	PARKS- VIBURUM LENTAGO (10)	CAPONE	260.00
1928297	01-90-1030-5000	BIRCH PARK OSALD	GENERAL	CAPITAL PROJECTS	PARKS- BETULA NIGRA (5)	CAPONE	700.00
1928547	01-90-1030-5000	BIRCH PARK OSALD	GENERAL	CAPITAL PROJECTS	PARKS- ACER GINNALA (2)	CAPONE	230.00
1928547	01-90-1030-5000	BIRCH PARK OSALD	GENERAL	CAPITAL PROJECTS	PARKS- BETULA POPULIFOLIA (1)	CAPONE	205.00
1930226	01-20-8400-5010	FOILAGE	GENERAL	MAINTENANCE	PARKS- PICEA ABIES (3)	CAPONE	870.00
1930226	01-20-8400-5010	FOILAGE	GENERAL	MAINTENANCE	PARKS- WHITESPIRE (1)	CAPONE	205.00
1930226	01-20-8400-5010	FOILAGE	GENERAL	MAINTENANCE	PARKS- IVORY SILK (2)	CAPONE	480.00
1930226	01-20-8400-5010	FOILAGE	GENERAL	MAINTENANCE	PARKS- JEFFERSRED (2)	CAPONE	490.00
1930226	01-20-8400-5010	FOILAGE	GENERAL	MAINTENANCE	PARKS- KNOCKOUT DOUBLE PINK (14)	CAPONE	265.30
1930894	14-20-8400-5010	FOILAGE	BPC	MAINTENANCE	NORWAY SPRUCE TREE (1) 14 FW	CAPONE	425.00
CEDAR PATH NURSERIES Total							4,130.30
CENTRAL TREE LANDSCAPE MULCH LLC							
7153	01-20-8400-5000	PARK GROUNDS SUPPLIES	GENERAL	MAINTENANCE	PARKS- HORT MULCH (1)	INVOICE	896.00
CENTRAL TREE LANDSCAPE MULCH LLC Total							896.00
CERSTAFFIX TRAINING							
ONLINE382909169	02-15-7200-5000	PROFESSIONAL EDUCATION	RECREATION	C&M	ONLINE TRAINING ON VIDEO MAKING	CAPONE	1,330.00
CERSTAFFIX TRAINING Total							1,330.00
CHI CHAPTER WOMEN LEISURE SRV							
01032	02-10-7200-5000	PROFESSIONAL EDUCATION	RECREATION	ADMINISTRATION	LIZ BLAKE LUNCHEON WILS 11/18/21	CAPONE	40.00
CHI CHAPTER WOMEN LEISURE SRV Total							40.00
CHICAGOLAND TURF							
INV89624	01-20-8400-5020	ATHLETIC FIELD SUPPLIES	GENERAL	MAINTENANCE	PARKS- WALKWAY SALT (245)	INVOICE	1,825.25
INV89624A	01-20-8400-5000	PARK GROUNDS SUPPLIES	GENERAL	MAINTENANCE	PARKS- ADDITIONAL SALT BAGS (7)	INVOICE	52.15
CHICAGOLAND TURF Total							1,877.40
CLASSIC CINEMAS							
11242021	02-65-5400-5020	STAR TRIP EXP	RECREATION	YOUTH PROGRAMS	SCHOOL DAY OFF TRIP	CAPONE	174.00
CLASSIC CINEMAS Total							174.00
COMCAST							
134453391	01-10-8000-5030	TELEPHONE	GENERAL	ADMINISTRATION	ADM-COM INT/PRI/MBPS	CHECK	590.74
134453391	01-20-8000-5030	TELEPHONE	GENERAL	MAINTENANCE	PM-COM INT/PRI/MBPS	CHECK	295.38
134453391	01-20-8000-5030	TELEPHONE	GENERAL	MAINTENANCE	PM-FIBER/100 MBPS	CHECK	326.71
134453391	02-10-8000-5030	TELEPHONE	RECREATION	ADMINISTRATION	REC-COM INT/PRI/MBPS	CHECK	2,953.77
134453391	02-10-8000-5030	TELEPHONE	RECREATION	ADMINISTRATION	WRC-COM 20 MBPS	CHECK	115.22
134453391	02-10-8000-5030	TELEPHONE	RECREATION	ADMINISTRATION	TC-FIBER/300 MBPS	CHECK	1,226.81
134453391	02-10-8000-5030	TELEPHONE	RECREATION	ADMINISTRATION	VOG-FIBER/100 MBPS	CHECK	1,335.21
134453391	02-80-8000-5030	TELEPHONE	RECREATION	AQUATICS	SEA-COM INT/PRI/MBPS 20%BPC	CHECK	177.23
134453391	02-80-8000-5030	TELEPHONE	RECREATION	AQUATICS	SEA-FIBER/40 MBPS 20% BPC	CHECK	68.60
134453391	11-10-8000-5030	TELEPHONE	THE CLUB	ADMINISTRATION	PS-COM INT/PRI/MBPS	CHECK	1,181.51
134453391	11-10-8000-5030	TELEPHONE	THE CLUB	ADMINISTRATION	PS-FIBER/40 MBPS	CHECK	310.20
134453391	14-10-8000-5030	TELEPHONE	BPC	ADMINISTRATION	BPC-COM INT/PRI/MBPS	CHECK	708.90

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CC 134453391	14-10-8000-5030	TELEPHONE	BPC	ADMINISTRATION	BPC-FIBER/40 MBPS	CHECK	274.40
COMCAST Total							9,564.68
COMCAST CABLE							
0162651-1121	14-10-8000-5030	TELEPHONE	BPC	ADMINISTRATION	BPC BUSINESS INTERNET	CAPONE	337.18
0340117 NOV 21	02-10-8000-5030	TELEPHONE	RECREATION	ADMINISTRATION	FREEDOM RUN INTERNET	CAPONE	108.35
NOV 2021	11-10-8000-5030	TELEPHONE	THE CLUB	ADMINISTRATION	THE CLUB BUSINESS INTERNET	CAPONE	238.45
NOV2021	01-10-8000-5030	TELEPHONE	GENERAL	ADMINISTRATION	TC BUSINESS INTERNET	CAPONE	290.82
NOV2021	02-10-8000-5030	TELEPHONE	RECREATION	ADMINISTRATION	VOG BUSINESS INTERNET	CAPONE	345.38
NOV2021	02-10-8000-5030	TELEPHONE	RECREATION	ADMINISTRATION	WRC BUSINESS INTERNET	CAPONE	270.87
NOV2021	02-15-7600-5000	DUES & SUBSCRIPTIONS	RECREATION	C&M	TC COMCAST TV	CAPONE	73.68
COMCAST CABLE Total							1,664.73
COMMONWEALTH EDISON							
0707070077 NOV21	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	SOUTHRIDGE RESTROOM & SPLASHPAD NOV	CHECK	52.69
33097 1121	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	COTTONWOOD ELECTRIC	CHECK	30.03
5054-1121	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	N RIDGE ELECTRIC	CHECK	46.23
5056-1121	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	WESTBURY ELECTRIC DELIVERY	CHECK	74.76
COMMONWEALTH EDISON Total							203.71
CONSERV FS INC							
101020248	14-20-8500-5000	FUEL & LUBRICANTS	BPC	MAINTENANCE	UNLEADED FUEL 337.2 GAL @ 2.35 PLUS TAX	INVOICE	949.22
101020249	14-20-8500-5000	FUEL & LUBRICANTS	BPC	MAINTENANCE	DIESEL FUEL 233.1 GAL @2.45 PLUS TAX	INVOICE	589.27
6410637	12-91-0030-5000	BPC DRIVING RANGE ENCLOSURE	CAPITAL	CAPITAL PROJECTS	BPC- FIELD OF DREAMS SOD (1)	INVOICE	8,242.50
CONSERV FS INC Total							9,780.99
Cory Klimkowicz							
12/8/2021 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 245203-P Class Refund	CHECK	9.40
12/8/2021 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 240835-I Class Refund	CHECK	45.00
Cory Klimkowicz Total							54.40
COSMOPOLITAN LINEN RENTAL SRV							
1228257	14-10-7300-5000	PROFESSIONAL SERVICES	BPC	ADMINISTRATION	FLOOR MATS, 10 EACH	CAPONE	40.00
1228257	14-10-7300-5000	PROFESSIONAL SERVICES	BPC	ADMINISTRATION	FLOOR CARE, 1 EACH	CAPONE	4.33
1228257	14-10-7300-5000	PROFESSIONAL SERVICES	BPC	ADMINISTRATION	MAT SCRAPER, 1 EACH	CAPONE	3.25
1228257	14-10-7300-5000	PROFESSIONAL SERVICES	BPC	ADMINISTRATION	SERVICE CHARGE, 1 EACH	CAPONE	10.95
1228257	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	GARMENT CARE, 1 EACH	CAPONE	4.31
1228257	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	BAR TOWELS, 100 EACH	CAPONE	20.00
1228257	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	APRONS, 10 EACH	CAPONE	4.00
1228257	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	LINEN CARE, 1 EACH	CAPONE	44.40
1228257	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	TABLE CLOTHS, 60 EACH	CAPONE	102.00
1228257	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	NAPKINS, 200 EACH	CAPONE	22.00
1228257	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	CHEF COATS, 11 EACH	CAPONE	10.45
1228257	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	KITCHEN SHIRTS, 6 EACH	CAPONE	3.90
1229048	14-10-7300-5000	PROFESSIONAL SERVICES	BPC	ADMINISTRATION	FLOOR CARE, 1 EACH	CAPONE	2.73
1229048	14-10-7300-5000	PROFESSIONAL SERVICES	BPC	ADMINISTRATION	MAT SCRAPER, 1 EACH	CAPONE	3.25

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1229048	14-10-7300-5000	PROFESSIONAL SERVICES	BPC	ADMINISTRATION	FLOOR MATS, 6 EACH	CAPONE	24.00
1229048	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	SERVICE CHARGE, 1 EACH	CAPONE	10.95
1229048	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	GARMENT CARE, 1 EACH	CAPONE	4.31
1229048	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	BAR TOWELS, 100 EACH	CAPONE	20.00
1229048	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	APRONS, 10 EACH	CAPONE	4.00
1229048	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	LINEN CARE, 1 EACH	CAPONE	49.50
1229048	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	NAPKINS, 200 EACH	CAPONE	22.00
1229048	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	CHEF COATS, 11 EACH	CAPONE	10.45
1229048	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	KITCHEN SHIRTS, 6 EACH	CAPONE	3.90
1229048	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	TABLE CLOTHS, 70 EACH	CAPONE	119.00
1229843	14-10-7300-5000	PROFESSIONAL SERVICES	BPC	ADMINISTRATION	FLOOR MATS, 10 EACH	CAPONE	40.00
1229843	14-10-7300-5000	PROFESSIONAL SERVICES	BPC	ADMINISTRATION	FLOOR CARE, 1 EACH	CAPONE	4.33
1229843	14-10-7300-5000	PROFESSIONAL SERVICES	BPC	ADMINISTRATION	MAT SCRAPER, 1 EACH	CAPONE	3.25
1229843	14-10-7300-5000	PROFESSIONAL SERVICES	BPC	ADMINISTRATION	SERVICE CHARGE, 1 EACH	CAPONE	10.95
1229843	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	GARMENT CARE, 1 EACH	CAPONE	4.31
1229843	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	APRONS, 10 EACH	CAPONE	4.00
1229843	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	LINEN CARE, 1 EACH	CAPONE	49.50
1229843	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	NAPKINS, 200 EACH	CAPONE	22.00
1229843	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	CHEF COATS, 11 EACH	CAPONE	10.45
1229843	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	KITCHEN SHIRTS, 6 EACH	CAPONE	3.90
1229843	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	BAR TOWELS, 100 EACH	CAPONE	20.00
1229843	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	TABLE CLOTHS, 70 EACH	CAPONE	119.00
1230637	14-10-7300-5000	PROFESSIONAL SERVICES	BPC	ADMINISTRATION	FLOOR CARE, 1 EACH	CAPONE	4.33
1230637	14-10-7300-5000	PROFESSIONAL SERVICES	BPC	ADMINISTRATION	MAT SCRAPER, 1 EACH	CAPONE	3.25
1230637	14-10-7300-5000	PROFESSIONAL SERVICES	BPC	ADMINISTRATION	SERVICE CHARGE, 1 EACH	CAPONE	10.95
1230637	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	FLOOR MATS, 10 EACH	CAPONE	40.00
1230637	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	NAPKINS, 200 EACH	CAPONE	22.00
1230637	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	CHEF COATS, 11 EACH	CAPONE	10.45
1230637	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	KITCHEN SHIRTS, 6 EACH	CAPONE	3.90
1230637	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	GARMENT CARE, 1 EACH	CAPONE	4.31
1230637	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	APRONS, 10 EACH	CAPONE	4.00
1230637	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	TABLE CLOTHS, 50 EACH	CAPONE	85.00
1230637	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	BAR TOWELS. 100 EACH	CAPONE	20.00
1230637	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	LINEN CARE, 1 EACH	CAPONE	39.30
S1081864	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	LINEN CARE, 1 EACH	CAPONE	13.80
S1081864	14-45-7400-5100	LINEN RENTAL	BPC	FOOD & BEVERAGE	NAPKINS, 400 EACH	CAPONE	46.00
COSMOPOLITAN LINEN RENTAL SRV Total							1,142.66
COSTCO CARDS VISA							
5738 1021A	11-30-8200-5000	MAINTENANCE & REPAIRS	THE CLUB	FITNESS	PS TV FOR OUTSIDE LOCKER ROOMS, 60"	CHECK	0.99
COSTCO CARDS VISA Total							0.99
CURRIE MOTORS							
1FT7W2A69MED4934	12-91-0180-5000	PARKS FLEET TRUCK	CAPITAL	CAPITAL PROJECTS	1 EXTENDED CAB TRUCK	CHECK	27,348.00
CURRIE MOTORS Total							27,348.00

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DAILY HERALD							
10/22-11/18/21	01-10-7600-5000	PROFESSIONAL DUES/SUBSCRIPTION	GENERAL	ADMINISTRATION	DAILY HERALD UPGRADE TO DIGITAL FEE	CHECK	34.00
10/22-11/18/21	01-10-7600-5000	PROFESSIONAL DUES/SUBSCRIPTION	GENERAL	ADMINISTRATION	NEWSPRINT SURCHARGE	CHECK	3.20
277962 20211127	01-10-7600-5000	PROFESSIONAL DUES/SUBSCRIPTION	GENERAL	ADMINISTRATION	DAILY HERALD UPGRADE TO DIGITAL FEE	CHECK	34.00
277962 20211127	01-10-7600-5000	PROFESSIONAL DUES/SUBSCRIPTION	GENERAL	ADMINISTRATION	NEWSPRINT SURCHARGE	CHECK	3.20
DAILY HERALD Total							74.40
DEBORA DOBBERTIEN							
11272021	02-85-5900-5000	SPECIAL EVENT EXP	RECREATION	ICE	MILEAGE FOR DONATION PICKUP (23)	CHECK	12.88
DEBORA DOBBERTIEN Total							12.88
DES PLAINES GLASS COMPANY							
12151	01-20-8300-5040	FACILITY MAINT & REPAIR - CLUB	GENERAL	MAINTENANCE	CLUB- VEST WINDOW REPLACE (1)	INVOICE	2,750.00
DES PLAINES GLASS COMPANY Total							2,750.00
DIRECT FITNESS SOLUTIONS,LLC							
0037318	12-91-0230-5000	TC FITNESS EQUIPMENT	CAPITAL	CAPITAL PROJECTS	FREIGHT	INVOICE	190.00
0037318	12-91-0230-5000	TC FITNESS EQUIPMENT	CAPITAL	CAPITAL PROJECTS	INSTALL	INVOICE	225.00
0037318	12-91-0230-5000	TC FITNESS EQUIPMENT	CAPITAL	CAPITAL PROJECTS	JACOBS LADDER CARDIO MACHINE (1)	INVOICE	2,800.00
0037318	12-91-0230-5000	TC FITNESS EQUIPMENT	CAPITAL	CAPITAL PROJECTS	TRX WALL MOUNT	INVOICE	650.00
0037318	12-91-0230-5000	TC FITNESS EQUIPMENT	CAPITAL	CAPITAL PROJECTS	TRX (3)	INVOICE	539.85
0245336-IN	12-91-0230-5000	TC FITNESS EQUIPMENT	CAPITAL	CAPITAL PROJECTS	FREIGHT	INVOICE	350.00
0245336-IN	12-91-0230-5000	TC FITNESS EQUIPMENT	CAPITAL	CAPITAL PROJECTS	INSTALL	INVOICE	325.00
0245336-IN	12-91-0230-5000	TC FITNESS EQUIPMENT	CAPITAL	CAPITAL PROJECTS	TAG FITNESS RUBBER PLATE SET	INVOICE	695.00
0245336-IN	12-91-0230-5000	TC FITNESS EQUIPMENT	CAPITAL	CAPITAL PROJECTS	TAG FITNESS FUNCTIONAL TRAINER	INVOICE	2,495.00
0245336-IN	12-91-0230-5000	TC FITNESS EQUIPMENT	CAPITAL	CAPITAL PROJECTS	TAG FITNESS POWER RACK	INVOICE	1,575.00
0245336-IN	12-91-0230-5000	TC FITNESS EQUIPMENT	CAPITAL	CAPITAL PROJECTS	TAG FITNESS FLAT/INCLINE BENCH	INVOICE	395.00
0245336-IN	12-91-0230-5000	TC FITNESS EQUIPMENT	CAPITAL	CAPITAL PROJECTS	OLD EQUIPMENT TRADE-IN CREDIT	INVOICE	(250.00)
DIRECT FITNESS SOLUTIONS,LLC Total							9,989.85
DIRECTV							
019683318X211030	11-10-7600-5000	DUES & SUBSCRIPTIONS	THE CLUB	ADMINISTRATION	PS CLUB CABLE TV SERVICE NOV '21	CAPONE	206.99
081291109X211108	14-10-7600-5000	DUES & SUBSCRIPTIONS	BPC	ADMINISTRATION	TV SERVICE - NOV	CAPONE	160.63
DIRECTV Total							367.62
DISCOUNT SCHOOL SUPPLY							
W7453312	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	TEMPURA PAINT	CAPONE	20.98
W7453312	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	CONSTRUCTION PAPER	CAPONE	37.50
W7453312	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	FINGER PAINT PAPER	CAPONE	10.91
W7453312	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	FINGER PAINT	CAPONE	17.44
W7453312	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	POSTER BOARD	CAPONE	45.36
W7453312	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	POM POMS	CAPONE	5.98
W7453312	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	\$15 OFF COUPON	CAPONE	(15.00)
W7485357	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	SHIPPING	CAPONE	10.00
W7485357	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	CRAFT FLOWERS	CAPONE	14.70
W7519505	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	SHIPPING	CAPONE	9.93

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DI: W7519505	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	SCOOTERS (SET OF 6)	CAPONE	127.99
W7519505	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	SET OF 10 CONES	CAPONE	60.08
W7519505	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	BASES	CAPONE	46.72
W7519505	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	EZ CATCH SET OF 6	CAPONE	66.23
W7519505	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	\$50 COUPONS	CAPONE	(50.00)
DISCOUNT SCHOOL SUPPLY Total							408.82
DIVINE SIGNS INC							
37322	02-15-3800-5000	MARQUEE/SPONSORSHIP EXP	RECREATION	C&M	TWO BANNERS FOR DOG PARK SPONSOR	INVOICE	110.00
37326	02-15-7800-5010	PRINTING & PUBLICATION	RECREATION	C&M	WINTER REGISTRATION YARD SIGNS	INVOICE	420.00
37326	02-15-7800-5010	PRINTING & PUBLICATION	RECREATION	C&M	WINTER WONDERLAND EVENT YARD SIGNS	INVOICE	350.00
37326	02-15-7800-5010	PRINTING & PUBLICATION	RECREATION	C&M	EXTRA METAL STAKES FOR YARD SIGNS	INVOICE	22.50
37374	01-20-8400-5060	GREEN INITIATIVES	GENERAL	MAINTENANCE	PARKS- BUTTERFLY GARDEN SIGN (1)	INVOICE	160.00
DIVINE SIGNS INC Total							1,062.50
DOLLAR TREE STORE							
11022021	02-55-5000-5000	SENIOR PRGM EXP	RECREATION	SENIOR	CENTERPIECE FLOWERS FOR HOLIDAY PARTY	CAPONE	19.00
11022021	02-55-5000-5000	SENIOR PRGM EXP	RECREATION	SENIOR	TABLECLOTHES, PLATES & NAPKINS - LUNCHES	CAPONE	11.00
11102021	14-45-4000-5050	SPECIAL EVENT EXPENSE	BPC	FOOD & BEVERAGE	BOWLS, 4 EACH	CAPONE	4.00
11102021	14-45-4000-5050	SPECIAL EVENT EXPENSE	BPC	FOOD & BEVERAGE	PLATTERS, 4 EACH	CAPONE	4.00
11102021	14-45-4000-5050	SPECIAL EVENT EXPENSE	BPC	FOOD & BEVERAGE	TREES, 42 EACH	CAPONE	42.00
11152021	14-45-4000-5050	SPECIAL EVENT EXPENSE	BPC	FOOD & BEVERAGE	CANDY CANE DECORATIONS, 6 EACH	CAPONE	6.00
11152021	14-45-4000-5050	SPECIAL EVENT EXPENSE	BPC	FOOD & BEVERAGE	TINSEL, 1 EACH	CAPONE	1.00
11202021	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	PAPER PLATES	CAPONE	2.00
11212021	02-50-6100-5010	DANCE COMPANY EXP	RECREATION	GENERAL PROGRAMMING	ELF HAT (1)	CAPONE	16.00
11212021	02-50-6100-5010	DANCE COMPANY EXP	RECREATION	GENERAL PROGRAMMING	GLOVE 2 PACK (1)	CAPONE	7.00
DOLLAR TREE STORE Total							112.00
Dorothy Rasmussen							
11/23/2021 12:00:00	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Credit Balance Refund	CHECK	16.00
Dorothy Rasmussen Total							16.00
DU PAGE TOPSOIL, INC.							
053001	14-20-8400-5000	GOLF COURSE SUPPLIES	BPC	MAINTENANCE	BPC- TOPSOIL (1)	INVOICE	375.00
DU PAGE TOPSOIL, INC. Total							375.00
DUALTEMP CLAUGER							
PJ2104378	01-20-8300-5010	FACILITY MAINT & REPAIR - TC	GENERAL	MAINTENANCE	TC- REPAIR OF SYSTEM FAILURE (1)	INVOICE	1,745.96
DUALTEMP CLAUGER Total							1,745.96
DUNHAM WOODS FARM, INC.							
1206	02-50-5000-5100	GENERAL CONT PRGM EXP	RECREATION	GENERAL PROGRAMMING	245047(B) 1@\$120	CHECK	120.00
DUNHAM WOODS FARM, INC. Total							120.00
DUNKIN DONUTS							
3162	02-55-5000-5000	SENIOR PRGM EXP	RECREATION	SENIOR	SENIOR SUPPORTER RECOGNITION STEVE CARLS	CAPONE	20.00

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DUNKIN DONUTS Total							20.00
DYNAMIC MEDIA							
1063615	02-32-7500-5100	FACILITY SUPPLIES	RECREATION	TRIPHAHN CENTER	NOV-DEC TC FIT MUSIC	CAPONE	28.95
DYNAMIC MEDIA Total							28.95
ECOLAB INC							
6264774896	14-45-7300-5000	CONTRACTED SERVICES	BPC	FOOD & BEVERAGE	DISHWASHER RENTAL - NOV	INVOICE	326.61
ECOLAB INC Total							326.61
ELK GROVE BOWLING ALLEY							
237433	02-65-5400-5020	STAR TRIP EXP	RECREATION	YOUTH PROGRAMS	ENTRY FEE- FIELD TRIP	CAPONE	76.00
ELK GROVE BOWLING ALLEY Total							76.00
E-Z-GO A TEXTRON COMPANY							
92805842	14-40-4000-5010	GOLF CART REPAIRS PER LEASE	BPC	GOLF OPERATIONS	SHIP	INVOICE	7.88
92805842	14-40-4000-5010	GOLF CART REPAIRS PER LEASE	BPC	GOLF OPERATIONS	CUSHMAN #689936G-01	INVOICE	37.59
E-Z-GO A TEXTRON COMPANY Total							45.47
FABBRINIS' FLOWERS INC							
111722	01-10-7800-5020	DIRECTOR EXPENSE	GENERAL	ADMINISTRATION	PLANT FOR LINDSAY GRACE'S FAMILY	CAPONE	107.00
FABBRINIS' FLOWERS INC Total							107.00
FACEBOOK							
NSHF49K7L2	02-15-7900-5000	ADVERTISING	RECREATION	C&M	WINTER CRAFT FAIR SOCIAL MEDIA	CAPONE	38.47
NSHF49K7L2	02-15-7900-5000	ADVERTISING	RECREATION	C&M	HEPARKS 4TH QUARTER LOCATION AD SOCIAL	CAPONE	72.87
NSHF49K7L2	02-15-7900-5000	ADVERTISING	RECREATION	C&M	ESPORTS ZONE Q4 BIRTHDAYS - 20MILES	CAPONE	93.36
NSHF49K7L2	02-15-7900-5000	ADVERTISING	RECREATION	C&M	BASKETBALL ACADEMY COACHES NEEDED SOCIAL	CAPONE	35.20
NSHF49K7L2	02-15-7900-5000	ADVERTISING	RECREATION	C&M	WINTER BASKETBALL LEAGUE REGISTRATION	CAPONE	58.57
NSHF49K7L2	11-15-7900-5000	ADVERTISING	THE CLUB	C&M	OCTOBER SOCIAL, LOC, PROMO, ADS FOR CLUB	CAPONE	65.73
NSHF49K7L2	11-15-7900-5000	ADVERTISING	THE CLUB	C&M	NOVEMBER LOC, PROMO, ADS FOR CLUB	CAPONE	171.42
NSHF49K7L2	14-40-7900-5000	ADVERTISING	BPC	GOLF OPERATIONS	BRIDGES NOW HIRING AUGUST	CAPONE	24.27
FACEBOOK Total							559.89
FARMER BROS. CO.							
94590079	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	DELIVERY FEE 1EA	CHECK	25.00
94590079	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	DECF COFFEE 1CS	CHECK	171.24
FARMER BROS. CO. Total							196.24
FAULKS BROS. CONSTRUCTION INC.							
361133	14-20-8400-5000	GOLF COURSE SUPPLIES	BPC	MAINTENANCE	NON DRIED FINES FREE SAND (25TONS X2)	INVOICE	2,017.15
361134	14-20-8400-5000	GOLF COURSE SUPPLIES	BPC	MAINTENANCE	721 DIVOT MIX 25TONS	INVOICE	1,134.65
FAULKS BROS. CONSTRUCTION INC. Total							3,151.80
FEDEX							
11032021	12-91-0030-5000	BPC DRIVING RANGE ENCLOSURE	CAPITAL	CAPITAL PROJECTS	IT SHIPPING RMA 30 KEYSTONES	CAPONE	17.75

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FE 11032021	12-91-0030-5000	BPC DRIVING RANGE ENCLOSURE	CAPITAL	CAPITAL PROJECTS	IT SHIPPING RMA 15 FACEPLATES	CAPONE	13.65
FEDEX Total							31.40
FIBRENEW PALATINE							
581	02-32-8200-5000	MAINTENANCE & REPAIRS	RECREATION	TRIPHAHN CENTER	TC HALLWAY BENCH REPLACE VINYL	CAPONE	325.00
FIBRENEW PALATINE Total							325.00
FIRESTONE COMPLETE AUTO CARE							
212355	01-20-8200-5000	MAINTENANCE & REPAIRS - MECH	GENERAL	MAINTENANCE	TIRES FOR TRUCK 580	CAPONE	707.20
FIRESTONE COMPLETE AUTO CARE Total							707.20
FLOLO CORPORATION							
451320	01-20-8300-5010	FACILITY MAINT & REPAIR - TC	GENERAL	MAINTENANCE	TC- ICE RINK HUMIDIFIER MOTOR+PARTS(1)	INVOICE	1,200.00
451320A	01-20-8300-5010	FACILITY MAINT & REPAIR - TC	GENERAL	MAINTENANCE	TC- ADD COST ICE MOTOR PARTS (1)	INVOICE	321.20
451805	01-20-8200-5040	MAINTENANCE & REPAIRS - CLUB	GENERAL	MAINTENANCE	CLUB- MECH SEAL (1)	INVOICE	520.92
FLOLO CORPORATION Total							2,042.12
FORE SUPPLY CO.							
3504897	11-30-7500-5120	LOCKERROOM SUPPLIES	THE CLUB	FITNESS	PSBODYWASH FORE T-600 32/GL	CAPONE	274.56
FORE SUPPLY CO. Total							274.56
FSS TECHNOLOGIES LLC							
NOV 2021	01-20-7300-5020	ALARM	GENERAL	MAINTENANCE	FSS ALARM SERVICE MAINT BUILDING	CAPONE	208.59
NOV 2021	02-10-7300-5020	ALARM SERVICE	RECREATION	ADMINISTRATION	FSS ALARM SERVICE VOG HOUSE	CAPONE	208.59
NOV 2021	02-10-7300-5020	ALARM SERVICE	RECREATION	ADMINISTRATION	FSS ALARM SERVICE VOG BARN	CAPONE	208.59
NOV 2021	02-10-7300-5020	ALARM SERVICE	RECREATION	ADMINISTRATION	FSS ALARM SERVICE WRC	CAPONE	208.59
NOV 2021	02-10-7300-5020	ALARM SERVICE	RECREATION	ADMINISTRATION	FSS ALARM SERVICE TC	CAPONE	235.59
NOV 2021	02-80-7300-5020	ALARM	RECREATION	AQUATICS	FSS ALARM SERVICE SEASCAPE	CAPONE	208.59
NOV 2021	02-80-7300-5020	ALARM	RECREATION	AQUATICS	FSS ALARM SERVICE SEASCAPE FILTER BLDG	CAPONE	208.59
NOV 2021	11-10-7300-5020	ALARM	THE CLUB	ADMINISTRATION	FSS ALARM SERVICE THE CLUB	CAPONE	208.59
NOV 2021	14-10-7300-5020	ALARM	BPC	ADMINISTRATION	FSS ALARM SERVICE BRIDGES	CAPONE	208.59
NOV 2021	14-20-7300-5020	ALARM	BPC	MAINTENANCE	FSS ALARM SERVICE GOLF MAINT	CAPONE	208.59
FSS TECHNOLOGIES LLC Total							2,112.90
GAMETIME							
PJI-0172748	01-20-8200-5020	MAINTENANCE & REPAIRS - PARKS	GENERAL	MAINTENANCE	PARKS- SPINNER BASE (1)	INVOICE	574.94
GAMETIME Total							574.94
GARIBALDIS CORPORATE OFFICE							
202104088	01-20-7200-5000	PROFESSIONAL EDUCATION	GENERAL	MAINTENANCE	PARKS- OPEN ENROLL (1)	CAPONE	85.08
GARIBALDIS CORPORATE OFFICE Total							85.08
GARIBALDS HOFFMAN ESTATES							
10292021	02-65-5400-5010	STAR DIST 54 EXP	RECREATION	YOUTH PROGRAMS	STAR D54 SNACKS FOR HOLIDAY PARTY LP	CAPONE	16.12
211103-08-24	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	OCTOBER LSC MEALS	CAPONE	1,140.15
211117-06-13	02-55-5000-5000	SENIOR PRGM EXP	RECREATION	SENIOR	SENIOR BINGO LUNCH 11/17	CAPONE	85.99

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GA 211119-10-413	02-55-5000-5000	SENIOR PRGM EXP	RECREATION	SENIOR	SENIOR PROGRAMS BIRTHDAY LUNCHEON DEB	CAPONE	7.71
GARIBALDS HOFFMAN ESTATES Total							1,249.97
GENERAL MECHANICAL							
SI2141844	01-20-8300-5000	FACILITY MAINTENANCE/ REPAIR	GENERAL	MAINTENANCE	TROUBLE SHOOT AND REPAIR SHOP REZNOR	INVOICE	1,601.50
SI2143803	01-20-8300-5010	FACILITY MAINT & REPAIR - TC	GENERAL	MAINTENANCE	TC- AAON UNIT REPAIRS (1)	INVOICE	1,095.50
SI2144628	01-20-8300-5010	FACILITY MAINT & REPAIR - TC	GENERAL	MAINTENANCE	TC- ICE RINK HUMIDIFIER REPAIR (1)	INVOICE	3,465.40
GENERAL MECHANICAL Total							6,162.40
GENIUNE PARTS COMPANY/NAPA							
11032021	01-20-8200-5000	MAINTENANCE & REPAIRS - MECH	GENERAL	MAINTENANCE	CREDIT GENUINE PARTS/NAPA	CAPONE	(88.99)
11222021	01-20-8200-5000	MAINTENANCE & REPAIRS - MECH	GENERAL	MAINTENANCE	5 FUSES	CAPONE	17.72
4998-611984	14-20-8200-5000	MAINTENANCE & REPAIRS	BPC	MAINTENANCE	1) 65-60 BATTERY	CHECK	113.00
4998-611984	14-20-8200-5000	MAINTENANCE & REPAIRS	BPC	MAINTENANCE	1) REFUNDABLE CORE FEE	CHECK	18.00
4998-611984	14-20-8200-5000	MAINTENANCE & REPAIRS	BPC	MAINTENANCE	1) REFUND ON CORE FEE	CHECK	(18.00)
4998-621261	01-20-8200-5000	MAINTENANCE & REPAIRS - MECH	GENERAL	MAINTENANCE	SPRING SHACKLE FOR 515	CAPONE	16.15
4998-621261	01-20-8200-5000	MAINTENANCE & REPAIRS - MECH	GENERAL	MAINTENANCE	2 LIGHT BULBS	CAPONE	15.36
4998-621261	01-20-8500-5000	FUEL	GENERAL	MAINTENANCE	24 PENETRATING OIL	CAPONE	72.00
4998-621261	01-20-8500-5000	FUEL	GENERAL	MAINTENANCE	ADJUSTED AMOUNT FOR PENETRANT OIL	CAPONE	35.76
4998-621439	01-20-8200-5000	MAINTENANCE & REPAIRS - MECH	GENERAL	MAINTENANCE	OIL AIR AND FUEL FILTERS	CAPONE	207.83
4998-622430	01-20-8200-5000	MAINTENANCE & REPAIRS - MECH	GENERAL	MAINTENANCE	FILTER	CAPONE	20.24
4998-622430	01-20-8200-5000	MAINTENANCE & REPAIRS - MECH	GENERAL	MAINTENANCE	STARTER	CAPONE	199.89
4998-623684	01-20-8100-5000	EQUIPMENT	GENERAL	MAINTENANCE	PARKS- SPARK PLUG, HYDRAULIC/FUEL FILTER	CAPONE	26.99
4998-624167	01-20-8200-5000	MAINTENANCE & REPAIRS - MECH	GENERAL	MAINTENANCE	LIGHT BULB	CAPONE	9.81
4998-624167	01-20-8200-5000	MAINTENANCE & REPAIRS - MECH	GENERAL	MAINTENANCE	EPOXY GLUE	CAPONE	5.44
4998-624322	01-20-8200-5000	MAINTENANCE & REPAIRS - MECH	GENERAL	MAINTENANCE	6 CANS PARTS CLEANER FOR TRUCKS	CAPONE	16.74
GENIUNE PARTS COMPANY/NAPA Total							667.94
GORDON FOOD SERVICE STORE							
11102021	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	CANDY CANES, 4 BOXES	CAPONE	11.96
11102021	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	GATORADE, 3 CASES	CAPONE	50.97
15844869	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	CREDIT SAUSAGE L 1CS	CHECK	(33.01)
214288019	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	CHICKEN 1CS	CHECK	82.34
214288019	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	MUSTARD 1CS	CHECK	10.60
214288019	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	DORITOS 1CS	CHECK	32.54
214288019	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	BACON 1CS	CHECK	85.98
214288019	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	CHIP 1CS	CHECK	44.65
214288019	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	EGG L 1CS	CHECK	56.91
214288019	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	FRANK 1CS	CHECK	51.66
214288019	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	SAUSAGE L 1CS	CHECK	33.01
214288054	14-45-7500-5100	GENERAL SUPPLIES	BPC	FOOD & BEVERAGE	FUEL 6HR 1CS	CHECK	61.44
214288054	14-45-7500-5100	GENERAL SUPPLIES	BPC	FOOD & BEVERAGE	FUEL 2HR 1CS	CHECK	58.14
214288062	14-45-7500-5100	GENERAL SUPPLIES	BPC	FOOD & BEVERAGE	GLOVES 1CS	CHECK	65.31
214967157	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	SALMON 1CS	CHECK	285.35
214967157	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	SPANAKOPITA 1CS	CHECK	43.34
214967158	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	BEEF 1CS	CHECK	277.28

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214967158	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	CREAM 1CS	CHECK	54.70
214967158	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	APPLE PIE 2CS	CHECK	129.40
214967158	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	ROLL 2CS	CHECK	74.22
214967158	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	CHICKEN B 1CS	CHECK	31.06
214967158	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	COF CREAM 1CS	CHECK	35.47
934093385	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	CREAM CHEESE 1EA	CHECK	7.79
934093385	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	SAUSAGE L 1CS	CHECK	43.99
934093385	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	SHRD CHEDDAR 1EA	CHECK	13.99
934093602	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	SOUR CREAM 1EA	CHECK	2.79
934093602	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	BRATWURST 2EA	CHECK	33.98
934093602	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	RANCH 1EA	CHECK	13.49
934093745	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	CHEESE 1EA	CHECK	16.49
934093745	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	ROLL 1CS	CHECK	20.02
934093745	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	CHEESE 2EA	CHECK	25.98
934093745	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	FRANK 1CS	CHECK	29.99
934093745	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	BREAD STICKS 1EA	CHECK	4.99
934093745	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	RICE 1EA	CHECK	7.99
934093745	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	ROLL 2EA	CHECK	13.58
934093745	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	PASTA 6EA	CHECK	5.94
934094314	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	CHEESE 2EA	CHECK	24.98
934094314	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	HAM 1EA	CHECK	35.36
934094314	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	SALAD OIL 1EA	CHECK	14.99
934094314	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	OIL PAN 2EA	CHECK	28.98
934094314	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	LIQUID SHORTEN 2EA	CHECK	81.98
934094401	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	WAFFLE MIX 2EA	CHECK	10.98
934094401	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	WAFFLE MIX 1CS	CHECK	39.85
GORDON FOOD SERVICE STORE Total							2,021.45
GOTPRINT.COM							
26233733	02-15-7800-5010	PRINTING & PUBLICATION	RECREATION	C&M	SHIPPING AND HANDLING	CAPONE	8.59
26233733	02-15-7800-5010	PRINTING & PUBLICATION	RECREATION	C&M	1000 ESPORTS FREE DAY PASS CARDS	CAPONE	20.86
GOTPRINT.COM Total							29.45
GRAINGER							
9107571763	01-20-7500-5020	MAINTENANCE SUPPLIES	GENERAL	MAINTENANCE	PARKS- V-BELTS (1)	INVOICE	38.54
9116557423	01-20-8300-5010	FACILITY MAINT & REPAIR - TC	GENERAL	MAINTENANCE	HONEYWELL GAS VALVE	INVOICE	176.33
9116562969	01-20-7500-5020	MAINTENANCE SUPPLIES	GENERAL	MAINTENANCE	PARKS- CAPACITOR (1)	INVOICE	1.80
9119277367	01-20-8300-5010	FACILITY MAINT & REPAIR - TC	GENERAL	MAINTENANCE	TC- GAS VALVE (1)	INVOICE	176.33
9124594129	01-20-8200-5040	MAINTENANCE & REPAIRS - CLUB	GENERAL	MAINTENANCE	ACME TRANSFORMER	INVOICE	207.33
9130952675	01-20-8300-5010	FACILITY MAINT & REPAIR - TC	GENERAL	MAINTENANCE	TC -TRANSFORMER/ V-BELTS (1)	INVOICE	38.98
9130952683	01-20-8200-5040	MAINTENANCE & REPAIRS - CLUB	GENERAL	MAINTENANCE	CLUB- STEAM SOLENOID (1)	INVOICE	250.55
9134851477	01-20-8200-5040	MAINTENANCE & REPAIRS - CLUB	GENERAL	MAINTENANCE	CLUB- SOLENOID (1)	INVOICE	250.55
9141710377	12-91-0030-5000	BPC DRIVING RANGE ENCLOSURE	CAPITAL	CAPITAL PROJECTS	BPC- HEATERS (1)	INVOICE	618.91
9142076901	12-91-0030-5000	BPC DRIVING RANGE ENCLOSURE	CAPITAL	CAPITAL PROJECTS	BPC- HEATER THERMOSTAT (1)	INVOICE	96.85
9142076901	12-91-0030-5000	BPC DRIVING RANGE ENCLOSURE	CAPITAL	CAPITAL PROJECTS	BPC- RECESSED HEATERS (2)	INVOICE	368.32
GRAINGER Total							2,224.49

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GROOT INC							
7931479	02-80-7300-5010	DISPOSAL	RECREATION	AQUATICS	SEA-GROOT SERVICES	CHECK	335.04
GROOT INC Total							335.04
GROOT INDUSTRIES INC							
2829971-1121	01-20-7300-5010	DISPOSAL SERVICES	GENERAL	MAINTENANCE	MAINT DEPT-GROOT SERVICES	CAPONE	51.30
2829971-1121	02-10-7300-5010	DISPOSAL SERVICE	RECREATION	ADMINISTRATION	TC GROOT SERVICES	CAPONE	599.94
2829971-1121	02-10-7300-5010	DISPOSAL SERVICE	RECREATION	ADMINISTRATION	WRC-GROOT SERVICES	CAPONE	171.89
2829971-1121	11-10-7300-5010	DISPOSAL	THE CLUB	ADMINISTRATION	THE CLUB-GROOT SERVICES	CAPONE	292.48
2829971-1121	14-10-7300-5010	DISPOSAL	BPC	ADMINISTRATION	BPC/GOLF GROOT SERVICES	CAPONE	981.47
313673-001 102021	01-20-7300-5010	DISPOSAL SERVICES	GENERAL	MAINTENANCE	MAINT DEPT ROLL OFF SERVICES (1)	CAPONE	505.21
313673-001 102021	01-20-7300-5010	DISPOSAL SERVICES	GENERAL	MAINTENANCE	GROOT EXTRA DISPOSAL FEE	CAPONE	15.38
GROOT INDUSTRIES INC Total							2,617.67
GROWER EQUIPMENT & SUPPLY							
11022021	14-20-8100-5010	MAINTNENANCE EQUIPMENT	BPC	MAINTENANCE	!) HS720AA SNOWBLOWER	CAPONE	778.99
GROWER EQUIPMENT & SUPPLY Total							778.99
H&E SOD NURSERY, INC							
6651-TL	14-20-8400-5000	GOLF COURSE SUPPLIES	BPC	MAINTENANCE	SOD (1)	INVOICE	3,487.00
6672-TL*	14-20-8400-5000	GOLF COURSE SUPPLIES	BPC	MAINTENANCE	SOD (EXTRA)	INVOICE	632.00
H&E SOD NURSERY, INC Total							4,119.00
HERRERA CONSTRUCTION CO.							
1 2021	12-91-0030-5000	BPC DRIVING RANGE ENCLOSURE	CAPITAL	CAPITAL PROJECTS	CONCRETE BEER GARDEN	INVOICE	24,750.00
2 2021	09-91-0030-5000	ADA-BPC DRIVING RANGE ENC	SPECIAL RECREATIO	CAPITAL PROJECTS	BPC- ADDITIONAL CONCRETE- RANGE (1)	INVOICE	2,000.00
21295	09-91-0030-5000	ADA-BPC DRIVING RANGE ENC	SPECIAL RECREATIO	CAPITAL PROJECTS	BPC- NEW SIDEWALK ADA- RANGE (1)	INVOICE	10,925.00
HERRERA CONSTRUCTION CO. Total							37,675.00
HOCKEY TIME PRODUCTION							
29671	02-85-5500-5000	YTH HOCKEY-WOLFPACK EXP	RECREATION	ICE	WOLVERINES IRISH CUP TOURNAMENT	CAPONE	1,490.00
HOCKEY TIME PRODUCTION Total							1,490.00
HOME DEPOT CREDIT SERVICES							
WP18639416	11-20-8100-5000	EQUIPMENT	THE CLUB	MAINTENANCE	PS-1600 PSI ELECTRIC PRESSUREWASHER 1/EA	CAPONE	99.00
HOME DEPOT CREDIT SERVICES Total							99.00
HOOTSUITE MEDIA							
2045233685	02-15-7600-5000	DUES & SUBSCRIPTIONS	RECREATION	C&M	HOOTSUITE ANNUAL CONTRACT	CAPONE	107.88
HOOTSUITE MEDIA Total							107.88
ILLINOIS ASSOC. PARK DISTRICTS							
101192946584	02-10-7200-5000	PROFESSIONAL EDUCATION	RECREATION	ADMINISTRATION	CEUS FOR LEGAL SYMPOISUM - AK	CAPONE	6.00
200012787	01-10-7800-5030	COMMISSIONER EXPENSE	GENERAL	ADMINISTRATION	BOARD MEMBER DEV PROG - LD	CAPONE	20.00
200012787	01-10-7800-5030	COMMISSIONER EXPENSE	GENERAL	ADMINISTRATION	BOARD MEMBER DEV PROG - MF	CAPONE	20.00

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ILL 200012787	01-10-7800-5030	COMMISSIONER EXPENSE	GENERAL	ADMINISTRATION	BOARD MEMBER DEV PROG - PK	CAPONE	20.00
200012787	01-10-7800-5030	COMMISSIONER EXPENSE	GENERAL	ADMINISTRATION	BOARD MEMBER DEV PROG - RC	CAPONE	20.00
200012787	01-10-7800-5030	COMMISSIONER EXPENSE	GENERAL	ADMINISTRATION	BOARD MEMBER DEV PROG - RK	CAPONE	15.00
DUES 2022	01-01-0600-1000	PRE-PAID EXPENSE	GENERAL	ASSETS	IAPD CONF REG - MARC FRIEDMAN	CAPONE	335.00
DUES 2022	01-01-0600-1000	PRE-PAID EXPENSE	GENERAL	ASSETS	IAPD CONF REG - LINDA DRESSLER	CAPONE	335.00
DUES 2022	01-01-0600-1000	PRE-PAID EXPENSE	GENERAL	ASSETS	IAPD CONF REG - KEITH EVANS	CAPONE	335.00
DUES 2022	01-01-0600-1000	PRE-PAID EXPENSE	GENERAL	ASSETS	IAPD CONF REG - PAT MCGINN	CAPONE	335.00
DUES 2022	01-01-0600-1000	PRE-PAID EXPENSE	GENERAL	ASSETS	IAPD CONF REG - RAJ CHHATWANI	CAPONE	335.00
DUES 2022	01-01-0600-1000	PRE-PAID EXPENSE	GENERAL	ASSETS	IAPD CONF REG - CRAIG TALSMA	CAPONE	335.00
DUES 2022	01-01-0600-1000	PRE-PAID EXPENSE	GENERAL	ASSETS	IAPD CONF - SOCIAL ONLY - LYNNE COTSHOTT	CAPONE	125.00
DUES 2022	01-01-0600-1000	PRE-PAID EXPENSE	GENERAL	ASSETS	IAPD CONF REG - BRITTANY MESCHEWSKI	CAPONE	280.00
DUES 2022	01-01-0600-1000	PRE-PAID EXPENSE	GENERAL	ASSETS	IAPD CONF REG - DUSTIN HUGEN	CAPONE	335.00
DUES 2022	01-01-0600-1000	PRE-PAID EXPENSE	GENERAL	ASSETS	IAPD CONF REG - PETE CAHILL	CAPONE	335.00
DUES 2022	02-01-0600-1000	PRE-PAID EXPENSE	RECREATION	ASSETS	IAPD CONF REG - ALISA KAPUSINSKI	CAPONE	280.00
DUES 2022	02-01-0600-1000	PRE-PAID EXPENSE	RECREATION	ASSETS	IAPD CONF REG - PAT BODAME	CAPONE	280.00
DUES 2022	02-01-0600-1000	PRE-PAID EXPENSE	RECREATION	ASSETS	IAPD CONF REG - STEVE DIETZ	CAPONE	280.00
DUES 2022	02-01-0600-1000	PRE-PAID EXPENSE	RECREATION	ASSETS	IAPD CONF REG - KYLE THOMAS	CAPONE	280.00
DUES 2022	02-01-0600-1000	PRE-PAID EXPENSE	RECREATION	ASSETS	IAPD CONF REG - KYLE GODDARD	CAPONE	280.00
DUES 2022	02-01-0600-1000	PRE-PAID EXPENSE	RECREATION	ASSETS	IAPD CONF REG - JODI SCHULTZ	CAPONE	280.00
DUES 2022	02-01-0600-1000	PRE-PAID EXPENSE	RECREATION	ASSETS	IAPD CONF REG - LIZ BLAKE	CAPONE	280.00
DUES 2022	02-01-0600-1000	PRE-PAID EXPENSE	RECREATION	ASSETS	IAPD CONF REG - KATIE BURGESS	CAPONE	280.00
DUES 2022	02-01-0600-1000	PRE-PAID EXPENSE	RECREATION	ASSETS	IAPD CONF REG - LINDSAY GRACE	CAPONE	280.00
DUES 2022	02-01-0600-1000	PRE-PAID EXPENSE	RECREATION	ASSETS	IAPD CONF REG - NATALIE WOOD	CAPONE	280.00
DUES 2022	02-01-0600-1000	PRE-PAID EXPENSE	RECREATION	ASSETS	IAPD CONF REG - KIMBERLY BARTON	CAPONE	280.00
DUES 2022	11-01-0600-1000	PRE-PAID EXPENSE	THE CLUB	ASSETS	IAPD CONF REG - BRIAN BECHTOLD	CAPONE	335.00
DUES 2022	11-01-0600-1000	PRE-PAID EXPENSE	THE CLUB	ASSETS	IAPD CONF REG - CHRISTINE TUSA	CAPONE	280.00
ILLINOIS ASSOC. PARK DISTRICTS Total							6,881.00
ILLINOIS DEPT. OF REVENUE							
112021	02-02-0200-2010	REC SALES TAX PAYABLE	RECREATION	LIABILITIES	SALES TAX OCT21 - REC	CAPONE	96.96
112021	14-02-0200-2010	SALES TAX PAYABLE	BPC	LIABILITIES	SALES TAX OCT21 - BPC	CAPONE	4,622.07
112021	14-10-9000-4000	MISCELLANEOUS	BPC	ADMINISTRATION	SALES TAX OCT21	CAPONE	59.55
112021	11-02-0200-2010	SALES TAX PAYABLE	THE CLUB	LIABILITIES	SALES TAX OCT21 - CLUB	CAPONE	3.42
ILLINOIS DEPT. OF REVENUE Total							4,782.00
ILLINOIS STATE POLICE							
01258 102021	01-10-6300-5010	LOSS PREVENTION EXAMS	GENERAL	ADMINISTRATION	ILLINOIS STATE POLICE BACKGROUND CHECKS	CHECK	160.00
ILLINOIS STATE POLICE Total							160.00
INDEED.COM							
52198549	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	SPONSORED PRESCHOOL POSTING	CAPONE	4.22
52254163	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	PRE TEACHING POSITION SPONSORSHIP	CAPONE	450.00
INDEED.COM Total							454.22
INTEGRITY BUILDERS, INC							
001 2021	01-01-0500-1000	ACCOUNTS RECEIVABLE	GENERAL	ASSETS	VOG- VOGELI HOUSE PROJECT (1)	INVOICE	84,600.00

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IN 002 2021	01-01-0500-1000	ACCOUNTS RECEIVABLE	GENERAL	ASSETS	VOG- VOGELI HOUSE PROJECT (1)	INVOICE	76,950.00
005-2021 FINAL	12-91-0030-5000	BPC DRIVING RANGE ENCLOSURE	CAPITAL	CAPITAL PROJECTS	BPC- GC- BUILDING FINISHES (1)	INVOICE	66,026.75
005-2021 FINAL	12-91-0030-5000	BPC DRIVING RANGE ENCLOSURE	CAPITAL	CAPITAL PROJECTS	BPC-PREFAB BUILDING PURCH (1)	INVOICE	62,991.40
INTEGRITY BUILDERS, INC Total							290,568.15
INTERSTATE BATTERIES							
70124969	01-20-8200-5000	MAINTENANCE & REPAIRS - MECH	GENERAL	MAINTENANCE	BATTERY FOR 516	CAPONE	128.59
INTERSTATE BATTERIES Total							128.59
INTERSTATE GAS SUPPLY INC							
359206 OCT21	02-10-8000-5010	NATURAL GAS	RECREATION	ADMINISTRATION	VOG BARN NATURAL GAS	CHECK	72.45
359206 OCT21	02-10-8000-5010	NATURAL GAS	RECREATION	ADMINISTRATION	VOG HOUSE NATURAL GAS	CHECK	71.74
359206 OCT21	02-80-8000-5010	NATURAL GAS	RECREATION	AQUATICS	SEA NATURAL GAS	CHECK	10.65
359207 OCT21	01-20-8000-5010	NATURAL GAS	GENERAL	MAINTENANCE	MAINT NATURAL GAS	CHECK	30.25
359207 OCT21	02-10-8000-5010	NATURAL GAS	RECREATION	ADMINISTRATION	TC NATURAL GAS	CHECK	4,303.07
359207 OCT21	02-10-8000-5010	NATURAL GAS	RECREATION	ADMINISTRATION	WRC NATURAL GAS	CHECK	606.48
359207 OCT21	11-10-8000-5010	NATURAL GAS	THE CLUB	ADMINISTRATION	CLUB NATURAL GAS	CHECK	2,334.60
359207 OCT21	14-10-8000-5010	NATURAL GAS	BPC	ADMINISTRATION	BPC NATURAL GAS	CHECK	473.85
359207 OCT21	14-20-8000-5010	NATURAL GAS	BPC	MAINTENANCE	BPC MAINT NATURAL GAS	CHECK	190.45
INTERSTATE GAS SUPPLY INC Total							8,093.54
INVEX DESIGN LLC							
1889	02-15-7300-5050	INFORMATION SERVICES SUPPORT	RECREATION	C&M	ANNUAL WEB MAINTENANCE	INVOICE	2,700.00
1889	02-15-7300-5050	INFORMATION SERVICES SUPPORT	RECREATION	C&M	ANNUAL HEPARKS.ORG WEB HOSTING	INVOICE	600.00
1889	02-15-7300-5050	INFORMATION SERVICES SUPPORT	RECREATION	C&M	ANNUAL WORDPRESS MANAGEMENT	INVOICE	144.00
1889	02-15-7300-5050	INFORMATION SERVICES SUPPORT	RECREATION	C&M	ANNUAL SSL CERTIFICATE \$10 MONTH	INVOICE	120.00
INVEX DESIGN LLC Total							3,564.00
IT SAVVY LLC							
01301793CM	12-91-0030-5000	BPC DRIVING RANGE ENCLOSURE	CAPITAL	CAPITAL PROJECTS	CREDIT 2 PORT FACEPLATE 15	CAPONE	(28.50)
01308671	12-91-0120-5000	SECURITY CAMERAS	CAPITAL	CAPITAL PROJECTS	AXIS P3717-PLE MULTISENSOR CAM	CAPONE	1,332.92
01308671	12-91-0120-5000	SECURITY CAMERAS	CAPITAL	CAPITAL PROJECTS	AXIS T91A64 BRACKET	CAPONE	78.91
01308671	12-91-0120-5000	SECURITY CAMERAS	CAPITAL	CAPITAL PROJECTS	AIXS T91D61 WALL MOUNT	CAPONE	83.00
01308671	12-91-0120-5000	SECURITY CAMERAS	CAPITAL	CAPITAL PROJECTS	AXIS T94N01D PENDANT	CAPONE	88.89
01309594	12-91-0120-5000	SECURITY CAMERAS	CAPITAL	CAPITAL PROJECTS	AXISP3245-LVE SECURITY CAMERA 2	CAPONE	1,419.38
IT SAVVY LLC Total							2,974.60
JAJAIDA ALFARO							
OCT2021	11-02-0200-2300	MASSAGE ADD-ON/TIP PAYABLE	THE CLUB	LIABILITIES	PS MASSAGE TIPS	CHECK	45.00
OCT2021	11-30-4200-5100	MASSAGE THERAPY	THE CLUB	FITNESS	PS 60 MIN MASS 63/37 (QTY2)	CHECK	88.20
OCT2021	11-30-4200-5100	MASSAGE THERAPY	THE CLUB	FITNESS	PS 90 MIN MASS PKG 63/37 (QTY1)	CHECK	66.15
JAJAIDA ALFARO Total							199.35
Jeannie Lee							
11/17/2021 12:00:00	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Rsv# 4711656 Refund	CHECK	160.00
Jeannie Lee Total							160.00

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JEFF GOULD D/B/A SUNSHINE FARM II							
12112021	02-50-5900-5000	SPECIAL EVENT EXP	RECREATION	GENERAL PROGRAMMING	WINTERFEST SLEIGH RIDE (1)	CHECK	975.00
12112021-01	02-50-5900-5000	SPECIAL EVENT EXP	RECREATION	GENERAL PROGRAMMING	WINTERFEST SLEIGH RIDE (1)	CHECK	975.00
JEFF GOULD D/B/A SUNSHINE FARM II Total							1,950.00
JOFFREY BALLET PATRON SERVICES							
4245629	02-50-6100-5010	DANCE COMPANY EXP	RECREATION	GENERAL PROGRAMMING	LEVEL 3 TICKET (1)	CAPONE	1,480.00
4245629	02-50-6100-5010	DANCE COMPANY EXP	RECREATION	GENERAL PROGRAMMING	LEVEL 5 TICKET (1)	CAPONE	420.00
4245629	02-50-6100-5010	DANCE COMPANY EXP	RECREATION	GENERAL PROGRAMMING	SERVICE FEE (1)	CAPONE	11.00
JOFFREY BALLET PATRON SERVICES Total							1,911.00
JOHNSON WATER CONDITIONING							
124670890	14-45-7300-5000	CONTRACTED SERVICES	BPC	FOOD & BEVERAGE	WATER CONDITIONING RENTAL DEC	INVOICE	120.00
JOHNSON WATER CONDITIONING Total							120.00
Kasandra Kent							
11/10/2021 12:00:00	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 249301-C Class Refund	CHECK	120.00
Kasandra Kent Total							120.00
KATHERINE M. HIRZ							
001	02-34-4000-5000	WRC FACILITY RENTAL EXP	RECREATION	WILLOW REC CENTER	90 MIN PARTY \$250X70%=\$175.00	CHECK	175.00
KATHERINE M. HIRZ Total							175.00
Katrina Tomas							
11/23/2021 12:00:00	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 249301-G Class Refund	CHECK	135.00
Katrina Tomas Total							135.00
KC FITNESS SERVICES, INC.							
64154	11-30-8200-5000	MAINTENANCE & REPAIRS	THE CLUB	FITNESS	PS PREVENTATIVE FIT EQUIP MAINT Q3	CHECK	3,060.00
64308	11-30-8200-5000	MAINTENANCE & REPAIRS	THE CLUB	FITNESS	PS PREVENTATIVE MAINTENANCE SPINNERS	INVOICE	660.00
64309	02-32-8200-5000	MAINTENANCE & REPAIRS	RECREATION	TRIPHAHN CENTER	TC FIT NOV PREVENT. MAINT	INVOICE	700.00
KC FITNESS SERVICES, INC. Total							4,420.00
LAKESHORE LEARNING							
261318797	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	SHIPPING	CAPONE	68.70
261318797	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	HOPSCOTCH PUZZLE MAT	CAPONE	59.98
261318797	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	BALANCE BEAMS	CAPONE	278.00
261318797	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	ARCHERY SET	CAPONE	89.99
LAKESHORE LEARNING Total							496.67
Lauren Nichols							
11/10/2021 12:00:00	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 269501-FF Class Refund	CHECK	45.00
Lauren Nichols Total							45.00
LEIBOLD IRRIGATION INC							

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LE 0010446-IN	14-20-7400-5010	EQUIPMENT SERVICE AGREEMENTS	BPC	MAINTENANCE	COMPRESSOR FOR IRRIGATION BLOWOUT	INVOICE	1,500.00
0010446-IN 001	14-20-7400-5010	EQUIPMENT SERVICE AGREEMENTS	BPC	MAINTENANCE	REPRIME COMPRESSOR-LABOR	INVOICE	220.00
LEIBOLD IRRIGATION INC Total							1,720.00
LEWIS							
599220	01-10-7500-5000	OFFICE SUPPLIES	GENERAL	ADMINISTRATION	SHIPPING	CHECK	5.00
599220	01-10-7500-5000	OFFICE SUPPLIES	GENERAL	ADMINISTRATION	8 1/2 X 11 WHITE COPY PAPER	CHECK	811.80
599220	01-10-7500-5000	OFFICE SUPPLIES	GENERAL	ADMINISTRATION	EARLY PAY DISCOUNT	CHECK	(8.17)
599220	01-10-7500-5000	OFFICE SUPPLIES	GENERAL	ADMINISTRATION	EARLY PAY DISCOUNT PREVIOUS	CHECK	(21.66)
LEWIS Total							786.97
LINDA DRESSLER							
202104224	01-10-7800-5030	COMMISSIONER EXPENSE	GENERAL	ADMINISTRATION	REIMBURSEMENT FOR NRPA CONF HOTEL	CHECK	555.90
LINDA DRESSLER Total							555.90
LOWE'S							
738097737	01-10-7500-5050	COMPUTER SUPPLIES	GENERAL	ADMINISTRATION	DEWALT CORDLESS DRILL WITH BATTERY KIT	CAPONE	159.00
LOWE'S Total							159.00
LYNN CRIM							
202104059	14-40-5100-4040	TOURNAMENT REVENUE	BPC	GOLF OPERATIONS	REFUND BRIDGES 5K	CHECK	30.00
LYNN CRIM Total							30.00
Malgorzata Uczarczyk							
12/2/2021 12:00:00 A	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Actv 249301-B Class Refund	CHECK	120.00
Malgorzata Uczarczyk Total							120.00
MARIANOS							
10292021	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	GRAPES 1EA	CAPONE	5.99
10292021	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	WATER M 2EA	CAPONE	7.98
10292021	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	PINEAPPLE 2EA	CAPONE	6.98
10292021	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	CANADIAN B 1EA	CAPONE	15.80
10292021	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	PASTA 3EA	CAPONE	3.00
10292021	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	CANALOE 2EA	CAPONE	5.98
10292021	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	HONEYDEW 1EA	CAPONE	4.99
10292021	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	PEPPER 2EA	CAPONE	6.00
10292021	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	YELLOW SQ 1EA	CAPONE	6.71
11172021	02-55-5000-5000	SENIOR PRGM EXP	RECREATION	SENIOR	SENIOR BINGO LUNCH 11/17 DESSERTS	CAPONE	16.96
11192021	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	PINEAPPLE 1EA	CAPONE	0.99
11192021	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	CUCUMBER 5EA	CAPONE	5.00
11192021	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	TOMATO 1BG	CAPONE	6.27
11192021	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	CANTALOE 1EA	CAPONE	2.99
MARIANOS Total							95.64
MARK LEVIN							
202104058	14-40-5100-4040	TOURNAMENT REVENUE	BPC	GOLF OPERATIONS	REFUND BRIDGES 5K	CHECK	30.00

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MARK LEVIN Total							30.00
MARY WOLFF							
NOV2021	01-10-7800-5040	TRAVEL REIMBURSEMENT	GENERAL	ADMINISTRATION	11 DAYS AT 14.9 MILES PER DAY	CHECK	91.79
MARY WOLFF Total							91.79
MC SQUARED ENERGY SERVICES							
12457-93016 NOV21	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	CHESTNUT #1 ELECTRIC	CHECK	42.24
13552-64006 NOV21	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	PINE PARK ELECTRIC	CHECK	88.03
15046-72003 NOV21	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	CANNON CROSS ELECTRIC	CHECK	1,410.38
18342-51018 NOV21	02-10-8000-5000	ELECTRICITY	RECREATION	ADMINISTRATION	WRC ELECTRIC	CHECK	2,361.29
21727-05012 NOV21	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	HIGHLAND ELECTRIC	CHECK	58.48
44582-23002 NOV21	11-10-8000-5000	ELECTRICITY	THE CLUB	ADMINISTRATION	THE CLUB ELECTRIC	CHECK	9,622.42
45997-73014 NOV21	02-80-8000-5000	ELECTRICITY	RECREATION	AQUATICS	SEASCAPE ELECTRIC	CHECK	479.55
48341-52013 NOV21	02-10-8000-5000	ELECTRICITY	RECREATION	ADMINISTRATION	TC ELECTRIC	CHECK	17,962.74
50386-53016 NOV21	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	COMMUNITY PARK ELECTRIC	CHECK	19.53
52588-36006 NOV21	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	EVERGREEN PARK ELECTRIC	CHECK	25.72
55437-83012 NOV21	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	VICTORIA PARK ELECTRIC	CHECK	19.99
57755-21004 NOV21	14-10-8000-5000	ELECTRICITY	BPC	ADMINISTRATION	BPC ELECTRIC	CHECK	1,564.00
57755-21004 NOV21	14-10-8000-5000	ELECTRICITY	BPC	ADMINISTRATION	GOLF SIGN-RESTROOM ELECTRIC	CHECK	230.44
57755-21004 NOV21	14-10-8000-5000	ELECTRICITY	BPC	ADMINISTRATION	TOPTRACER ELECTRIC	CHECK	15.36
57755-21004 NOV21	14-10-8000-5000	ELECTRICITY	BPC	ADMINISTRATION	BPC MAINT ELECTRIC	CHECK	521.33
60826-13014 NOV21	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	N TWIN ELECTRIC	CHECK	62.62
61356-82018 NOV21	01-20-8000-5000	ELECTRICITY	GENERAL	MAINTENANCE	PRINCETON PARK ELECTRIC	CHECK	19.53
MC SQUARED ENERGY SERVICES Total							34,503.65
MCH SPORT SURFACES							
216	01-20-8300-5040	FACILITY MAINT & REPAIR - CLUB	GENERAL	MAINTENANCE	PS- RESURFACE OF TENNIS COURT (1)	INVOICE	6,300.00
MCH SPORT SURFACES Total							6,300.00
MEIJER							
10292021	02-50-5900-5000	SPECIAL EVENT EXP	RECREATION	GENERAL PROGRAMMING	HALLOWEEN CANDY RETURN (21)	CAPONE	(79.59)
10292021A	02-50-5900-5000	SPECIAL EVENT EXP	RECREATION	GENERAL PROGRAMMING	HALLOWEEN CANDY STORE DISCOUNT RETURN(20	CAPONE	20.00
102921	02-50-5900-5000	SPECIAL EVENT EXP	RECREATION	GENERAL PROGRAMMING	CANDY RETURN (25)	CAPONE	(62.50)
102921	02-50-5900-5000	SPECIAL EVENT EXP	RECREATION	GENERAL PROGRAMMING	PRETZELS RETURN (7)	CAPONE	(27.93)
MEIJER Total							(150.02)
Melissa Hanacek							
11/17/2021 12:00:00	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Pass PSCA Type: Pass Refund	CHECK	55.00
Melissa Hanacek Total							55.00
MENARDS GLENDALE HEIGHTS							
11242021	12-91-0030-5000	BPC DRIVING RANGE ENCLOSURE	CAPITAL	CAPITAL PROJECTS	BPC- FIREGLASS COPPER FOR FIRE PITS	CAPONE	449.85
MENARDS GLENDALE HEIGHTS Total							449.85
MENARDS NORTH CHICAGO							

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MI 11102021	01-20-8200-5010	MAINTENANCE & REPAIRS - TC	GENERAL	MAINTENANCE	TC- CONCRETE (1)	CAPONE	100.76
202104166	12-91-0030-5000	BPC DRIVING RANGE ENCLOSURE	CAPITAL	CAPITAL PROJECTS	BPC- 4X8 AND HASPS/HOOKS (1)	CAPONE	433.77
MENARDS NORTH CHICAGO Total							534.53
MENARDS, INC.							
72120	12-91-0030-5000	BPC DRIVING RANGE ENCLOSURE	CAPITAL	CAPITAL PROJECTS	PARKS- DRAINAGE SUPPLIES (1)	INVOICE	171.27
72123	01-20-8400-5020	ATHLETIC FIELD SUPPLIES	GENERAL	MAINTENANCE	PARKS- BUTCH BLOCK/STAIN (1)	INVOICE	487.00
72398	01-20-8300-5000	FACILITY MAINTENANCE/ REPAIR	GENERAL	MAINTENANCE	PARKS- DOWELS AND BRACES (1)	INVOICE	107.76
72403	01-20-8300-5010	FACILITY MAINT & REPAIR - TC	GENERAL	MAINTENANCE	PARKS- BOX SPACER/DRIVES (1)	INVOICE	121.10
72418	01-20-8200-5010	MAINTENANCE & REPAIRS - TC	GENERAL	MAINTENANCE	TC- CONCRETE (1)	INVOICE	18.80
72459	01-20-7500-5020	MAINTENANCE SUPPLIES	GENERAL	MAINTENANCE	PARKS- FOAM BRUSH (1)	INVOICE	19.50
72487	01-20-8400-5000	PARK GROUNDS SUPPLIES	GENERAL	MAINTENANCE	PARKS- BITS AND DISKS (1)	INVOICE	117.86
72517	01-20-8200-5040	MAINTENANCE & REPAIRS - CLUB	GENERAL	MAINTENANCE	CLUB- MIRROR SUPPLIES (1)	INVOICE	61.88
72532	01-20-8200-5040	MAINTENANCE & REPAIRS - CLUB	GENERAL	MAINTENANCE	CLUB- TIMER/SCREW STEAM (1)	INVOICE	20.90
72571	01-20-8200-5010	MAINTENANCE & REPAIRS - TC	GENERAL	MAINTENANCE	PARKS- STEEL/BRUSHES (1)	INVOICE	28.61
72606	01-20-8300-5010	FACILITY MAINT & REPAIR - TC	GENERAL	MAINTENANCE	TC- BATTERIES/BULBS (1)	INVOICE	90.33
72739	12-91-0030-5000	BPC DRIVING RANGE ENCLOSURE	CAPITAL	CAPITAL PROJECTS	BPC- PIPE/BUSHING/FLANGE (1)	INVOICE	107.11
72757	12-91-0030-5000	BPC DRIVING RANGE ENCLOSURE	CAPITAL	CAPITAL PROJECTS	BPC- CONCRETE/LANDSCAPE BLOCK (1)	INVOICE	368.25
72802	01-20-8400-5020	ATHLETIC FIELD SUPPLIES	GENERAL	MAINTENANCE	PARKS- PAVERS (1)	INVOICE	324.66
72809	01-20-8400-5020	ATHLETIC FIELD SUPPLIES	GENERAL	MAINTENANCE	PARKS- SPIKES (1)	INVOICE	169.54
72819	02-34-7500-5100	FACILITY SUPPLIES	RECREATION	WILLOW REC CENTER	ATOMIC CLOCK	INVOICE	21.99
72819	02-34-7500-5100	FACILITY SUPPLIES	RECREATION	WILLOW REC CENTER	LIGHT BULB	INVOICE	29.98
72819	02-34-7500-5100	FACILITY SUPPLIES	RECREATION	WILLOW REC CENTER	BOUBLE FACE TAPE	INVOICE	5.89
72819	02-34-7500-5100	FACILITY SUPPLIES	RECREATION	WILLOW REC CENTER	GLUE CAULK	INVOICE	3.47
72819	02-34-7500-5100	FACILITY SUPPLIES	RECREATION	WILLOW REC CENTER	BLACK PAINT	INVOICE	9.99
72819	02-34-7500-5100	FACILITY SUPPLIES	RECREATION	WILLOW REC CENTER	9V BATTERIES	INVOICE	13.47
72896	12-91-0030-5000	BPC DRIVING RANGE ENCLOSURE	CAPITAL	CAPITAL PROJECTS	BPC- EPOXY PAINT (1)	INVOICE	221.48
72932	01-20-8300-5050	FACILITY MAINT & REPAIR - BPC	GENERAL	MAINTENANCE	BPC- RTU SELF TAPERS (1)	INVOICE	22.76
72944	12-91-0030-5000	BPC DRIVING RANGE ENCLOSURE	CAPITAL	CAPITAL PROJECTS	BPC- PIPE/GRATES (1)	INVOICE	197.41
72956	01-20-8200-5040	MAINTENANCE & REPAIRS - CLUB	GENERAL	MAINTENANCE	CLUB- COVERS (1)	INVOICE	4.60
73023	01-20-8200-5040	MAINTENANCE & REPAIRS - CLUB	GENERAL	MAINTENANCE	CLUB- OUTLETS (1)	INVOICE	30.74
73152	12-91-0030-5000	BPC DRIVING RANGE ENCLOSURE	CAPITAL	CAPITAL PROJECTS	BPC- STUDS/PAINT/ROOF EDGES (1)	INVOICE	240.26
73218	12-91-0030-5000	BPC DRIVING RANGE ENCLOSURE	CAPITAL	CAPITAL PROJECTS	BPC- HIP RIDGE FOR ATLAS (1)	INVOICE	49.99
73219	12-91-0030-5000	BPC DRIVING RANGE ENCLOSURE	CAPITAL	CAPITAL PROJECTS	BPC- TROWELS (1)	INVOICE	17.98
73245	12-91-0030-5000	BPC DRIVING RANGE ENCLOSURE	CAPITAL	CAPITAL PROJECTS	BPC- GAS KIT/UNION (1)	INVOICE	72.83
73289	12-91-0030-5000	BPC DRIVING RANGE ENCLOSURE	CAPITAL	CAPITAL PROJECTS	BPC- FIREGLASS COPPER (1)	INVOICE	239.92
73293	01-20-8200-5040	MAINTENANCE & REPAIRS - CLUB	GENERAL	MAINTENANCE	CLUB- RTU PARTS (1)	INVOICE	50.83
73441	01-20-8200-5010	MAINTENANCE & REPAIRS - TC	GENERAL	MAINTENANCE	1 1/10 PVC (1) 11/27/21	INVOICE	9.99
73441	01-20-8200-5010	MAINTENANCE & REPAIRS - TC	GENERAL	MAINTENANCE	1 MALE ADAPTOR (1) 11/27/21	INVOICE	5.49
73441	01-20-8200-5010	MAINTENANCE & REPAIRS - TC	GENERAL	MAINTENANCE	1 SOC 90 (1) 11/27/21	INVOICE	2.79
73441	01-20-8200-5010	MAINTENANCE & REPAIRS - TC	GENERAL	MAINTENANCE	1 COUPLER (1) 11/27/21	INVOICE	3.49
73546	01-20-8200-5000	MAINTENANCE & REPAIRS - MECH	GENERAL	MAINTENANCE	RACHET STRAPS PAINTING SUPPLIES HAND SOA	INVOICE	127.17
73607	01-20-8400-5020	ATHLETIC FIELD SUPPLIES	GENERAL	MAINTENANCE	PARKS- WOOD (1)	INVOICE	31.14
73649	01-20-8300-5010	FACILITY MAINT & REPAIR - TC	GENERAL	MAINTENANCE	TC- SUPPLIES FOR CLASSROOMS (1)	INVOICE	128.92
73678	01-20-7500-5020	MAINTENANCE SUPPLIES	GENERAL	MAINTENANCE	PARKS- SWITCH.SWITCH (1)	INVOICE	8.66
73698	12-91-0030-5000	BPC DRIVING RANGE ENCLOSURE	CAPITAL	CAPITAL PROJECTS	BPC- SHED LUMBER (1)	INVOICE	317.86

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VENDOR NAME							
INVOICE NUMBER	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FUND	DEPARTMENT	INVOICE DESCRIPTION	PAY TYPE	AMT
73754	01-20-8400-5020	ATHLETIC FIELD SUPPLIES	GENERAL	MAINTENANCE	PARKS- PAINT/PRIMER (1)	INVOICE	70.97
73817	01-20-7500-5020	MAINTENANCE SUPPLIES	GENERAL	MAINTENANCE	PARKS- CLAMP (1)	INVOICE	3.58
74033	14-20-7500-5010	COURSE SUPPLIES	BPC	MAINTENANCE	WD-40 12OZ (2)	INVOICE	10.96
74033	14-20-7500-5010	COURSE SUPPLIES	BPC	MAINTENANCE	TERMINAL CAP 2-3/8 (9)	INVOICE	15.12
74033	14-20-7500-5010	COURSE SUPPLIES	BPC	MAINTENANCE	2" GALV PIPE STRAP (5/BAG) (2)	INVOICE	5.58
74033	14-20-7500-5010	COURSE SUPPLIES	BPC	MAINTENANCE	5" SANDING DISCS COARSE GRIT	INVOICE	6.99
74035	12-91-0030-5000	BPC DRIVING RANGE ENCLOSURE	CAPITAL	CAPITAL PROJECTS	BPC- BUSHINGS/ADAPTORS (1)	INVOICE	84.93
74117	01-20-8200-5000	MAINTENANCE & REPAIRS - MECH	GENERAL	MAINTENANCE	IGNITER FOR TORCH	INVOICE	14.99
MENARDS, INC. Total							4,296.79
MICHAEL'S							
112121	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	ORNAMENTS	CAPONE	23.98
112121	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	PICTURE FRAMES	CAPONE	35.64
MIK43513925	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	SHIPPING	CAPONE	7.95
MIK43513925	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	BLACK ULTRA FINE SHARPIES	CAPONE	2.70
MIK43513925	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	BLUE SHARPIE	CAPONE	1.35
MIK43513925	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	4 X 6 WOODEN FRAMES (PACK OF 24)	CAPONE	32.42
MIK43513925	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	RED SHARPIE	CAPONE	1.35
MIK43513925	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	BLACK SHARPIE	CAPONE	2.70
MIK43513925	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	WHITE POSTER BOARD	CAPONE	3.19
MICHAEL'S Total							111.28
MINUTEMAN PRESS							
22164	02-15-7800-5010	PRINTING & PUBLICATION	RECREATION	C&M	500 BUSINESS CARDS - KIMBERLY BARTON	CAPONE	29.00
MINUTEMAN PRESS Total							29.00
MODERN ENERGY SYSTEMS INC							
66739	01-20-8300-5040	FACILITY MAINT & REPAIR - CLUB	GENERAL	MAINTENANCE	INTERNAL BLOWER MOTORS RTU (2)	INVOICE	7,724.00
66743	01-20-8200-5040	MAINTENANCE & REPAIRS - CLUB	GENERAL	MAINTENANCE	LABOR FOR DIAGNOSTIC TESTING AND	INVOICE	840.00
MODERN ENERGY SYSTEMS INC Total							8,564.00
MUZAK-NORTH CENTRAL LLC							
202102030	11-10-7600-5000	DUES & SUBSCRIPTIONS	THE CLUB	ADMINISTRATION	PS-NOV '21 FACILITY MUSIC FEE	CAPONE	163.49
MUZAK-NORTH CENTRAL LLC Total							163.49
MYZONE							
202102017	11-10-7600-5000	DUES & SUBSCRIPTIONS	THE CLUB	ADMINISTRATION	CLUB- LICENSING AGREEMENT NOV 2021	CAPONE	150.00
MYZONE Total							150.00
NATALIE WOOD							
202104182	02-10-7200-5000	PROFESSIONAL EDUCATION	RECREATION	ADMINISTRATION	PDS MILEAGE FOR N.WOOD	CHECK	142.24
NATALIE WOOD Total							142.24
NICOR GAS							
3410584-1021	14-10-8000-5010	NATURAL GAS	BPC	ADMINISTRATION	BPC NATURAL GAS DELIVERY	CHECK	381.10
3410584-1121	14-10-8000-5010	NATURAL GAS	BPC	ADMINISTRATION	BPC NATURAL GAS DELIVERY	CHECK	567.18

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N# 3508568-1021	14-20-8000-5010	NATURAL GAS	BPC	MAINTENANCE	GLF MNT NATURAL GAS DELIVERY	CHECK	195.86
3508568-1121	14-20-8000-5010	NATURAL GAS	BPC	MAINTENANCE	GLF MNT NATURAL GAS DELIVERY	CHECK	334.46
3561987 1021	02-80-8000-5010	NATURAL GAS	RECREATION	AQUATICS	SEA GAS DELIVERY10/06/21-11/04/21	CHECK	147.18
3891154-1021	01-20-8000-5010	NATURAL GAS	GENERAL	MAINTENANCE	MNT GARAGE NATURAL GAS DELIVERY	CHECK	192.25
3891154-1121	01-20-8000-5010	NATURAL GAS	GENERAL	MAINTENANCE	MNT GARAGE NATURAL GAS DELIVERY	CHECK	472.17
4086013 1021	02-10-8000-5010	NATURAL GAS	RECREATION	ADMINISTRATION	VOG HOUSE GAS DELIVERY 10/06/21-11/04/21	CHECK	83.22
4086856-1021	02-10-8000-5010	NATURAL GAS	RECREATION	ADMINISTRATION	WRC NATURAL GAS DELIVERY	CHECK	296.60
4086856-1121	02-10-8000-5010	NATURAL GAS	RECREATION	ADMINISTRATION	WRC NATURAL GAS DELIVERY	CHECK	390.27
4087131-1021	02-10-8000-5010	NATURAL GAS	RECREATION	ADMINISTRATION	TC NATURAL GAS DELIVERY	CHECK	1,176.52
4087131-1121	02-10-8000-5010	NATURAL GAS	RECREATION	ADMINISTRATION	TC NATURAL GAS DELIVERY	CHECK	1,632.93
4314100-1021	11-10-8000-5010	NATURAL GAS	THE CLUB	ADMINISTRATION	THE CLUB NATURAL GAS DELIVERY	CHECK	714.83
4314100-1121	11-10-8000-5010	NATURAL GAS	THE CLUB	ADMINISTRATION	THE CLUB NATURAL GAS DELIVERY	CHECK	1,208.76
4868562 1021	02-10-8000-5010	NATURAL GAS	RECREATION	ADMINISTRATION	VOG BARN GAS DELIVERY10/06/21-11/04/21	CHECK	77.23
NICOR GAS Total							7,870.56
NORTHWEST HOCKEY LEAGUE							
BJS71293	02-85-5500-5000	YTH HOCKEY-WOLFPACK EXP	RECREATION	ICE	GAME CHANGE FORMS	CAPONE	27.87
YVG51133	02-85-5500-5000	YTH HOCKEY-WOLFPACK EXP	RECREATION	ICE	GAME CHANGE FORMS	CAPONE	27.87
NORTHWEST HOCKEY LEAGUE Total							55.74
NUCO2							
67559609	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	20 CY RENTAL (2)	CAPONE	47.30
67559609	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	BULK C02 TANK LEASE	CAPONE	69.76
67559609	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	SAFETY & ENVIRONMENT	CAPONE	14.66
67559609	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	CYLINDER RENTAL (3)	CAPONE	70.95
67747327	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	SAFETY & ENVIRONMENT DELIVERY CHARGE	CAPONE	199.00
67750619	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	BULK C02 TANK LEASE	CAPONE	83.35
67750619	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	SAFETY & ENVIRONMENT	CAPONE	35.70
67750619	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	20 CY RENTAL	CAPONE	74.00
67782617	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	SAFETY & ENVIRONMENT	CAPONE	35.52
67782617	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	BULK C02 FILL168	CAPONE	87.36
67782617	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	DRAFT GAS CYL 1	CAPONE	83.35
NUCO2 Total							800.95
OLSSON ROOFING COMPANY INC							
21002044	01-20-8300-5010	FACILITY MAINT & REPAIR - TC	GENERAL	MAINTENANCE	TC- REAR ADMIN ROOF REPAIR (1)	INVOICE	637.00
21003110	01-20-8300-5010	FACILITY MAINT & REPAIR - TC	GENERAL	MAINTENANCE	TC- LEAK REPAIR (1)	INVOICE	471.00
21003112	01-20-8300-5020	FACILITY MAINT & REPAIR - WRC	GENERAL	MAINTENANCE	WRC- DANCE ROOM LEAK (1)	INVOICE	632.00
OLSSON ROOFING COMPANY INC Total							1,740.00
PADDOCK PUBLICATIONS							
198302	01-10-7800-5010	PRINTING & PUBLICATION	GENERAL	ADMINISTRATION	B&A ORD POSTING	INVOICE	60.75
198302	01-10-7800-5010	PRINTING & PUBLICATION	GENERAL	ADMINISTRATION	TRUTH TAX PROP POST	INVOICE	302.40
200018	01-20-7800-5010	PRINTING & PUBLICATION	GENERAL	MAINTENANCE	PARKS- COURT REPAIR (1)	INVOICE	43.20
PADDOCK PUBLICATIONS Total							406.35

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PALATINE PARK DISTRICT							
2021F-HEPD	02-75-5400-5100	BOYS BASEBALL CONT UMPIRE EXP	RECREATION	YOUTH ATHLETICS	MUSTANG FALL BASEBALL UMP FEE (\$699)	CHECK	699.00
2021F-HEPD	02-75-5400-5100	BOYS BASEBALL CONT UMPIRE EXP	RECREATION	YOUTH ATHLETICS	BROCNO FALL BASEBALL UMP FEE (\$336.72)	CHECK	336.72
2021F-HEPD	02-75-5400-5100	BOYS BASEBALL CONT UMPIRE EXP	RECREATION	YOUTH ATHLETICS	PONY FALL BASEBALL UMP FEE (\$320.80)	CHECK	320.80
2021F-HEPD	02-75-5400-5100	BOYS BASEBALL CONT UMPIRE EXP	RECREATION	YOUTH ATHLETICS	COLT FALL BASEBALL UMP FEE (752.86)	CHECK	752.86
2021S-HEPD	02-75-5400-5100	BOYS BASEBALL CONT UMPIRE EXP	RECREATION	YOUTH ATHLETICS	MUSTANG SPR BASEBALL UMP FEE (\$762.25)	CHECK	762.25
2021S-HEPD	02-75-5400-5100	BOYS BASEBALL CONT UMPIRE EXP	RECREATION	YOUTH ATHLETICS	BRONCO SPR BASEBALL UMP FEE (\$687.73)	CHECK	687.73
2021S-HEPD	02-75-5400-5100	BOYS BASEBALL CONT UMPIRE EXP	RECREATION	YOUTH ATHLETICS	COLT SPR BASEBALL UMP FEE (\$975.23)	CHECK	975.23
2021S-HEPD	02-75-5400-5100	BOYS BASEBALL CONT UMPIRE EXP	RECREATION	YOUTH ATHLETICS	N60 SPR BASEBALL UMP FEE (1,971.00)	CHECK	1,971.00
2021S-HEPD	02-75-5400-5100	BOYS BASEBALL CONT UMPIRE EXP	RECREATION	YOUTH ATHLETICS	DISCOUNT FOR FIELD SPACE	CHECK	(439.62)
PALATINE PARK DISTRICT Total							6,065.97
PARAMOUNT THEATRE							
02022022 DEP	02-01-0600-1000	PRE-PAID EXPENSE	RECREATION	ASSETS	GROUNDHOG DAY 2/2 TICKET DEPOSIT	CHECK	240.00
04202022 DEP	02-01-0600-1000	PRE-PAID EXPENSE	RECREATION	ASSETS	ROCK OF AGES 4/20 TICKET DEPOSIT	CHECK	270.00
PARAMOUNT THEATRE Total							510.00
PARK DISTRICT RISK MANAGEMENT							
1121106H	01-10-7100-5000	HEALTH INSURANCE	GENERAL	ADMINISTRATION	HEALTH INSURANCE	INVOICE	19,414.94
1121106H	01-20-7100-5000	HEALTH INSURANCE	GENERAL	MAINTENANCE	HEALTH INSURANCE	INVOICE	25,287.99
1121106H	02-10-7100-5000	HEALTH INSURANCE	RECREATION	ADMINISTRATION	HEALTH INSURANCE	INVOICE	15,724.68
1121106H	02-20-7100-5000	HEALTH INSURANCE	RECREATION	MAINTENANCE	HEALTH INSURANCE	INVOICE	4,439.62
1121106H	11-10-7100-5000	HEALTH INSURANCE	THE CLUB	ADMINISTRATION	HEALTH INSURANCE	INVOICE	5,300.00
1121106H	11-20-7100-5000	HEALTH INSURANCE	THE CLUB	MAINTENANCE	HEALTH INSURANCE	INVOICE	3,010.24
1121106H	14-10-7100-5000	HEALTH INSURANCE	BPC	ADMINISTRATION	HEALTH INSURANCE	INVOICE	98.09
1121106H	14-20-7100-5000	HEALTH INSURANCE	BPC	MAINTENANCE	HEALTH INSURANCE	INVOICE	2,960.00
1121106H	14-40-7100-5000	HEALTH INSURANCE	BPC	GOLF OPERATIONS	HEALTH INSURANCE	INVOICE	1,479.70
1121106H	14-45-7100-5000	HEALTH INSURANCE	BPC	FOOD & BEVERAGE	HEALTH INSURANCE	INVOICE	2,918.06
PARK DISTRICT RISK MANAGEMENT Total							80,633.32
PITNEY BOWES, INC							
1018949036	01-10-7400-5010	EQUIPMENT SERVICE AGREEMENTS	GENERAL	ADMINISTRATION	4 OF 4 METER AGREEMENT 2021	CAPONE	179.51
1018949036	01-10-7400-5010	EQUIPMENT SERVICE AGREEMENTS	GENERAL	ADMINISTRATION	2 OF 2 YEARLY SERVICE AGREEMENTS	CAPONE	171.00
PITNEY BOWES, INC Total							350.51
PLASTIC CARD SOLUTIONS, INC.							
27568	01-10-7500-5000	OFFICE SUPPLIES	GENERAL	ADMINISTRATION	SHIPPING	INVOICE	45.39
27568	01-10-7500-5000	OFFICE SUPPLIES	GENERAL	ADMINISTRATION	RECTRAC ID CARDS-5000	INVOICE	600.00
PLASTIC CARD SOLUTIONS, INC. Total							645.39
PREMIUM DOODLE							
DDL-29188524216068	01-10-7800-5000	ADMINISTRATIVE EXPENSE	GENERAL	ADMINISTRATION	PREMIUM ANNUAL DOODLE SUBSCRIPTION	CAPONE	83.40
PREMIUM DOODLE Total							83.40
PRESTWICK GOLF GROUP							
INV2260	01-20-8400-5050	PARK AMENITIES	GENERAL	MAINTENANCE	MEMORIAL PLAQUE - 1	CAPONE	130.00

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PR INV2260	01-20-8400-5050	PARK AMENITIES	GENERAL	MAINTENANCE	POST FOR MEMORIAL PLAQUE = 1	CAPONE	61.00
INV2660	01-20-8400-5050	PARK AMENITIES	GENERAL	MAINTENANCE	POST SHIPPING MEMORIAL PLAQUE = 1	CAPONE	55.30
INV4742	12-91-0240-5000	BPC RANGE BLDG/EQUIP RENO	CAPITAL	CAPITAL PROJECTS	COCKTAIL TABLE (10)	CAPONE	8,075.00
INV4742	12-91-0240-5000	BPC RANGE BLDG/EQUIP RENO	CAPITAL	CAPITAL PROJECTS	ADIRONDACK CHAIRS (12)	CAPONE	2,775.90
INV4742	12-91-0240-5000	BPC RANGE BLDG/EQUIP RENO	CAPITAL	CAPITAL PROJECTS	BAR HEIGHT CHAIRS (40)	CAPONE	12,460.00
PRESTWICK GOLF GROUP Total							23,557.20
QUALITY PEST CONTROL							
25089	01-20-8300-5010	FACILITY MAINT & REPAIR - TC	GENERAL	MAINTENANCE	PEST CONTROL FOR TC NOVEMBER	INVOICE	47.00
25090	01-20-8300-5010	FACILITY MAINT & REPAIR - TC	GENERAL	MAINTENANCE	QUARTERLY PEST CONTROL VOGELI	INVOICE	50.00
25091	01-20-8300-5020	FACILITY MAINT & REPAIR - WRC	GENERAL	MAINTENANCE	NOVEMBER GENERAL PEST CONTROL (WRC)	INVOICE	40.00
25132	01-20-8300-5010	FACILITY MAINT & REPAIR - TC	GENERAL	MAINTENANCE	PEST CONTROL DECEMBER	INVOICE	47.00
QUALITY PEST CONTROL Total							184.00
QUICKSCORES LLC							
211298	02-70-5400-5000	SOFTBALL LEAGUE EXP	RECREATION	ADULT ATHLETICS	7 FALL ADULT SOFTBALL TEAMS, \$7 EACH	CAPONE	49.00
211413	02-75-5600-5000	OUTDOOR SOCCER LEAGUE EXP	RECREATION	YOUTH ATHLETICS	27 YOUTH SOCCER TEAMS	CAPONE	126.00
211511	02-75-5600-5000	OUTDOOR SOCCER LEAGUE EXP	RECREATION	YOUTH ATHLETICS	27 YOUTH SOCCER TEAMS	CAPONE	28.00
211687	02-75-5400-5000	BOYS BASEBALL EXP	RECREATION	YOUTH ATHLETICS	6 FALL YOUTH BASEBALL TEAMS, \$7 EACH	CAPONE	42.00
211687	02-75-5600-5000	OUTDOOR SOCCER LEAGUE EXP	RECREATION	YOUTH ATHLETICS	27 YOUTH SOCCER TEAMS	CAPONE	28.00
QUICKSCORES LLC Total							273.00
R. WHITTINGHAM & SONS, INC							
463161	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	CHICKEN 1CS	CHECK	285.00
463161	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	CHICKEN W 1CS	CHECK	34.50
463161	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	FUEL CHARGE 1EA	CHECK	5.00
465112	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	CHICKEN 1CS	CHECK	243.08
465112	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	FUEL CHARGE 1EA	CHECK	5.00
465112	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	BEEF 1EA	CHECK	249.77
R. WHITTINGHAM & SONS, INC Total							822.35
Rehana Ghani							
11/17/2021 12:00:00	01-02-0220-2900	CREDIT BALANCE WASH ACCOUNT	GENERAL	LIABILITIES	Pass PSCC Type: Pass Refund	CHECK	50.00
Rehana Ghani Total							50.00
REINDERS INC							
1895353-02	01-20-8200-5000	MAINTENANCE & REPAIRS - MECH	GENERAL	MAINTENANCE	FILTER	INVOICE	8.56
1906932-00	01-20-8200-5000	MAINTENANCE & REPAIRS - MECH	GENERAL	MAINTENANCE	SHIPPING	CAPONE	24.41
1906932-00	01-20-8200-5000	MAINTENANCE & REPAIRS - MECH	GENERAL	MAINTENANCE	SWITCH	CAPONE	16.90
1906932-00	01-20-8500-5000	FUEL	GENERAL	MAINTENANCE	HYDRAULIC OIL	CAPONE	104.98
1906932-00A	01-20-8200-5000	MAINTENANCE & REPAIRS - MECH	GENERAL	MAINTENANCE	LIGHT BULB	CAPONE	33.27
1906932-01	01-20-8200-5000	MAINTENANCE & REPAIRS - MECH	GENERAL	MAINTENANCE	RIM	CAPONE	229.21
REINDERS INC Total							417.33
REVOLUTION DANCEWEAR							
122765	02-50-6100-5010	DANCE COMPANY EXP	RECREATION	GENERAL PROGRAMMING	SHIPPING	CAPONE	9.00

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RE 122765	02-50-6100-5010	DANCE COMPANY EXP	RECREATION	GENERAL PROGRAMMING	IN BLOOM - MC (1)	CAPONE	44.95
122765	02-50-6100-5010	DANCE COMPANY EXP	RECREATION	GENERAL PROGRAMMING	IN BLOOM - LC (2)	CAPONE	89.90
122765	02-50-6100-5010	DANCE COMPANY EXP	RECREATION	GENERAL PROGRAMMING	IN BLOOM - XLC (1)	CAPONE	49.95
122765	02-50-6100-5010	DANCE COMPANY EXP	RECREATION	GENERAL PROGRAMMING	IN BLOOM - MA (1)	CAPONE	49.95
122765	02-50-6100-5010	DANCE COMPANY EXP	RECREATION	GENERAL PROGRAMMING	I FOUND YOU - LA (1)	CAPONE	49.95
122765	02-50-6100-5010	DANCE COMPANY EXP	RECREATION	GENERAL PROGRAMMING	RIVER WALTZ -SA (2)	CAPONE	109.90
122765	02-50-6100-5010	DANCE COMPANY EXP	RECREATION	GENERAL PROGRAMMING	RIVER WALTZ -MA (3)	CAPONE	164.85
122765	02-50-6100-5010	DANCE COMPANY EXP	RECREATION	GENERAL PROGRAMMING	RIVER WALTZ - XLC (1)	CAPONE	54.95
122765	02-50-6100-5010	DANCE COMPANY EXP	RECREATION	GENERAL PROGRAMMING	LIGHTYEAR - LA (1)	CAPONE	54.95
REVOLUTION DANCEWEAR Total							678.35
RHINO LININGS OF DUPAGE							
11162021	12-91-0180-5000	PARKS FLEET TRUCK	CAPITAL	CAPITAL PROJECTS	PARKS- TRUCK LINING (1)	CAPONE	569.00
RHINO LININGS OF DUPAGE Total							569.00
RICHARD LINDY SCHWARTZ							
12022021	02-55-5000-5000	SENIOR PRGM EXP	RECREATION	SENIOR	SENIOR HOLIDAY DINNER ENTERTAINER RICK	CHECK	375.00
RICHARD LINDY SCHWARTZ Total							375.00
ROCK N KIDS INC							
HEPS1121	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	KID ROCK 11/4/2021	CHECK	80.00
HEPS1121	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	KID ROCK 11/11/2021	CHECK	80.00
HEPS1121	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	KID ROCK 11/18/2021	CHECK	80.00
ROCK N KIDS INC Total							240.00
RUSSO POWER EQUIPMENT							
SPI10900626	01-20-8200-5000	MAINTENANCE & REPAIRS - MECH	GENERAL	MAINTENANCE	CHAIN SAW BAR	INVOICE	48.99
SPI10900626	01-20-8200-5000	MAINTENANCE & REPAIRS - MECH	GENERAL	MAINTENANCE	GRASS CUTTING BLADES	INVOICE	94.95
SPI10916264	01-20-8200-5000	MAINTENANCE & REPAIRS - MECH	GENERAL	MAINTENANCE	CABLE	INVOICE	35.00
SPI10916264	01-20-8200-5000	MAINTENANCE & REPAIRS - MECH	GENERAL	MAINTENANCE	HANDLE	INVOICE	92.50
SPI10916264	01-20-8200-5000	MAINTENANCE & REPAIRS - MECH	GENERAL	MAINTENANCE	SPRING	INVOICE	10.30
RUSSO POWER EQUIPMENT Total							281.74
RUTH WATSON							
202104057	14-40-5100-4040	TOURNAMENT REVENUE	BPC	GOLF OPERATIONS	REFUND BRIDGES 5K	CHECK	30.00
RUTH WATSON Total							30.00
SAMS CLUB DIRECT COMMERCIAL							
10282021	02-50-5900-5000	SPECIAL EVENT EXP	RECREATION	GENERAL PROGRAMMING	DUM DUMS (2)	CAPONE	(26.24)
10282021	02-50-5900-5000	SPECIAL EVENT EXP	RECREATION	GENERAL PROGRAMMING	SKITTLES (3)	CAPONE	(49.14)
10282021R	02-50-5900-5000	SPECIAL EVENT EXP	RECREATION	GENERAL PROGRAMMING	REFUND FRUIT SNACKS 90 CT-16	CAPONE	(59.90)
10282021R	02-50-5900-5000	SPECIAL EVENT EXP	RECREATION	GENERAL PROGRAMMING	REFUND CHILDS PLAY TIME	CAPONE	(89.82)
9794636488 R	02-50-5900-5000	SPECIAL EVENT EXP	RECREATION	GENERAL PROGRAMMING	RETURN HAUNTED HOFFMAN FAMILY FEST POP	CAPONE	(85.04)
9796193362	02-65-5400-5010	STAR DIST 54 EXP	RECREATION	YOUTH PROGRAMS	STAR D54 LAKEVIEW SNACKS NOV	CAPONE	259.20
9796713121	02-65-5400-5000	STAR DIST 15 EXP	RECREATION	YOUTH PROGRAMS	STAR D15 SNACKS NOVEMBER TJ	CAPONE	494.50
9798064.65	02-65-5400-5000	STAR DIST 15 EXP	RECREATION	YOUTH PROGRAMS	STAR D15 SNACKS WHITELEY NOVEMBER	CAPONE	411.14

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SA 9798658181	02-65-5400-5010	STAR DIST 54 EXP	RECREATION	YOUTH PROGRAMS	STAR D54 SNACKS ARMSTRONG NOVEMBER	CAPONE	176.74
9800150254	02-65-5400-5010	STAR DIST 54 EXP	RECREATION	YOUTH PROGRAMS	STAR MACARTHUR SNACKS	CAPONE	293.75
9800434833	02-65-5400-5010	STAR DIST 54 EXP	RECREATION	YOUTH PROGRAMS	SNACKS STAR-MUIR	CAPONE	230.12
9802602037	02-65-5400-5000	STAR DIST 15 EXP	RECREATION	YOUTH PROGRAMS	THOMAS JEFFERSON SNACK	CAPONE	409.90
SAMS CLUB DIRECT COMMERCIAL Total							1,965.21
SANI SPORT OF WISCONSIN LLC							
2699	02-85-5500-5000	YTH HOCKEY-WOLFPACK EXP	RECREATION	ICE	WOLFPACK JERSEY & SOCKS-117	CHECK	14,040.00
2699	02-85-5500-5000	YTH HOCKEY-WOLFPACK EXP	RECREATION	ICE	WOLVERINES-24	CHECK	2,880.00
2699	02-85-5500-5000	YTH HOCKEY-WOLFPACK EXP	RECREATION	ICE	COYOTES JERSEY & SOCKS-35	CHECK	4,200.00
SANI SPORT OF WISCONSIN LLC Total							21,120.00
SARA SCHULZ							
202104056	14-40-5100-4040	TOURNAMENT REVENUE	BPC	GOLF OPERATIONS	REFUND BRIDGES 5K	CHECK	60.00
SARA SCHULZ Total							60.00
SCHOOL DISTRICT 54							
1277	02-65-5400-5010	STAR DIST 54 EXP	RECREATION	YOUTH PROGRAMS	ROOM USE ARM INV. 1277	CHECK	172.52
1278	02-65-5400-5010	STAR DIST 54 EXP	RECREATION	YOUTH PROGRAMS	ROOM USE ARM INV. 1278	CHECK	183.82
1279	02-65-5400-5010	STAR DIST 54 EXP	RECREATION	YOUTH PROGRAMS	ROOM USE ARM INV. 1279	CHECK	52.52
1280	02-65-5400-5010	STAR DIST 54 EXP	RECREATION	YOUTH PROGRAMS	ROOM USE FV INV. 1280	CHECK	114.95
1281	02-65-5400-5010	STAR DIST 54 EXP	RECREATION	YOUTH PROGRAMS	ROOM USE FV INV. 1281	CHECK	308.56
1282	02-65-5400-5010	STAR DIST 54 EXP	RECREATION	YOUTH PROGRAMS	ROOM USE FV INV. 1282	CHECK	88.16
1283	02-65-5400-5010	STAR DIST 54 EXP	RECREATION	YOUTH PROGRAMS	ROOM USE LV INV. 1283	CHECK	103.55
1284	02-65-5400-5010	STAR DIST 54 EXP	RECREATION	YOUTH PROGRAMS	ROOM USE LV INV. 1284	CHECK	243.04
1285	02-65-5400-5010	STAR DIST 54 EXP	RECREATION	YOUTH PROGRAMS	ROOM USE LV INV. 1285	CHECK	69.44
1286	02-65-5400-5010	STAR DIST 54 EXP	RECREATION	YOUTH PROGRAMS	ROOM USE LP INV. 1286	CHECK	162.07
1287	02-65-5400-5010	STAR DIST 54 EXP	RECREATION	YOUTH PROGRAMS	ROOM USE LP INV. 1287	CHECK	138.32
1288	02-65-5400-5010	STAR DIST 54 EXP	RECREATION	YOUTH PROGRAMS	ROOM USE LP INV. 1288	CHECK	39.52
1289	02-65-5400-5010	STAR DIST 54 EXP	RECREATION	YOUTH PROGRAMS	ROOM USE MAC INV. 1289	CHECK	211.09
1290	02-65-5400-5010	STAR DIST 54 EXP	RECREATION	YOUTH PROGRAMS	ROOM USE MAC INV. 1290	CHECK	229.32
1291	02-65-5400-5010	STAR DIST 54 EXP	RECREATION	YOUTH PROGRAMS	ROOM USE MAC INV. 1291	CHECK	65.52
1292	02-65-5400-5010	STAR DIST 54 EXP	RECREATION	YOUTH PROGRAMS	ROOM USE MUIR INV. 1292	CHECK	101.46
1293	02-65-5400-5010	STAR DIST 54 EXP	RECREATION	YOUTH PROGRAMS	ROOM USE MUIR INV. 1293	CHECK	192.08
1294	02-65-5400-5010	STAR DIST 54 EXP	RECREATION	YOUTH PROGRAMS	ROOM USE MUIR INV. 1294	CHECK	54.88
SCHOOL DISTRICT 54 Total							2,530.82
SCRUBS BOUTIQUE & MORE LLC							
11913WFM	02-50-6100-5010	DANCE COMPANY EXP	RECREATION	GENERAL PROGRAMMING	WHITE SHIRT (1)	CAPONE	31.99
11913WFM	02-50-6100-5010	DANCE COMPANY EXP	RECREATION	GENERAL PROGRAMMING	RED SHIRT (1)	CAPONE	31.99
11913WFM	02-50-6100-5010	DANCE COMPANY EXP	RECREATION	GENERAL PROGRAMMING	WHITE PANTS (1)	CAPONE	36.99
11913WFM	02-50-6100-5010	DANCE COMPANY EXP	RECREATION	GENERAL PROGRAMMING	BLUE PANTS (1)	CAPONE	36.99
11913WFM	02-50-6100-5010	DANCE COMPANY EXP	RECREATION	GENERAL PROGRAMMING	BLUE SHIRT (1)	CAPONE	31.99
11913WFM	02-50-6100-5010	DANCE COMPANY EXP	RECREATION	GENERAL PROGRAMMING	RED PANTS (1)	CAPONE	36.99
11913WFM	02-50-6100-5010	DANCE COMPANY EXP	RECREATION	GENERAL PROGRAMMING	GREEN PANTS (1)	CAPONE	36.99
11913WFM	02-50-6100-5010	DANCE COMPANY EXP	RECREATION	GENERAL PROGRAMMING	GREEN SHIRT (1)	CAPONE	31.99

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SC 11913WFM	02-50-6100-5010	DANCE COMPANY EXP	RECREATION	GENERAL PROGRAMMING	EGGPLANT PANTS (1)	CAPONE	36.99
11913WFM	02-50-6100-5010	DANCE COMPANY EXP	RECREATION	GENERAL PROGRAMMING	EGGPLANT SHIRT (1)	CAPONE	31.99
11914WFM	02-50-6100-5010	DANCE COMPANY EXP	RECREATION	GENERAL PROGRAMMING	SPEACIAL ORDER XXS (1)	CAPONE	31.99
11914WFM	02-50-6100-5010	DANCE COMPANY EXP	RECREATION	GENERAL PROGRAMMING	SPECIAL ORDER PANTS (1)	CAPONE	36.99
SCRUBS BOUTIQUE & MORE LLC Total							413.88
SERVICE SANITATION INC							
OCT-NOV 2021	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT OLMSTEAD #8270987	CAPONE	72.00
OCT-NOV 2021	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT SLOAN #8270988	CAPONE	72.00
OCT-NOV 2021	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT EVERGREEN #8270989	CAPONE	72.00
OCT-NOV 2021	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT VALLEY #8270990	CAPONE	72.00
OCT-NOV 2021	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT HUNTINGTON #8270991	CAPONE	72.00
OCT-NOV 2021	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT FREEDOM #8270992	CAPONE	126.00
OCT-NOV 2021	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT ARMSTRONG #8270994	CAPONE	72.00
OCT-NOV 2021	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT PEBBLE #8270995	CAPONE	72.00
OCT-NOV 2021	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT EISENHOWER #8270996	CAPONE	72.00
OCT-NOV 2021	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT COTTONWOOD #8270997	CAPONE	72.00
OCT-NOV 2021	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT VICTORIA #8270998	CAPONE	72.00
OCT-NOV 2021	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT PINE #8270999	CAPONE	72.00
OCT-NOV 2021	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT CHINO #827100	CAPONE	68.57
OCT-NOV 2021	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT BLACK BEAR #8271001	CAPONE	72.00
OCT-NOV 2021	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT CANNON #8271002 (5)	CAPONE	366.00
OCT-NOV 2021	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT CANTERBURY #8271003	CAPONE	68.57
OCT-NOV 2021	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET AT FABBRINI #8271004	CAPONE	126.00
OCT-NOV 2021	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	PORT O LET BIRCH #8270993	CAPONE	72.00
OCT-NOV 2021	02-10-7400-5020	EQUIPMENT RENTAL	RECREATION	ADMINISTRATION	HAUNTED HOFFMAN TOILETS	CAPONE	345.00
SERVICE SANITATION INC Total							2,036.14
SIMPLETIRE							
6177192	01-20-8200-5000	MAINTENANCE & REPAIRS - MECH	GENERAL	MAINTENANCE	2 TIRES	CAPONE	447.64
6177192	01-20-8200-5000	MAINTENANCE & REPAIRS - MECH	GENERAL	MAINTENANCE	4 TIRES	CAPONE	358.71
SIMPLETIRE Total							806.35
SPECIATY MAT SERVICES							
1082742	11-10-7300-5000	PROFESSIONAL SERVICES	THE CLUB	ADMINISTRATION	PS-MAT SERVICE (11/1) 1/EA	INVOICE	56.95
1086471	11-10-7300-5000	PROFESSIONAL SERVICES	THE CLUB	ADMINISTRATION	PS-MAT SERVICE (11/15) 1/EA	INVOICE	56.95
SPECIATY MAT SERVICES Total							113.90
SPORTS SCENE INC							
210257	02-75-5400-5000	BOYS BASEBALL EXP	RECREATION	YOUTH ATHLETICS	COACHES HATS (33X\$12)	CAPONE	396.00
210364	02-75-5300-5000	BASKETBALL EXP	RECREATION	YOUTH ATHLETICS	HBA 3V3 BBALL UNI (25X\$24)	CAPONE	600.00
210364	02-75-5300-5000	BASKETBALL EXP	RECREATION	YOUTH ATHLETICS	COACHES GEAR (8X\$29)	CAPONE	232.00
210377	02-75-5600-5010	INDOOR SOCCER LEAGUE EXP	RECREATION	YOUTH ATHLETICS	15 YM SOCCER JERSEYS SETS \$45 EACH	CAPONE	675.00
210377	02-75-5600-5000	OUTDOOR SOCCER LEAGUE EXP	RECREATION	YOUTH ATHLETICS	15 YS SOCCER JERSEYS SETS \$45 EACH	CAPONE	675.00
SPORTS SCENE INC Total							2,578.00

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STA-KLEEN INC							
126265	14-45-7300-5000	CONTRACTED SERVICES	BPC	FOOD & BEVERAGE	MAIN KITCHEN HOOD CLEANING	CAPONE	500.00
STA-KLEEN INC Total							500.00
STERLING NETWORK INTEGRATION							
1130218	01-10-7300-5050	INFORMATION SERVICES SUPPORT	GENERAL	ADMINISTRATION	BARRACUDA SSL CERTIFICATE REINSTALL	INVOICE	145.00
1130218	01-10-7300-5050	INFORMATION SERVICES SUPPORT	GENERAL	ADMINISTRATION	DR REPLICATION BACKUP ISSUE	INVOICE	217.50
12132101	01-10-7400-5050	INFORMATION SERVICE AGREEMENTS	GENERAL	ADMINISTRATION	DELL EMC SAN ANNUAL 1YR SUPPORT	INVOICE	3,951.00
STERLING NETWORK INTEGRATION Total							4,313.50
STEVE WEHOFFER							
202104055	14-40-5100-4040	TOURNAMENT REVENUE	BPC	GOLF OPERATIONS	REFUND BRIDGES 5K	CHECK	60.00
STEVE WEHOFFER Total							60.00
STEVEN JOHNSON							
121221	11-15-7900-5000	ADVERTISING	THE CLUB	C&M	GOOGLE 360 VIRTUAL TOUR	INVOICE	2,850.00
STEVEN JOHNSON Total							2,850.00
STUEVER & SONS INC							
0356744	14-45-7300-5000	CONTRACTED SERVICES	BPC	FOOD & BEVERAGE	NOV BEER LINE CLEANING	INVOICE	93.00
0356776	14-45-7300-5000	CONTRACTED SERVICES	BPC	FOOD & BEVERAGE	DEC BEER LINE CLEANING	INVOICE	95.00
STUEVER & SONS INC Total							188.00
SUPERIOR KNIFE INC							
866056	14-10-7300-5000	PROFESSIONAL SERVICES	BPC	ADMINISTRATION	KNIFE SHARPENING SERVICES DEC	INVOICE	30.00
SUPERIOR KNIFE INC Total							30.00
SYSKO FOOD SRVS-CHICAGO INC							
524131998	14-45-7300-5000	CONTRACTED SERVICES	BPC	FOOD & BEVERAGE	DISHWASHER RENTAL OCT	INVOICE	133.20
SYSKO FOOD SRVS-CHICAGO INC Total							133.20
TARGET BANK							
11112021	11-15-7900-5000	ADVERTISING	THE CLUB	C&M	PS HOT TEA BAGS, 12 TO 20 COUNT	CAPONE	20.95
11112021	11-15-7900-5000	ADVERTISING	THE CLUB	C&M	PS HOT COFFEE/TEA CUPS, 14 COUNT	CAPONE	14.97
11112021	11-15-7900-5000	ADVERTISING	THE CLUB	C&M	PS HONEY	CAPONE	3.19
11152021	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	JELLY BEANS	CAPONE	4.29
11152021	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	SCISSORS	CAPONE	3.29
11152021	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	CLIPS	CAPONE	2.99
11152021	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	BIN	CAPONE	7.00
TARGET BANK Total							56.68
TEBON'S GAS SERVICE							
200798	01-20-8200-5010	MAINTENANCE & REPAIRS - TC	GENERAL	MAINTENANCE	5 PROPANE REFILLS (5) 11/3/21	INVOICE	112.50
200798	01-20-8200-5010	MAINTENANCE & REPAIRS - TC	GENERAL	MAINTENANCE	1 DELIVERY CHARGE (1) 11/3/21	INVOICE	10.00
200852	01-20-8200-5010	MAINTENANCE & REPAIRS - TC	GENERAL	MAINTENANCE	7 PROPANE REFILLS (7) 11/10/21	INVOICE	157.50
200852	01-20-8200-5010	MAINTENANCE & REPAIRS - TC	GENERAL	MAINTENANCE	1 DELIVERY CHARGE (1) 11/10/21	INVOICE	10.00

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TE 200908	01-20-8200-5010	MAINTENANCE & REPAIRS - TC	GENERAL	MAINTENANCE	6 PROPANE REFILLS(6) 11/17/21	INVOICE	135.00
200908	01-20-8200-5010	MAINTENANCE & REPAIRS - TC	GENERAL	MAINTENANCE	1 DELIVERY CHARGE (1) 11/17/21	INVOICE	10.00
200969	01-20-8200-5010	MAINTENANCE & REPAIRS - TC	GENERAL	MAINTENANCE	4 PROPANE REFILLS (4) 11/24/21	INVOICE	90.00
200969	01-20-8200-5010	MAINTENANCE & REPAIRS - TC	GENERAL	MAINTENANCE	1 DELIVERY CHARGE (1) 11/24/21	INVOICE	10.00
TEBON'S GAS SERVICE Total							535.00
TEMPERATURE EQUIPMENT CORP							
7005315-00	01-20-8300-5040	FACILITY MAINT & REPAIR - CLUB	GENERAL	MAINTENANCE	CLUB- KIDS CORNER RTU REPAIR (1)	INVOICE	842.37
70084545-00A	01-20-8300-5040	FACILITY MAINT & REPAIR - CLUB	GENERAL	MAINTENANCE	CLUB- ADD COST KIDS CORNER HEATER (1)	INVOICE	596.27
7008545-00	01-20-8300-5040	FACILITY MAINT & REPAIR - CLUB	GENERAL	MAINTENANCE	CLUB- KIDS CORNER RTU REPAIR (1)	INVOICE	157.63
7026047-00	01-20-8300-5050	FACILITY MAINT & REPAIR - BPC	GENERAL	MAINTENANCE	HEAT EXCHANGER	INVOICE	1,330.84
7038160-00	01-20-8200-5040	MAINTENANCE & REPAIRS - CLUB	GENERAL	MAINTENANCE	CLUB- CONTROL BOARD (1)	INVOICE	347.36
TEMPERATURE EQUIPMENT CORP Total							3,274.47
THE SIGN PALACE INC.							
41051	01-20-8400-5050	PARK AMENITIES	GENERAL	MAINTENANCE	PARKS- MEMORIAL PLAQUE BRZOWSKI (1)	INVOICE	220.00
41089	01-20-8400-5050	PARK AMENITIES	GENERAL	MAINTENANCE	PARKS- MEMORIAL PLAQUE- JEROTIC (1)	INVOICE	220.00
THE SIGN PALACE INC. Total							440.00
THREE BLIND MICE LOGISTICS, INC.							
NOV 2021	02-85-5300-5000	ADULT HOCKEY LEAGUE EXP	RECREATION	ICE	REF FEE FOR ADULT HOCKEY (9 GAMES)	CHECK	891.00
THREE BLIND MICE LOGISTICS, INC. Total							891.00
TIMOTHY GROSS							
202104054	14-40-5100-4040	TOURNAMENT REVENUE	BPC	GOLF OPERATIONS	REFUND BRIDGES 5K	CHECK	30.00
TIMOTHY GROSS Total							30.00
TOTAL FIRE & SAFETY INC							
11042021	02-10-9000-5000	MISCELLANEOUS EXPENSE	RECREATION	ADMINISTRATION	TOTAL FIRE CHARGE	CAPONE	(27.89)
A662536	01-20-8300-5040	FACILITY MAINT & REPAIR - CLUB	GENERAL	MAINTENANCE	CLUB- NAC BOOSTERS (1)	INVOICE	738.77
B126491	01-20-8300-5050	FACILITY MAINT & REPAIR - BPC	GENERAL	MAINTENANCE	BPC- BACKFLOW INSPECTION (1)	INVOICE	125.00
B126491	01-20-8300-5050	FACILITY MAINT & REPAIR - BPC	GENERAL	MAINTENANCE	BPC- KITCHEN HOOD INSPECTION (1)	INVOICE	200.00
TOTAL FIRE & SAFETY INC Total							1,035.88
TOWN & COUNTRY DISTRIBUTORS							
598067	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	ISC, 1 EACH	CHECK	6.00
598067	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	TAX, 1 EACH	CHECK	5.94
598067	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	AMSTEL LT CANS, 2 CASES	CHECK	54.50
598067	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	COORS LT CANS, 6 CASES	CHECK	139.50
598067	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	HEINEKEN CANS, 2 CASES	CHECK	54.50
598067	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	MILLER LT CANS, 6 CASES	CHECK	139.50
598067	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	FIST CITY CANS, 3 CASES	CHECK	90.00
598067	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	HAZY HERO CANS, 3 CASES	CHECK	107.85
598067	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	WHITE CLAW, 2 CASES	CHECK	59.90
599690	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	ISC, 1 EACH	CHECK	6.00
599690	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	TAX, 1 EACH	CHECK	3.31

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TC 599690	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	MILLER LT CANS, 5 CASES	CHECK	116.25
599690	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	COORS LT CANS, 5 CASES	CHECK	116.25
599690	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	FRANKS RED HOT CANS, 3 CASES	CHECK	126.00
TOWN & COUNTRY DISTRIBUTORS Total							1,025.50
TUMBLING TIMES INC.							
11-2021	02-50-5300-5100	TUMBLING TIMES CONT EXP	RECREATION	GENERAL PROGRAMMING	244301-A1 (2) 2X\$55=\$110X.70=\$77	CHECK	77.00
11-2021	02-50-5300-5100	TUMBLING TIMES CONT EXP	RECREATION	GENERAL PROGRAMMING	234301-B1 (3) X\$55=\$165 \$165 X.70=\$115.5	CHECK	115.50
11-2021	02-50-5300-5100	TUMBLING TIMES CONT EXP	RECREATION	GENERAL PROGRAMMING	234301-E1 (5) 5X\$55=\$275 \$275X.70=192.50	CHECK	192.50
11-2021	02-50-5300-5100	TUMBLING TIMES CONT EXP	RECREATION	GENERAL PROGRAMMING	234302-A1 (4) 4X\$60=\$240 \$240X.70=\$168	CHECK	168.00
11-2021	02-50-5300-5100	TUMBLING TIMES CONT EXP	RECREATION	GENERAL PROGRAMMING	234302-B1 (5) X\$60=\$300 \$300X.70=\$210.00	CHECK	210.00
11-2021	02-50-5300-5100	TUMBLING TIMES CONT EXP	RECREATION	GENERAL PROGRAMMING	234302-C1 (8) 8X\$60=\$480 \$480X.70=336	CHECK	336.00
11-2021	02-50-5300-5100	TUMBLING TIMES CONT EXP	RECREATION	GENERAL PROGRAMMING	234302-D1 (11) 11X\$60=\$660 \$660X.70=462	CHECK	462.00
11-2021	02-50-5300-5100	TUMBLING TIMES CONT EXP	RECREATION	GENERAL PROGRAMMING	234302-E1 (11) 11X\$60=\$660 \$660X.70=462	CHECK	462.00
11-2021	02-50-5300-5100	TUMBLING TIMES CONT EXP	RECREATION	GENERAL PROGRAMMING	234302-F1 (10) 610X\$60=\$600 \$600X.70=420	CHECK	420.00
11-2021	02-50-5300-5100	TUMBLING TIMES CONT EXP	RECREATION	GENERAL PROGRAMMING	234303-A1 (11) 11X\$65=\$715 715X.70=500.5	CHECK	500.50
11-2021	02-50-5300-5100	TUMBLING TIMES CONT EXP	RECREATION	GENERAL PROGRAMMING	234303-B1 (11) 11X\$65=\$715 715X.70=500.5	CHECK	500.50
11-2021	02-50-5300-5100	TUMBLING TIMES CONT EXP	RECREATION	GENERAL PROGRAMMING	244303-C1 (12) 12X\$65=\$780 780X.70=\$546	CHECK	546.00
11-2021	02-50-5300-5100	TUMBLING TIMES CONT EXP	RECREATION	GENERAL PROGRAMMING	244303-D1 (11) 11X\$65=\$715 715X.70=500.5	CHECK	500.50
12	02-50-5300-5100	TUMBLING TIMES CONT EXP	RECREATION	GENERAL PROGRAMMING	244301-A2 (4) 4X\$44=\$176X.70=\$123.20	CHECK	123.20
12	02-50-5300-5100	TUMBLING TIMES CONT EXP	RECREATION	GENERAL PROGRAMMING	234301-B2 (6) X\$44=\$264 \$264 X.70=\$184.8	CHECK	184.80
12	02-50-5300-5100	TUMBLING TIMES CONT EXP	RECREATION	GENERAL PROGRAMMING	234301-D2 (3) 3X\$44=\$132 \$132X.70=92.40	CHECK	92.40
12	02-50-5300-5100	TUMBLING TIMES CONT EXP	RECREATION	GENERAL PROGRAMMING	234301-E2 (10) 10X\$44=\$440 \$440X.70=\$308	CHECK	308.00
12	02-50-5300-5100	TUMBLING TIMES CONT EXP	RECREATION	GENERAL PROGRAMMING	234302-A2 (5) X\$48=\$240 \$240X.70=\$168	CHECK	168.00
12	02-50-5300-5100	TUMBLING TIMES CONT EXP	RECREATION	GENERAL PROGRAMMING	234302-B2 (6) X\$48=\$288 \$288X.70=201.60	CHECK	201.60
12	02-50-5300-5100	TUMBLING TIMES CONT EXP	RECREATION	GENERAL PROGRAMMING	234302-C2 (5) 5X\$48=\$240 \$240X.70=168	CHECK	168.00
12	02-50-5300-5100	TUMBLING TIMES CONT EXP	RECREATION	GENERAL PROGRAMMING	234302-D2(12) 12X\$48=\$576 \$576X.70=403.2	CHECK	403.20
12	02-50-5300-5100	TUMBLING TIMES CONT EXP	RECREATION	GENERAL PROGRAMMING	234302-E2(12) 12X\$48=\$576 \$576X.70=403.2	CHECK	403.20
12	02-50-5300-5100	TUMBLING TIMES CONT EXP	RECREATION	GENERAL PROGRAMMING	234302-E2 (1) 1X\$36=\$36 \$36X.70=25.20	CHECK	25.20
12	02-50-5300-5100	TUMBLING TIMES CONT EXP	RECREATION	GENERAL PROGRAMMING	234302-F2(12) 12X\$48=\$576 \$576X.70=403.2	CHECK	403.20
12	02-50-5300-5100	TUMBLING TIMES CONT EXP	RECREATION	GENERAL PROGRAMMING	244303-A2(12) 12X\$52=\$624 624X.70=\$436.8	CHECK	436.80
12	02-50-5300-5100	TUMBLING TIMES CONT EXP	RECREATION	GENERAL PROGRAMMING	244303-B2 (13) 13X\$52=\$676 676X.70=473.2	CHECK	473.20
12	02-50-5300-5100	TUMBLING TIMES CONT EXP	RECREATION	GENERAL PROGRAMMING	244303-B2 (2) 2X\$39=\$78 \$78X.70=54.60	CHECK	54.60
12	02-50-5300-5100	TUMBLING TIMES CONT EXP	RECREATION	GENERAL PROGRAMMING	244303-B2 (1) 1X41.50 \$41.50X.70=\$29.05	CHECK	29.05
12	02-50-5300-5100	TUMBLING TIMES CONT EXP	RECREATION	GENERAL PROGRAMMING	244303-C2 (13) 13X\$52=\$676 676X.70=473.2	CHECK	473.20
12	02-50-5300-5100	TUMBLING TIMES CONT EXP	RECREATION	GENERAL PROGRAMMING	244303-C2 (10) 1X\$41.60 \$41.60X.70=29.12	CHECK	29.12
12	02-50-5300-5100	TUMBLING TIMES CONT EXP	RECREATION	GENERAL PROGRAMMING	244303-D2 (14) 14X\$52=\$728 728X.70=509.6	CHECK	509.60
12	02-50-5300-5100	TUMBLING TIMES CONT EXP	RECREATION	GENERAL PROGRAMMING	244303-D2 (1) 1X\$39 \$39X.70=27.30	CHECK	27.30
TUMBLING TIMES INC. Total							9,004.17
TURANO BAKERY COMPANY							
676124089	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	MUFFINS 1EA	CHECK	7.95
676124089	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	ENERGY SURCHARGE 1EA	CHECK	1.50
676124089	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	DONUTS 1EA	CHECK	13.85
676124089	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	DANISH 1EA	CHECK	7.95
TURANO BAKERY COMPANY Total							31.25

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INVOICE NUMBER	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FUND	DEPARTMENT	INVOICE DESCRIPTION	PAY TYPE	AMT
ULINE							
141068155	01-90-1030-5000	BIRCH PARK OSALD	GENERAL	CAPITAL PROJECTS	PARKS- FREIGHT (1)	CAPONE	103.95
141068155	01-90-1030-5000	BIRCH PARK OSALD	GENERAL	CAPITAL PROJECTS	PARKS- PICNIC ADA BENCH BIRCH (1)	CAPONE	900.00
141405573	01-20-8300-5010	FACILITY MAINT & REPAIR - TC	GENERAL	MAINTENANCE	VOG/TC- EMERG. LIGHTS (14)	CAPONE	756.00
141405573	01-20-8300-5010	FACILITY MAINT & REPAIR - TC	GENERAL	MAINTENANCE	VOG/TC- FREIGHT (1)	CAPONE	19.05
ULINE Total							1,779.00
V MARCHESE INC							
01588241	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	BUTTER 1CS	CHECK	79.95
01588241	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	ROMAINE 1CS	CHECK	46.95
01588241	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	BROCOLI 1CS	CHECK	29.95
01588241	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	RED POTATO 1EA	CHECK	4.90
01588241	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	MUSHROOM 1EA	CHECK	4.25
01588241	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	CREAM 4EA	CHECK	5.80
01596617	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	POTATO 1CS	CHECK	25.95
01596617	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	ROMAINE 1CS	CHECK	44.95
01596617	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	POTATO 2CS	CHECK	51.90
01596617	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	BROCCOLI 1CS	CHECK	29.95
01596617	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	SQUASH 2CS	CHECK	49.90
01596617	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	ZUCCHINI 2CS	CHECK	35.90
01596617	14-45-4700-5000	BEV/LIQUOR COGS	BPC	FOOD & BEVERAGE	MILK 3EA	CHECK	11.55
V MARCHESE INC Total							421.90
VALERIE FABER							
11/01-11/13/2021	11-02-0200-2300	MASSAGE ADD-ON/TIP PAYABLE	THE CLUB	LIABILITIES	PS: MASSAGE TIPS	CHECK	70.00
11/01-11/13/2021	11-30-4200-5100	MASSAGE THERAPY	THE CLUB	FITNESS	PS: 60 MIN MASSAGE PKG (QTY1) 65/35	CHECK	42.25
11/01-11/13/2021	11-30-4200-5100	MASSAGE THERAPY	THE CLUB	FITNESS	PS: 90 MIN MASSAGE (QTY1) 65/35	CHECK	68.25
11/01-11/13/2021	11-30-4200-5100	MASSAGE THERAPY	THE CLUB	FITNESS	PS: 45 MIN MASS (QTY1) 65/35	CHECK	35.75
11/01-11/13/2021	11-30-4200-5100	MASSAGE THERAPY	THE CLUB	FITNESS	PS: 60 MINUTE MASSAGE (QTY6) 65/35	CHECK	273.00
11/01-11/13/2021	11-30-4200-5100	MASSAGE THERAPY	THE CLUB	FITNESS	PS: 45 MIN PKG (QTY1) 65/35	CHECK	32.50
11/15-11/30/21	11-02-0200-2300	MASSAGE ADD-ON/TIP PAYABLE	THE CLUB	LIABILITIES	PS: MASSAGE TIPS	CHECK	35.00
11/15-11/30/21	11-30-4200-5100	MASSAGE THERAPY	THE CLUB	FITNESS	PS: 60 MIN MASSAGE PKG (QTY1) 65/35	CHECK	42.25
11/15-11/30/21	11-30-4200-5100	MASSAGE THERAPY	THE CLUB	FITNESS	PS: 30 MIN MASS (QTY1) 65/35	CHECK	29.25
11/15-11/30/21	11-30-4200-5100	MASSAGE THERAPY	THE CLUB	FITNESS	PS: 90 MIN MASSAGE (QTY1) 65/35	CHECK	68.25
11/15-11/30/21	11-30-4200-5100	MASSAGE THERAPY	THE CLUB	FITNESS	PS: 60 MINUTE MASSAGE (QTY6) 65/35	CHECK	91.00
VALERIE FABER Total							787.50
VAN-LANG FOODS							
103630	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	CHICKEN S 1CS	CHECK	172.00
103630	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	CRAB RANGOON 1CS	CHECK	128.00
103630	14-45-4600-5000	FOOD COGS	BPC	FOOD & BEVERAGE	CRAN CAKES 1CS	CHECK	142.00
VAN-LANG FOODS Total							442.00
VERIZON WIRELESS							
9891535286	01-10-8000-5030	TELEPHONE	GENERAL	ADMINISTRATION	ADMIN CELL PHONES	CHECK	310.01

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VE 9891535286	01-20-8000-5030	TELEPHONE	GENERAL	MAINTENANCE	PARKS DEPT CELL PHONES	CHECK	(114.85)
9891535286	02-10-8000-5030	TELEPHONE	RECREATION	ADMINISTRATION	REC DEPT CELL PHONES	CHECK	303.42
9891535286	11-10-8000-5030	TELEPHONE	THE CLUB	ADMINISTRATION	PS CELL PHONES	CHECK	1.71
9891535288	01-20-8000-5030	TELEPHONE	GENERAL	MAINTENANCE	PARKS DEPT CELL PHONES	CHECK	784.24
9891535288	02-10-8000-5030	TELEPHONE	RECREATION	ADMINISTRATION	REC DEPT CELL PHONES	CHECK	63.74
9892063289	02-10-8000-5030	TELEPHONE	RECREATION	ADMINISTRATION	MACHINE TO MACHINE	CHECK	160.16
9893751923	01-10-8000-5030	TELEPHONE	GENERAL	ADMINISTRATION	ADMIN CELL PHONES	CHECK	307.39
9893751923	02-10-8000-5030	TELEPHONE	RECREATION	ADMINISTRATION	REC DEPT CELL PHONES	CHECK	308.26
9893751923	11-10-8000-5030	TELEPHONE	THE CLUB	ADMINISTRATION	PS CELL PHONES	CHECK	1.71
9893751923A	01-10-8900-5000	COMPUTER/PHONE EQUIPMENT	GENERAL	ADMINISTRATION	GOOGLE PIXEL 6 PRO	CHECK	199.99
9893751923A	01-10-8900-5000	COMPUTER/PHONE EQUIPMENT	GENERAL	ADMINISTRATION	GOOGLE PIXEL 6 PRO CASE	CHECK	18.74
9893751924	01-10-8000-5030	TELEPHONE	GENERAL	ADMINISTRATION	ADMIN TABLET-GIS SERVICE	CHECK	20.04
9893751924	01-20-8000-5030	TELEPHONE	GENERAL	MAINTENANCE	MAINT TABLETS	CHECK	57.71
9893751924	02-10-8000-5030	TELEPHONE	RECREATION	ADMINISTRATION	TC TABLETS	CHECK	40.40
9893751924	14-10-8000-5030	TELEPHONE	BPC	ADMINISTRATION	BC TABLETS	CHECK	17.31
9893751925	01-20-8000-5030	TELEPHONE	GENERAL	MAINTENANCE	PARKS DEPT CELL PHONES	CHECK	743.01
9893751925	02-10-8000-5030	TELEPHONE	RECREATION	ADMINISTRATION	REC DEPT CELL PHONES	CHECK	63.74
VERIZON WIRELESS Total							3,286.73
VILLAGE OF HOFFMAN ESTATES							
0528-1121	02-80-8000-5020	WATER	RECREATION	AQUATICS	SEA BATHHOUSE WATER	CHECK	58.73
0530-1121	02-80-8000-5020	WATER	RECREATION	AQUATICS	SEA CONCESS WATER	CHECK	28.52
0531-1121	02-10-7300-5020	ALARM SERVICE	RECREATION	ADMINISTRATION	SEA FIRE ALARM	CHECK	122.50
0531-1121	02-80-8000-5020	WATER	RECREATION	AQUATICS	SEA MECH BLDG WATER	CHECK	63.93
0571-1121	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	VICTORIA PK WATER	CHECK	31.14
0582-1121	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	CANNON CROSS WATER	CHECK	15.54
0583-1121	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	HUNTINGTON PK WATER	CHECK	10.58
0595-1121	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	COMMUNITY PK WATER	CHECK	85.00
0596-1121	11-10-7300-5020	ALARM	THE CLUB	ADMINISTRATION	PS FIRE ALARM	CHECK	122.50
0596-1121	11-10-8000-5020	WATER	THE CLUB	ADMINISTRATION	PS WATER	CHECK	3,703.10
0598-1121	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	FIELD PARK WATER	CHECK	15.54
0600-1121	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	SYCAMORE PK WATER	CHECK	67.46
0613-1121	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	PINE PARK WATER	CHECK	15.54
11071-1121	02-10-7300-5020	ALARM SERVICE	RECREATION	ADMINISTRATION	VOG BARN FIRE ALARM	CHECK	122.50
11071-1121	02-10-8000-5020	WATER	RECREATION	ADMINISTRATION	VOG BARN WATER	CHECK	120.59
112021	14-02-0200-2010	SALES TAX PAYABLE	BPC	LIABILITIES	F&B SALES TAX OCT21 - BPC	CHECK	801.73
1131-1121	02-10-7300-5020	ALARM SERVICE	RECREATION	ADMINISTRATION	WRC ALARM	CHECK	122.50
1131-1121	02-10-7300-5020	ALARM SERVICE	RECREATION	ADMINISTRATION	WRC FIRE ALARM	CHECK	122.50
1131-1121	02-10-8000-5020	WATER	RECREATION	ADMINISTRATION	WRC WATER	CHECK	263.37
1132-1121	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	SOUTH RIDGE WATER	CHECK	10.58
1133-1121	02-10-7300-5020	ALARM SERVICE	RECREATION	ADMINISTRATION	TC FIRE ALARM	CHECK	122.50
1133-1121	02-10-8000-5020	WATER	RECREATION	ADMINISTRATION	TC WATER	CHECK	795.55
1600-1121	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	TROPICANA WATER	CHECK	12.00
2133-1121	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	FABBRINI PARK WATER	CHECK	97.67
2524-1121	14-10-8000-5020	WATER	BPC	ADMINISTRATION	GOLF RESTROOM WATER	CHECK	36.54
3356-1121	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	VOG PARK WATER	CHECK	53.84

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3471-1121	02-10-8000-5020	WATER	RECREATION	ADMINISTRATION	ICE ARENA WATER	CHECK	3,996.87
3624-1021	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	SOUTH RIDGE SPLASH PAD WATER	CHECK	10,606.45
3750-1121	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	CANTERBURY PK WATER	CHECK	21.29
4898-1021	14-10-8000-5020	WATER	BPC	ADMINISTRATION	GOLF RESTROOM WATER	CHECK	23.56
4898-1121	14-10-8000-5020	WATER	BPC	ADMINISTRATION	GOLF RESTROOM WATER	CHECK	23.56
5667-1121	02-10-7300-5020	ALARM SERVICE	RECREATION	ADMINISTRATION	VOG HOUSE FIRE ALARM	CHECK	122.50
5667-1121	02-10-8000-5020	WATER	RECREATION	ADMINISTRATION	VOG HOUSE WATER	CHECK	50.95
5700-1121	14-20-7300-5020	ALARM	BPC	MAINTENANCE	GOLF MAINT ALARM	CHECK	122.50
5700-1121	14-20-8000-5020	WATER	BPC	MAINTENANCE	GLF MNT WATER	CHECK	45.75
5710-1121	14-10-7300-5020	ALARM	BPC	ADMINISTRATION	BPC FIRE ALARM	CHECK	122.50
5710-1121	14-10-8000-5020	WATER	BPC	ADMINISTRATION	BPC WATER	CHECK	484.03
6093-1121	01-20-7300-5020	ALARM	GENERAL	MAINTENANCE	MNT GARAGE FIRE ALARM	CHECK	122.50
6093-1121	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	MNT GARAGE WATER	CHECK	328.30
8080-1121	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	PRINCETON PK WATER	CHECK	35.78
8116-1021	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	CANTERBURY PARK WATER	CHECK	32.77
8116-1121	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	CANTERBURY PARK WATER	CHECK	32.77
8218-1121	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	EISENHOWER PK WATER	CHECK	19.79
8778-1021	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	CHINO PARK WATER	CHECK	18.43
8778-1121	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	CHINO PARK WATER	CHECK	7.08
8818-1121	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	COTTONWOOD PARK WATER	CHECK	19.79
8934-1021	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	CANNON CROSSING WATER	CHECK	62.30
8934-1121	01-20-8000-5020	WATER	GENERAL	MAINTENANCE	CANNON CROSSING WATER	CHECK	50.95
HC00000073	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	PRESCHOOL VISION AND HEARING	CHECK	1,090.00
HC00000073	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	LSC VISION AND HEARING	CHECK	380.00
VILLAGE OF HOFFMAN ESTATES Total							24,842.37
WAGeworks, INC.							
INV3180757	01-10-7100-5000	HEALTH INSURANCE	GENERAL	ADMINISTRATION	WAGeworks MONTHLY FEE - NOVEMBER 2021	CHECK	50.00
WAGeworks, INC. Total							50.00
WALMART COMMUNITY BRC							
11022021	02-55-5000-5000	SENIOR PRGM EXP	RECREATION	SENIOR	CENTERPIECE CANDLES FOR SR HOLIDAY PARTY	CAPONE	47.04
111221	14-45-4000-5050	SPECIAL EVENT EXPENSE	BPC	FOOD & BEVERAGE	SNOWMAN TREE, 1 EACH	CAPONE	74.00
11242021	02-50-5900-5000	SPECIAL EVENT EXP	RECREATION	GENERAL PROGRAMMING	GINGERBREAD HOUSE KITS (12)	CAPONE	215.52
11242021	02-50-5900-5000	SPECIAL EVENT EXP	RECREATION	GENERAL PROGRAMMING	GINGERBREAD HOUSE KITS (8)	CAPONE	215.52
5732134-660459	02-55-4100-5000	TCIA SENIOR CTR MEMBERSHIP EXP	RECREATION	SENIOR	BATTERIES	CAPONE	32.48
5732134-660459	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	VINEGAR	CAPONE	1.56
5732134-660459	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	BAKING SODA	CAPONE	2.88
5732134-660459	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	APPLES	CAPONE	9.15
5732134-660459	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	MILK	CAPONE	25.90
5732134-660459	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	BANANAS	CAPONE	3.05
5732134-660459	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	ORANGES	CAPONE	8.96
5732134-660459	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	DANIMALS	CAPONE	13.98
5732134-660459	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	BLUEBERRIES	CAPONE	5.28
5732134-660459	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	PAPER BOWLS	CAPONE	10.56
5732134-660459	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	RASPBERRIES	CAPONE	9.72

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5732134-660459	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	APPLES	CAPONE	3.77
5732134-660459	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	FRENCH TOAST STICKS	CAPONE	16.44
5732134-660459	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	APPLESAUCE	CAPONE	11.12
5732134-660459	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	SPOONS	CAPONE	7.56
5732134-660459	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	GLOVES	CAPONE	1.38
5732134-660459	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	STRING CHEESE	CAPONE	8.56
5802166-172447	02-60-5000-5000	EARLY CHILDHOOD EXP	RECREATION	EARLY CHILDHOOD	WHITE BREAD	CAPONE	1.77
5802166-172447	02-60-5000-5000	EARLY CHILDHOOD EXP	RECREATION	EARLY CHILDHOOD	TOMATO SOUP	CAPONE	0.98
5802166-172447	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	CRANBERRIES	CAPONE	2.64
5802166-172447	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	VINEGAR	CAPONE	1.56
5802166-172447	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	BAKING SODA	CAPONE	0.72
5802166-172447	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	MASKING TAPE	CAPONE	3.84
5802166-172447	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	LUNCH BAGS	CAPONE	1.96
5802166-172447	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	PUMPKIN SEEDS	CAPONE	2.44
5802166-172447	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	CHOPSTICKS	CAPONE	2.44
5802166-172447	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	DOTS	CAPONE	3.00
5802166-172447	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	MILK	CAPONE	25.90
5802166-172447	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	BANANAS	CAPONE	2.84
5802166-172447	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	ORANGES	CAPONE	13.44
5802166-172447	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	BAGELS	CAPONE	20.88
5802166-172447	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	EGGS	CAPONE	5.40
5802166-172447	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	BLUEBERRIES	CAPONE	5.28
5802166-172447	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	PANCAKES	CAPONE	6.48
5802166-172447	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	DIXIE CUPS	CAPONE	7.88
5802166-172447	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	RASPBERRIES	CAPONE	9.72
5802166-172447	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	APPLES	CAPONE	3.77
5802166-172447	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	CHEESE SLICES	CAPONE	3.97
5802166-172447	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	TORTILLAS	CAPONE	5.74
5802166-172447	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	CHEESE	CAPONE	2.42
5802166-172447	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	FORKS	CAPONE	10.98
5872134-158265	02-60-3900-5000	GRANT EXP	RECREATION	EARLY CHILDHOOD	STAR D15 SPORTS SUPPLIES	CAPONE	27.97
5902143-195060	02-32-7500-5100	FACILITY SUPPLIES	RECREATION	TRIPHAHN CENTER	VOLLEYBALLS FOR TRIPHAHN CENTER	CAPONE	49.96
5902144005011	02-55-4100-5000	TCIA SENIOR CTR MEMBERSHIP EXP	RECREATION	SENIOR	SENIOR COFFEE SUPPLIES	CAPONE	14.12
5902144005011	02-65-5400-5010	STAR DIST 54 EXP	RECREATION	YOUTH PROGRAMS	STAR D54 SUPPLIES, GAMES	CAPONE	45.01
5902144-207952	02-60-5000-5000	EARLY CHILDHOOD EXP	RECREATION	EARLY CHILDHOOD	CREAM CHEESE	CAPONE	3.12
5902144-207952	02-60-5000-5000	EARLY CHILDHOOD EXP	RECREATION	EARLY CHILDHOOD	CHEESE	CAPONE	2.22
5902144-207952	02-60-5000-5000	EARLY CHILDHOOD EXP	RECREATION	EARLY CHILDHOOD	WRAP	CAPONE	3.34
5902144-207952	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	SHIPPING	CAPONE	8.22
5902144-207952	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	NAPKINS	CAPONE	4.92
5902144-207952	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	FOOD COLORING	CAPONE	3.48
5902144-207952	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	FLOUR	CAPONE	3.12
5902144-207952	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	MASKING TAPE	CAPONE	16.02
5902144-207952	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	BORAX	CAPONE	4.47
5902144-207952	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	CINNAMON	CAPONE	11.12
5902144-207952	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	COOKIES	CAPONE	10.00
5902144-207952	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	KOOL AID	CAPONE	10.88

INVOICE REGISTER FOR HOFFMAN ESTATES PARK DISTRICT
 INVOICE DUE DATES 11/10/2021 - 12/14/2021
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

VENDOR NAME							
INVOICE NUMBER	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FUND	DEPARTMENT	INVOICE DESCRIPTION	PAY TYPE	AMT
5902144-207952	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	MILK	CAPONE	17.52
5902144-207952	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	BANANAS	CAPONE	2.62
5902144-207952	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	ORANGES	CAPONE	4.48
5902144-207952	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	DANIMALS	CAPONE	7.42
5902144-207952	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	KETCHUP	CAPONE	6.86
5902144-207952	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	BLUEBERRIES	CAPONE	5.28
5902144-207952	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	CARROTS	CAPONE	1.88
5902144-207952	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	APPLES	CAPONE	3.77
5902144-207952	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	FRENCH TOAST STICKS	CAPONE	8.22
5902144-207952	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	SPOONS	CAPONE	5.72
5902144-207952	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	SALSA	CAPONE	3.96
5902144-207952	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	STRING CHEESE	CAPONE	6.28
5902144-207952	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	LETTUCE	CAPONE	1.48
5902144-207952	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	LEMONS	CAPONE	3.78
5902144-207952	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	BOTTLE BRUSH	CAPONE	5.34
5942159-906553	02-55-4100-5000	TCIA SENIOR CTR MEMBERSHIP EXP	RECREATION	SENIOR	COFFEE	CAPONE	14.96
5942159-906553	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	MODEL MAGIC	CAPONE	15.45
5942159-906553	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	LEMONADE	CAPONE	3.12
5942159-906553	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	WAX PAPER	CAPONE	1.67
5942159-906553	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	RANCH	CAPONE	1.72
5942159-906553	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	BELL PEPPER	CAPONE	9.64
5942159-906553	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	WHIPPED CREAM	CAPONE	5.96
5942159-906553	02-60-5500-5000	CHILD CARE PRGM EXP	RECREATION	EARLY CHILDHOOD	PUMPKIN PIE	CAPONE	7.96
5942159-906553	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	MILK	CAPONE	17.52
5942159-906553	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	CHEERIOS	CAPONE	11.92
5942159-906553	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	BANANAS	CAPONE	2.09
5942159-906553	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	ORANGES	CAPONE	4.48
5942159-906553	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	HUMMUS	CAPONE	7.08
5942159-906553	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	DANIMALS	CAPONE	13.98
5942159-906553	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	BLUEBERRIES	CAPONE	5.28
5942159-906553	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	FRENCH TOAST STICKS	CAPONE	5.48
5942159-906553	02-60-5500-5010	CHILD CARE PRGM MEAL EXP	RECREATION	EARLY CHILDHOOD	UTENSIL TRAY	CAPONE	32.97
WALMART COMMUNITY BRC Total							1,334.34
WAREHOUSE DIRECT							
5091981-0	01-20-7500-5010	CUSTODIAL SUPPLIES	GENERAL	MAINTENANCE	12 PACK AIR NEUTRALIZER REFILLS	CAPONE	116.00
5095710-0	01-10-7500-5000	OFFICE SUPPLIES	GENERAL	ADMINISTRATION	STAPLES	CAPONE	6.61
5095710-0	01-10-7500-5000	OFFICE SUPPLIES	GENERAL	ADMINISTRATION	STAPLERS	CAPONE	35.48
5095710-0	01-10-7500-5000	OFFICE SUPPLIES	GENERAL	ADMINISTRATION	DESK CALENDARS	CAPONE	69.75
5095710-0	01-10-7500-5000	OFFICE SUPPLIES	GENERAL	ADMINISTRATION	SCISSORS	CAPONE	26.34
5095710-0	01-10-7500-5000	OFFICE SUPPLIES	GENERAL	ADMINISTRATION	SCOTCH TAPE - 10 PACK	CAPONE	25.08
5095710-0	01-10-7500-5000	OFFICE SUPPLIES	GENERAL	ADMINISTRATION	WALL CALENDAR - CINDY	CAPONE	18.26
5095710-0	01-10-7500-5000	OFFICE SUPPLIES	GENERAL	ADMINISTRATION	POST IT NOTES	CAPONE	11.06
5095710-0	01-10-7500-5000	OFFICE SUPPLIES	GENERAL	ADMINISTRATION	ASSORTED HIGHLIGHTERS 1 DOZEN	CAPONE	18.24
5095710-0	01-10-7500-5000	OFFICE SUPPLIES	GENERAL	ADMINISTRATION	8 1/2 X 11 PAPER PADS 1 DOZEN - BPC	CAPONE	9.43
5095710-0	01-10-7500-5000	OFFICE SUPPLIES	GENERAL	ADMINISTRATION	POST IT NOTES - KIMBERLY	CAPONE	18.32

INVOICE REGISTER FOR HOFFMAN ESTATES PARK DISTRICT
 INVOICE DUE DATES 11/10/2021 - 12/14/2021
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

VENDOR NAME							
INVOICE NUMBER	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FUND	DEPARTMENT	INVOICE DESCRIPTION	PAY TYPE	AMT
W. 5095710-0	01-10-7500-5000	OFFICE SUPPLIES	GENERAL	ADMINISTRATION	PAGE MARKERS - KIMBERLY	CAPONE	4.95
5095710-0	01-10-7500-5000	OFFICE SUPPLIES	GENERAL	ADMINISTRATION	WALL CALENDAR - KIMBERLY	CAPONE	15.44
5095710-0	01-10-7500-5000	OFFICE SUPPLIES	GENERAL	ADMINISTRATION	ERASABLE WALL CALENDARS - PAT & STEVE	CAPONE	52.50
5095710-0	01-10-7500-5000	OFFICE SUPPLIES	GENERAL	ADMINISTRATION	BULLETIN BOARD - KIMBERLY	CAPONE	41.14
5095710-1	02-60-5200-5000	PRESCHOOL EXP	RECREATION	EARLY CHILDHOOD	REAMS GREEN PAPER - NATALIE	CAPONE	119.90
WAREHOUSE DIRECT Total							588.50
WEISSMANS DESIGNS FOR DANCE							
0005407956	02-50-6100-5010	DANCE COMPANY EXP	RECREATION	GENERAL PROGRAMMING	DISCOUNT	CAPONE	(38.36)
0005407956	02-50-6100-5010	DANCE COMPANY EXP	RECREATION	GENERAL PROGRAMMING	NEW YORK (2)	CAPONE	105.90
0005407956	02-50-6100-5010	DANCE COMPANY EXP	RECREATION	GENERAL PROGRAMMING	GRAY COSTUME -MC (1)	CAPONE	52.95
0005407956	02-50-6100-5010	DANCE COMPANY EXP	RECREATION	GENERAL PROGRAMMING	GRAY COSTUME - XLC (1)	CAPONE	57.95
0005407956	02-50-6100-5010	DANCE COMPANY EXP	RECREATION	GENERAL PROGRAMMING	LOSE MY BREATH - LC (2)	CAPONE	115.90
0005407956	02-50-6100-5010	DANCE COMPANY EXP	RECREATION	GENERAL PROGRAMMING	CONSIDER YOURSELF - MA (1)	CAPONE	57.95
0005407956	02-50-6100-5010	DANCE COMPANY EXP	RECREATION	GENERAL PROGRAMMING	LOSE MY BREATH - MA (1)	CAPONE	62.95
0005407956	02-50-6100-5010	DANCE COMPANY EXP	RECREATION	GENERAL PROGRAMMING	A THOUSAND MILES - IC (2)	CAPONE	95.90
0005407956	02-50-6100-5010	DANCE COMPANY EXP	RECREATION	GENERAL PROGRAMMING	A THOUSAND MILES - MC (3)	CAPONE	143.85
0005407956	02-50-6100-5010	DANCE COMPANY EXP	RECREATION	GENERAL PROGRAMMING	TRANSFORMATION DRESS - SA (1)	CAPONE	49.95
0005407956	02-50-6100-5010	DANCE COMPANY EXP	RECREATION	GENERAL PROGRAMMING	TRANSFORMATION DRESS - MA (1)	CAPONE	49.95
0005407956	02-50-6100-5010	DANCE COMPANY EXP	RECREATION	GENERAL PROGRAMMING	BOOM BOOM - GOLD (1)	CAPONE	47.95
0005407956	02-50-6100-5010	DANCE COMPANY EXP	RECREATION	GENERAL PROGRAMMING	BOOM BOOM - RED (1)	CAPONE	52.95
0005407956	02-50-6100-5010	DANCE COMPANY EXP	RECREATION	GENERAL PROGRAMMING	CHERRY WINE - SC (1)	CAPONE	52.95
0005407956	02-50-6100-5010	DANCE COMPANY EXP	RECREATION	GENERAL PROGRAMMING	CHERRY WINE - IC (1)	CAPONE	52.95
0005407956	02-50-6100-5010	DANCE COMPANY EXP	RECREATION	GENERAL PROGRAMMING	CHERRY WINE - MC (3)	CAPONE	158.85
0005407956	02-50-6100-5010	DANCE COMPANY EXP	RECREATION	GENERAL PROGRAMMING	DON'T LET ME DOWN -XSA (1)	CAPONE	59.95
0005407956	02-50-6100-5010	DANCE COMPANY EXP	RECREATION	GENERAL PROGRAMMING	DON'T LET ME DOWN - SA (1)	CAPONE	59.95
WEISSMANS DESIGNS FOR DANCE Total							1,240.44
ZOOM VIDEO CONFERENCING							
INV118580083	01-10-7400-5050	INFORMATION SERVICE AGREEMENTS	GENERAL	ADMINISTRATION	ZOOM CLOUD RECORDING 100GB MONTH NOV-DEC	CAPONE	40.00
ZOOM VIDEO CONFERENCING Total							40.00
Grand Total							811,209.43

PERIOD ENDING 11/30/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/2021	YTD BALANCE 11/30/2021	% BDGT USED	2021 AMENDED BUDGET	YTD BALANCE 11/30/2020
Fund 01 - GENERAL						
ADMINISTRATION		83,391.01	4,574,456.72	94.71	4,829,814.00	4,132,524.90
TOTAL REVENUES		83,391.01	4,574,456.72	94.71	4,829,814.00	4,132,524.90
ADMINISTRATION		125,520.26	1,483,328.10	78.36	1,892,922.00	1,513,619.43
MAINTENANCE		221,191.95	2,640,824.50	89.92	2,936,892.00	1,881,295.56
CAPITAL PROJECTS		12,871.95	344,059.65	82.91	415,000.00	1,461,048.48
TOTAL EXPENDITURES		359,584.16	4,468,212.25	85.19	5,244,814.00	4,855,963.47
Fund 01 - GENERAL:						
TOTAL REVENUES		83,391.01	4,574,456.72	94.71	4,829,814.00	4,132,524.90
TOTAL EXPENDITURES		359,584.16	4,468,212.25	85.19	5,244,814.00	4,855,963.47
NET OF REVENUES & EXPENDITURES		(276,193.15)	106,244.47	25.60	(415,000.00)	(723,438.57)

PERIOD ENDING 11/30/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/2021	YTD BALANCE 11/30/2021	% BDGT USED	2021 AMENDED BUDGET	YTD BALANCE 11/30/2020
Fund 02 - RECREATION						
YOUTH PROGRAMS		87,142.50	672,569.69	150.96	445,537.00	401,513.87
ADMINISTRATION		38,617.62	1,918,573.12	92.70	2,069,663.00	1,468,582.78
C&M		7,164.49	108,527.95	67.83	160,000.00	142,081.90
TRIPHAHN CENTER		18,855.92	151,545.61	100.12	151,366.00	126,688.93
WILLOW REC CENTER		15,884.17	112,655.88	108.51	103,821.00	92,181.27
GENERAL PROGRAMMING		23,418.95	208,540.74	115.17	181,067.00	153,509.92
SENIOR		901.72	14,403.27	80.45	17,904.00	18,593.06
EARLY CHILDHOOD		62,993.30	760,489.33	169.81	447,849.00	492,227.65
ADULT ATHLETICS		650.00	11,150.00	40.49	27,535.00	12,390.68
YOUTH ATHLETICS		7,273.10	220,722.65	270.20	81,688.00	100,775.82
AQUATICS		1,600.00	297,463.30	119.61	248,700.00	0.00
ICE		130,861.32	1,056,878.18	121.40	870,572.00	783,239.90
TOTAL REVENUES		395,363.09	5,533,519.72	115.14	4,805,702.00	3,791,785.78
YOUTH PROGRAMS		48,841.34	432,479.19	140.31	308,221.00	261,430.18
ADMINISTRATION		188,929.87	1,949,581.37	90.30	2,159,085.00	2,014,749.42
C&M		27,446.08	252,970.65	75.34	335,769.00	276,062.02
MAINTENANCE		38,083.75	397,610.95	79.70	498,911.00	388,277.72
TRIPHAHN CENTER		10,029.27	72,377.04	84.16	86,003.00	63,186.44
WILLOW REC CENTER		6,808.54	68,778.14	86.28	79,719.00	53,274.53
GENERAL PROGRAMMING		24,145.43	133,339.11	100.77	132,314.00	107,540.01
SENIOR		1,743.47	17,997.25	154.89	11,619.00	8,904.90
EARLY CHILDHOOD		35,135.42	393,450.00	109.11	360,596.00	278,940.94
ADULT ATHLETICS		190.68	5,679.43	29.81	19,050.00	8,055.17
YOUTH ATHLETICS		10,594.68	112,835.77	250.11	45,114.00	52,943.09
AQUATICS		7,263.18	423,732.51	89.30	474,520.00	45,303.67
ICE		44,449.44	394,991.83	134.00	294,781.00	224,768.63
CAPITAL PROJECTS		0.00	0.00	0.00	0.00	11,730.00
TOTAL EXPENDITURES		443,661.15	4,655,823.24	96.88	4,805,702.00	3,795,166.72
Fund 02 - RECREATION:						
TOTAL REVENUES		395,363.09	5,533,519.72	115.14	4,805,702.00	3,791,785.78
TOTAL EXPENDITURES		443,661.15	4,655,823.24	96.88	4,805,702.00	3,795,166.72
NET OF REVENUES & EXPENDITURES		(48,298.06)	877,696.48	100.00	0.00	(3,380.94)

PERIOD ENDING 11/30/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/2021	YTD BALANCE 11/30/2021	% BDGT USED	2021 AMENDED BUDGET	YTD BALANCE 11/30/2020
Fund 07 - IMRF						
ADMINISTRATION		846.57	98,936.05	67.50	146,565.00	390,940.02
TOTAL REVENUES		846.57	98,936.05	67.50	146,565.00	390,940.02
ADMINISTRATION		28,881.00	317,691.00	91.67	346,565.00	338,206.00
TOTAL EXPENDITURES		28,881.00	317,691.00	91.67	346,565.00	338,206.00
Fund 07 - IMRF:						
TOTAL REVENUES		846.57	98,936.05	67.50	146,565.00	390,940.02
TOTAL EXPENDITURES		28,881.00	317,691.00	91.67	346,565.00	338,206.00
NET OF REVENUES & EXPENDITURES		(28,034.43)	(218,754.95)	109.38	(200,000.00)	52,734.02

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REVENUE AND EXPENDITURE REPORT FOR HOFFMAN ESTATES PARK DISTRICT

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PERIOD ENDING 11/30/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/2021	YTD BALANCE 11/30/2021	% BDGT USED	2021 AMENDED BUDGET	YTD BALANCE 11/30/2020
Fund 08 - DEBT SERVICE						
	BOND PROCEEDS	1,799,086.00	1,799,086.00	101.70	1,769,086.00	21,922,969.95
	ADMINISTRATION	90,809.29	3,995,921.59	89.40	4,469,808.00	3,198,021.03
	TOTAL REVENUES	1,889,895.29	5,795,007.59	92.89	6,238,894.00	25,120,990.98
	BOND PAYMENTS	0.00	1,416,610.00	18.21	7,780,894.00	5,557,801.54
	ADMINISTRATION	30,000.00	30,000.00	50.00	60,000.00	203,945.00
	TOTAL EXPENDITURES	30,000.00	1,446,610.00	18.45	7,840,894.00	5,761,746.54
Fund 08 - DEBT SERVICE:						
	TOTAL REVENUES	1,889,895.29	5,795,007.59	92.89	6,238,894.00	25,120,990.98
	TOTAL EXPENDITURES	30,000.00	1,446,610.00	18.45	7,840,894.00	5,761,746.54
	NET OF REVENUES & EXPENDITURES	1,859,895.29	4,348,397.59	271.44	(1,602,000.00)	19,359,244.44

PERIOD ENDING 11/30/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/2021	YTD BALANCE 11/30/2021	% BDGT USED	2021 AMENDED BUDGET	YTD BALANCE 11/30/2020
Fund 09 - SPECIAL RECREATION						
ADMINISTRATION		4,910.10	573,829.09	91.01	630,500.00	566,961.77
TOTAL REVENUES		4,910.10	573,829.09	91.01	630,500.00	566,961.77
ADMINISTRATION		7,155.00	390,109.66	98.14	397,500.00	386,172.90
CAPITAL PROJECTS		2,000.00	185,594.32	123.73	150,000.00	165,378.99
TOTAL EXPENDITURES		9,155.00	575,703.98	105.15	547,500.00	551,551.89
Fund 09 - SPECIAL RECREATION:						
TOTAL REVENUES		4,910.10	573,829.09	91.01	630,500.00	566,961.77
TOTAL EXPENDITURES		9,155.00	575,703.98	105.15	547,500.00	551,551.89
NET OF REVENUES & EXPENDITURES		(4,244.90)	(1,874.89)	2.26	83,000.00	15,409.88

PERIOD ENDING 11/30/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/2021	YTD BALANCE 11/30/2021	% BDGT USED	2021 AMENDED BUDGET	YTD BALANCE 11/30/2020
Fund 10 - FICA						
ADMINISTRATION		846.57	98,936.05	65.04	152,120.00	586,499.77
TOTAL REVENUES		846.57	98,936.05	65.04	152,120.00	586,499.77
ADMINISTRATION		39,593.00	435,523.00	91.67	475,120.00	541,431.00
TOTAL EXPENDITURES		39,593.00	435,523.00	91.67	475,120.00	541,431.00
Fund 10 - FICA:						
TOTAL REVENUES		846.57	98,936.05	65.04	152,120.00	586,499.77
TOTAL EXPENDITURES		39,593.00	435,523.00	91.67	475,120.00	541,431.00
NET OF REVENUES & EXPENDITURES		(38,746.43)	(336,586.95)	104.21	(323,000.00)	45,068.77

PERIOD ENDING 11/30/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/2021	YTD BALANCE 11/30/2021	% BDGT USED	2021 AMENDED BUDGET	YTD BALANCE 11/30/2020
Fund 11 - THE CLUB						
	ADMINISTRATION	22,848.21	230,759.95	91.99	250,848.00	251,325.34
	FITNESS	118,684.05	1,166,467.41	99.96	1,166,950.00	797,370.04
	GENERAL PROGRAMMING	4,389.00	54,051.00	99.12	54,530.00	38,344.93
	AQUATICS	8,202.96	59,896.38	70.47	85,000.00	30,254.02
	TOTAL REVENUES	154,124.22	1,511,174.74	97.04	1,557,328.00	1,117,294.33
	ADMINISTRATION	70,275.84	795,687.59	84.96	936,538.00	701,953.58
	C&M	303.19	35,538.52	38.89	91,380.00	45,288.88
	MAINTENANCE	17,962.10	199,087.40	89.49	222,458.00	253,318.70
	FITNESS	15,987.94	129,249.02	69.32	186,453.00	152,232.46
	GENERAL PROGRAMMING	5,465.43	33,024.77	93.03	35,499.00	24,145.87
	AQUATICS	4,886.66	37,600.77	44.24	85,000.00	19,770.86
	TOTAL EXPENDITURES	114,881.16	1,230,188.07	78.99	1,557,328.00	1,196,710.35
Fund 11 - THE CLUB:						
	TOTAL REVENUES	154,124.22	1,511,174.74	97.04	1,557,328.00	1,117,294.33
	TOTAL EXPENDITURES	114,881.16	1,230,188.07	78.99	1,557,328.00	1,196,710.35
	NET OF REVENUES & EXPENDITURES	39,243.06	280,986.67	100.00	0.00	(79,416.02)

PERIOD ENDING 11/30/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/2021	YTD BALANCE 11/30/2021	% BDGT USED	2021 AMENDED BUDGET	YTD BALANCE 11/30/2020
Fund 12 - CAPITAL						
ADMINISTRATION		1,055,914.00	1,055,914.00	98.91	1,067,550.00	687,500.00
TOTAL REVENUES		1,055,914.00	1,055,914.00	98.91	1,067,550.00	687,500.00
CAPITAL PROJECTS		115,772.45	1,209,353.70	68.16	1,774,350.00	2,731,242.54
TOTAL EXPENDITURES		115,772.45	1,209,353.70	68.16	1,774,350.00	2,731,242.54
Fund 12 - CAPITAL:						
TOTAL REVENUES		1,055,914.00	1,055,914.00	98.91	1,067,550.00	687,500.00
TOTAL EXPENDITURES		115,772.45	1,209,353.70	68.16	1,774,350.00	2,731,242.54
NET OF REVENUES & EXPENDITURES		940,141.55	(153,439.70)	21.71	(706,800.00)	(2,043,742.54)

PERIOD ENDING 11/30/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 11/30/2021	YTD BALANCE 11/30/2021	% BDGT USED	2021 AMENDED BUDGET	YTD BALANCE 11/30/2020
Fund 14 - BPC						
ADMINISTRATION		9,485.45	120,311.70	87.57	137,395.00	123,215.43
GOLF OPERATIONS		38,127.68	1,584,844.06	115.53	1,371,753.00	1,330,969.06
FOOD & BEVERAGE		18,856.20	603,027.59	129.55	465,485.00	219,104.45
TOTAL REVENUES		66,469.33	2,308,183.35	116.89	1,974,633.00	1,673,288.94
ADMINISTRATION		17,834.96	273,906.38	69.00	396,982.00	292,450.18
MAINTENANCE		39,810.68	540,168.98	97.57	553,650.00	461,709.99
GOLF OPERATIONS		25,651.68	342,985.58	93.81	365,601.00	237,125.88
FOOD & BEVERAGE		29,629.00	511,262.87	100.19	510,294.00	315,195.96
CAPITAL PROJECTS		0.00	87,051.73	58.78	148,106.00	63,345.37
TOTAL EXPENDITURES		112,926.32	1,755,375.54	88.90	1,974,633.00	1,369,827.38
Fund 14 - BPC:						
TOTAL REVENUES		66,469.33	2,308,183.35	116.89	1,974,633.00	1,673,288.94
TOTAL EXPENDITURES		112,926.32	1,755,375.54	88.90	1,974,633.00	1,369,827.38
NET OF REVENUES & EXPENDITURES		(46,456.99)	552,807.81	100.00	0.00	303,461.56
TOTAL REVENUES - ALL FUNDS		3,651,760.18	21,549,957.31	100.69	21,403,106.00	38,067,786.49
TOTAL EXPENDITURES - ALL FUNDS		1,254,454.24	16,094,480.78	65.51	24,566,906.00	21,141,845.89
NET OF REVENUES & EXPENDITURES		2,397,305.94	5,455,476.53	172.43	(3,163,800.00)	16,925,940.60



DISTRICT WIDE OPERATIONS STATEMENT
EXCLUDING CAPITAL AND DEBT
THROUGH NOVEMBER 30

	2018 YTD Actual	2019 YTD Actual	2020 YTD Actual	2021 YTD Actual	2021 Annual Budget	Percentage Complete
Revenue						
TAXES AND INTEREST	6,012,223	6,222,838	6,293,746	6,335,583	6,865,049	92.3%
GRANTS & DONATIONS	88,829	103,900	284,145	481,591	284,500	169.3%
ADVERTISING REVENUE	86,587	80,669	59,850	44,919	72,200	62.2%
ADMISSIONS	626,483	629,930	731,800	893,064	807,986	110.5%
EQUIPMENT RENTAL	359,937	343,708	354,549	449,292	360,690	124.6%
FACILITY RENTAL	1,258,275	1,101,511	701,627	843,258	824,653	102.3%
LEAGUES	544,455	540,580	208,187	457,401	266,467	171.7%
MEMBERSHIPS	2,064,369	1,881,590	834,795	1,270,505	1,266,700	100.3%
PROGRAMS & INSTRUCTION	3,030,581	3,093,495	1,248,783	2,033,005	1,608,672	126.4%
SALES	903,178	910,651	283,687	679,664	524,485	129.6%
SERVICE FEES	361,654	355,868	241,417	326,215	266,465	122.4%
SPECIAL EVENTS	16,964	19,149	17,298	10,456	12,750	82.0%
OTHER SOURCES	62,088	61,941	41,070	42,165	28,500	147.9%
Total Revenue	15,415,625	15,345,830	11,300,954	13,867,117	13,189,117	105.1%
Expense						
SALARIES & WAGES	6,752,799	6,610,110	5,042,359	6,092,297	6,510,834	93.6%
EMPLOYMENT TAXES, PENSION & INSURANCE	1,493,752	1,413,884	1,328,721	1,532,783	1,815,826	84.4%
PROFESSIONAL TRAINING	92,881	96,357	65,751	69,503	104,724	66.4%
COMMODITIES	572,645	545,528	396,428	556,146	662,989	83.9%
COST OF GOODS SOLD	293,177	295,608	137,751	242,619	172,603	140.6%
DIRECT EXPENSES	929,238	930,610	400,693	544,473	546,997	99.5%
ADVERTISING	193,309	171,303	119,826	98,477	225,601	43.7%
CONTRACTUAL SERVICES	667,773	557,196	524,323	529,886	596,494	88.8%
PROFESSIONAL SERVICES	64,355	57,574	40,790	47,108	47,916	98.3%
GRANTS & DONATIONS	-	-	-	43,465	-	0.0%
MAINTENANCE & REPAIRS	306,737	350,623	299,000	380,953	460,636	82.7%
UTILITIES	1,058,955	1,038,495	848,440	1,068,765	1,143,498	93.5%
INSURANCE	109,711	107,003	53,163	69,054	162,168	42.6%
OTHER EXPENSES	36,988	37,597	44,265	26,863	30,725	87.4%
Total Expense	12,572,319	12,211,889	9,301,512	11,302,392	12,481,011	90.6%
Net Income (Expense)	2,843,306	3,133,941	1,999,442	2,564,724	708,106	362%