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

**AGENDA
COMMITTEE OF THE WHOLE MEETING
TUESDAY, NOVEMBER 8, 2016
7:00 P.M.**

1. ROLL CALL
2. APPROVAL OF AGENDA
3. COMMENTS FROM THE AUDIENCE
4. OLD BUSINESS
5. NEW BUSINESS
 - A. 2017 Budget / M16-129
 - Budget Overview
 - Personnel
 - New Job Descriptions
 - Organization Chart
 - 2017 Salary Ranges
 - Comprehensive Asset Management Plan (CAMP)
 - 2017 Goals & Objectives
 - 2017 Budget
 - Fund 01 (Admin)
 - Fund 01 (Maintenance)
 - Fund 02 (Rec & Facilities)
 - Fund 11 (PSSWC)
 - Fund 14 (BPC)
 - Fund 12 (Capital)
 - Fund 09 (Special Rec)
 - Fund 08 (Debt Service)
 - Fund 07 (IMRF)
 - Fund 10 (FICA)
6. COMMITTEE MEMBER COMMENTS

7. 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 THESE PUBLIC MEETINGS PLEASE CONTACT JANE KACZMAREK AT JANE.KACZMAREK@HEPARKS.ORG OR (847) 885-8500 WITH AT LEAST 48 HOURS' NOTICE.



MEMORANDUM NO. M16-129

TO: Committee of the Whole
FROM: Dean Bostrom, Executive Director
Craig Talsma, Deputy Director/Director A&F
Mike Kies, Director Recreation & Facilities
John Giacalone, Director Park Services/Dev & Risk Mgmt
Gary Buczkowski, Director of Planning & Development
Brian Bechtold, Director of Golf Operations
SUBJECT: 2017 Budget
DATE: November 3, 2016

Introduction/Budget Review Process

Staff is pleased to present its recommendations for the Hoffman Estates Park District 2017 Budget. The process by which the Budget is being presented has been modified this year to allow for all committee members and board members the opportunity to review the budget in its entirety in one meeting.

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

The review process will be a process of developing a consensus on each area presented within the budget. In order to facilitate this process, staff will initially highlight the budget overview and the different factors upon which the budget was formulated. Additionally, the attached support documentation (new job descriptions included in the budget, organizational chart, 2017 salary ranges, and Comprehensive Asset Management Plan (CAMP)) will be reviewed and discussed as required.

The 2017 budget represents the financial means to ensure the overall achievement of the staff objectives and the district's goals. The objectives highlight specific items in areas that will be different or specialized for 2017 rather than regular ongoing operations. The goals and objectives will be presented at the time the fund is being presented which ties back to the goals and objectives. When an informal consensus cannot be reached on a particular item brought up for discussion, a voice vote of all committee and board members present will be taken to determine through consensus whether the item should be added, deleted or amended as part of the budget.

The goal of the budget presentation is to develop consensus on each fund in order to present a preliminary budget for the board as the Committee of the Whole to approve.

Following the preliminary approval of the 2017 budget, the preliminary budget will be available for public review through December 20th. A Special Board meeting will be held on November 15th to approve the preliminary Budget & Appropriation Ordinance. A December 6th public meeting will be scheduled to allow any additional input on the budget or the preliminary tax levy estimate. Since the overall projected levy has less than a 5% increase over last year's extended levy, it does not require a Truth in Taxation Hearing. The board is scheduled to approve the 2017 budget, the Budget & Appropriation Ordinance and the Tax Levy at the board meeting on December 20, 2016 to allow time to file the documents with Cook County by the required deadlines.

2017 Budget Overview

The proposed 2017 budget documents are presented showing the 2016 actual budget, the nine-month operating actuals for January through September of 2016, the 2016 operating projections (the amount staff believes the year-end numbers will finish at), and the recommended 2017 budget.

The 2017 budget was formulated based on a number of different factors. These influencing factors are as follows:

1. *Comprehensive Master Plan (CMP)*

The district's mission, values and long-range goals were formulated through the development of the Comprehensive Master Plan (CMP). Staff focused on the mission, values, long-range goals and initiatives of the CMP to serve as the foundation upon which the 2017 budget is built. The CMP utilizes a balanced scorecard approach whereby each objective has a specific measure to determine and track the degree of success in which the objective is accomplished. All expenditures and revenues should be consistent with and support the district's current CMP.

2. *Comprehensive Asset Management Plan (CAMP)*

The 2014-2019 CMP included a 5 year Capital Improvement Replacement Plan (CIRP) that identified existing capital assets of the district that had a projected replacement/repair schedule within a 5 year period (thru 2019). In order to project out our CIRP beyond 5 years, staff completed a comprehensive inventory and evaluation of all district assets and created a repair/replacement schedule extending to the expected life of the asset. The attached, updated CAMP represents an inventory and valuation of all district assets with a minimum value of \$10,000. Other items that are considered major assets even with a value of less than \$10,000 are also identified in the CAMP and are identified as Operational Capital items. The following are the major categories within the district's CAMP:

- Vehicles and maintenance equipment (excluding BPC)
- HVAC systems (all facilities)
- Facilities and mechanical operating equipment (excluding Ice)

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

Each identified project was assigned an estimated replacement/repair year which was determined based on a number of different variables, including current condition, manufactured life expectancy, and staff's assessment based on environmental impacts. Within the CAMP, only projects scheduled in 2017 are included in the 2017 budget for approval.

Financing Plan for CAMP

As part of the CAMP process, it has been recognized that we have numerous capital items to be funded in future years. The long range financial plan for the CAMP is reliant upon three different sources of revenue. First, bond proceeds of approx. \$750,000 annually from the district's long-range debt service plan; the second source is the repayment of the original infrastructure costs from our three largest revenue centers financed that utilized bond issues (PSSWC construction, Rec-Ice renovation, and BPC renovation). Included in the 2017 budget is \$800,000 from Rec/Ice, \$575,000 from PSSWC and \$125,000 from BPC. These amounts are transferred to the debt service fund to help make the bond payments. The third component is operational funds that are specifically earmarked to fund operational capital projects. These include items with an estimated cost of at least \$5,000 that until only a few years ago were funded through the Capital Fund. The 2017 budget includes \$258,600 of capital items funded through operations.

Finally, fund balance reserves are only planned to be utilized as a means to fund major priority capital projects when the project is (1) identified within the CMP/CAMP; (2) the amount of the project is beyond the means of the capital fund; (3) drawing down any fund balance reserves is in line with the district's Fund Balance Reserve Policy. The TC renovation project included in the 2017 budget fulfills these criteria and is scheduled to be funded from the Recreation Fund reserves.

3. Objectives

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

Staff objectives are presented by each of the divisions. Objectives represent larger projects or operational plans and larger scope work. The day-to-day

normal operational functions are not included as objectives. The objectives will be presented with the appropriate sections of the budget to the committees to which they pertain. Objectives represent major projects and changes to operations that are planned for the upcoming year. The budget supports these objectives and all of the day-to-day operations that our district plans to accomplish in 2017.

4. Accounting Basis

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

5. Zero Based Budget

In formulating the 2017 budget, no 2016 budget amount was assumed to be the same or even necessary, and was therefore not automatically included in the 2017 budget. Each 2017 budget line item includes staff's best attempt to project the actual expenses and revenues required to achieve the district's goals and 2017 actions. All revenues and expenditures in the 2017 budget have been reviewed by all appropriate levels of staff.

6. Charge Backs

The 2017 budget utilizes the district's inter-fund charge back system for maintenance, administration and communication and marketing expenses. The inter-fund charges for administration and maintenance are presented as revenues within the general fund and expenses in the related funds. The C&M charges are revenues to the recreation fund and expenses to the other funds.

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

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

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

7. Personnel

The 2017 proposed budget includes a total of 77 full-time employees, which compares to 74 employees in 2016. Job descriptions for each of these new positions are included as part of the 2017 budget and are attached. A revised organizational structure that reflects the changes noted below is attached for approval as part of the 2017 budget.

General Fund (01) - GIS/Parks Administrator

With the district ready to proceed with the full implementation of the GIS system and with the planned retirement of the Parks Administrator/Turf Supervisor position in April 2017, a new GIS/Parks Administrator position is budgeted to replace the Parks Administrator/Turf Supervisor position which will be eliminated following the planned retirement. The new GIS/Parks Administrator position will save the district approx. \$15,000 in salary. The Turf Supervisor responsibilities will be transferred to the Supervisor of Horticulture position.

There is currently a degreed GIS employee working in a seasonal capacity that staff would like to immediately offer this new position to. Since The Supervisor of Buildings & Aquatics position was eliminated in mid-2016 with the responsibilities incorporated into the Facilities & Construction position there are considerable savings in the 2016 Maintenance budget that will easily cover the additional charges for 2016.

General Fund (01) – Risk Manager/ADA Coordinator

The position of Risk Manager for the district has been part of the Director of Parks and Risk Management. With the scheduled retirement of this individual in May of next year these responsibilities will be moved to the current Human Resources Manager. Additionally, our current ADA Compliance Officer (for ADA legalities and customer inquiries) is our Director of Parks and Planning. This individual will also be retiring in the next few years. It was decided that both the risk management and ADA functions fit well with our current HR Manager's qualifications.

The updated position is proposed as the Superintendent of HR and Risk Management (and will also serve as our ADA Compliance Officer). Due to these considerable additional responsibilities, the current HR Manager's salary is being proposed to increase by \$8,000 (which includes any 2016 merit based increase). In order to cross train with the current Risk Manager, this change will be effective January 1, 2017.

Recreation Fund (02) – Digital Media Coordinator

With Social Media becoming the fastest growing method of communicating to specific demographics within our service market, the district needs a full time position dedicated to digital media that will focus on keeping our message in the forefront of Social Media. The salary for this position will be budgeted in Communications and Marketing and the cost will be shared through the Inter-fund chargeback with the following approximate percentage: 50% by Rec, 25% by PSSWC and 25% by BPC.

Recreation Fund (02) – Childcare Coordinator

With the growing Early Learning Childhood (ELC), Pre-School (PS), Camps, and the before and after school (STAR) programs, the need to enhance efficiencies is greater than ever. Where two part-time positions have previously been utilized to assist the early childhood program managers with shopping, inventory, distribution of supplies and other miscellaneous administrative tasks, the consolidation of responsibilities into a full-time position will enable greater consistency, reliability and cost efficiencies.

BPC Fund (14) – Golf Course Maintenance

With the board's decision not to renew the Billy Casper golf contract for the BPC maintenance, effective 1/1/17, the district will assume full employment for the maintenance personnel required to maintain the golf course. Billy Casper Golf currently has assigned three full-time positions to BPC. These same three positions and the individuals who fill these positions are included in the 2017 budget at the current salary levels that the positions were paid under Billy Casper Golf. These positions include Golf Course Superintendent, Assistant Golf Course Superintendent and Equipment Manager.

The Building Maintenance Supervisor position is not included in the 2017 budget as a full-time position due to the seasonal nature of both the golf and food & beverage operations. The responsibilities of the position will be replaced with part-time employees.

Compensation

The potential hourly minimum wage increase that both Cook County and the State of Illinois are considering will have an impact on the park district's ability to retain quality personnel, even if the park district is exempt from the minimum wage increases. In 2016, the district experienced increasing difficulty hiring and retaining full-time employees with a salary less than \$32,000 annually. Therefore, the budget (and salary range) reflects an increase to increase the minimum wage of all support staff to \$34,000. Currently the individuals in this category that were below this have been moved to \$35,000. These wage adjustments will include their merit increase for 2016. These adjustments will be effective January 1, 2017.

In addition to the proposed hourly minimum wage increase, the federal government passed the Fair Labor Standards Act salary threshold for exempt employees. This new federal law is effective December 1, 2016 and affects all

employees who earn less than \$47,476. The prior threshold was \$23,660. Therefore, effective December 1, 2016, all employees who earn less than \$47,476 are automatically classified as non-exempt hourly employees eligible for overtime wages (1-1/2 times regular hourly wage) for each hour worked in excess of 40 hours in a given week.

Due to the nature of our business which operates seven days a week, 365 days a year, and requires increased hours from certain employees during our peak operating seasons, it is neither operationally efficient nor cost effective to attempt to limit staff to 40 hours each week to avoid paying overtime for positions that were previously classified as exempt employees. Additionally, the majority of comparable sized park districts are committed to increasing the salaries of their exempt employees to the \$47,476 minimum for exempt status. Therefore if we did not follow suit, our district would no longer remain competitive in retaining quality employees.

The total number of exempt positions currently working for the district earning less than the new minimum level is ten. The average wage below this level for these individuals is \$4,275. The potential overtime pay that might need to be paid out would probably exceed this amount. Due to the change in law and in order to remain competitive, staff has proposed increasing the salaries of these ten individuals to the minimum level of \$47,500. Additionally one individual currently at that level with numerous years of experience would be increased by a similar amount to ensure internal equity. All of these new salaries would take effect December 1, 2016 and are included in the 2017 budget. All of the proposed wage adjustments include any 2016 merit increase.

8. Tax Levy

Attached is a levy worksheet that illustrates last year's tax levy and next year's anticipated levy of \$8,630,000. This is a .91% increase over last year's extended levy of \$8,552,045.

The district's levy is comprised into the major funds and collects taxes for General, Recreation, IMRF and FICA in our capped funds. We also collect the legal maximum for Debt Service and Special Recreation for purposes of the tax extension law. Debt Service now increases by CPI (.007% for next year's budget) and Special Recreation is a direct percentage of our Equalized Assessed Evaluation (EAV) (which is anticipated to increase by at least ten percent next year).

As in prior years the district will intentionally levy greater than the expected tax allocation to ensure collection of the taxes we are entitled to and that we budget. The budgeted amount of property taxes reflects those amounts we believe we will collect after being adjusted for TIF payments and refunds.

Budget Variances

The following items are highlights of any significant dollar changes in the operational items that may not be directly tied to a 2017 objective. These are areas that might reflect questions due to a significant change either from the 2016 budget or actual numbers.

General Fund (01)

Administration

- Inter-fund charges – Reduction due to removal of \$100,000 transfer to Special Recreation Fund for 2017.
- Unemployment insurance – Increase due to potential unemployment obligation for BPC maintenance personnel.
- Contracted services – Savings were realized in the IT support area, though budgeted again for 2017.
- Service rental agreements – Additional required IT licensing due to overall number of staff utilizing district's computers and software.

Maintenance

- Payroll – Significant savings in maintenance payroll due to full time positions that were not filled. Next year, increased due to full time minimum salaries raised to \$35,000 and seasonal starting wages raised to \$15.75/hour.

Recreation Fund (02)

Administration

- Inter-fund charges - Increase due to additional costs associated with hiring of ELC Coordinator and Social Media Coordinator as full time positions.
- Payroll - Increase due to addition of Early Learning Childhood Coordinator.
- Facility maintenance and repair – 2016 increase due to numerous HVAC related repairs.
- C&M payroll - Increase due to addition of Social Media Coordinator.

Triphahn Center

- Rentals – Increase due to additional rentals after completion of north side renovation.

Willow Rec Center

- Rentals – Decrease due to loss of Vogelei barn as rental opportunity due to relocation of gymnastics to allow for off-ice training facility.

General Programming

- General programs – Decrease due to listing of archery programs as separate department.
- Day camps – Increase due to additional weeks of summer camp programs.

Senior

- Memberships – Increase due to new senior membership rate of \$8 per month due to north side renovation.

Early Childhood

- Day camps – Increase due to additional week of summer camps.
- Preschool – Increase due to additional program at WRC.
- ELC – Increase due to additional ELC room from north side renovation.

Adult Athletics

- Football leagues – 2016 decrease due to loss of league; has been re-budgeted for 2017.

Youth Athletics

- Soccer – Increase due to new reporting requirements for HUSC.
- General programs – Increase due to addition of part-time Athletic Coordinator.

Aquatics

- Memberships – 2 year average and 2017 includes \$3 per member price increase.
- Daily fees – 2 year average to reflect budgeted sales.
- Payroll – Increase due to increase in part-time starting wages for Seascape staff.

Ice

- Rentals/lessons/camps – 2017 now includes full year; 2016 summer programs lost due to ice maintenance renovation.
- Adult leagues – Increase due to temporary closure of Rolling Meadows ice rink, however, some additional adult leagues will still be available in 2017.
- Youth leagues – Addition due to added fee for off-ice training.
- Lessons/payroll – 2017 budgeted for full year; 2016 closed due to ice maintenance renovation.
- Equipment – Purchase of ice edger and scrubber included in 2017 budget.

PSSWC Fund (11)

Administration

- Inter-fund charges – Increase for share of Social Media Coordinator.
- Payroll – Decrease due to reduction in certain part-time hours.

Maintenance

- Facility maintenance & repair – Increase due to additional HVAC repairs.

Fitness

- Memberships – Decrease due to reduction in membership sales.
- Guest services – 2016 loss of revenue due to lower massage revenues; re-budgeted for 2017.
- General programs – Decrease due to reduction in part-time group exercise classes during summer months.
- Payroll – Decrease due to limitation of part-time sales hours and restructuring of full time sales staff to cover.

Aquatics

- Lessons – 2016 decrease due to summer pool closure; re-budgeted for 2017 including fee increase for private lessons.
- Equipment maintenance & repair – 2016 increase tied to equipment failures during pool renovation.

BPC (14)

Administration

- Inter-fund charge – Increase due to additional IMRF and FICA transfers in due to additional maintenance staff.
- Grant reimbursement – One time grant in 2016 for underground fuel clean-up from prior year.
- Concessions – Decrease due to loss of beverage sponsor (Pepsi).
- Inter-fund charge – Increase due to employee benefits for full-time maintenance staff and share of Social Media Coordinator.
- Payroll – Decrease due to elimination of full time Building Custodial/Attendant.

Maintenance

- Management – Decrease due to elimination of Billy Casper Golf.
- Payroll – Increase due to the addition of maintenance staff as district employees due to the elimination of Billy Casper Golf.

Golf Operations

- Guest services – Increase due to hole-in-one promotion.
- Payroll – Increase due to minimum salary adjustments.

Food & Beverage

- Rentals – Decrease due to reduction in room rental charge as competition now provides rentals free with events.
- Payroll – Increase due to minimum salary adjustments.
- Equipment – Increase due to heating holding cart and event area chairs.

Overview of Capital Projects

The Comprehensive Asset Management Plan (CAMP) projects scheduled under 2017 are included within the 2017 budget and are classified under one of three funding sources: Capital Fund (C) – Operating Fund (O) – Special Rec Fund for Accessible Projects (A).

The projects identified under Capital Fund (C) are included within the Capital Fund (12) budget. Projects identified under Operating Fund (O) are included within the budget in either the General Fund (01), Recreation Fund (02), PSSWC Fund (11), or BPC (14). The Special Rec accessible projects (A) are included within the Special Rec Fund (09).

All 2017 capital projects are identified as objectives for each division.

The only capital project included in the 2017 budget that is not a replacement or renovation of an existing asset is the Chino Park community gardens for \$5,000 in Fund (02). Within the CMP, Chino Park community gardens and/or dog park were identified as potential future park uses. On October 18, 2016 staff was made aware of a potential grant opportunity through the National Association of Realtors Placemaking Grant.

Together with the Village of Hoffman Estates, the grant was submitted for a maximum allowable amount of \$3,000. While a public meeting will be held prior

to proceeding with the planned community gardens, the park district has already discussed with the Village that depending on public feedback, the park board may or may not decide to proceed with the project and/or accept the grant if it is awarded.

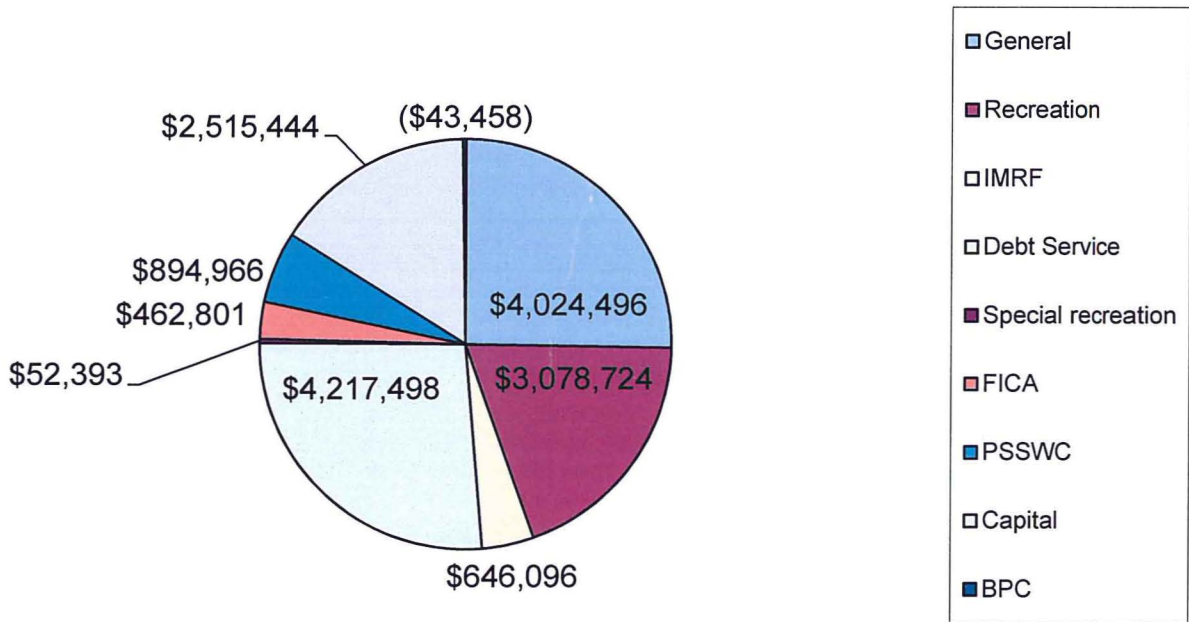
Overview of District Fund Balances and Operations

Attached are graphs that illustrate the projected operations and beginning and ending fund balances for 2016 and 2017 based on the 2017 budget as presented.

**Hoffman Estates Park District
2017 Proposed Budget
2016 Fund Balance Summary**

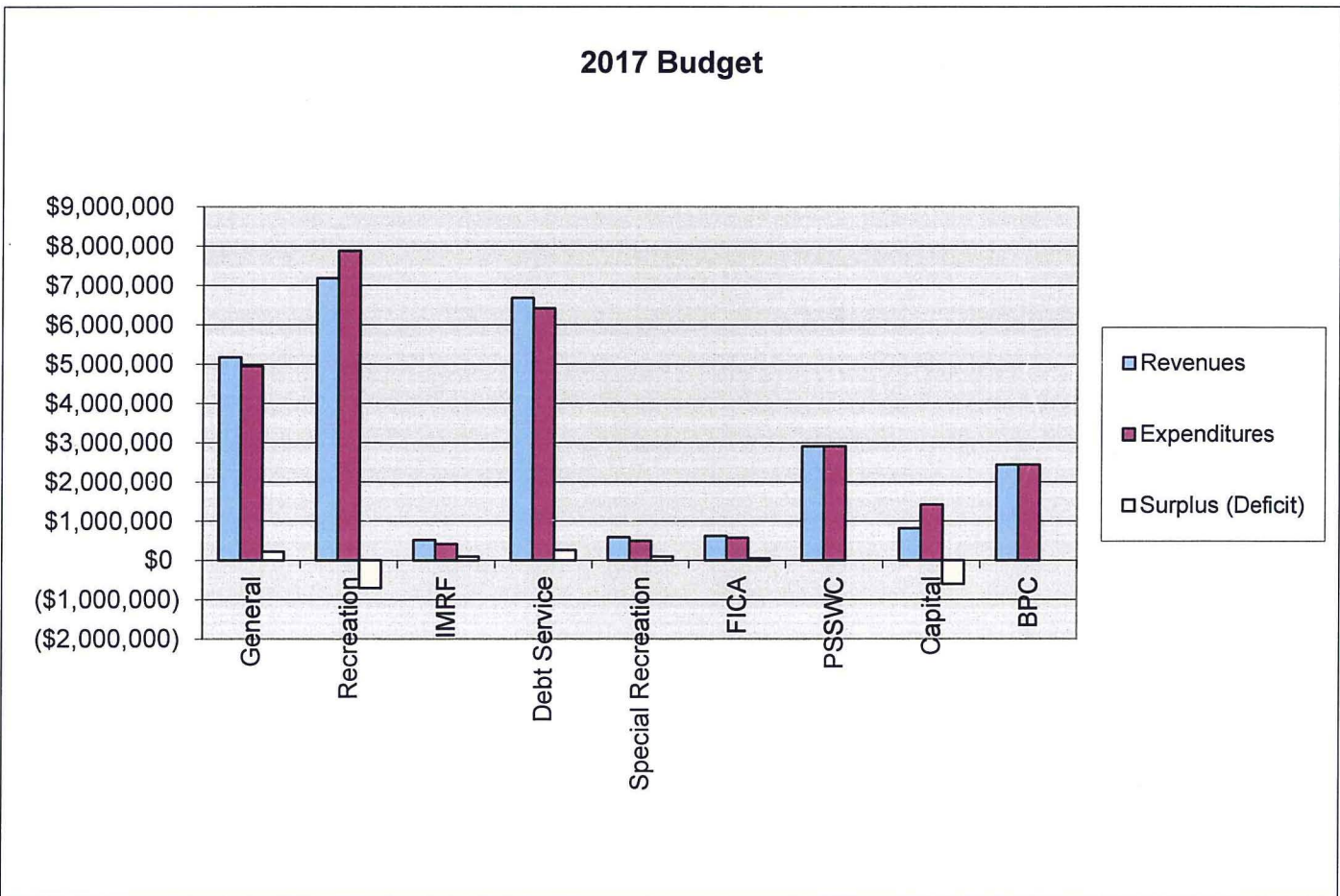
<u>Fund</u>	<u>Beginning 2016 Fund Balance</u>	<u>Projected 2016 Net Income (Loss)</u>	<u>Projected 2016 Ending Fund Balance</u>
General	\$3,624,496	\$400,000	\$4,024,496
Recreation	\$2,828,724	\$250,000	\$3,078,724
IMRF	\$492,096	\$154,000	\$646,096
Debt Service	\$4,072,498	\$145,000	\$4,217,498
Special recreation	\$152,393	(\$100,000)	\$52,393
FICA	\$387,801	\$75,000	\$462,801
PSSWC	\$969,966	(\$75,000)	\$894,966
Capital	\$2,895,444	(\$380,000)	\$2,515,444
BPC	<u>\$29,042</u>	<u>(\$72,500)</u>	<u>(\$43,458)</u>
Total	\$15,452,460	\$396,500	\$15,848,960

2016 Fund Balance



**Hoffman Estates Park District
2017 Proposed Budget
2017 P & L Summary**

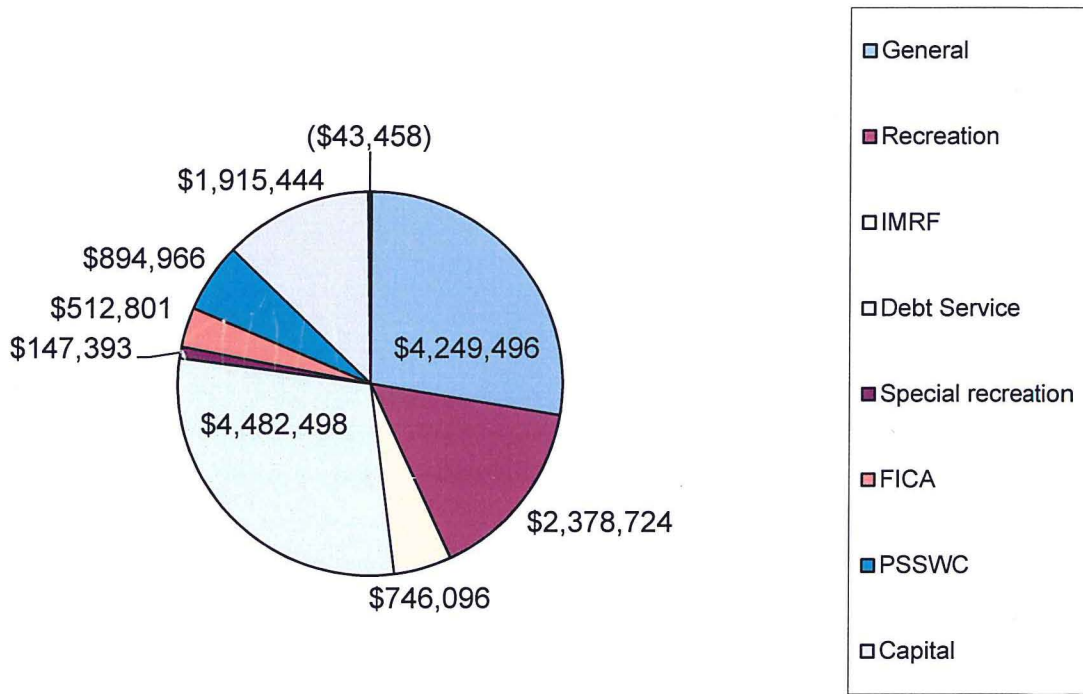
<u>Fund</u>	<u>Budgeted 2017 Revenues</u>	<u>Budgeted 2017 Expenditures</u>	<u>Budgeted 2017 Surplus (Deficit)</u>
General	\$5,166,360	\$4,941,360	\$225,000
Recreation	\$7,173,938	\$7,873,938	(\$700,000)
IMRF	\$520,501	\$420,501	\$100,000
Debt Service	\$6,680,000	\$6,415,000	\$265,000
Special Recreation	\$590,500	\$495,500	\$95,000
FICA	\$621,025	\$571,025	\$50,000
PSSWC	\$2,900,682	\$2,900,682	\$0
Capital	\$818,314	\$1,418,314	(\$600,000)
BPC	\$2,430,360	\$2,430,360	\$0
Total	\$26,901,680	\$27,466,680	(\$565,000)



**Hoffman Estates Park District
2017 Proposed Budget
2017 Fund Balance Summary**

<u>Fund</u>	<u>Projected 2017 Beginning Fund Balance</u>	<u>Projected 2017 Net Surplus (Deficit)</u>	<u>Projected 2017 Ending Fund Balance</u>
General	\$4,024,496	\$225,000	\$4,249,496
Recreation	\$3,078,724	(\$700,000)	\$2,378,724
IMRF	\$646,096	\$100,000	\$746,096
Debt Service	\$4,217,498	\$265,000	\$4,482,498
Special Recreation	\$52,393	\$95,000	\$147,393
FICA	\$462,801	\$50,000	\$512,801
PSSWC	\$894,966	\$0	\$894,966
Capital	\$2,515,444	(\$600,000)	\$1,915,444
BPC	(\$43,458)	\$0	(\$43,458)
Total	\$15,848,960	(\$565,000)	\$15,283,960

2017 Fund Balance



HEPD INTER-FUND CHARGES FISCAL YEAR 2017

<u>Account Number</u>	<u>Description</u>	<u>Amount</u>	<u>02-10 Recreation</u>	<u>11-10 PSSWC</u>	<u>12-10 Capital</u>	<u>14-10 PCCC</u>	<u>Total</u>
<u>Administration Inter-fund Charges</u>							
01-10-70-6000	FT Admin Wages	\$1,147,000	\$315,426	\$28,677	\$ 114,704	\$28,682	
01-10-71-5000	Health Insurance	\$585,000	\$165,493	\$73,125	\$ 2,178	\$69,276	
01-10-73-5050	Inf. Sys. Support	\$23,300	\$6,591	\$2,913	\$ 87	\$2,759	
01-10-74-5050	Inf. Sys. Serv. Agree.	\$55,450	\$15,687	\$6,931	\$ 206	\$6,566	
01-10-75-5000	Office Supplies	\$15,000	\$6,150				
01-10-83-5000	Computer/Phone Equip.	<u>\$46,530</u>	<u>\$13,163</u>	<u>\$5,816</u>	<u>\$ 173</u>	<u>\$5,510</u>	
Total Administration Expense			\$522,510	\$117,462	\$117,348	\$112,794	\$870,114
 <u>Maintenance Inter-fund Charges</u>							
01-20-63-5000	Loss Prevention Exams	\$24,000	\$12,000	\$4,200		\$4,200	
01-20-70-6000	FT Maint Wages	\$1,023,500	\$255,872	\$28,146		\$12,791	
01-20-70-6020	Seasonal Maint Wage	\$326,672	\$130,670	<u>\$8,166</u>		<u>\$4,082</u>	
01-20-70-6040	Overtime Wages	\$35,000	\$8,750				
01-20-84-5020	Athletic Field Supplies	\$30,000	<u>\$22,500</u>				
Total Maintenance Expense			\$429,792	\$40,512		\$21,072	\$491,376
 <u>Comm. & Marketing Inter-fund Charges</u>							
			<u>01-10 Corporate</u>	<u>11-10 PSSWC</u>		<u>14-10 PCCC</u>	
Revenue to Recreation C&M			\$54,000	\$32,400		\$21,600	\$108,000
 <u>Debt Service Inter-fund Charges</u>							
			<u>02-85 Recreation</u>	<u>11-10 PSSWC</u>		<u>14-10 PCCC</u>	
Revenue to Debt Service		\$ 1,500,000	\$ 800,000	\$ 575,000		\$ 125,000	\$1,500,000

HOFFMAN ESTATES PARK DISTRICT LEVY

2015 Levy (collected 2016)

2016 TAX LEVY (collected 2017)

FUND	Max Rate	Levy	Extended Levy	Actual Rate	Levy	Estimated Rate	Percent	Extended Levy	Estimated Rate	Limited Levy at 97.5% collection*	TIF Reimburse
01 General	0.100	\$2,775,000	\$2,768,316	0.227	\$2,850,000	0.2220	32.75%	\$ 2,935,500	0.2280	\$2,762,847	\$198,146
02 Recreation	0.075	\$990,000	\$987,899	0.081	\$1,000,000	0.0792	11.68%	\$ 1,030,000	0.0800	\$969,420	\$69,525
03 Insurance		\$0		0.000	\$0	0.0000	0.00%		0.0000	\$0	
06 Audit	0.005	\$0		0.000	\$0	0.0000	0.00%		0.0000	\$0	
07 IMRF		\$550,000	\$548,290	0.045	\$500,000	0.0440	6.49%	\$ 515,000	0.0400	\$484,710	\$34,762
08 Bond & Interest		\$3,057,900	\$3,210,795	0.263	\$3,080,000	0.2447	36.09%	\$ 3,234,000	0.2464	\$3,153,150	\$214,137
09 Special Recreation	0.040	\$550,000	\$488,455	0.040	\$600,000	0.0440	6.49%	\$ 564,000	0.0480	\$549,900	\$41,715
10 FICA		\$550,000	\$548,290	0.045	\$600,000	0.0440	6.49%	\$ 618,000	0.0480	\$581,652	\$41,715
TOTAL		\$8,472,900	\$8,552,045	0.701	\$8,630,000	0.694	100%	\$8,896,500	0.6904	\$8,501,678	
Less Non Cap Funds		-\$3,607,900	-\$3,699,250	-0.303	-\$3,680,000	-0.295		-\$3,798,000	-0.2944	-\$3,703,050	
Total Cap Funds Levy		\$4,865,000	\$4,852,795	0.398	\$4,950,000	0.398		\$5,098,500	0.3960	\$4,798,628	

2015 EAV \$1,221,136,659

Proj 2016 EAV - \$1,250,000,000

Includes \$300,000 in TIF/EDA Payments

NOTES

Tax Cap

Truth in Taxation

2015 Extended Capped Funds Tax Levy..... \$4,852,795
 x CPI 0.007 **\$4,886,765**

(a)

\$8,552,045
 x 105%
 \$8,979,647

Divided by

Projected 2016 EAV (w/o new growth)..... \$1,400,000,000

(b)

\$8,630,000

2016 Limiting Rate..... a/(b/100) 0.3491
 times

0.91%

Estimated 2016 New Growth..... \$10,000,000

Projected 2016 EAV (with new growth)..... **\$1,410,000,000**

2016 Limited Levy (Cap Funds)..... **\$4,921,670**

Proj 2016 Extended Levy (Cap Funds)..... **\$5,098,500**

Proj 2016 Levy Reduction..... **\$176,830**

2016 Levy not subject to Truth in Taxation Hearing

All Funds by %

**HOFFMAN ESTATES PARK DISTRICT
JOB DESCRIPTION
C&M Digital Media Coordinator
JOB CLASSIFICATION: VI – NON- EXEMPT**

Function

The C&M Digital Media Coordinator is responsible for assisting the C&M Superintendent with marketing and communication activities as related to digital media including social media, video filming and production. This position is 40 hours per week, primarily Monday-Friday with flexible scheduling to include occasional weekends and evenings.

Supervision Received

This position functions under the direct supervision of the Communications & Marketing Superintendent.

Supervision Exercised

The C&M Digital Media Coordinator may exercise supervision over employees and vendors whose work is required by the Communications & Marketing Superintendent.

Essential Functions/Responsibilities

A. *Communications & Graphics*

1. Generate ideas for content including photos, video, memes and infographics.
2. Create videos, photo memes and infographics.
3. Distribute content and manage all social media and news media outlets.
4. Assist the C&M Superintendent with implementation of marketing plans and distribution of marketing packages on social media outlets.
5. Take photos and video at events, programs, facilities. Initiate opportunities, as well as photo opportunities that are assigned by the C&M Superintendent.
6. Manage, update, and maintain social media outlets for all HE Parks, programs, facilities and services.
7. Develop and implement social media contests and annual themed campaigns.
8. Perform all other duties and special projects as directed by Communications & Marketing Superintendent.

B. *Planning*

1. Collect accurate and appropriate program information necessary for public information, i.e. dates, times, fees, contact info.
2. Use a variety of Park District resources, including staff, website and brochures, to help plan appropriate designs for promotional materials.
3. Study social media analytics. Adjust social media content plan according to results.

C. Safety, Health and Loss Control

1. Support, promote and make recommendations regarding all safety, health and loss control policies as adopted by the park district.

Marginal Functions/Responsibilities

1. Communicate with residents, employees and vendors via telephone, social media and email.
2. Use a computer and mobile device to write and edit content.

Psychological Considerations

1. Must be able to handle questions, complaints and concerns from the public and from employees in a professional manner.
2. Must be able to work with co-workers.

Physiological Considerations

1. Must be able to spend up to 75% of his/her working hours working on the computer.
2. Must be able to drive to required meetings and workshops as well as to remote District facilities.

Environmental Considerations

1. Will perform most responsibilities indoors. Lighting and temperature are conditions that may impact how the C&M Digital Media Coordinator performs his/her responsibilities.
2. May be subject to outdoor weather conditions when he/she must drive to meetings, events and other District facilities.

Cognitive Considerations

1. Must be able to follow direction and complete responsibilities as described.
2. May be subject to outdoor weather conditions when she/he must drive to meetings, events and other District facilities.
3. Must use good judgment while representing the District in public encounters.

Requirements

1. Excellent writing and editing skills.
2. Video filming and editing capabilities, Adobe Premiere Pro and After Effects; Photo Shop and InDesign a plus.
3. Possession of analytical, research and oral/written communications skills.
4. Knowledge and understanding of social media analytics.
5. Knowledge of Microsoft Word, Excel, PowerPoint.
6. Knowledge and understanding of park districts.
7. Ability to type accurately and operate various office machines
8. Ability to develop and maintain positive and effective working relationships.

9. Ability to work with minimum supervision.
10. Ability to produce accurate work on a timely basis.
11. Ability to perform duties with initiative, sound judgement, persistence, creativity, integrity, tact and courtesy.
12. A valid Illinois State driver's license is required.

Experience

1. Minimum of 2 years of experience in social media and/or public relations.

Education

1. High school degree required, bachelor's degree and experience in public relations, journalism, digital media or marketing preferred.

**HOFFMAN ESTATES PARK DISTRICT
JOB DESCRIPTION
Child Care Coordinator**

Function

The Child Care Coordinator will be responsible for assisting the Early Childhood & School Age Program Managers in the operation of the child care programs, including the STAR program, KinderSTAR, Early Learning Center (ELC), and Preschool.

Responsibilities include coordinating shopping, inventory and distribution of supplies, reserving all field trips and scheduling bus transportation, preparing and editing program rosters, developing newsletters and other communication updates for the programs, and assuming the responsibilities of a program manager in the event of their absence.

Supervision Received

The Child Care Coordinator is under the direct supervision of the Early Childhood and School Age Program Managers.

Essential Functions/Responsibilities

A. General Administration

1. Verbal and written communication with prospective parents, current parents, staff, participants and the general public.
2. Assist Program Managers in hiring and training of staff.
3. Coordinate staff schedules as necessary.
4. Follow the fiscal budget.
5. Plan and implement all field trip activities (field trips, busing, etc.).
6. Maintain accurate records for receipts and expenditures.
7. Purchase and distribute program supplies and equipment.
8. Adhere to all DCFS state guidelines & NAEYC accreditation standards.
9. Meet uniform and appearance standards.
10. DCFS director-designee in the absence of Early Childhood Program Manager.

B. Customer Service

1. Staff will be courteous at all times.
2. Maintain confidentiality in sensitive manners.
3. Staff will provide the customers with accurate information in all park district communications.

C. Safety, Health and Loss Control

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

Marginal Functions/Responsibilities

1. Must have knowledge and understanding of Park District policies and procedures.
2. Must display the ability to work well with others.
3. Must be neat in appearance.
4. Must be flexible and adaptable to new situations.
5. Must be punctual and dependable.
6. Professional development: must obtain 20 in-service hours required by State.

Psychological Considerations

1. Be able to enjoy working with people and make them feel good about themselves.
2. Be able to be flexible and work under stressful conditions.
3. Be able to work under supervision and direction of supervisors.
4. Be able to work closely with children and staff.
5. Be able to work well with public.
6. Be able to work varying hours.

Physiological Considerations

1. Be able to have physical contact with public.

Environmental Considerations

1. Be able to work outdoors in extreme heat and cold.

Cognitive Considerations

1. Must be able to follow directions and perform responsibilities as described.
2. Must have good problem solving skills.
3. Must use good judgment with children and parents.
4. Must be able to treat different age groups appropriately.
5. Must have the ability to handle multiple tasks.
6. Must have excellent verbal and written communications skills.

Requirements

1. Must have good organizational skills.
2. Must have outstanding customer service skills.
3. Must be computer literate.
4. Must be available for emergencies or questions at any time.
5. Must have valid Illinois Driver's License.
6. Must have the ability to handle multiple tasks.
7. Must have the ability to work with minimum supervision.

Experience

1. Customer Service experience.
2. Must have budget and accounting experience.
3. Minimum of two years child care experience.

Education

1. Minimum of a Bachelor of Arts degree in a related field.
2. Valid Illinois Driver's License

Date Approved: _____

**HOFFMAN ESTATES PARK DISTRICT
JOB DESCRIPTION
Golf Course Superintendent
JOB CLASSIFICATION: EXEMPT**

Compensation

Golf Course Superintendent is a full time salary position with a pay range of \$65,000 - \$95,000 annually based on experience and qualifications.

Function:

The Greens Superintendent is responsible for the maintenance operation and management of Bridges Of Poplar Creek Country Club Grounds.

Supervision Received

Work is performed under the supervision of the Division Director of Golf Operations.

Supervision Exercised

The Golf Course Superintendent directly supervises full-time and part-time grounds maintenance staff at Bridges Of Poplar Creek Country Club.

Essential Functions/Responsibilities

1. Construction, renovation and/or reconstruction of such properties, whether performed by maintenance staff or outside contractors.
2. Prepares the annual budgets for the maintenance and capital improvement of course properties. The superintendent formulates the annual maintenance and capital budgets so as to implement board policies established in accordance with the long-range plan and defined maintenance standards.
3. Interviews, hires, trains and supervises a staff of employees for the purpose of maintaining the properties. The superintendent has authority to terminate employment of subordinates.
4. Plans all maintenance and project work, applying his or her agronomic and administrative expertise to achieve the agreed-upon maintenance standards and long-range goals.
5. Oversees the scheduling and routing of personnel and equipment to accomplish the work. The superintendent frequently inspects the golf course and related areas to evaluate how well management standards are being achieved and to effect changes in management programs.
6. Acquires equipment and purchases necessary supplies to maintain the golf course and other properties. The superintendent is responsible for

inventory control and oversees the equipment maintenance programs. The superintendent approves all expenditures and exercises cost control measures to keep, as nearly as possible, operating and capital expenses in line with the approved budgets.

7. Keeps accurate and complete records on payroll, inventory, weather data, maintenance procedures, pesticide applications, etc.
8. Communicates regularly with other members of the top management group to discuss activities, goals, plans and member/customer input.

Safety, Health and Loss Control

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

Customer Service Responsibilities

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

Marginal Functions/Responsibilities

1. Participate in review and summarization of incidents and reports relating to safety, health and loss control as required by the Division Director.
2. Periodically observe working actions and ethics of supervisors and employees to insure safety, health and loss control policies of the District are being observed and practiced.
3. Travel to various locations of the facility to observe the operation.
4. Communicate with residents, employees and vendors via telephone.
5. Use a computer keyboard to develop plans, reports and correspondence.

Psychological Considerations

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

Physiological Considerations

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

Environmental Considerations

1. May be exposed to elements when assisting workers with outdoor functions.
2. Protective clothing may be required as follows:
Earplugs, ear covers
Helmets
Safety goggles/glasses
Leather type work boot
3. The Greens Superintendent will perform many responsibilities indoors. Lighting and temperature are conditions that may impact how the Greens Superintendent performs his/her responsibilities.

Cognitive Considerations

1. Must exhibit good problem solving ability and good judgment in keeping with the mission of the park district.
2. Must demonstrate self control during stressful situations.

Requirements

1. Requires a high degree of administrative and executive ability, especially in terms of problem solving and decision making.
2. Requires excellent oral and written communications skills.
3. Requires knowledge of current federal, state and local laws and regulations affecting the management of golf course operations—including, but not limited to, employment, safety and environmental standards, laws and regulations.
4. Required to hold current state certification or licensing as a pesticide applicator.

5. Requires participation in continuing education opportunities such as seminars, workshops, correspondence course, field days and trade shows.
6. Knowledge of agronomy and turfgrass management practices.
7. Working knowledge of golf facility construction principles, practices and methods.
8. Thorough understanding of the rules and strategies of the game of golf.

Experience

1. Minimum five years' experience as Golf Course Superintendent or Assistant Golf Course Superintendent.

Education

1. Two or four year degree in related field from a credited college.

Board Approved: _____

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

Compensation

The Assistant Golf Course Superintendent is a full time positions with a pay range from \$40,000 to \$60,000 based on qualification.

Function

The assistant golf course superintendent reports directly to the golf course superintendent. Under the superintendent's supervision, the assistant superintendent directs and participates in the maintenance of the golf course tees, greens, fairways, and overall property care; supervises the maintenance and repair of motorized and other mechanical equipment; and does related work as required.

Supervision Received

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

Supervision Exercised

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

Essential Functions/Responsibilities

A. General Administration

1. Assists in planning and supervising the maintenance of greens, tees and fairways; schedules work; and supervises the employees and the use of the equipment.
2. Instructs equipment operators on the operation and care of mowing and other equipment; supervises pesticide applications and/or operates and calibrates pesticide application equipment; and supervises and participates in the operation and maintenance of pumps, and in the maintenance of irrigation and drainage systems.

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

B. Safety, Health and Loss Control

1. Support, promote and make recommendations regarding all safety, health and loss control policies as adopted by the park district.
2. Be familiar with the Employee Safety Manual.
3. Be familiar with the safe operation of any equipment necessary in accomplishing required tasks.
4. Responsible for providing all injury, illness and health information required by the Hoffman Estates Park District in its effort to assign tasks within an individual's capacity to prevent potential injury/illness.
5. Responsible for notification of injury or illness relating to a task assignment as described with the Employee Safety Manual.

C. Customer Service Responsibilities

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

D. Safety, Health and Loss Control

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

Marginal Functions/Responsibilities

1. Travel to various locations of the facility to observe the operation.
2. Communicate with residents, employees and vendors via telephone.

3. Use a computer keyboard to develop plans, reports and correspondence.

Psychological Considerations

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

Physiological Considerations

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

Environmental Considerations

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

Cognitive Considerations

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

Requirements

1. Working knowledge of the maintenance of golf course tees, fairways and greens; seeding and maintenance practices for golf course turf; planting, cultivating, pruning, and caring for plants, shrubs and trees; characteristics and proper use of various fertilizers and soil conditioners; herbicides and pest control methods and materials; drainage control methods; and irrigation systems, including wells, pumps and automatic controls.

February 10, 2003
Revised November 18, 2003
11/3/2016

3

2. Ability to schedule and supervise maintenance work to achieve the most efficient utilization of workers and equipment; prepare clear and concise reports; and maintain effective employee and public relations.
3. Possession of a valid driver's license.
4. Requires current state certification or licensing as a pesticide applicator.

Experience

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

Education

1. High school diploma required.
2. Secondary education or training courses in horticulture or turf preferred.
3. Ability to complete continuing education classes through GCSAA while employed.

Board Approved: _____

**HOFFMAN ESTATES PARK DISTRICT
JOB DESCRIPTION
Full-Time Equipment Manager
Bridges Of Poplar Creek Country Club
Job Classification: Non-Exempt**

Compensation

The Equipment manager is a full time position that with a salary ranging from \$45,000 to \$65,000 per year based on experience and qualifications.

Function

The Equipment Manager reports to the Golf Course Superintendent and oversees a comprehensive preventive maintenance program. This program includes the repair of broken or failing equipment, keeping records of parts and labor needed to maintain each piece of equipment and placing orders for parts and supplies needed for equipment or service.

Supervision Received

Work is performed under the supervision of the Golf Course Superintendent at Bridges Of Poplar Creek Country Club.

Essential Functions/Responsibilities

A. General Administration

1. Inspects, diagnoses and repairs mechanical defects/failures in various golf course maintenance equipment, including, diesel-, electric- and gasoline-powered automobiles, trucks, trenchers, sweepers, rollers, mowers, and other mechanical equipment used in utility work.
2. Instructs and/or trains golf course maintenance workers regarding preventive maintenance, and the proper cleaning of and safe operation of equipment.
3. Prioritizes equipment repair and maintenance work.
4. Maintains a preventive maintenance program within budget on all equipment, and purchases repair parts and replacement supplies.
5. Keeps a complete set of records for equipment and parts inventory purchases, equipment conditions, costs of repairs and preventive maintenance for all equipment.
6. Spot checks equipment for performance on the course, makes emergency repairs to equipment on the course, and services or supervises servicing of equipment prior to use.

7. Oversees the shop area maintenance.
8. Regulates employees' use of equipment in absence of superintendent and assistant superintendent, if needed, and performs other duties as directed by the superintendent.
9. Recommends equipment purchases and leases.

B. Safety, Health and Loss Control

1. Support, promote and make recommendations regarding all safety, health and loss control policies as adopted by the park district.
2. Be familiar with the Employee Safety Manual.
3. Be familiar with the safe operation of any equipment necessary in accomplishing required tasks.
4. Responsible for providing all injury, illness and health information required by the Hoffman Estates Park District in its effort to assign tasks within an individual's capacity to prevent potential injury/illness.
5. Responsible for notification of injury or illness relating to a task assignment as described with the Employee Safety Manual.

C. Customer Service Responsibilities

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

Marginal Functions/Responsibilities

1. Regulates employee use of equipment in the absence of the Superintendent and Assistant Superintendent, if needed.
2. Travel to various locations of the facility to observe the operation.
3. Communicate with residents, employees and vendors via telephone.
4. Use of computer programs to develop plans, reports and correspondence.
5. Maintains the maintenance building in a clean, organized and professional manner.

Psychological Considerations

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

Physiological Considerations

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

Environmental Considerations

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

Cognitive Considerations

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

Requirements

1. Working knowledge of light and heavy maintenance equipment and automotive apparatus.
2. Skill in the use of a wide variety of equipment repair tools, and the making of various types of mechanical repairs.
3. Knowledge of the theory, care, and operation of internal combustion engines and mowing equipment
4. Ability to diagnose mechanical troubles and determine appropriate maintenance work
5. Ability to communicate effectively and keep business records.
6. Possess a valid CDL driver's license.

Experience

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

Education

1. High school diploma with additional training or education related

to the duties and responsibilities of the position is preferred.

Board Approved: _____

**HOFFMAN ESTATES PARK DISTRICT
JOB DESCRIPTION
Full-Time GIS / Parks Services Administrator
Job Classification – Exempt**

Function

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

Supervision Received

This position functions under the direct supervision of the Director of Parks Services.

Supervision Exercised

The GIS Manager does not directly supervise any District personnel.

Essential Functions/Responsibilities

A. Geographic Information Systems Technician

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

B. Administration – Parks Services Division

1. Designate job assignments and arrange work schedules for part time employees within park services division
2. Enter all divisional purchase order requisitions through provided District software, follow-up as necessary.
3. Assist in the preparation of the annual operating budget.

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

C. General

1. Have working knowledge of District software programs (Main Trac, Fin Trac, BS&A, GIS).
2. Interface with outside contractors, service providers, and consultants.
3. Must be flexible to travel to district facilities.
4. Must have knowledge of District assets and locations.
5. Will assist with questions, concerns and complaints from staff and the public in a timely manner.

6. Aid or perform any other projects or duties at the discretion of the Director of Park Services.
7. Be familiar with the district procedures that are necessary in accomplishing required tasks.

D. Safety, Health and Loss Control

1. Be familiar with the Employee Safety Manual.
2. Be familiar with the safe operation of any equipment necessary in accomplishing required tasks.
3. Responsible for providing all injury, illness and health information required by the Hoffman Estates Park District in its effort to assign tasks within an individual's capacity to prevent potential injury/illness.
4. Responsible for notification of injury or illness relating to a task assignment as described within the Employee Safety Manual.

Marginal Responsibilities

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

Psychological Consideration

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

Physiological Considerations

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

8. Must be able to use hand tools.

Cognitive Considerations

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

Requirements:

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

Experience:

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

Education:

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

Table of Organization - Administrative Staff

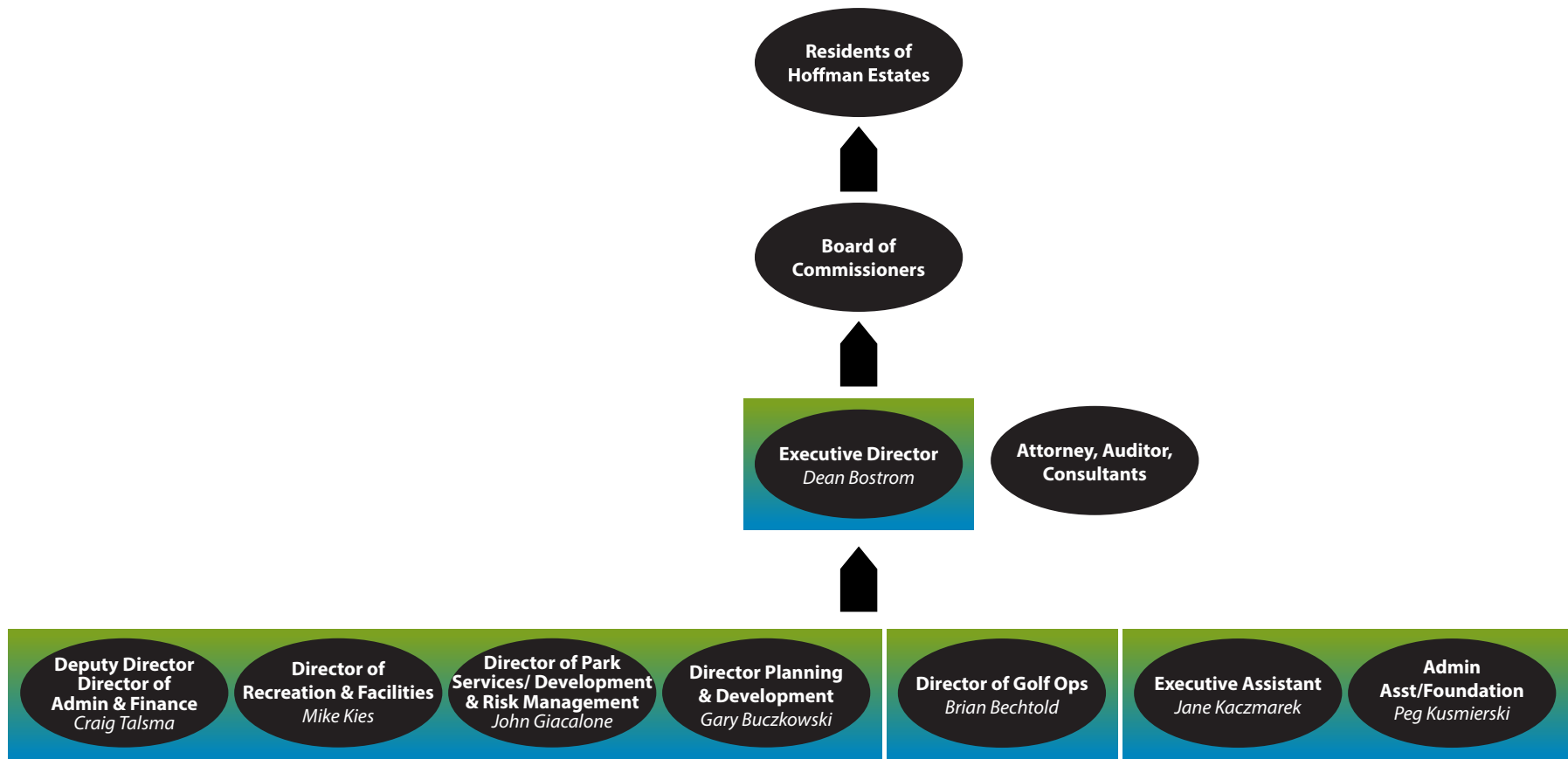


Table of Organization - Finance & Administration Division

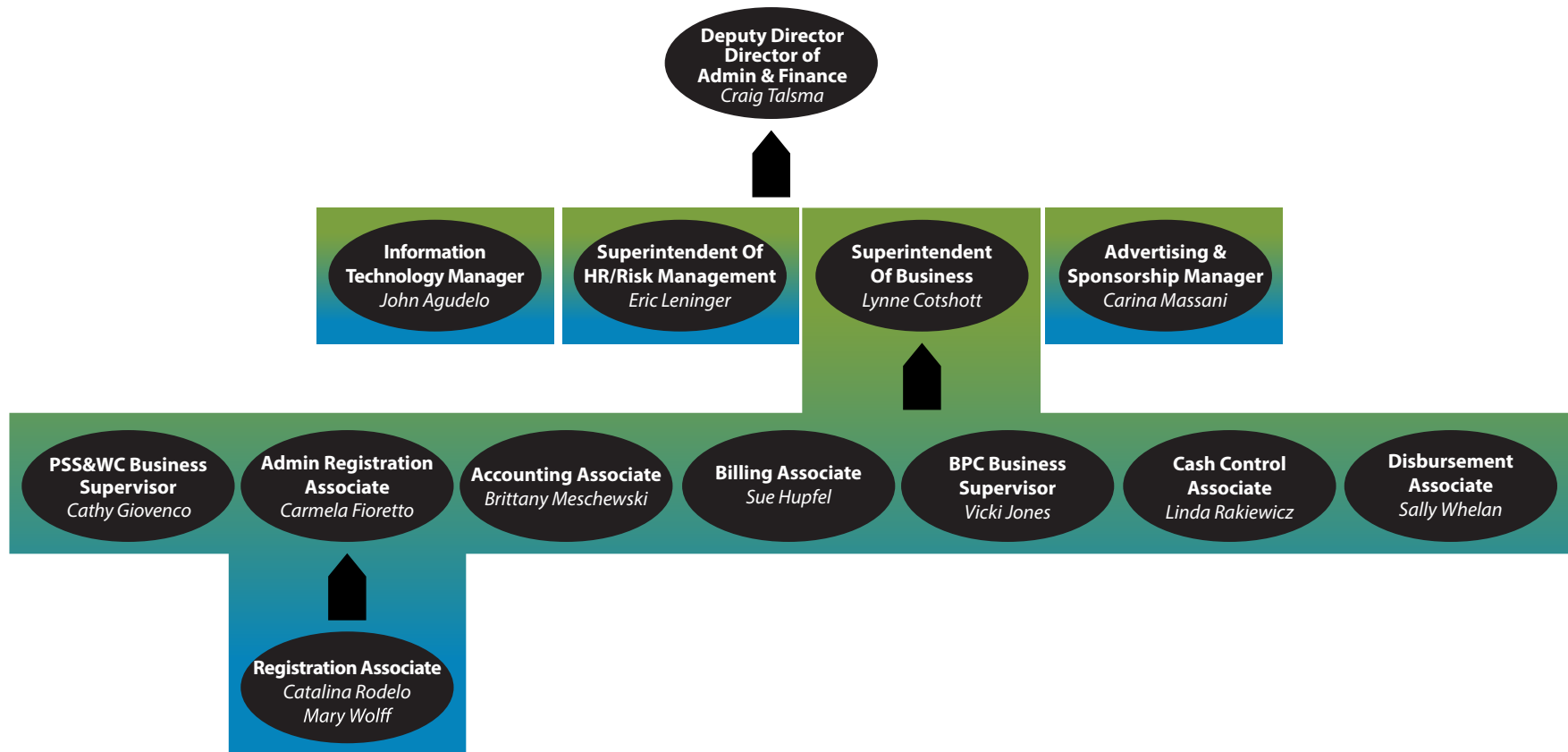


Table of Organization - Recreation Division

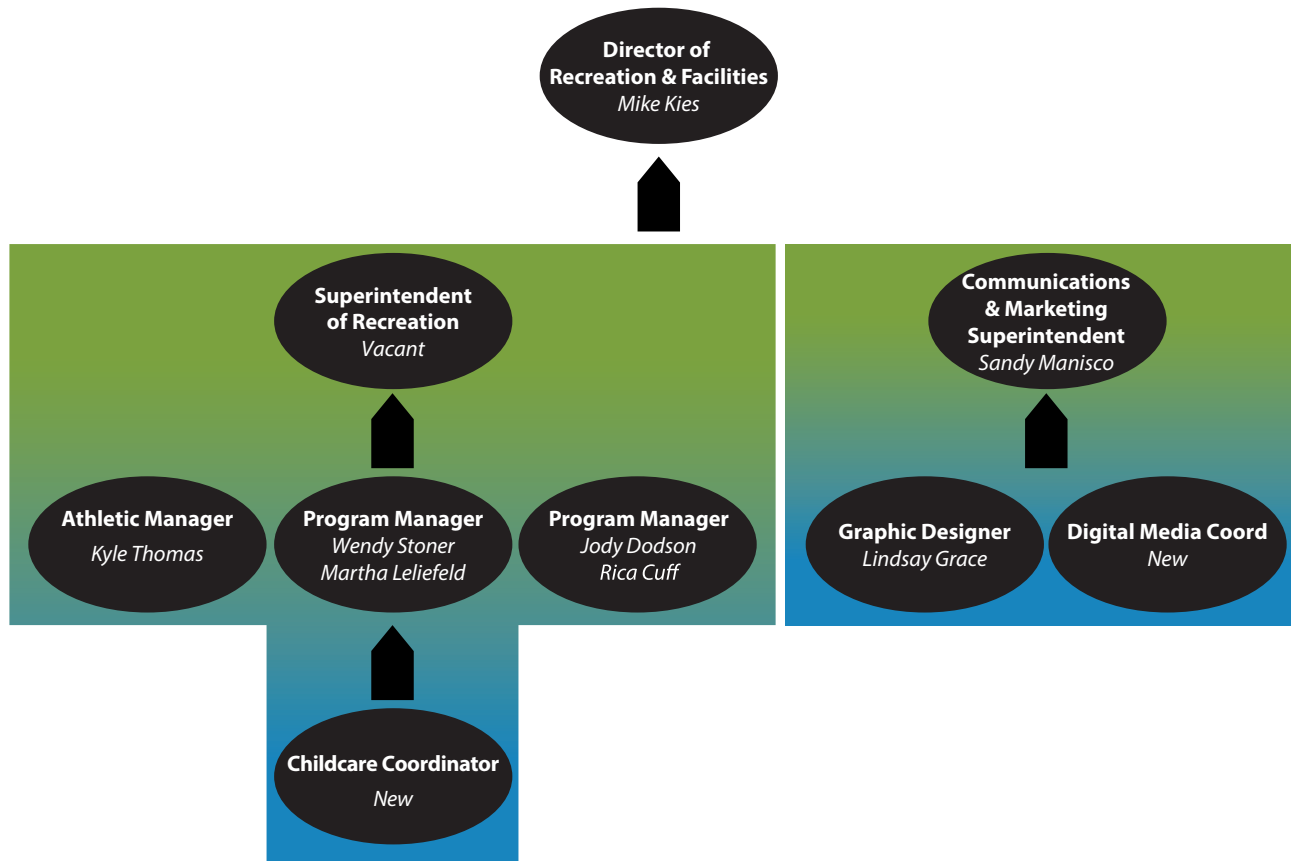
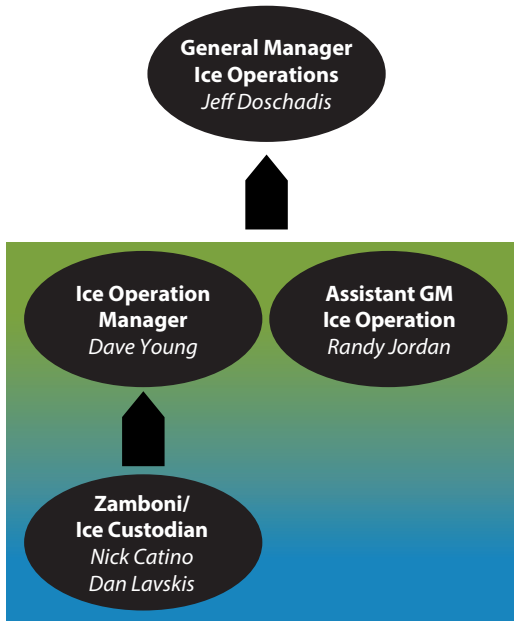
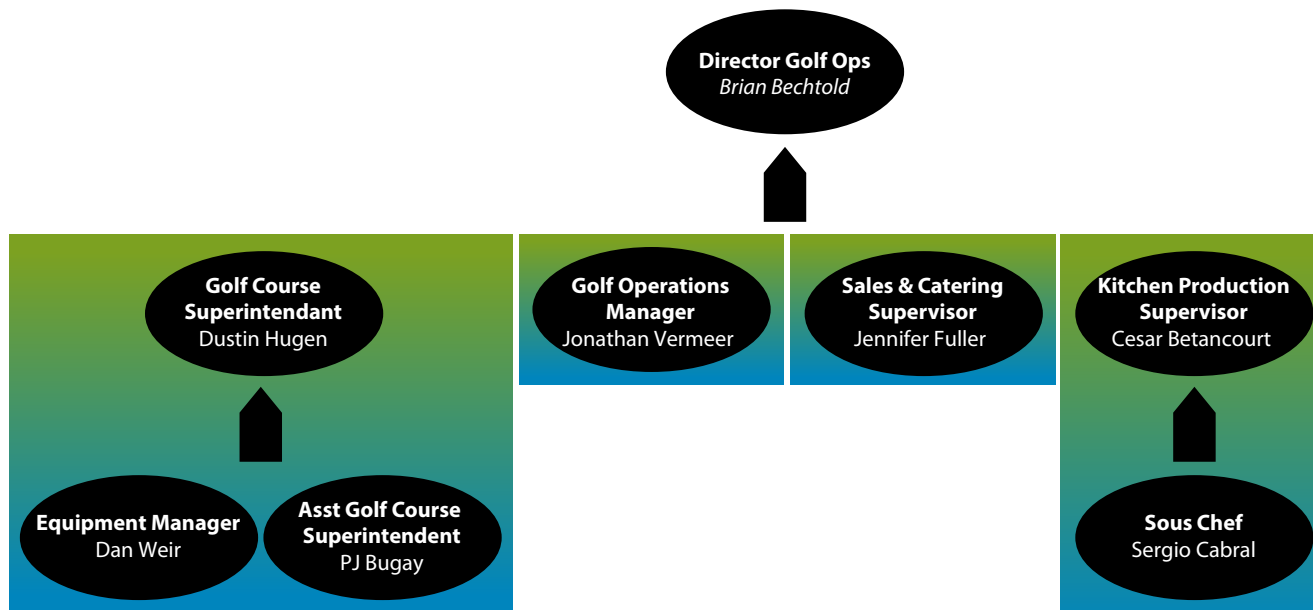


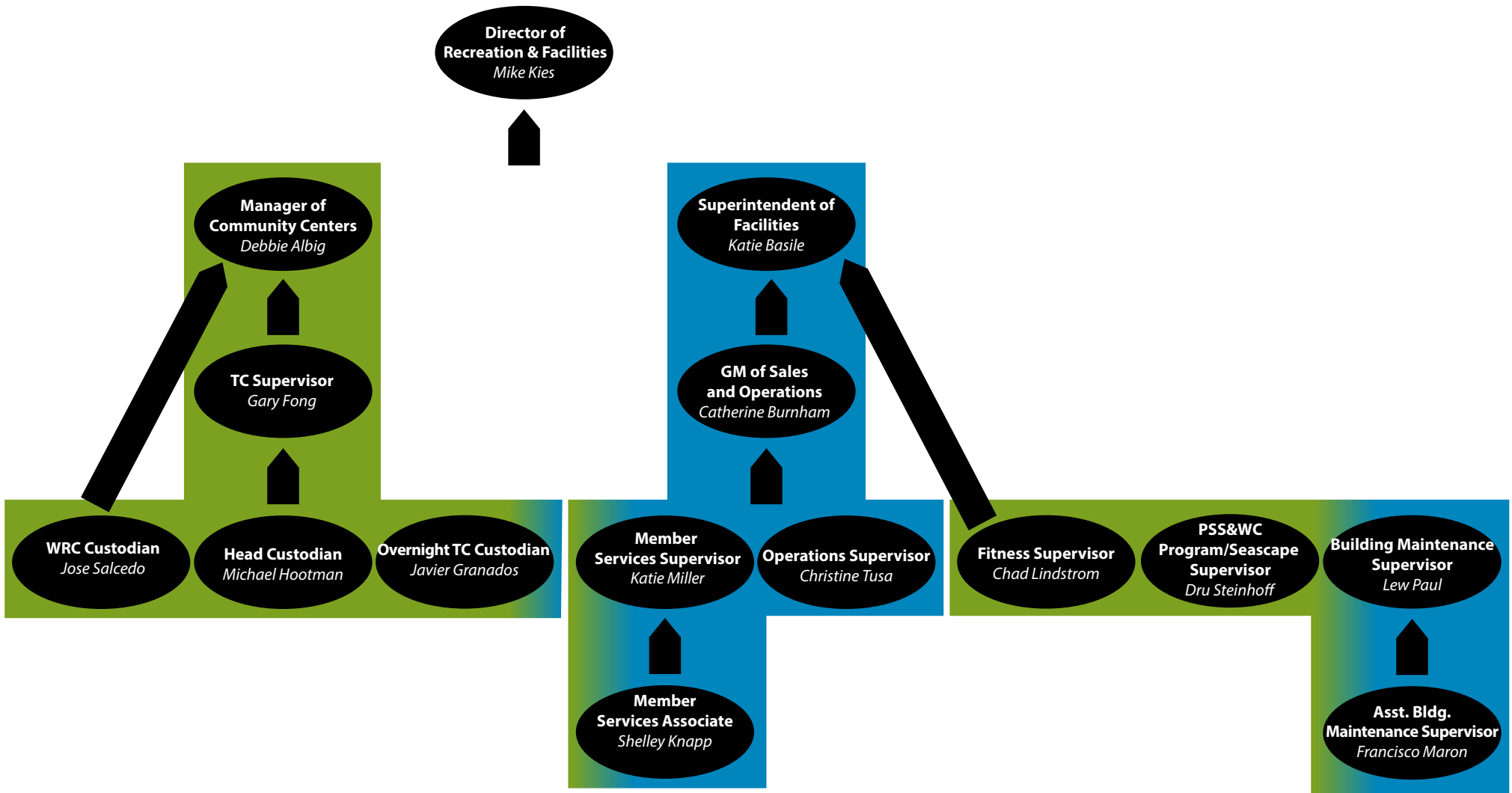
Table of Organization - Ice Division



 **hoffman estates** park district
Table of Organization - Golf Division



hoffman estates park district
Table of Organization - Facilities Division



hoffman estates park district
Table of Organization - Parks Division

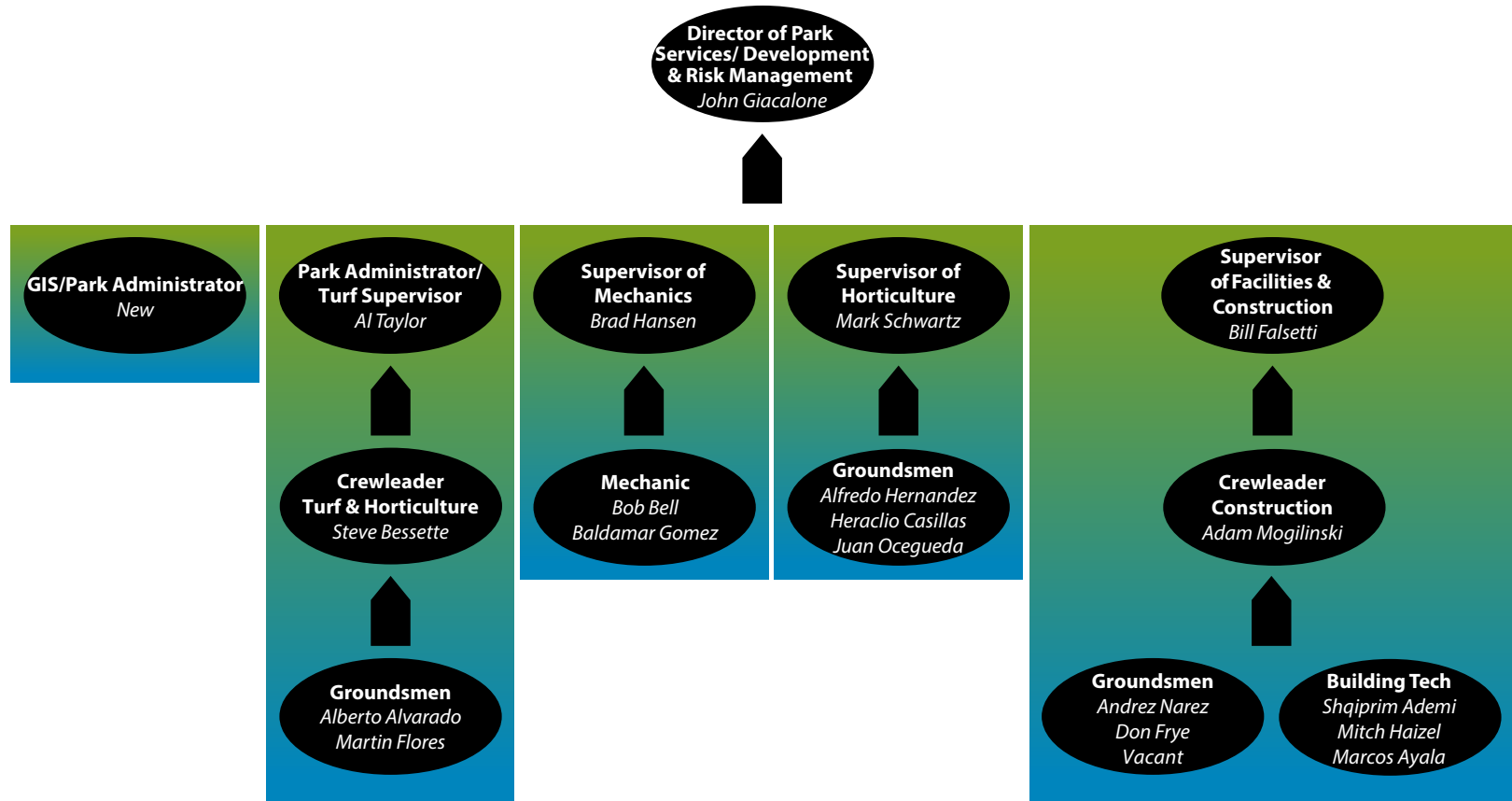


Table of Organization - Planning & Development Division



HEPD Full-time Salary Ranges 2017

Position	Minimum	Mid-Point Per Contract	Maximum
Executive Director			
Division Director	\$90,000	\$117,500	\$145,000
Deputy Director/Admin & Finance Recreation & Facilities Planning & Development Parks/Risk Management Golf			
Superintendents/General Managers	\$67,500	\$84,375	\$101,250
Superintendent of Business Superintendent of Comm & Marketing Golf Course Superintendent Information Technology Manager Superintendent of Recreation Superintendent of Facilities General Manager of Ice Operations General Manager of PSSWC Superintendent of HR/Risk Management/ADA Compliance			
Senior Manager/Foreman	\$53,000	\$66,250	\$79,500
Park Foreman Assistant General Manager Ice Park Foreman Mechanic Foreman Park Foreman Executive Assistant Equipment Manager (BPCC) Ice Maintenance Manager			
Supervisor/Manager	\$45,000	\$56,250	\$67,500
Manager of Community Centers Administrative Assistant BPCC Kitchen Supervisor Crew Leader - Horticulture / Turf Aquatic & Program Manager Lead Mechanic Program Manager (General/Special Events) Program Manager (ELC) Operations Manager (PSSWC) Crew Leader - Buildings / Construction Building Maintenance Supervisor (PSSWC) Member Services Supervisor (PSSWC) Assistant Golf Course Superintendent (BPCC) Sales & Catering Supervisor Advertising & Sponsorship Manager Fitness Services Supervisor (PSSWC) Program Manager (Athletics) Program Manager (STAR/Before/After School) Program Manager (50+/Active Adults) Graphic Designer Facility Supervisor Assistant Golf Professional (BPCC)			
Associate/Support	\$34,000	\$44,500	\$55,000
Business Supervisor BPCC Building Tech Building Maintenance Supervisor (TC) GIS/Park Services Administrator Sous Chef (BPCC) Accounting Associate Billing Associate Business Supervisor PSSWC Building Tech Disbursement Associate Registrar II Building Maintenance (WRC) Groundsworker II Cash Control Associate Groundsworker II Member Services Associate (PSSWC) Building Maintenance (PSSWC) Registrar ICE Custodian-TC Building Tech Groundsworker Groundsworker Groundsworker Mechanic Groundsworker Groundsworker Overnight Custodian-TC ICE Custodian-TC Groundsworker ELC Coordinator Social Media Coordinator Registrar			

COMPREHENSIVE ASSET MANAGEMENT PLAN (CAMP)

Facility	Location	Item	Year Bought	Qty	Unit Cost	Cost	Replace	Cap
ADMIN	Admin	HEPD all Facilities Parking Lot Security Came		10	\$ 7,000	\$ 70,000	2017	O
ADMIN	Admin	Video Security Server Upgrade (inc in above)		1	\$ 5,000	\$ 5,000	2017	O
ADMIN	Admin	VSI RecTrac V3 Upgra	1985	1	\$ 20,000	\$ 20,000	2017	O
TC	Admin	HP VM Host Server/N	2013	1	\$ 30,000	\$ 35,000	2017	O
BPC	Golf course	Bunker renovation		1	\$ 40,000	\$ 40,000	2017	O
PARKS	Fabbrini	Lake aerator	new	1	\$ 6,000	\$ 6,000	2017	O
PSSWC	Fitness	Fitness Equipment		1	\$ 25,000	\$ 25,000	2017	O
PSSWC	Admin	PSSWC-Copier	2011	1	\$ 7,500	\$ 7,500	2017	O
PSSWC	Café	Café Reconstruct	2000	1	\$ 10,500	\$ 10,500	2017	O
PSSWC	Gymnasium	Floors Resurface	2000	1	\$ 9,600	\$ 9,600	2017	O
TC	Ice	100 HP Compressor R	2004 (2) 2009 (1)	3	\$ 2,000	\$ 6,000	2017	O
TC/WRC	Fitness	Fitness Equipment	2004	2	\$ 5,000	\$ 10,000	2017	O
TC/WRC	TC Ice/WRC Gym	Sound System Rplc	2000	3	\$ 3,000	\$ 9,000	2017	O
WRC	Floor refinish	Main gym, dance rm,	2015	5	\$ 1,000	\$ 5,000	2017	O
						\$ 258,600		
TC	Northside	Renovation hard costs		1	\$ 975,000	\$ 975,000	2017	O
PARKS	Seascape and WRC	Concrete Walkway		1	\$ 9,000	\$ 9,000	2017	A
PARKS	Shoe Factory Bike Trai	Building New		1	\$ 7,500	\$ 7,500	2017	A
PARKS	Victoria South	Path Repair		1	\$ 28,200	\$ 28,200	2017	C&A
PARKS	Colony	Playground Replace 2-5 yr olds		1	\$ 50,000	\$ 50,000	2017	C&A
PARKS	Victoria South	Playground Replace		1	\$ 105,740	\$ 105,740	2017	C&A
PARKS	Evergreen	Path Repair		1	\$ 92,000	\$ 92,000	2017	C&A
BPC	Maint	Greens King VI	2000	2	\$ 30,000	\$ 60,000	2017	C
BPC	Golf	Cart Purchase		1	\$ 475,000	\$ 475,000	2017	C
PARKS	Equipment	410 Graco riding strip	2002	1	\$ 14,000	\$ 14,000	2017	C
PARKS	Chino	Gardens		1	\$ 5,000	\$ 5,000	2017	C
PARKS	Westbury	Path Repair		1	\$ 23,000	\$ 23,000	2017	C
PARKS	Equipment	563 Toro Z-Turn mow	2007	1	\$ 20,000	\$ 20,000	2017	C
PARKS	Vehicle	509 Chevy pickup	1988	1	\$ 33,000	\$ 33,000	2017	C
PARKS	Vehicle	450 Chevy pickup ext	1993	1	\$ 35,000	\$ 35,000	2017	C
PARKS	Vehicle	912 Chevy 1Ton picku	1996	1	\$ 39,300	\$ 39,300	2017	C
PARKS	Eisenhower	Track Resurface		1	\$ 60,000	\$ 60,000	2017	C
PARKS	Parking Lots	Parking lot patch		1	\$ 103,000	\$ 103,000	2017	C
PARKS	Maint	Replace Fuel Pumps	2002	2	\$ 14,000	\$ 28,000	2017	C
PARKS	Misc	Tennis & Pickle ball courts Crack repair & Co		1	\$ 45,000	\$ 45,000	2017	C
PARKS	Seascape	Sand Play Area		1	\$ 46,300	\$ 46,300	2017	C
PSSWC	Tennis Court	Resurface Paint	2000	3		\$ 20,300	2017	C
PSSWC	Roof	RTU 4/5/8		3	\$ 9,000	\$ 27,000	2017	C
WRC	Gym	Unit RTU-1	2007	1	\$ 23,000	\$ 23,000	2017	C
WRC	Office/Hallway	Unit RTU-6	2007	1	\$ 25,000	\$ 25,000	2017	C
						\$ 1,374,340		

COMPREHENSIVE ASSET MANAGEMENT PLAN (CAMP)

ADMIN	Desks	Annual Desktop Replacement		10	\$ 800	\$ 8,000	2018	O
ADMIN	IT	Recabling Remote Facilities		1	\$ 20,000	\$ 20,000	2018	O
PARKS	Equipment	Oil and grease deliver	1993	1	\$ 10,000	\$ 10,000	2018	O
PARKS	Equipment	723 Shop welder	1988	1	\$ 5,000	\$ 5,000	2018	O
PARKS	Equipment	208 Tire machine	1993	1	\$ 6,000	\$ 6,000	2018	O
PARKS	Equipment	209 Tire balancer	1995	1	\$ 6,000	\$ 6,000	2018	O
PSSWC	Pool	Pump#1 lap pool	2014	1	\$ 2,100	\$ 2,100	2018	O
PSSWC	Gym	Curtains	2010	4	\$ 750	\$ 3,000	2018	O
PSSWC	Admin	PSSWC - Copier	2011	1	\$ 8,500	\$ 8,500	2018	O
PSSWC	Main Hall Fitness	Flooring (Carpet) Rep	2000	1	\$ 15,000	\$ 15,000	2018	O
PSSWC	Gym	Gym curtain divider	2000	2	\$ 10,000	\$ 20,000	2018	O
PSSWC	Lockerroom	Lock system	2000	1	\$ 35,000	\$ 35,000	2018	O
PSSWC	Fitness Area	Fitness equipment	2008	1	\$ 36,000	\$ 36,000	2018	O
PSSWC	Free Wt Area	Flooring Replace	2000	1	\$ 35,000	\$ 35,000	2018	O
PSSWC	Fitness Area	Carpeting	2000	4	\$ 6,250	\$ 25,000	2018	O
SEA	Pool	Pump#4 activity pool	2013	1	\$ 4,750	\$ 4,750	2018	O
SEA	Pool	Pump#1 filter	2015	1	\$ 5,850	\$ 5,850	2018	O
TC	Dance Room/Gym	Wood floor resurface	2005	1	\$ 4,000	\$ 4,000	2018	O
TC	Admin	Video Security Server Upgrade		1	\$ 5,000	\$ 5,000	2018	O
TC	Admin	Virtual Computer Ser	2013	5	\$ 3,000	\$ 15,000	2018	O
TC	Admin	TC - Toshiba Color Co	2014	1	\$ 8,000	\$ 8,000	2018	O
TC	Admin	Microsoft Office Pro	2010	90	\$ 100	\$ 9,000	2018	O
TC	Admin	HEPD - Comcast Upgrade Remote		1	\$ 10,000	\$ 10,000	2018	O
TC	Admin	TC District copier - Ky	2013	1	\$ 16,000	\$ 16,000	2018	O
TC	Admin	Windows 7 to Windo	2010	90	\$ 200	\$ 18,000	2018	O
						\$ 330,200		
PSSWC	Lockerroom	Reconstruction		2	\$ 300,000	\$ 600,000	2018	O
PARKS	Armstrong	Path repair		1	\$ 14,340	\$ 14,340	2018	C&A
PARKS	Armstrong	Playground Replace		1	\$ 75,000	\$ 75,000	2018	C&A
PARKS	Birch	Playground Replace		1	\$ 103,000	\$ 103,000	2018	C&A
PARKS	Fabbrini	MacArthur Playground Replace		1	\$ 150,000	\$ 150,000	2018	C&A
BPC	Maint	Sweep Star 60	1990	1	\$ 15,000	\$ 15,000	2018	C
BPC	Maint	Sandpro 5020	1994	2	\$ 15,000	\$ 30,000	2018	C
PARKS	Equipment	556 Toro Z-turn mow	2009	1	\$ 20,000	\$ 20,000	2018	C
PARKS	Vehicle	527 Chevy 4-door pic	1991	1	\$ 28,070	\$ 28,070	2018	C
PARKS	Vehicle	500 Ford explorer	2008	1	\$ 35,000	\$ 35,000	2018	C
PARKS	Vehicle	513 Dodge 1Ton pick	1998	1	\$ 39,295	\$ 39,295	2018	C
PARKS	Equipment	Thorgard Component/Module Rpic	2006	1	\$ 60,000	\$ 60,000	2018	C
PARKS	Courts	Court Crackfill		1	\$ 68,165	\$ 68,165	2018	C
PARKS	Equipment	570 Toro 580D 4X4 m	2003	1	\$ 80,000	\$ 80,000	2018	C
PARKS	Parking Lots	Parking Lot Patch/Repair		1	\$ 143,358	\$ 143,358	2018	C
PSSWC	Equipment	HVAC Carrier Control System		1	\$ 40,000	\$ 40,000	2018	C
TC	Maint	Domestic hot water h	1986	1	\$ 25,000	\$ 25,000	2018	C
TC	Ice	Zamboni	2004	2	\$ 85,000	\$ 170,000	2018	C
TC/WRC	Fitness Area	Fitness equipment	2008	1	\$ 36,000	\$ 36,000	2018	C
VOG	Barn	Exterior siding	2003	1	\$ 25,000	\$ 25,000	2018	C
						\$ 1,157,228		

COMPREHENSIVE ASSET MANAGEMENT PLAN (CAMP)

ADMIN	Desks	Annual Desktop Replacement		10	\$ 800	\$ 8,000	2019	O
BPC	Maint	Exterior building pain	1989	1	\$ 12,000	\$ 12,000	2019	O
BPC	Maint	Domestic hot water h	1989	1	\$ 15,000	\$ 15,000	2019	O
BPC	Maint	Fire suppression syste	1989	1	\$ 15,000	\$ 15,000	2019	O
BPC	Maint	Security alarm system	1989	1	\$ 15,000	\$ 15,000	2019	O
BPC	Poplar Room	Carpet	2009	1	\$ 25,000	\$ 25,000	2019	O
BPC	Maint	Elevator	1989	1	\$ 50,000	\$ 50,000	2019	O
PARKS	Huntington	Path patch		1	\$ 3,800	\$ 3,800	2019	O
PARKS	Equipment	541 Samson mowing	1989	1	\$ 4,015	\$ 4,015	2019	O
PARKS	Equipment	403 Striping trailer	1979	1	\$ 4,500	\$ 4,500	2019	O
PARKS	Equipment	539 Ideal trailer	1989	1	\$ 5,870	\$ 5,870	2019	O
PSSWC	Climbing Wall	Fall absorption surfac	2000	1	\$ 8,000	\$ 8,000	2019	O
PSSWC	Service Desk	Furniture	2000	40	\$ 500	\$ 20,000	2019	O
PSSWC	Fitness Area	Fitness equipment		1	\$ 36,000	\$ 36,000	2019	O
SEA	Pool	Pump#5 tube slide	2015	1	\$ 4,800	\$ 4,800	2019	O
SEA	Pool	Pump #2 filter	2014	1	\$ 5,950	\$ 5,950	2019	O
SEA	Pool	Deep end filter grates	2010	1	\$ 9,500	\$ 9,500	2019	O
TC	Ice	Jacket cooling pump	2004	1	\$ 4,000	\$ 4,000	2019	O
TC	Admin	Virtual computer serv	2014	3	\$ 2,000	\$ 6,000	2019	O
TC	Admin	HEPD - director lapto	2015	6	\$ 1,200	\$ 7,200	2019	O
TC	Ice	Cold Brine Pump Imp	2004	3	\$ 2,666	\$ 7,998	2019	O
TC	Ice	Warm Brine Pump Im	2004	3	\$ 2,666	\$ 7,998	2019	O
TC	Ice	Warmfloor heat Exch	2004	1	\$ 8,000	\$ 8,000	2019	O
TC	Ice	Water Pump Impeller	2004	2	\$ 4,000	\$ 8,000	2019	O
TC	Admin	HP P2000 G3 MSA (M	2014	1	\$ 9,000	\$ 9,000	2019	O
TC/WRC	Fitness	Fitness equipment	2000	2	\$ 5,000	\$ 10,000	2019	O
WRC	Admin	Video security server upgrade		1	\$ 5,000	\$ 5,000	2019	O
						\$ 315,631		
PARKS	Charlemagne	Path repair		1	\$ 18,500	\$ 18,500	2019	C&A
PARKS	Olmstead	Path rebuild		1	\$ 25,558	\$ 25,558	2019	C&A
PARKS	Fabbrini	Fitness area replace		1	\$ 30,000	\$ 30,000	2019	C&A
PARKS	S. Ridge	Fitness area replace		1	\$ 30,000	\$ 30,000	2019	C&A
PARKS	Princeton	Splashpad replace		1	\$ 45,000	\$ 45,000	2019	C&A
PARKS	Pine	Tot lot replace		1	\$ 54,000	\$ 54,000	2019	C&A
PARKS	Princeton	Playground replace		1	\$ 103,000	\$ 103,000	2019	C&A
PARKS	Willow	Playground Rplc		1	\$ 105,000	\$ 105,000	2019	C&A
PARKS	Fabbrini McArthur	Playground replace		1	\$ 150,000	\$ 150,000	2019	C&A
WRC	WRC	Playgound replace		1	\$ 105,000	\$ 105,000	2019	C&A
BPC	Maint	Ground master 3150	2003	2	\$ 30,000	\$ 60,000	2019	C
BPC	Maint	Roof flat	1989	1	\$ 60,000	\$ 60,000	2019	C
PARKS	Community	Fitness Eliminate		1	\$ 10,000	\$ 10,000	2019	C
PARKS	Equipment	465 Graco riding strip	2005	1	\$ 13,475	\$ 13,475	2019	C
PARKS	Vehicle	515 Dodge dakota pic	1999	1	\$ 20,240	\$ 20,240	2019	C
PARKS	Equipment	567 Toro Z-turn mow	2011	2	\$ 20,000	\$ 40,000	2019	C
PARKS	Vehicle	492 Ford explorer lim	2014	1	\$ 46,350	\$ 46,350	2019	C
PARKS	Basketball/Tennis Cou	Court Crackfill		1	\$ 70,837	\$ 70,837	2019	C
PARKS	Community	Splash Pad Rplc		1	\$ 80,000	\$ 80,000	2019	C
PARKS	Equipment	559 Toro 580D mowe	1999	1	\$ 80,835	\$ 80,835	2019	C
PARKS	Parking Lots	Parking lot patch		1	\$ 107,835	\$ 107,835	2019	C
TC	Ice	Ice Brine Chiller and S	2004	1	\$ 75,000	\$ 75,000	2019	C
						\$ 1,330,630		

COMPREHENSIVE ASSET MANAGEMENT PLAN (CAMP)

ADMIN	Desks	Annual Desktop Replacement		10	\$ 800	\$ 8,000	2020	O
BPC	Admin	BPC - Kyocera 4501i	2015	1	\$ 5,500	\$ 5,500	2020	O
BPC	Admin	Video Security server upgrade		1	\$ 5,000	\$ 5,000	2020	O
BPC	Main Kitchen	Freezer	1900	1	\$ 5,500	\$ 5,500	2020	O
BPC	Maint	Exterior building pain	2000	1	\$ 12,000	\$ 12,000	2020	O
PARKS	Equipment	451 Perma green fert	2003	1	\$ 5,615	\$ 5,615	2020	O
PSSWC	Pool	Pump#2 activity pool	2015	1	\$ 2,150	\$ 2,150	2020	O
PSSWC	Lockerroom-family	Comp RTU-11	2000	1	\$ 3,500	\$ 3,500	2020	O
PSSWC	Tennis	Furniture	2012	5	\$ 700	\$ 3,500	2020	O
PSSWC	Maint	Domestic hot water h	2000	1	\$ 9,000	\$ 9,000	2020	O
PSSWC	Track hallway	Carpet Replace	2000	1	\$ 10,000	\$ 10,000	2020	O
PSSWC	Maint	Steam room mechani	2000	1	\$ 11,000	\$ 11,000	2020	O
PSSWC	Lockerrooms	Funriture	2012	6	\$ 2,000	\$ 12,000	2020	O
PSSWC	Group Exercise Studio	Mirror replace	2000	13	\$ 1,000	\$ 13,000	2020	O
PSSWC	Maint	Domestic hot water h	2000	1	\$ 15,000	\$ 15,000	2020	O
PSSWC	Fitness Area	Fitness equipment	2000	1	\$ 36,000	\$ 36,000	2020	O
PSSWC	Tennis Area	Net/Dividers Replace	2010	7	\$ 5,000	\$ 35,000	2020	O
SEA	Pool Amenities	Facility Sign	1995	1	\$ 5,000	\$ 5,000	2020	O
SEA	Maint	Exterior building pain	2005	1	\$ 5,000	\$ 5,000	2020	O
SEA	Maint	Irrigation system	2000	1	\$ 5,000	\$ 5,000	2020	O
SEA	Maint	Domestic hot water h	2000	1	\$ 7,500	\$ 7,500	2020	O
TC	Admin	Virtual Computer Ser	2015	2	\$ 2,500	\$ 5,000	2020	O
TC	Admin	APC UPS server room	2015	1	\$ 10,000	\$ 10,000	2020	O
TC	Admin	TC N - Kyocera 4501i	2015	1	\$ 5,500	\$ 5,500	2020	O
TC	Maint	Whirlpool mechanical	2000	1	\$ 7,000	\$ 7,000	2020	O
TC	Admin	HEPD - Cisco Firewall	2015	3	\$ 3,000	\$ 9,000	2020	O
TC	Ice	Zamboni Doors	2005	2	\$ 5,000	\$ 10,000	2020	O
TC	Admin	HEPD Computer Serv	2015	1	\$ 12,000	\$ 12,000	2020	O
TC	Admin	SHOREDIR (Shoretel F	2015	1	\$ 12,000	\$ 12,000	2020	O
TC	Admin	HEPD - Network Switc	2015	13	\$ 2,750	\$ 35,750	2020	O
TC/WRC	Fitness Area	Fitness Equipment	2000	2	\$ 5,000	\$ 10,000	2020	O
VOG	Barn Upper Level	Kitchen Windows	2003	3	\$ 1,000	\$ 3,000	2020	O
VOG	House Upper Level	Doors	2003	3	\$ 1,200	\$ 3,600	2020	O
VOG	Barn Upper Level	Office Windows	2003	5	\$ 1,000	\$ 5,000	2020	O
VOG	House	Replace flooring	2003	2	\$ 3,000	\$ 6,000	2020	O
VOG	House Lower Level	Windows	2003	7	\$ 1,000	\$ 7,000	2020	O
WRC	Main Doors	Replace	2003	4	\$ 1,500	\$ 6,000	2020	O
WRC	Locker Room West	Tile Floor Replace	2003	1	\$ 10,000	\$ 10,000	2020	O
WRC	Office General	Cubicals	2003	2	\$ 5,000	\$ 10,000	2020	O
						\$ 381,115		
PSSWC	PSSWC	Playground Rplc		1	\$ 105,000	\$ 105,000	2020	C&A
PARKS	Fabrini N. Oakdale	Playground Eliminate		1	\$ 10,000	\$ 10,000	2020	C&A
PARKS	Community	Fitness area replace		1	\$ 38,000	\$ 38,000	2020	C&A
PARKS	Hoffman	Playground Rplc		1	\$ 105,000	\$ 105,000	2020	C&A
PARKS	Colony	Playground Rplc		1	\$ 67,000	\$ 67,000	2020	C&A
BPC	Maint	Road reconstruction		1	\$ 26,000	\$ 26,000	2020	C
BPC	Maint	Toro Mult-Pro 1250 s	2005	1	\$ 40,000	\$ 40,000	2020	C
PARKS	Courts	Court Crackfill		1	\$ 96,500	\$ 96,500	2020	C
PARKS	Equipment	546 Toro Z-turn mow	2013	1	\$ 20,000	\$ 20,000	2020	C
PARKS	Equipment	547 Toro Z-turn mow	2013	1	\$ 20,000	\$ 20,000	2020	C
PARKS	Vehicle	508 Ford E250 van	2008	1	\$ 22,660	\$ 22,660	2020	C
PARKS	Vehicle	495 Ford explorer	2005	1	\$ 32,750	\$ 32,750	2020	C
PARKS	Victoria	Tennis court replace		1	\$ 85,000	\$ 85,000	2020	C
PARKS	Parking Lots	Lot Patch Crackfill		1	\$ 128,450	\$ 128,450	2020	C
PSSWC	Member lockerroom	Unit RTU-4	2000	1	\$ 20,000	\$ 20,000	2020	C

COMPREHENSIVE ASSET MANAGEMENT PLAN (CAMP)

PSSWC	Tennis Courts	Unit RTU-3	2000	1	\$ 25,000	\$ 25,000	2020	C
PSSWC	Gym	Comp RTU-1	2000	1	\$ 35,000	\$ 35,000	2020	C
PSSWC	Service Desk	Comp RTU-2	2000	1	\$ 35,000	\$ 35,000	2020	C
PSSWC	Maint	Exterior painting	2000	1	\$ 60,000	\$ 60,000	2020	C
PSSWC	Maint	Roof	2000	1	\$ 125,000	\$ 125,000	2020	C
SEA	Maint	Fire suppression system	2000	1	\$ 15,000	\$ 15,000	2020	C
SEA	Maint	Security alarm system	2000	1	\$ 15,000	\$ 15,000	2020	C
SEA	Pool	Water play feature	2000	1	\$ 23,000	\$ 23,000	2020	C
VOG	Barn Lower Level	Teen Center Office W	2003	16	\$ 1,500	\$ 24,000	2020	C
WRC	Maint	Sky lights	1981	1	\$ 45,000	\$ 45,000	2020	C
						\$ 1,218,360		

COMPREHENSIVE ASSET MANAGEMENT PLAN (CAMP)

ADMIN	Desks	Annual Desktop Replacement		10	\$ 800	\$ 8,000	2021	O
BPC	Maint	HV100 Press	1985	1	\$ 5,000	\$ 5,000	2021	O
BPC	Maint	Utility Cart	2013	1	\$ 5,000	\$ 5,000	2021	O
BPC	Maint	Turf 2	2001	1	\$ 6,000	\$ 6,000	2021	O
BPC	Maint	Turf 2	1999	1	\$ 6,000	\$ 6,000	2021	O
BPC	Maint	Turf 2	1999	1	\$ 6,000	\$ 6,000	2021	O
BPC	Bar & Grill	TVS	2011	5	\$ 1,500	\$ 7,500	2021	O
PARKS	Equipment	212 Toro snowblower	2011	1	\$ 465	\$ 465	2021	O
PARKS	Equipment	402 Ballfield trailer bi	2001	1	\$ 4,500	\$ 4,500	2021	O
PARKS	Equipment	404 Water trailer	2001	1	\$ 4,500	\$ 4,500	2021	O
PARKS	Admin	Video Security Server Upgrade		1	\$ 5,000	\$ 5,000	2021	O
PSSWC	Fitness Area	Fitness equipment	2013	1	\$ 36,000	\$ 36,000	2021	O
SEA	Admin	Video Security Server Upgrade		1	\$ 5,000	\$ 5,000	2021	O
TC/WRC	Fitness	Fitness Equipment		2	\$ 5,000	\$ 10,000	2021	O
PARKS	Huntington	Path rebuild		1	\$ 25,065	\$ 25,065	2021	C&A
PARKS	S. Ridge	Playground Rplc		1	\$ 103,000	\$ 103,000	2021	C&A
PARKS	Huntington	Playground Rplc		1	\$ 175,000	\$ 175,000	2021	C&A
PARKS	S. Ridge	Path rebuild		1	\$ 315,000	\$ 315,000	2021	C&A
PARKS	Westbury	Path replace		1	\$ 51,120	\$ 51,120	2021	C&A
PARKS	Highland	Playground replace		1	\$ 103,000	\$ 103,000	2021	C&A
PARKS	Hoffman	Playground replace		1	\$ 103,000	\$ 103,000	2021	C&A
PARKS	Hunter's Ridge E	Playground replace		1	\$ 103,000	\$ 103,000	2021	C&A
PARKS	Tall Oaks	Playground replace		1	\$ 105,000	\$ 105,000	2021	C&A
PSSWC	PSSWC	Playground replace		1	\$ 103,000	\$ 103,000	2021	C&A
VOG	Path	Path replace		1	\$ 38,480	\$ 38,480	2021	C&A
PARKS	Courts	Court Crackfill		1	\$ 8,600	\$ 8,600	2021	C
PARKS	Equipment	476 Graco riding strip	2011	1	\$ 13,475	\$ 13,475	2021	C
PARKS	Equipment	545 Toro Z-turn mower	2013	1	\$ 20,000	\$ 20,000	2021	C
PARKS	Vehicle	519 Dodge ram 2500	2001	1	\$ 22,454	\$ 22,454	2021	C
PARKS	Vehicle	517 Chevy van	2001	1	\$ 25,853	\$ 25,853	2021	C
PARKS	Vehicle	511 Dodge 2500 4x4	2001	1	\$ 30,000	\$ 30,000	2021	C
PARKS	Vehicle	533 Ford E250	2011	1	\$ 33,000	\$ 33,000	2021	C
PARKS	Equipment	571 Toro 580D 4x4 m	2006	1	\$ 80,000	\$ 80,000	2021	C
PARKS	Cipri	Playground replace		1	\$ 105,000	\$ 105,000	2021	C
PARKS	Parking Lots	Parking lot patch		1	\$ 125,000	\$ 125,000	2021	C
PARKS	Charlemagne	Tennis court replace		1	\$ 85,000	\$ 85,000	2021	C
PARKS	S. Ridge	Tennis court replace		1	\$ 85,000	\$ 85,000	2021	C
SEA	Pool	Guard chair replace	2010	4	\$ 8,000	\$ 32,000	2021	C
SEA	Pool	Pool water heaters (2	2000	2	\$ 75,000	\$ 150,000	2021	C
TC	Roof & Panels	Replace	1985	1	\$ 400,000	\$ 400,000	2021	C

COMPREHENSIVE ASSET MANAGEMENT PLAN (CAMP)

						\$ 2,549,012		
ADMIN	Desks	Annual Desktop Replacement		10	\$ 800	\$ 8,000	2022	O
BPC	Maint	Freedom NB	2012	1	\$ 5,000	\$ 5,000	2022	C
BPC	Kitchen, Main	Fryers	1900	2	\$ 3,500	\$ 7,000	2022	C
BPC	Kitchen, Upstairs	Broiler	1900	1	\$ 7,500	\$ 7,500	2022	C
PARKS	Work Area	Comp furnace	2002	1	\$ 1,500	\$ 1,500	2022	O
PARKS	Mechanic Area	Comp furnace	2002	1	\$ 1,500	\$ 1,500	2022	O
PARKS	Wash Bay	Comp furnace	2002	1	\$ 1,500	\$ 1,500	2022	O
PARKS	Work Area	Unit furnace	2002	1	\$ 1,500	\$ 1,500	2022	O
PARKS	Mechanic Area	Unit furnace	2002	1	\$ 1,500	\$ 1,500	2022	O
PARKS	Wash Bay	Unit furnace	2002	1	\$ 1,500	\$ 1,500	2022	O
PARKS	Equipment	223 Wacker compact	2012	1	\$ 1,960	\$ 1,960	2022	O
PARKS	Break/Conf Room	Comp RTU-1	2002	1	\$ 3,000	\$ 3,000	2022	O
PARKS	Dir office/Reception	Comp RTU-2	2002	1	\$ 3,000	\$ 3,000	2022	O
PARKS	Supervisor Area	Comp RTU-3	2002	1	\$ 3,000	\$ 3,000	2022	O
PARKS	Break/Conf Room	Unit RTU-1	2002	1	\$ 3,000	\$ 3,000	2022	O
PARKS	Dir office/Reception	Unit RTU-2	2002	1	\$ 3,000	\$ 3,000	2022	O
PARKS	Supervisor Area	Unit RTU-3	2002	1	\$ 3,000	\$ 3,000	2022	O
PARKS	Maint	Fuel pump mechanical	2002	3	\$ 2,333	\$ 6,999	2022	C
PARKS	Courts	Crackfill		1	\$ 9,028	\$ 9,028	2022	C
PARKS	Equipment	422 Kifco water reel	2010	1	\$ 9,270	\$ 9,270	2022	C
PARKS	Parking Lots	Crackfill		1	\$ 15,000	\$ 15,000	2022	C
PARKS	Maint	Fuel pumps	2002	3	\$ 6,000	\$ 18,000	2022	C
PARKS	Maint	Exterior service doors	2002	6	\$ 3,333	\$ 19,998	2022	C
PARKS	Equipment	576 Toro Z-turn mower	2015	1	\$ 20,000	\$ 20,000	2022	C
PARKS	Equipment	577 Toro Z-turn mower	2015	1	\$ 20,000	\$ 20,000	2022	C
PARKS	Equipment	578 Toro Z-turn mower	2015	1	\$ 20,000	\$ 20,000	2022	C
PARKS	Vehicle	512 GMC 2500 4x4 pickup	2002	1	\$ 25,853	\$ 25,853	2022	C
PARKS	Vehicle	518 Dodge Ram 1500	2002	1	\$ 29,000	\$ 29,000	2022	C
PARKS	Vehicle	506 Dodge Ram 1500	2002	1	\$ 29,500	\$ 29,500	2022	C
PARKS	Vehicle	493 Ford Escape hybrid	2012	1	\$ 33,070	\$ 33,070	2022	C
PARKS	Maint	Fencing	2002	1	\$ 35,000	\$ 35,000	2022	C
PARKS	Maint	Overhead door opener	2002	5	\$ 7,000	\$ 35,000	2022	C
PARKS	Canterbury Park Place	Path repair		1	\$ 35,409	\$ 35,409	2022	C&A
PARKS	N. Ridge	Path replace		1	\$ 13,000	\$ 13,000	2022	C&A
PARKS	Pine	Path replace		1	\$ 13,888	\$ 13,888	2022	C&A
PARKS	Sycamore	Path Repair		1	\$ 68,000	\$ 68,000	2022	C&A
PARKS	Cannon	Path replace		1	\$ 103,258	\$ 103,258	2022	C&A
PARKS	Fabbrini	Tennis court replace		1	\$ 130,000	\$ 130,000	2022	C
PARKS	Valley	Basketball court rebuild		1	\$ 44,039	\$ 44,039	2022	C
PARKS	Maint	Overhead doors	2002	5	\$ 10,000	\$ 50,000	2022	C
PARKS	Maint	Roof	2002	1	\$ 80,000	\$ 80,000	2022	C
PARKS	Maint	Fuel pumps	2002	2	\$ 20,000	\$ 40,000	2022	C
PARKS	Maint	Underground fuel tank	2002	2	\$ 40,000	\$ 80,000	2022	C
PARKS	Evergreen	Tennis court replace		1	\$ 85,000	\$ 85,000	2022	C
PARKS	Olmstead	Tennis court replace		1	\$ 85,000	\$ 85,000	2022	C
PARKS	Blackbear	Playground replace		1	\$ 103,000	\$ 103,000	2022	C&A
PARKS	Cipri	Playground replace		1	\$ 103,000	\$ 103,000	2022	C&A
PSSWC	Massage Room East	Floors Replace	2010	1	\$ 5,000	\$ 5,000	2022	O
PSSWC	Massage West	Carpet Replace	2010	1	\$ 5,000	\$ 5,000	2022	O
PSSWC	1st Floor Heat/AC	Comp AH-2	2002	1	\$ 25,000	\$ 25,000	2022	C
PSSWC	Fitness	Fitness equipment		5	\$ 5,000	\$ 25,000	2022	O
SEA	Maint	Roll up doors	2000	2	\$ 8,500	\$ 17,000	2022	C
SEA	Concessions	Concession picnic table	2000	7	\$ 2,500	\$ 17,500	2022	O
TC	Dance Room	Flooring Resurface	2014	2	\$ 500	\$ 1,000	2022	O
TC	Gym	Flooring Resurface	2014	2	\$ 4,000	\$ 8,000	2022	C
TC	Ice	Dehumidification Unit	2014	2	\$ 20,500	\$ 41,000	2022	C

COMPREHENSIVE ASSET MANAGEMENT PLAN (CAMP)

TC	Ice	Dehumidification Unit	2014	2	\$ 60,000	\$ 120,000	2022	C
TC/WRC	Fitness	Fitness equipment		2	\$ 5,000	\$ 10,000	2022	O
WRC	Upper Level	Carpeting	2014	1	\$ 15,000	\$ 15,000	2022	O
VOG	Barn	1st floor - Comp AH-1	2002	1	\$ 20,000	\$ 20,000	2022	C
VOG	Barn	2nd floor - Unit AH-1	2002	1	\$ 25,000	\$ 25,000	2022	C
ADMIN	Desks	Annual Desktop Replacement		10	\$ 800	\$ 8,000	2023	O
BPC	Maint	Cleanup Aerification	1900	1	\$ 6,000	\$ 6,000	2023	C
BPC	Maint	7200 Zero Turn	2007	1	\$ 18,000	\$ 18,000	2023	C
BPC	Maint	YM 336	1900	1	\$ 20,000	\$ 20,000	2023	C
PARKS	Equipment	213 Toro snow blower	2013	1	\$ 465	\$ 465	2023	O
PARKS	Equipment	460 Honda water pump	2013	1	\$ 515	\$ 515	2023	O
PARKS	Equipment	910 Bradco trencher	2003	1	\$ 3,820	\$ 3,820	2023	O
PARKS	Equipment	903 Alitec stump grinder	2003	1	\$ 4,490	\$ 4,490	2023	O
PARKS	Courts	Crackfill		1	\$ 8,088	\$ 8,088	2023	C
PARKS	Equipment	426 Kifco water reel	2003	1	\$ 9,270	\$ 9,270	2023	C
PARKS	Equipment	706 Sulair air compressor	2003	1	\$ 10,920	\$ 10,920	2023	C
PARKS	Equipment	425 Genie boom lift	2003	1	\$ 13,475	\$ 13,475	2023	C
PARKS	Parking Lots	Crackfill		1	\$ 15,000	\$ 15,000	2023	C
PARKS	Hunter's Ridge	Path repair		1	\$ 24,272	\$ 24,272	2023	C&A
PARKS	Vehicle	523 Chevy 2500 crew cab	2003	1	\$ 25,850	\$ 25,850	2023	C
PARKS	Vehicle	528 Chevy 2500 crew cab	2003	1	\$ 25,850	\$ 25,850	2023	C
PARKS	Vehicle	524 Ford F350 dump truck	2003	1	\$ 39,295	\$ 39,295	2023	C
PARKS	Vehicle	510 Frightline bus	2003	1	\$ 84,202	\$ 84,202	2023	C
PARKS	Victoria	Tennis court replace		1	\$ 85,000	\$ 85,000	2023	C
PARKS	Charlemagne	Playground replace		1	\$ 100,000	\$ 100,000	2023	C&A
PARKS	Equipment	542 International plotter	2013	1	\$ 118,450	\$ 118,450	2023	C
PARKS	Sycamore	Playground replace		1	\$ 150,000	\$ 150,000	2023	C&A
PARKS	Canterbury Fields	Playground replace		1	\$ 175,000	\$ 175,000	2023	C&A
PARKS	Blackbear	Path repair		1	\$ 72,131	\$ 72,131	2023	C&A
PSSWC	Fitness	Fitness Equipment		5	\$ 5,000	\$ 25,000	2023	C
SEA	Maint	Fencing replace	2000	1	\$ 49,000	\$ 49,000	2023	C
SEA	Playground	Playground replace		1	\$ 135,000	\$ 135,000	2023	C&A
TC/WRC	Fitness	Fitness Equipment		2	\$ 5,000	\$ 10,000	2023	C
VOG	House	Basement floor paint		1	\$ 3,000	\$ 3,000	2023	O
VOG	House	Fire suppression system	2003	1	\$ 5,000	\$ 5,000	2023	C
VOG	House	Security alarm system	2003	1	\$ 5,000	\$ 5,000	2023	C
VOG	House	Exterior painting	2003	1	\$ 7,500	\$ 7,500	2023	C
VOG	House	Flat roof	2003	1	\$ 7,500	\$ 7,500	2023	C
VOG	House	Shingle roof	2003	1	\$ 15,000	\$ 15,000	2023	C
VOG	Barn	Exterior painting	2003	1	\$ 40,000	\$ 40,000	2023	C
VOG	Barn	Shingle roof	2003	1	\$ 70,000	\$ 70,000	2023	C
WRC	Tennis Court	Replace tennis court		1	\$ 85,000	\$ 85,000	2023	C
ADMIN	Desks	Annual Desktop Replacement		10	\$ 800	\$ 8,000	2024	O
BPC	Maint	Blower	2004	1	\$ 5,000	\$ 5,000	2024	C
BPC	Kitchen, Main	Line Cooler	2009	1	\$ 5,000	\$ 5,000	2024	C
BPC	Maint	GroundsMaster	2009	1	\$ 60,000	\$ 60,000	2024	C
BPC	Golf course	Bunker renovation		1	\$ 450,000	\$ 450,000	2024	C
PARKS	Equipment	834 Classic trailer	1994	1	\$ 4,490	\$ 4,490	2024	O
PARKS	Courts	Crackfill		1	\$ 7,925	\$ 7,925	2024	C
PARKS	Equipment	915 Bobcat auger	1994	1	\$ 9,270	\$ 9,270	2024	C
PARKS	Parking Lots	Patch		1	\$ 15,000	\$ 15,000	2024	C
PARKS	Cannon	Tennis court replace		1	\$ 42,000	\$ 42,000	2024	C
PARKS	Walnut Pond	Path Repair		1	\$ 42,753	\$ 42,753	2024	C&A
PARKS	Victoria N.	Path Repair		1	\$ 47,365	\$ 47,365	2024	C&A
PARKS	Olmstead	Playground Replace		1	\$ 100,000	\$ 100,000	2024	C&A
PARKS	Sundance	Playground Replace		1	\$ 100,000	\$ 100,000	2024	C&A
PARKS	Fairview	Playground Replace		1	\$ 150,000	\$ 150,000	2024	C&A

COMPREHENSIVE ASSET MANAGEMENT PLAN (CAMP)

PARKS	Bode-Salem	Playground Replace		1	\$ 100,000	\$ 100,000	2024	C&A
PSSWC	Fitness	Fitness Equipment		5	\$ 5,000	\$ 25,000	2024	C
PSSWC	Maint	Elevator	2000	1	\$ 50,000	\$ 50,000	2024	C
TC	Server Room	Comp CU-IT	2004	1	\$ 1,800	\$ 1,800	2024	O
TC	Server Room	Unit CU-IT	2004	1	\$ 1,800	\$ 1,800	2024	O
TC	Whirlpool	Comp CU-14	2004	1	\$ 2,800	\$ 2,800	2024	O
TC	Whirlpool	Unit CU-14	2004	1	\$ 2,800	\$ 2,800	2024	O
TC	Aerobics Room	Comp RTU-2	2004	1	\$ 4,500	\$ 4,500	2024	O
TC	Aerobics Room	Unit RTU-2	2004	1	\$ 4,500	\$ 4,500	2024	O
TC	Lower Level North	Comp RTU-13	2004	1	\$ 4,500	\$ 4,500	2024	O
TC	Lower Level North	Unit RTU-13	2004	1	\$ 4,500	\$ 4,500	2024	O
TC	Office Exterior	Comp RTU-6	2004	1	\$ 4,500	\$ 4,500	2024	O
TC	Office Exterior	Unit RTU-6	2004	1	\$ 4,500	\$ 4,500	2024	O
TC	Wolves Upper Level	Comp RTU-8	2004	1	\$ 4,500	\$ 4,500	2024	O
TC	Wolves Upper Level	Unit RTU-8	2004	1	\$ 4,500	\$ 4,500	2024	O
TC	Lobby Lower Level	Comp RTU-10	2004	1	\$ 5,500	\$ 5,500	2024	C
TC	Lobby Lower Level	Unit RTU-10	2004	1	\$ 5,500	\$ 5,500	2024	C
TC	Lockerrooms	Comp RTU-3	2004	1	\$ 5,500	\$ 5,500	2024	C
TC	Lockerrooms	Unit RTU-3	2004	1	\$ 5,500	\$ 5,500	2024	C
TC	Upper Level North	Comp RTU-12	2004	1	\$ 5,500	\$ 5,500	2024	C
TC	Upper Level North	Unit RTU-12	2004	1	\$ 5,500	\$ 5,500	2024	C
TC	Lobby Upper Level	Comp RTU-11	2004	1	\$ 20,000	\$ 20,000	2024	C
TC	Lobby Upper Level	Unit RTU-11	2004	1	\$ 20,000	\$ 20,000	2024	C
TC	Office Interior	Comp RTU-7	2004	1	\$ 20,000	\$ 20,000	2024	C
TC	Office Interior	Unit RTU-7	2004	1	\$ 20,000	\$ 20,000	2024	C
TC	Wolves Lower Level	Comp RTU-9	2004	1	\$ 20,000	\$ 20,000	2024	C
TC	Wolves Lower Level	Unit RTU-9	2004	1	\$ 20,000	\$ 20,000	2024	C
TC	Fitness Center	Comp RTU-1	2004	1	\$ 25,000	\$ 25,000	2024	C
TC	Fitness Center	Unit RTU-1	2004	1	\$ 25,000	\$ 25,000	2024	C
TC/WRC	Fitness	Fitness Equipment		2	\$ 5,000	\$ 10,000	2024	C
VOG	Barn	Elevator	2000	1	\$ 25,000	\$ 25,000	2024	C
WRC	Facility Interior (Main	Flooring Carpet & Tile	2013	1	\$ 10,000	\$ 10,000	2024	C
WRC	Maint	Elevator	2000	1	\$ 50,000	\$ 50,000	2024	C
ADMIN	Desks	Annual Desktop Replacement		10	\$ 800	\$ 8,000	2025	O
BPC	Maint	JR Sod Cutter	1998	1	\$ 5,000	\$ 5,000	2025	C
BPC	Maint	Brush Mower	1900	1	\$ 7,500	\$ 7,500	2025	C
BPC	Kitchen, Upstairs	Coolers	1900	2	\$ 4,500	\$ 9,000	2025	C
BPC	Maint	VertiDrain 7316	2008	1	\$ 20,000	\$ 20,000	2025	C
BPC	Maint	Comp RTU-5	2005	1	\$ 20,000	\$ 20,000	2025	C
BPC	Maint	JD 1070	1990	1	\$ 25,000	\$ 25,000	2025	C
BPC	Maint	Greens	2008	1	\$ 30,000	\$ 30,000	2025	C
BPC	Maint	Greens Master 3150	2008	1	\$ 30,000	\$ 30,000	2025	C
BPC	Maint	Skid Steer 873	1995	1	\$ 30,000	\$ 30,000	2025	C
BPC	Maint	Grinding	1998	1	\$ 35,000	\$ 35,000	2025	C
PARKS	Equipment	401 Ball field trailer	1995	1	\$ 4,500	\$ 4,500	2025	O
PARKS	Equipment	457 1ST Products see	2005	1	\$ 7,300	\$ 7,300	2025	C
PARKS	Equipment	203 Water reel	1995	1	\$ 7,520	\$ 7,520	2025	C
PARKS	Vehicle	520 Dodge dakota pic	2005	1	\$ 19,650	\$ 19,650	2025	C
PARKS	Canterbury Fields	Path Repair		1	\$ 33,966	\$ 33,966	2025	C&A
PARKS	Vehicle	491 Ford F150 4x4	2015	1	\$ 36,050	\$ 36,050	2025	C
PARKS	Vehicle	475 Ford F250 w/plov	2015	1	\$ 36,050	\$ 36,050	2025	C
PARKS	Beacon Pt Wetlands	Path repair		1	\$ 79,920	\$ 79,920	2025	C&A
PARKS	Cannon	Playground Replace		1	\$ 175,000	\$ 175,000	2025	C&A
PSSWC	Laundry Room	Dryer	2005	3	\$ 4,000	\$ 12,000	2025	C
PSSWC	Laundry Room	Washer	2010	3	\$ 4,000	\$ 12,000	2025	O
PSSWC	Cimbing Wall	Panel replacement	2000	10	\$ 2,000	\$ 20,000	2025	C
PSSWC	Fitness	Fitness equipment		5	\$ 5,000	\$ 25,000	2025	O

COMPREHENSIVE ASSET MANAGEMENT PLAN (CAMP)

PSSWC	Family Changing Room	Tile Floors	2000	1	\$ 40,000	\$ 40,000	2025	C
PSSWC	Family Changing Room	Walls Repaint	2000	4	\$ 10,000	\$ 40,000	2025	C
PSSWC	Inddor track	Track replace	2000	1	\$ 120,000	\$ 120,000	2025	C
SEA	Manager's Office	Doors	1995	1	\$ 2,000	\$ 2,000	2025	C
SEA	Guard Lounge	Lockers	1995	1	\$ 2,500	\$ 2,500	2025	O
SEA	Maint	Exit turn style	2000	1	\$ 5,500	\$ 5,500	2025	C
SEA	Restroom	Sinks / Faucets	1995	6	\$ 1,000	\$ 6,000	2025	O
SEA	Maint	Sump pump	2015	1	\$ 8,500	\$ 8,500	2025	C
SEA	Mechanical Closet	Doors	1995	9	\$ 2,000	\$ 18,000	2025	O
SEA	Ceilings	Paint	1995	7	\$ 3,000	\$ 21,000	2025	C
SEA	Maint	Sled hill fencing	2005	1	\$ 37,500	\$ 37,500	2025	C
SEA	Pool	Underwater pool ligh	2015	8	\$ 11,000	\$ 88,000	2025	C
SEA	Maint	Perimeter fencing	2000	1	\$ 105,000	\$ 105,000	2025	C
TC	Room 105 Child Care	Sink	2005	1	\$ 300	\$ 300	2025	O
TC	Kitchen	Plumbing / Sink	2005	1	\$ 400	\$ 400	2025	O
TC	Break room	Walls	2005	1	\$ 500	\$ 500	2025	O
TC	Board Room	Walls	2005	1	\$ 1,000	\$ 1,000	2025	O
TC	Break room	Counters & Cabinets	2005	1	\$ 1,000	\$ 1,000	2025	O
TC	Custodial Room	Doors	2005	1	\$ 1,250	\$ 1,250	2025	O
TC	Locker Room Men's	Doors	2005	1	\$ 1,250	\$ 1,250	2025	O
TC	Locker Room Womens	Doors	2005	1	\$ 1,250	\$ 1,250	2025	O
TC	PS Rooms 102, 103, 110	Restroom Toilet / Sin	2005	5	\$ 250	\$ 1,250	2025	O
TC	Restroom Mens	Doors	2005	1	\$ 1,250	\$ 1,250	2025	O
TC	Restroom Women Ge	Doors	2005	1	\$ 1,250	\$ 1,250	2025	O
TC	Locker Room Men's	Dryers	2005	3	\$ 500	\$ 1,500	2025	O
TC	Locker Room Womens	Dryers	2005	3	\$ 500	\$ 1,500	2025	O
TC	Restrooms	Plumbing, Precelin, Si	2005	2	\$ 750	\$ 1,500	2025	O
TC	Gym	Goal Padding	2012	2	\$ 800	\$ 1,600	2025	O
TC	Locker Room Men's	Mirrors	2005	3	\$ 600	\$ 1,800	2025	O
TC	Locker Room Womens	Mirrors	2005	3	\$ 600	\$ 1,800	2025	O
TC	Board Room	Carpet	2005	1	\$ 2,000	\$ 2,000	2025	O
TC	Break room	Flooring	2005	1	\$ 2,000	\$ 2,000	2025	O
TC	Locker Room Men's	Benches	2005	4	\$ 500	\$ 2,000	2025	O
TC	Pro Shop	Walls	2005	1	\$ 2,000	\$ 2,000	2025	O
TC	Room 105 Child Care	Walls Paint	2005	1	\$ 2,000	\$ 2,000	2025	O
TC	Room 106 Child Care	Walls Paint	2005	1	\$ 2,000	\$ 2,000	2025	O
TC	Locker Room Men's	Shower Fixtures	2005	7	\$ 300	\$ 2,100	2025	O
TC	Locker Room Womens	Shower Fixtures	2005	7	\$ 300	\$ 2,100	2025	O
TC	Board Room	Doors	2005	2	\$ 1,250	\$ 2,500	2025	O
TC	Room 105 Child Care	Doors	2005	2	\$ 1,250	\$ 2,500	2025	O
TC	Room 106 Child Care	Doors	2005	2	\$ 1,250	\$ 2,500	2025	O
TC	Running Track	Door		2	\$ 1,250	\$ 2,500	2025	O
TC	Ice	Scoreboards	2005	4	\$ 750	\$ 3,000	2025	O
TC	Ice	Sound System	2005	2	\$ 1,500	\$ 3,000	2025	O
TC	PS Rooms 102, 103, 110	Carpet	2012	1	\$ 3,000	\$ 3,000	2025	O
TC	PS Rooms 102, 103, 110	Floor Tile	2005	1	\$ 3,000	\$ 3,000	2025	O
TC	PS Rooms 102, 103, 110	Walls Paint	2005	2	\$ 1,500	\$ 3,000	2025	O
TC	Restroom Mens	Countertops	2005	1	\$ 3,000	\$ 3,000	2025	O
TC	Restroom Mens	Sinks, Faucets, Toilets	2005	6	\$ 500	\$ 3,000	2025	O
TC	Restroom Women Ge	Countertops	2005	1	\$ 3,000	\$ 3,000	2025	O
TC	Whirlpool/Sauna	Doors (into Locker Ro	2005	2	\$ 1,500	\$ 3,000	2025	O
TC	Restroom Womens	Partitions	2005	3	\$ 1,333	\$ 3,999	2025	O
TC	Dance Room	Sound System	2005	1	\$ 4,000	\$ 4,000	2025	O
TC	PS Rooms 102, 103, 110	Restroom Floor	2005	1	\$ 4,000	\$ 4,000	2025	O
TC	Room 105 Child Care	Flooring, Tile	2005	1	\$ 4,000	\$ 4,000	2025	O
TC	Room 106 Child Care	Flooring, Tile	2005	1	\$ 4,000	\$ 4,000	2025	O
TC	Restroom Women Ge	Sinks, Faucets, Toilets	2005	12	\$ 416	\$ 4,992	2025	O

COMPREHENSIVE ASSET MANAGEMENT PLAN (CAMP)

TC	Admin/Registration Area	Walls	2015	1	\$ 5,000	\$ 5,000	2025	C
TC	Board Room	Closets	2005	4	\$ 1,250	\$ 5,000	2025	O
TC	Gym	Scoreboard	2000	2	\$ 2,500	\$ 5,000	2025	C
TC	Locker Room Men's	Countertops	2005	1	\$ 5,000	\$ 5,000	2025	C
TC	Locker Room Men's	Walls Paint	2005	1	\$ 5,000	\$ 5,000	2025	C
TC	Locker Room Womens	Countertops	2005	1	\$ 5,000	\$ 5,000	2025	C
TC	Locker Room Womens	Walls Paint	2005	1	\$ 5,000	\$ 5,000	2025	C
TC	Pro Shop	Flooring	2005	1	\$ 5,000	\$ 5,000	2025	C
TC	PS Rooms 102, 103, 104	Cabinets	2005	5	\$ 1,000	\$ 5,000	2025	C
TC	PS Rooms 102, 103, 104	Counters	2005	5	\$ 1,000	\$ 5,000	2025	C
TC	PS Rooms 102, 103, 104	Doors	2005	4	\$ 1,250	\$ 5,000	2025	O
TC	Restroom Mens	Partitions	2005	1	\$ 5,000	\$ 5,000	2025	O
TC	Restroom Mens	Partitions	2005	2	\$ 2,500	\$ 5,000	2025	O
TC	Restroom Mens	Sinks, Toilets, Mirrors	2005	8	\$ 625	\$ 5,000	2025	O
TC	Restroom Womens	Sinks, Toilets, Mirrors	2005	8	\$ 625	\$ 5,000	2025	O
TC	Room 105 Child Care	Cabinets	2005	1	\$ 5,000	\$ 5,000	2025	C
TC	Room 106 Child Care	Cabinets	2005	1	\$ 5,000	\$ 5,000	2025	C
TC	Room 106 Child Care	Cabinets	2005	1	\$ 5,000	\$ 5,000	2025	C
TC	SPA/WHIRLPOOL	HOT WATER HEATERS	2005	2	\$ 2,500	\$ 5,000	2025	O
TC	Admin/Registration Area	Counters, Cabinets	2005	2	\$ 3,000	\$ 6,000	2025	C
TC	Admin/Registration Area	Tile	2005	1	\$ 6,000	\$ 6,000	2025	C
TC	Locker Room Men's	Partitions	2005	1	\$ 6,000	\$ 6,000	2025	C
TC	Locker Room Womens	Partitions	2005	1	\$ 6,000	\$ 6,000	2025	C
TC	Dance Room	Doors	2005	5	\$ 1,250	\$ 6,250	2025	C
TC	Fitness Center Room 1	Doors	2005	5	\$ 1,250	\$ 6,250	2025	C
TC	Dance Room	Mirrors	2005	6	\$ 1,200	\$ 7,200	2025	C
TC	Fitness Center Room 1	Flooring Carpet	2005	1	\$ 8,000	\$ 8,000	2025	C
TC	Fitness Center Room 1	Flooring Weight Room	2005	1	\$ 8,000	\$ 8,000	2025	C
TC	Hallways/Common Area	Walls Paint	2005	1	\$ 8,000	\$ 8,000	2025	O
TC	Restroom Women Gen	Partitions	2005	1	\$ 8,000	\$ 8,000	2025	O
TC	Whirlpool/Sauna	Sauna Heater	2012	1	\$ 8,000	\$ 8,000	2025	C
TC	Fitness Center Room 1	Mirrors	2005	6	\$ 1,500	\$ 9,000	2025	C
TC	Fitness Center Room 1	Walls Paint	2005	1	\$ 10,000	\$ 10,000	2025	C
TC	Gym	Bleachers	2012	2	\$ 5,000	\$ 10,000	2025	C
TC	Gym	Curtain	2013	1	\$ 10,000	\$ 10,000	2025	C
TC	Lobby Main/Reception	Counters	2005	1	\$ 10,000	\$ 10,000	2025	C
TC	PS Rooms 102, 103, 104	Carpet	2005	2	\$ 5,000	\$ 10,000	2025	C
TC	Restroom Mens	Flooring	2005	1	\$ 10,000	\$ 10,000	2025	C
TC	Restroom Mens	Flooring	2005	1	\$ 10,000	\$ 10,000	2025	C
TC	Restroom Women Gen	Floor	2005	1	\$ 10,000	\$ 10,000	2025	C
TC	Restroom Womens	Flooring	2005	1	\$ 10,000	\$ 10,000	2025	C
TC	Running Track	Walls & Railing Paint		1	\$ 10,000	\$ 10,000	2025	C
TC	Whirlpool/Sauna	Sauna Room Wood	2005	1	\$ 10,000	\$ 10,000	2025	C
TC	Whirlpool/Sauna	Tile Floor	2005	1	\$ 10,000	\$ 10,000	2025	C
TC	Admin	HEPD - APC Symmetr	2015	1	\$ 11,000	\$ 11,000	2025	O
TC	Gym	Basketball Standards	2000	6	\$ 2,000	\$ 12,000	2025	C
TC	Stairwells Track (2)	Paint, replace rubber steps		2	\$ 6,000	\$ 12,000	2025	C
TC	Admin/Registration Area	Carpet	2015	1	\$ 15,000	\$ 15,000	2025	C
TC	Hallways/Common Area	Railing	2005	1	\$ 15,000	\$ 15,000	2025	C
TC	Restroom Mens	Walls	2005	1	\$ 15,000	\$ 15,000	2025	C
TC	Restroom Womens	Walls	2005	1	\$ 15,000	\$ 15,000	2025	C
TC	Whirlpool/Sauna	Retile	2005	1	\$ 15,000	\$ 15,000	2025	C
TC	Maint	Fire suppression syste	2005	1	\$ 15,000	\$ 15,000	2025	C
TC	Maint	Pond railing	2005	1	\$ 15,000	\$ 15,000	2025	C
TC	Maint	Secruity alarm system	2005	1	\$ 15,000	\$ 15,000	2025	C
TC	Lobby North	Doors Main	2005	8	\$ 2,000	\$ 16,000	2025	C
TC	Dance Room	Mirrors	2005	12	\$ 1,500	\$ 18,000	2025	C

COMPREHENSIVE ASSET MANAGEMENT PLAN (CAMP)

TC	Admin/Registration Ar	Cubicles	2015	3	\$ 6,333	\$ 18,999	2025	C
TC	Fitness Center Room	Fountains	2005	5	\$ 4,000	\$ 20,000	2025	C
TC	Hallways/Common Ar	Tile	2005	1	\$ 20,000	\$ 20,000	2025	C
TC	Admin/Registration Ar	Doors	2005	19	\$ 1,250	\$ 23,750	2025	C
TC	Hallways/Common Ar	Carpet	2005	1	\$ 30,000	\$ 30,000	2025	C
TC	Locker Room Men's	Ceramic Tile Floor	2005	1	\$ 30,000	\$ 30,000	2025	C
TC	Locker Room Women's	Ceramic Tile Floor	2005	1	\$ 30,000	\$ 30,000	2025	C
TC	Maint	Exterior wood fencing	2005	1	\$ 30,000	\$ 30,000	2025	C
TC	Lobby Main/Receptor	Floor Tile	2005	1	\$ 35,000	\$ 35,000	2025	C
TC	Locker Room Men's	Lockers	2005	1	\$ 35,000	\$ 35,000	2025	C
TC	Locker Room Women's	Lockers	2005	1	\$ 35,000	\$ 35,000	2025	C
TC	Running Track	Flooring		1	\$ 60,000	\$ 60,000	2025	C
TC	Maint	Exterior building pain	2005	1	\$ 60,000	\$ 60,000	2025	C
TC	Maint	Domestic hot water h	2005	2	\$ 35,000	\$ 70,000	2025	C
TC	Doors Interior	Replace		65	\$ 1,200	\$ 78,000	2025	C
TC	Admin	Shoretel VOIP Phone	2015	1	\$ 99,000	\$ 99,000	2025	O
TC	Ice	Sports Floor	2005	1	\$ 100,000	\$ 100,000	2025	O
TC	Maint	Exterior metal fencing	2005	1	\$ 100,000	\$ 100,000	2025	C
TC	ADMIN/ICE	Hot water heaters	2005	4	\$ 30,000	\$ 120,000	2025	C
TC	Lobby Main/Receptor	Doors	2005	12	\$ 13,333	\$ 159,996	2025	C
TC	Maint	Flat roof (2)	2005	2	\$ 112,500	\$ 225,000	2025	C
TC/WRC	Fitness	Fitness equipment		2	\$ 5,000	\$ 10,000	2025	O
VOG	House	Rec Area Light		5	\$ 200	\$ 1,000	2025	O
VOG	Barn	Kitchen Cabinets	2003	3	\$ 1,000	\$ 3,000	2025	O
VOG	House	Lower level flooring	2016	6	\$ 500	\$ 3,000	2025	O
VOG	House	Replace lighting	2003	30	\$ 150	\$ 4,500	2025	O
VOG	House	Upper level floors	2016	3	\$ 1,500	\$ 4,500	2025	O
VOG	House	Front Porch		1	\$ 5,000	\$ 5,000	2025	C
VOG	House	Upper level doors/wi	2003	6	\$ 1,000	\$ 6,000	2025	O
VOG	House	Lower level doors		7	\$ 1,200	\$ 8,400	2025	O
VOG	Barn	Teen Center Doors	2003	6	\$ 1,500	\$ 9,000	2025	C
VOG	Barn	Replace lighting	2003	50	\$ 200	\$ 10,000	2025	C
VOG	Barn	Upper level doors	2003	9	\$ 1,200	\$ 10,800	2025	C
WRC	Preschool	Counters	1981	1	\$ 500	\$ 500	2025	O
WRC	Tot Room	Sink	2003	1	\$ 500	\$ 500	2025	O
WRC	Facility All Interior	Cabinets	2003	1	\$ 5,000	\$ 5,000	2025	C
WRC	Racq Ct 1 Upper North	Emergency Doors	2003	2	\$ 2,500	\$ 5,000	2025	O
WRC	Hallway Main Lower L	Emergency Exit Doors	1981	2	\$ 2,500	\$ 5,000	2025	O
WRC	Gym Mini	Emergency Exit Doors	2003	3	\$ 2,500	\$ 7,500	2025	O
WRC	Facility Interior (Main	Closet Doors	2003	8	\$ 1,250	\$ 10,000	2025	O
WRC	Gym	Emergency Exit Doors	2003	4	\$ 2,500	\$ 10,000	2025	O
WRC	Maint	Domestic hot water h	2000	1	\$ 11,000	\$ 11,000	2025	C
WRC	Maint	Exterior building pain	2000	1	\$ 20,000	\$ 20,000	2025	C
WRC	Maint	Exterior metal fascia	1981	1	\$ 30,000	\$ 30,000	2025	C
WRC	Facility Interior	Doors	2013	25	\$ 1,250	\$ 31,250	2025	O
WRC	Maint	Roof	2005	1	\$ 95,000	\$ 95,000	2025	C
BPC	Maint	Toro Pro Core 660	2006	1	\$ 15,000	\$ 15,000	2026	C
BPC	Maint	Grinding	2001	1	\$ 20,000	\$ 20,000	2026	C
BPC	Maint	Comp RTU-2	2006	1	\$ 20,000	\$ 20,000	2026	C
BPC	Maint	Unit RTU-2	2006	1	\$ 20,000	\$ 20,000	2026	C
PARKS	Equipment	321 Bluebird slit seed	2006	1	\$ 1,735	\$ 1,735	2026	O
PARKS	Equipment	924 Ryan sod cutter	2006	1	\$ 3,255	\$ 3,255	2026	O
PARKS	Equipment	911 Redi-hauler traile	1996	1	\$ 5,165	\$ 5,165	2026	C
PARKS	Equipment	705 Bradco brush cut	2006	1	\$ 6,180	\$ 6,180	2026	C
PARKS	Vehicle	485 Ford explorer	2016	1	\$ 36,050	\$ 36,050	2026	C
PARKS	Brittany	Playground replace		1	\$ 100,000	\$ 100,000	2026	C&A
PARKS	Lincoln	Playground replace		1	\$ 100,000	\$ 100,000	2026	C&A

COMPREHENSIVE ASSET MANAGEMENT PLAN (CAMP)

SEA	Pool	Tube slide drop slides	2000	2	\$ 15,000	\$ 30,000	2026	C
SEA	Pool	Body slide	2000	1	\$ 50,000	\$ 50,000	2026	C
BPC	Maint	Ditch Witch 2300	1979	1	\$ 15,000	\$ 15,000	2027	C
BPC	Maint	Toro Mult-Pro 5800	2012	1	\$ 40,000	\$ 40,000	2027	C
PARKS	Equipment	643 Honda generator	2007	1	\$ 2,060	\$ 2,060	2027	O
PARKS	Equipment	540 Big tex trailer	2007	1	\$ 5,150	\$ 5,150	2027	C
PARKS	Equipment	204 Water reel	1997	1	\$ 7,520	\$ 7,520	2027	C
PARKS	Vehicle	516 Dodge dakota pic	2007	1	\$ 20,600	\$ 20,600	2027	C
PARKS	Vehicle	453 Ford explorer	2007	1	\$ 32,000	\$ 32,000	2027	C
PARKS	Canterbury Fields	Playground replace		1	\$ 175,000	\$ 175,000	2027	C&A
TC	Senior Ctr/East Hall	Unit CU-2	2009	1	\$ 25,000	\$ 25,000	2027	C
TC	North	Hot water heaters	2007	1	\$ 50,000	\$ 50,000	2027	C
WRC	Server Room	Comp ACCU-1	2007	1	\$ 1,800	\$ 1,800	2027	O
WRC	Dance/Aerobics	Unit RTU-2	2007	1	\$ 5,500	\$ 5,500	2027	C
WRC	Fitness Center	Unit RTU-5	2007	1	\$ 5,500	\$ 5,500	2027	C
WRC	Game/Teen Room	Unit RTU-4	2007	1	\$ 5,500	\$ 5,500	2027	C
WRC	Meeting Room	Unit RTU-3	2007	1	\$ 5,500	\$ 5,500	2027	C
WRC	Server Room	Unit ACCU-1	2007	1	\$ 18,002	\$ 18,002	2027	C
WRC	Classrooms	Unit MULTI	2007	1	\$ 100,000	\$ 100,000	2027	C
BPC	Maint	Unit RTU-1	2008	1	\$ 4,500	\$ 4,500	2028	O
BPC	Kitchen, Upstairs	Convection Oven	1900	1	\$ 6,500	\$ 6,500	2028	C
BPC	Maint	Unit RTU-4	2008	1	\$ 25,000	\$ 25,000	2028	C
BPC	Maint	Reel Master 5210	2013	1	\$ 50,000	\$ 50,000	2028	C
BPC	Maint	Reel Master 5210	2013	1	\$ 50,000	\$ 50,000	2028	C
PARKS	Victoria	Bridge	1998	1	\$ 25,000	\$ 25,000	2028	C
PARKS	Equipment	641 Morbark chipper	2008	1	\$ 40,685	\$ 40,685	2028	C
PARKS	Equipment	591 New holland bac	2013	1	\$ 92,700	\$ 92,700	2028	C
WRC	Maint	Comp RTU-1	2008	1	\$ 4,500	\$ 4,500	2028	O
WRC	Maint	Comp RTU-4	2008	1	\$ 25,000	\$ 25,000	2028	C
BPC	Maint	Greens Roller 1240	2014	1	\$ 10,500	\$ 10,500	2029	C
BPC	Kitchen, Upstairs	Coolers	1900	3	\$ 4,500	\$ 13,500	2029	O
BPC	2nd Floor Ballroom	Comp RTU-7	2009	1	\$ 25,000	\$ 25,000	2029	C
BPC	2nd Floor Ballroom	Unit RTU-7	2009	1	\$ 25,000	\$ 25,000	2029	C
BPC	Maint	Groundsmaster	2014	1	\$ 72,000	\$ 72,000	2029	C
Maint	Vehicle	522 FORD PICK-UP 25	2009	1	\$ 30,900	\$ 30,900	2029	C
Maint	Equipment	575 TORO 4100 MOW	2014	1	\$ 61,800	\$ 61,800	2029	C
TC	Ice	Oil Separators	2004	3	\$ 1,666	\$ 4,998	2029	O
TC	Senior Ctr/East Hall	Comp CU-2	2009	1	\$ 18,000	\$ 18,000	2029	C
TC	Classrooms/West Hall	Comp CU-1	2009	1	\$ 20,000	\$ 20,000	2029	C
TC	Classrooms/West Hall	Unit CU-1	2009	1	\$ 20,000	\$ 20,000	2029	C
TC	Maint	Comp RTU-6	2009	1	\$ 25,000	\$ 25,000	2029	C
TC	Gym North	Comp RTU-3	2009	1	\$ 40,000	\$ 40,000	2029	C
TC	Gym North	Unit RTU-3	2009	1	\$ 40,000	\$ 40,000	2029	C
TC	Gym South	Comp RTU-4	2009	1	\$ 40,000	\$ 40,000	2029	C
TC	Gym SOut	Unit RTU-4	2009	1	\$ 40,000	\$ 40,000	2029	C
TC	Ice	Vilter 456XL Compres	2004	3	\$ 16,666	\$ 49,998	2029	C
BPC	Cart Barn Area	Over Head Door	1900	1	\$ 5,000	\$ 5,000	2030	C
BPC	Pro Shop	Carpet	2010	1	\$ 10,000	\$ 10,000	2030	C
BPC	2nd Floor Restrooms	Comp RTU-9	2010	1	\$ 20,000	\$ 20,000	2030	C
BPC	Maint	Equipment Lift	2002	1	\$ 20,000	\$ 20,000	2030	C
BPC	2nd Floor Restrooms	Unit RTU-9	2010	1	\$ 20,000	\$ 20,000	2030	C
BPC	Maint	Procore 648	2010	1	\$ 25,000	\$ 25,000	2030	C
BPC	Lobby	Unit RTU-2	2000	1	\$ 35,000	\$ 35,000	2030	C
BPC	Maint	Roof flat	2010	1	\$ 50,000	\$ 50,000	2030	C
BPC	Maint	Roof shingle	2010	1	\$ 75,000	\$ 75,000	2030	C
PARKS	Equipment	544 Belshe trailer	1990	1	\$ 10,000	\$ 10,000	2030	C
PARKS	Equipment	892 Smithco supersta	2010	1	\$ 15,500	\$ 15,500	2030	C

COMPREHENSIVE ASSET MANAGEMENT PLAN (CAMP)

PARKS	Vehicle	538 Ford F250 4x4 w/	2011	1	\$ 25,750	\$ 25,750	2030	C
PARKS	Vehicle	593 Toro workman	2010	1	\$ 25,750	\$ 25,750	2030	C
PARKS	Equipment	592 Ford tractor w/b	1990	1	\$ 47,150	\$ 47,150	2030	C
PARKS	Vehicle	534 Ford entourage b	2010	1	\$ 80,580	\$ 80,580	2030	C
PSSWC	Lockerrooms	Comp RTU-4	2000	1	\$ 5,000	\$ 5,000	2030	C
PSSWC	Whirlpool	Whirlpool water heat	2010	1	\$ 5,000	\$ 5,000	2030	C
PSSWC	Maint	Fire suppression syste	2000	1	\$ 15,000	\$ 15,000	2030	C
PSSWC	Maint	Security alarm system	2000	1	\$ 15,000	\$ 15,000	2030	C
PSSWC	Pool	Pool water heaters (3	2010	2	\$ 8,000	\$ 16,000	2030	C
PSSWC	Tennis Courts	Comp RTU-3	2000	1	\$ 25,000	\$ 25,000	2030	C
PSSWC	Gym	Unit RTU-1	2000	1	\$ 35,000	\$ 35,000	2030	C
SEA	Pool	Pool sand filter tanks	2000	2	\$ 60,000	\$ 120,000	2030	C
BPC	Bar & Grill	Beer Coolers	2011	2	\$ 4,000	\$ 8,000	2031	O
VOG	House	A/C units	2016	2	\$ 2,500	\$ 5,000	2031	O
BPC	Bar & Grill	Carpet	2011	1	\$ 10,000	\$ 10,000	2031	C
BPC	Entryway & Hallway	Carpet	2011	1	\$ 15,000	\$ 15,000	2031	C
BPC	Fairway Room	Carpet	2011	1	\$ 20,000	\$ 20,000	2031	C
BPC	2nd Floor Ballroom	Comp RTU-8	2011	1	\$ 25,000	\$ 25,000	2031	C
BPC	Event Area	Turf	2011	1	\$ 45,000	\$ 45,000	2031	C
PARKS	Equipment	724 Combo plane	1991	1	\$ 11,230	\$ 11,230	2031	C
PARKS	Vehicle	505 Ford F350 Dump	2011	1	\$ 34,615	\$ 34,615	2031	C
PSSWC	Pool	Pool filter tanks	2016	2	\$ 62,500	\$ 125,000	2031	C
VOG	House	Furnaces (2)	2016	2	\$ 4,000	\$ 8,000	2031	C
PARKS	Maint	Fire suppression syste	2002	1	\$ 15,000	\$ 15,000	2032	C
PARKS	Maint	Security alarm system	2002	1	\$ 15,000	\$ 15,000	2032	C
PARKS	Maint	Comp RTU-3	2012	1	\$ 20,000	\$ 20,000	2032	C
PARKS	Maint	Unit RTU-3	2012	1	\$ 20,000	\$ 20,000	2032	C
PSSWC	Lap Pool	Walls Repaint	2000	4	\$ 750	\$ 3,000	2032	O
PSSWC	Lap Pool	Pool Crack Repair/Re	2000	1	\$ 5,000	\$ 5,000	2032	O
PSSWC	Pool	Ceiling Repaint	2000	1	\$ 40,000	\$ 40,000	2032	O
PARKS	Equipment	890 John Deere Hydro	2013	1	\$ 20,600	\$ 20,600	2033	C
PARKS	Vehicle	504 Ford F150 4X4	2013	1	\$ 25,750	\$ 25,750	2033	C
PARKS	Vehicle	503 Ford F250 W/Plo	2013	1	\$ 36,050	\$ 36,050	2033	C
PARKS	Equipment	587 Ford Tractor 250	1993	1	\$ 44,908	\$ 44,908	2033	C
PARKS	Equipment	836 Big Tex Trailer	2014	1	\$ 3,915	\$ 3,915	2034	O
PARKS	Equipment	893 7' Unique Rake	1994	1	\$ 6,175	\$ 6,175	2034	C
PARKS	Equipment	835 Imperial Trailer	2014	1	\$ 6,180	\$ 6,180	2034	C
PARKS	Equipment	894 Toro Aerator	1994	1	\$ 6,965	\$ 6,965	2034	C
PARKS	Equipment	470 Ford Tractor 345	1994	1	\$ 50,520	\$ 50,520	2034	C
PSSWC	Maint	Exterior Banner Light	2014	1	\$ 25,000	\$ 25,000	2034	C
TC	Maint	Electronic Programab	2014	1	\$ 800,000	\$ 800,000	2034	C
PARKS	Vehicle	543 Ford F250 W/Plo	2015	1	\$ 30,900	\$ 30,900	2035	C
TC	Maint	Elevator	2005	2	\$ 50,000	\$ 100,000	2035	C
BPC	Main Office	Desks and Work Stations	2011	5	\$ 2,500	\$ 12,500	2036	O
PSSWC	Pool	Unit RTU-10	2016	1	\$ 200,000	\$ 200,000	2036	C
PSSWC	Pool	Unit RTU-9	2016	1	\$ 200,000	\$ 200,000	2036	C
PARKS	Seascape	Fire Sprinklers	2016	2	\$ 50,000	\$ 100,000	2036	C
PARKS	Equipment	722 Kifco Water Reel	2007	1	\$ 10,815	\$ 10,815	2037	C
PARKS	Equipment	446 Tracker Boat	2008	1	\$ 900	\$ 900	2038	O
PARKS	Equipment	447 Boat Motor	2008	1	\$ 3,500	\$ 3,500	2038	O
SEA	Maint	Buidling Roof (3)	2013	3	\$ 30,000	\$ 90,000	2038	C
BPC	Bar & Grill	Tables & Chairs	2010	11	\$ 750	\$ 8,250	2040	O
BPC	Pro Shop	Fixtures	2010	1	\$ 40,000	\$ 40,000	2040	C
PARKS	Shop	Rinsate Station	2010	1	\$ 40,000	\$ 40,000	2040	C
BPC	Event Area	Gazaboo	2011	1	\$ 15,000	\$ 15,000	2041	C
PARKS	Maint	Outdoor Storage Bins	2002	4	\$ 12,500	\$ 50,000	2042	C
TC	Maint	Pond Walls	2005	1	\$ 35,000	\$ 35,000	2045	C

**HOFFMAN ESTATES PARK DISTRICT
2017 GOALS & OBJECTIVES
PARKS DIVISION**

Key: C = Complete / SC = Substantially Complete / IP = In Progress / NB= Not Begun / NA = Not Accomplished

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

District Objective 3: Connect and engage our community

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Expand marketing communications with the use of social media and mobile applications <i>Annually</i>	Provide useful public landscaping information through the park perspective social media and web site. Update a minimum of 4 times per year.		
Increase volunteer involvement in District operations <i>Mid-term</i>	Conduct a garlic mustard removal event. By 2 nd quarter		
	Conduct a teasel removal event. By 3 rd quarter.		
	Conduct a wild flower seed collection event. By 3 rd quarter.		
	Conduct an Adopt a Park program. Increase by 2 sites.		
	Conduct a park clean up event. By 4 th quarter.		

DISTRICT GOAL 2: DELIVER FINANCIAL STEWARDSHIP

District Objective 1: Achieve annual and long range financial plans

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Achieve District annual budget to maintain fluid balance reserves <i>Annually</i>	Administrate the Parks Division budget. Meet 100% of the timelines established by the finance division		
Perform internal control audits <i>Short-term & Annually</i>	Monitor budget to ensure expenses do not exceed budget and are in line with revenue projections and revenues are meeting financial goals and objectives. Meet budget expectations.		

District Objective 3: Utilize our resources effectively and efficiently

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Utilize best practices to maximize operational efficiencies as a District <i>Annually</i>	PSSWC replace RTU-4		
	PSSWC replace RTU-5		
	PSSWC replace RTU-8		
	Seascape rebuild pump # 3		
	Replace riding field striper		
	Replace toro Z-turn mower #563		
	Replace pick up #509		
	Replace extended cab pick up #450		
	Replace pick up #912		
	Resurface Eisenhower running track surface		
	Replace parks fuel pumps		
	Fabbrini park install lake aerator		
	WRC replace RTU-1		
	WRC multi unit replace compressor		
WRC replace RTU-6			
Chino park Lay out garden plots			
Perform a capacity usage analysis <i>Mid-term</i>	Purchase and plant trees, shrubs, and flowers throughout district. Complete by end of 4 th quarter.		

DISTRICT GOAL 3: ACHIEVE OPERATIONAL EXCELLENCE AND ENVIRONMENTAL AWARENESS

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

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Implement best practices for allowable expansion of natural areas <i>Annually</i>	Enhance high visibility natural areas by adding additional wild flower seeds. Complete by end of 4 th quarter per budget allowance.		
Continue to address park and recreation needs according to the district's ADA transition plan <i>Annually</i>	Complete assigned ADA projects. Complete by end of 4 th quarter.		

District Initiative 2: Utilize best practices

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Enhance overall quality of natural areas <i>Short-term & Annually</i>	Enhance natural areas by controlling invasive plants to 20% or less. Maintain/monitor on quarterly basis for compliance.		
	Control burns at Black Bear, Hunters Ridge		

	and Roherson Parks. Annually.		
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District Objective 3: Advance environmental and safety awareness

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Implement best practices to maintain a minimum score of 95% in the District-wide IPRA environmental report card <i>Annually</i>	Maintain Park Division’s compliance with IPRA’s Environmental Report Card. Complete by end of 4 th quarter.		
Maintain PDRMA accreditation <i>Annually</i>	Achieve a division score of 95% or better		

DISTRICT GOAL 4: PROMOTE QUALITY LEADERSHIP AND SERVICES

District Objective 1: Develop leadership that ensures workforce readiness

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Continue to evaluate and create procedures and training to promote a high level of internal customer service <i>Short-term & Annually</i>	Train and document 100% of all staff on job specific and mandatory training within the Park’s division. Within one month of their employment start date.		

District Objective 3: Promote continuous learning and encourage innovative thinking

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Continue emphasis on cross-training and ensure workforce readiness <i>Mid-term</i>	Instruct & train members of the training committee on district wide trainings. Complete by end of March.		
Promote furthering educational opportunities of staff by encouraging participation in workshops, conferences and other educational opportunities <i>Short-term</i>	Conduct two Parks Division team building events. Complete by end of 2 nd and 4 th quarters.		

**HOFFMAN ESTATES PARK DISTRICT
2017 GOALS & OBJECTIVES
PLANNING & DEVELOPMENT**

Key: C = Complete / SC = Substantially Complete / IP = In Progress / NB= Not Begun / NA = Not Accomplished

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

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

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Develop plans to meet increased program needs 50+ population (<i>short-term</i>)	Oversee the construction and or redevelopment of the north end of the Triphahn Center into a Senior Center. All construction work to be completed by the 3 rd Quarter 2017		

District Objective 2: Achieve customer satisfaction and loyalty

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Provide parks, facilities and opportunities that promote healthy and enjoyable experiences. (<i>annually</i>)	Oversee the construction and or redevelopment of the Triphahn Center Gym Shelf into an Off-Ice Training facility. All construction work to be completed by the 2 nd Quarter 2017		
Develop Community Gardens at Chino Park. (<i>short/mid-term</i>)	Work with Parks & Rec Divisions to provide design support to create test community garden plots at Chino Park.		

District Objective 3: Connect and engage our community

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Solicit input and engage residents in the planning process. (<i>annually</i>)	Conduct public input meetings on all projects that involve a new addition or alteration to an existing facility. Meetings October for 2017 projects.		
	Incorporate if possible any practical plans for renovation and update of parks and playgrounds. Meetings fall 2017 for 2018		

	projects.		
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DISTRICT GOAL 2: DELIVER FINANCIAL STEWARDSHIP

District Objective 1: Achieve annual and long range financial plans

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Achieve District annual budget to maintain fund balance reserves. <i>(annually)</i>	Complete all overseen capital projects at or below budget amounts. September 2017.		
	Monitor all projects and adjust program plans to maintain projects with budgeted amounts on a monthly basis.		

District Objective 2: Generate alternative revenue

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Develop strategies to attract additional sponsors and new partnerships. <i>(short-term)</i>	Continually look for private funding opportunities to fund local capital projects		
Achieve District annual budget to maintain fund balance reserves. <i>(annually)</i>	Continually look for state and federal opportunities to fund local capital projects		

District Objective 3: Utilize our resources effectively and efficiently

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Achieve District annual budget to maintain fund balance reserves. <i>(annually)</i>	Reuse and or refurbish existing building materials associate with the renovation and reconstruction of the North End of Triphahn center		

District Objective 4: Utilize our resources effectively and efficiently

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Achieve District annual budget to maintain fund balance reserves. <i>(annually)</i>	Coordinate the data input and utilization of the GIS asset management system. Make the GIS asset management system operational for budget formulation fall of 2017		

DISTRICT GOAL 3: ACHIEVE OPERATIONAL EXCELLENCE AND ENVIRONMENTAL AWARENESS

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

Division Objectives	Measures/Action	Status	Achievement Level/Comments
*Maintain district infrastructure to utilize proven best practices that provide first class parks and facilities. <i>(annually)</i>	Replace Victoria South Playground. Complete by July 2017.		
	Replace Colony aged 2-5 yr old Playground. Complete by August 2017.		
	Replace Seascape Sand playground equipment. Complete by July 2017.		
	Repair and color coat Fabbrini Tennis courts. Complete by July 2017.		
	Repair major cracks on tennis courts (All locations). Complete by July 2017.		
	Rebuild Evergreen pathway system Completed by Fall 2017		
	Repave Hassell Road Maintenance facility east exit drive. Complete by July 2017.		
	Patch and sealcoat Willow and BPC parking lots. Complete by July 2017.		
	Crack fill all parking lots (ongoing process). Complete by July 2017.		
	Coordinate roof study /Triphahn, PSSWC, Willow, Hassell Maintenance Building Complete by May 2017.		
	Coordinate architectural plans to refurbish and/ or renovate the club locker room wet areas of the Prairie Stone Sports and Wellness Center. Completed by the end of the 3 rd quarter. Construction scheduled for Summer of 2018.		

District Initiative 2: Utilize best practices

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Specify environmentally sound programs and opportunities on environmental best practices. <i>(annually)</i>	Work w/outside contractors involved with district projects to reduce garbage & require contractors to have metal waste picked up by scrapers. Offer mulch to the public for residential garden use. Locally dispose of 30%% existing mulch materials.		

District Objective 3: Advance environmental and safety awareness

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Specify environmental sound programs and opportunities on environmental best practices. <i>(annually)</i>	Require playground manufactures to provide documentation of environmentally sustainable manufacturing practices associated with the production of their equipment.		

DISTRICT GOAL 4: PROMOTE QUALITY LEADERSHIP AND SERVICES

District Objective 1: Develop leadership that ensures workforce readiness

Division Objectives	Measures/Action	Status	Achievement Level/Comments

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

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Continually expand and update Hoffman University training curriculum to enhance workforce knowledge and readiness. <i>(annually)</i>	Lead one Hoffman Workshop program. One minimum in 2017.		

District Objective 3: Promote continuous learning and encourage innovative thinking

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Promote further educational opportunities of staff by encouraging participation in workshops conferences and other educational opportunities. <i>(annually)</i>	Attend ILCA conference (Participate in a minimum of 6 CEU hrs.) Spring 2016.		
	Attend IPRA, ASLA or NRPA conference.		
	Attend 2 training programs or classes. By end of 2017.		

**HOFFMAN ESTATES PARK DISTRICT
2017 GOALS & OBJECTIVES
REC, FACILITIES, ICE, C&M DIVISION**

Key: C = Complete / SC = Substantially Complete / IP = In Progress / NB= Not Begun / NA = Not Accomplished

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

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

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Develop performance measurement system to evaluate value in programming structure <i>(short term)</i>	(ICE) Achieve balanced ice time for offering equal amounts of figure skating and hockey lesson programming. Complete by the end of Q2.		
	(SEA) Evaluate rentals/parties to enhance the experience at Seascap Party Rentals. Present recommendations to the Director of Recreation and Facilities, complete by end of Q2.		
Expand Marketing communications with the use of social media and mobile applications. <i>(short term)</i>	(C&M/FAC) Utilize social media to promote monthly events and contests at TC/WRC. Develop monthly contests and begin offering in Q3 & Q4 to promote facilities. Hire a full time Social Media employee.		
Develop plans to renovate Chino Park to meet community needs <i>(short/mid-term)</i>	(REC) Research adding Community Garden Plots to Chino Park. Research the ability of working with the village on this as a joint program. Determine a number of plots if the ROI suggests that it is a feasible project by Q1. Make recommendation in Q2.		
Improve the overall health outcomes of programs offered <i>(annually)</i>	(DIVISION) Research, improve and expand on recreation, service and programming opportunities. Benchmark other organizations that are providing programs and services that are on the uptrend in specific areas. Each department should benchmark 2 new programs/services. Offer 4 new programs by end of Q2 and have 2 of		

	these programs to run.		
	(REC) Develop new adult athletic leagues at Cannon Crossing Park. Offer two new adult athletic leagues by end of Q3.		
	(REC) Hold at least 1 disc golf tournament at Black Bear Park.		
	(FAC) Increase the number of health & wellness programs to the community. Develop 5 new programs and have 2 new successful programs running by Q4. Use Social Media to promote new programs via contests, video, and other content with one per quarter for a total of 4 by the end of Q4.		
	(FAC) – Increase the number of portable climbing wall rentals by 4 events from 2016. The portable climbing wall had 11 rentals in addition to 2 in house events in 2016.		
Expand facility based special events that promote greater facility usage (<i>annually</i>)	(REC) Offer 3 new events/activities that run with at least the minimum number of participants. By the end of Q4. Staff will utilize Social Media to promote these new events via contests, video, and other content, one per quarter by Q4.		
	(REC) Offer greater opportunity for 50+ members to join the fitness center through multi-tier 50+ membership and perks. Q3		
	(REC) Offer a 3 on 3 outdoor basketball tournament by of the end of Q3.		
	(REC) Expand on and add new additions to current special events to draw more people to events. Add 2 new aspects to each event.		

Create recreational programs and opportunities to target underserved “demographic populations” (<i>annually</i>)	(REC) Increase the number of underserved targeted programs. Offer 2 new programs by end of Q4.		
	(FAC/C&M/REC) Develop a community walking program for park district. Implement in Q2.		
Evaluate facility space utilization to accommodate growing programming needs. (<i>mid-term</i>)	(REC) Open additional DCFS licensed ELC 4 year old classroom at TC with 10 children by end of Q4.		
	(FAC) Offer a welcome back promotion for rentals in Q3 at TC once the new space is completed. Work with C&M in Q1 & 2 on the marketing plan.		
	(REC) Offer at least 2 nights of classes on the north side (10 classes in all).		
Develop program life cycle model for all programs to assess meeting community needs and desires (<i>short/mid-term</i>)	(DIVISION) Develop a systematic approach to identifying trends in the different industries as it relates to customer preferences. Benchmark 3 state and national recreation agencies. Obtain at least 2 models to compare by Q2. Develop recommendations by 3Q on programs to phase out in 2016/17.		
Expand specialized programming opportunities that utilize partnerships and contractual agreements (<i>mid-term</i>)	(FAC) Continue to expand programming opportunities with Harper College. Offer 2 additional programs by end of Q2.		
	(REC) Create 2 new youth sports leagues using a contractual company by end of Q2.		
	(REC) Develop and expand the relationship with the Windy City Bulls to integrate their organization into the HEPD youth basketball program. Offer 1 new program with the Windy City Bulls by end of Q3.		

	(REC) Increase the number of programs offered to the community. Develop 5 new programs and have 2 new successful programs running by Q4. Create new programs to replace all phased out programs by Q4.		
	(REC) Whiffle Ball- For the Spring of 2017 HEPD with offer a Whiffle Ball league that will be contracted out to WAKA, complete by Q2.		

District Objective 2: Achieve customer satisfaction and loyalty

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Expand Marketing communications with the use of social media and mobile applications (<i>short term</i>)	(DIVISION) Work with the other areas of the park district to utilize social media to cross sell and upsell various services throughout the park district. Increase fan base by 10% on FB. Complete additional training with outside consultant with 4 additional site visits by Q3. Increase team member performance in upselling and cross selling from Q1 to Q4, based on consultant's reports.		
Develop brand identification and tagline to increase community awareness of District parks, programs, facilities and services (<i>mid-term</i>)	(C&M) Develop an easy, quick, but quality online survey to measure customer satisfaction for special events and programming. Complete by Q1.		
	(C&M) Promote brand identification and tagline using marketing channels and social media engagement, complete one campaign per quarter. Complete by Q4		
Develop plans to meet increased program needs of 50+ population.	(C&M) Measure satisfaction with the overall quality and user-friendliness of the website particularly as it relates to registration and a means for communication. Create an ongoing online short survey by Q3, no more than 5 questions, implement in Q4.		
Expand Pickle ball opportunities and evaluate	(REC/FAC) Expand the opportunity for		

need for additional courts.	additional painted lines at the PSS&WC facility to enhance the quality of play. Complete by the end of Q4. Evaluate the current inventory of courts within the community and determine if it is possible to offer additional surfaces for this program, by Q2.		
Educate parents regarding the child development benefits in our programs and services.	(REC) Offer two open house type special events that promote the program and also the benefits of those services. Complete by Q4.		
Utilize best practices to maximize operational efficiencies as a District (<i>annually</i>)	(REC) Triphahn Center PS and ELC will complete all paperwork needed for renewal of 5 year NAEYC accreditation. Obtain accreditation complete and received by Q4.		
	(REC)- Create a baseball coaching training program. Use our travel program coaches who are ILB certified and help implement into our in-house leagues. Complete by Q3		
	(ICE) Support growth of local amateur hockey clubs (PREP, Lake Zurich, BG/P/RM,) to go over needs and expectations on both sides. Promote new off-ice training area. Obtain 2 new groups by the end of Q3.		
	(FAC) Purchase Fitness Equipment and/or move fitness equipment from PSS&WC. Complete by Q4.		
	(REC) Research to recommend to the Foundation the opportunity to purchase vans and/or a (tour, preferably/Rica add) bus in 2018. Complete by Q3		
	(REC) Renovate the upstairs of Vogeley barn for permanent gymnastics space, move all		

	equipment and build seating/viewing area for family members. Complete by Q1.		
	(FAC) Resurface main gym floor, dance studio and 3 racquetball court floors. Staff will obtain quotes in Q1 & 2. Project will be complete in Q3.		
	(FAC) Research and develop a new canine event in Q1 & Q2. Implement new special event by Q4.		
Continue to develop and increase the number of special events at the dog parks.	(FAC) Offer 2 new special events by Q3.		

District Objective 3: Connect and engage our community

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Expand specialized programming opportunities that utilize partnerships and contractual agreements (<i>mid-term</i>)	(REC) Implement a grass roots program back into the preschool program at TC. On site lessons for a nominal fee to capture younger skaters back into the figure skating program. Complete by the end of Q1.		
	(REC) Partner with the Village of Hoffman Estates block party coordinator to add a recreational component in their block party scheduling. (Ex. various contests, sound system with dance along options). Q1 – Schedule a meeting with VOHE coordinator. Participate in 50% of the block parties with this new recreational component by Q3.		
	(REC) With continued partnership with Village, expand on the Vogelei Teen Center and its offerings: offer monthly trips, dodgeball games at TC. Update current location at Vogelei with new furniture and updated equipment. Completed by Q2		
	(REC) Program outdoor sport adventure program at various parks. Add 2 additional archery programs. Complete by end of Q2		

Expand facility based special events that promote greater facility usage. <i>(annually)</i>	(FAC) Continue to work with C&M to promote social media by offering daily, weekly and monthly promotions through Face Book, Twitter & Instagram. Complete one each month (12 total) by Q4.		
Expand Marketing communications with the use of social media and mobile applications. <i>(short term)</i>	(C&M) Utilize video on web and social media to engage and educate the community on green, social equity and health and wellness. Develop at least one new video each month, create 12 total by end of Q4.		
	(C&M) Determine the direction of mobile access, and the feasibility of eliminating the mobile app in favor of the responsive website. Create a report and recommendation by end of Q2		
	(C&M) Obtain Interstate Highway brown facility directional signs.		
	(REC) Increase the use of the mobile app in STAR, PS, ELC and camp by 15%. Complete by Q2		
	(REC) Gain greater visibility for the new 50+ Active Adults Center by identifying, and advertising on, both senior social media outlets and radio and television programs targeting seniors.		
	(DIVISION) Benchmark other volunteer program to determine appropriate measures as it relates to levels of volunteer engagement. Determine a number of hours per year as a baseline by Q4. Increase volunteer participation as a district in hours by 2% from 2016.		
Increase volunteer involvement in District operations <i>(annually)</i>	(REC) Develop a formal special event total attendance template that can also track		

	demographic information that may be important for targeted markets and/or event ideas/decisions. Develop by end of Q2.		
Develop program life cycle model for all programs to assess meeting community needs and desires (<i>short/mid-term</i>)	(C&M) Actively account for social media subscribers and increase engagement by 10%, by Q4. Baseline will be established prior to the end of Q1. Followers: Facebook-(x) Twitter-(x) Google Plus -(x) Instagram – (x)		
Create recreational programs and opportunities to target underserved demographic populations (<i>annually</i>).	(FAC) Install Entertainment App Audio in TC & WRC to enhance our fitness members entertainment experience while visiting our facilities. We will have the opportunity to promote our fitness programs, special events and other information to our customers. This will be a free download for our patrons. Install in Q1		

DISTRICT GOAL 2: DELIVER FINANCIAL STEWARDSHIP

District Objective 1: Achieve annual and long range financial plans

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Achieve District annual budget to maintain fund balance reserves (<i>annually</i>)	(DIVISION) Obtain 02 financial goals. Complete by Q4.		
Secure additional alternative sources of revenue to support financial goals (<i>annually</i>)	(REC) Reach out to special interest groups to provide contractual services to reduce costs while providing new programming and service opportunities for residents and guests. Partner with 2 new special interest groups to provide 2 new contractual services for programming opportunities. Complete by Q4.		
	(REC) Provide membership incentives for early acquiring membership in the new 50+ Club. Q2		

District Objective 2: Generate alternative revenue

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Secure additional alternative sources of revenue to support financial goals (<i>annually</i>)	(ICE) Develop Off-Ice facility programming to maximize revenue potential. Market the area to outside organizations for a diversified user group. Complete by end of Q3.		
	(DIVISION) Measure the total net surplus in the 02 from 2015 to 2016. Complete by Q3.		
	(FAC) Increase facility rental revenue by across the district by a minimum of 3%, from 2016 to 2017. Complete by Q4.		
Support Friends of HE Parks to expand level of financial support provided to District and our residents for scholarships and special projects (<i>annually</i>)	(C&M) Work with Business and Foundation to promote the purpose of Friends of HE Parks to increase event participation and donations to the Foundation. Increase exposure by 3% from 2016. Complete by Q4.		
	(DIVISION) Increase the revenue ratios and reduce the expense ratios from 2016 to 2017. Review by end of Q1 and implement any changes by Q2.		
Continue to evaluate and apply for grant revenues to support District's operations and capital projects (<i>annually</i>)	(C&M/REC&FAC) Increase the number of grant opportunities. Apply for 2 more in 2017 than in 2016; total of 6 or more by Q4.		
	(REC) Work with Advertising & Sponsorships to identify corporate sponsors for the 50+ Center. Q3		

District Objective 3: Utilize our resources effectively and efficiently

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Secure additional alternative sources of revenue to support financial goals (<i>annually</i>)	(REC) Increase program participation by 1% overall from 2016 to 2017. Complete by Q4		
	(FAC) Maintain total membership sales at TC & WRC from 2016 to 2017. Complete by Q4.		
	(FAC) Work with the Parks Maintenance department to convert additional parking lot and gym lights to more energy efficient systems by Q3.		

Reduce utility expenses in parks and facilities by converting to alternative energy sources (<i>annually</i>)	(FAC) Research the opportunity to add wind power at Voagelei or alternative energy sources by end of Q3.		
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DISTRICT GOAL 3: ACHIEVE OPERATIONAL EXCELLENCE AND ENVIRONMENTAL AWARENESS

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

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Enhance District signage to inform and educate guests. (<i>short/mid-term</i>)	(C&M) Complete update of signage with new logos at parks, busses and marquees by year end 2017.		

District Initiative 2: Utilize best practices

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Continue to promote operation safety excellence utilizing procedures and best practices to maintain PDRMA accreditation. (<i>annually</i>)	(SFAC) Facilitate Starguard lifeguard recertification, new lifeguard training, and in-services to ensure all aquatic team members meet or exceed program requirements. Complete Starguard operational reviews of PSSWC and SFAC. Plan aquatic trainings within Q1 and complete 4 outside audits by Starguard by Q4. Pass 90% of all audits conducted by Starguard.		
Utilize best practices to maximize operational efficiencies as a District (<i>annually</i>)	(FAC) Increase custodial & program set up staff at TC, within budget, to enhance the cleanliness of the facility & increase staff availability for the expected increase in rentals and programs with the renovation. Enhance checklists & develop schedule in Q1 & Q2. Implement in Q3.		
	(REC) Hire a permanent part time athletic coordinator to enhance the organizational structure with this department. Complete by Q1.		
	(C&M) Hire a full-time Social Media Associate to provide enhanced digital marketing opportunities for the Park District.		

	Complete by Q1.		
	(REC) Add a full-time Child Care Coordinator to provide consistent, year round assistance to the Preschool, ELC, Star, and Camp programs, children, and families. Complete in Q1.		
	(FAC) Work with local vendors to obtain the best pricing for our custodial supplies. Try to utilize mass purchasing amongst all facilities. TC&WRC. Q1- Set up facility supervisor and head custodial Mtg. to identify supplies needed and potential vendors. Q1 & Q2- Obtain quotes from identified vendors. Implement changes in Q3 if able and the program is cost effective.		

District Objective 3: Advance environmental and safety awareness

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Continue to promote operation safety excellence utilizing procedures and best practices to maintain PDRMA accreditation. <i>(annually)</i>	(FAC) Continue offering quarterly trainings for all district team members to become Medic AED/CPR certified. Schedule will be developed in Q1 and courses will be held in each quarter. Complete 4 classes by the end of Q4.		
Strengthen emergency response training by implementing drill trainings.	(FAC) Conduct quarterly emergency response training drills at each facility. Schedules to be developed and implemented in Q1.		
Develop additional programs and processes to support conservation, green initiatives <i>(annually)</i>	(ICE) Continue to look for ways to improve energy efficiency measures in the ice arena area. Complete 4 reviews by Q4; see utility cost savings by Q3.		
Provide educational programs and opportunities on environmental best practices <i>(annually)</i>	(C&M) Create media (to include Park Perspectives, Video and/or photos on social media and web) that educates the community about the park district's environmental, social equity and green practices. One per quarter.		

DISTRICT GOAL 4: PROMOTE QUALITY LEADERSHIP AND SERVICES

District Objective 1: Develop leadership that ensures workforce readiness

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Continue emphasis on cross-training and ensure workforce readiness.	(DIVISION) Work with outside contractor to enhance the 2016 program by Q2.		
Promote furthering educational opportunities of staff by encouraging participation in workshops, conferences and other educational opportunities <i>(annually)</i>	(FAC) Continue to train and enhance the service desks knowledge in upselling and cross selling for all district programs and services. WRC & TC will conduct quarterly staff meetings where each new quarter will discuss what is being offered in addition to any other updates and trainings.		
Continue to foster openness in communication District-wide <i>(annually)</i>	(DIVISION) Invite the Business and Parks divisions to the monthly all division team meeting; have them attend 4 by the end of Q4.		

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

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Continually expand and update Hoffman University training curriculum to enhance workforce knowledge and readiness. <i>(annually)</i>	(FAC) Provide CHEER customer service training and require attendance of all new HEPD team members. Provide 2 CHEER training opportunities by end of Q4. In addition, modify CHEER presentation to be able to be viewed by all newly hired team members within initial orientation time frame.		
Promote healthy lifestyles through work environment best practices <i>(annually)</i>	(DIVISION) Continue to strive to enhance the internal work culture that remains honest and ethical with principles that foster strong integrity and trust around the I2CARE values. Conduct 4 internal customer service based trainings in monthly FTE meetings. Complete by Q4.		

District Objective 3: Promote continuous learning and encourage innovative thinking

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Promote furthering educational opportunities	(ICE) Send staff to training seminars –		

of staff by encouraging participation in workshops, conferences and other educational opportunities. <i>(annually)</i>	STAR, IMEO, USFS, USA Hockey. Complete by end of Q3.		
Create and maintain succession plan to prepare employees for advancement and prepare organization for personnel changes <i>(annually)</i>	(DIVISION) Work with the current team and as opportunities present themselves to provide internal advancement when applicable. Work with team members to prepare for these changes by Q4.		

**HOFFMAN ESTATES PARK DISTRICT
2017 GOALS & OBJECTIVES
PSS&WC**

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

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

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Expand facility based special events that promote greater facility usage (<i>annually</i>)	Develop wellness and fitness opportunities, services to engage customers and build rapport. Develop 1 new retention program in Q1.		
Increase cooperative efforts with neighborhoods and community associations on health related issues (<i>annually</i>)	Strengthen partnership opportunities with organizations, such as AMITA Health, AthletiCo, The Windy City Bulls and the HE Chamber to provide community based fitness programs and services. Schedule 2 integrated educational/awareness activities (i.e. heart health, breast care, back/injury prevention) in Q2 and Q4 for a total of 4 for the year.		

District Objective 2: Achieve customer satisfaction and loyalty

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Expand facility based special events that promote greater facility usage (<i>annually</i>)	Add 1 new class format and implement 4 retention events. Complete by Q4.		
	Develop a Charter Member Rewards program (for members with 5+ years of consistent active membership status). Research and plan in Q1 and Q2; implement enhancement by Q3.		
	Enhance current Member Rewards program securing a minimum of 15 referrals per month in FY17.		
	Host 1 health and wellness fair in Q4 to expand community and corporate outreach.		
Develop performance measurement system to evaluate value in programming structure (<i>short term</i>)	Utilize current system for membership (Constant Contact) to complete evaluations for the group swim lesson program to assess customer satisfaction. Complete in		

	Q2 and Q4 for a total of 2 surveys.		
	Develop and incorporate new online member survey to assess member needs and initiate targeted responsiveness. Initiate 1 survey in early Q2.		
	Create an evaluation form for the climbing wall class to find ways to enhance the current program. Complete by end of Q2		
	Create a class evaluation form for Kids First Sports to find additional needs of our patrons. Complete by the end of Q2		
Utilize best practices to maximize operational efficiencies as a District (<i>annually</i>)	Research and introduce a migration to a digital dues collection process via secure website portal/link. Complete by Q3.		
	Resurface gymnasium floor. Complete by Q4.		
	Install additional filtered water bottle filler station in Kids Korner hallway. Complete by Q4.		
	Purchase Fitness Equipment. Complete by Q4.		
	Complete tennis court painting enhancement within 2017. Complete project by end of Q3.		
	Replace hand dryers in community locker rooms with energy efficient/effective models. Complete by Q3 from Green Budget.		

District Objective 3: Connect and engage our community

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Increase volunteer involvement in District operations (<i>annually</i>)	Develop 1 new high school volunteer program. Plan and develop in Q1 & Q2. Implement program in Q3. Engage 5 high school volunteers in the new program by Q4.		
Improve overall health outcomes of programs offered (<i>annually</i>)	Continue with further enhancement of 12 month wellness calendar based on monthly activities and events within the club and in Kids Korner to engage, educate, and enlighten members. Plan quarterly 2		

	<p>initiatives with input from front line team members beginning in Q1. Complete 8 initiatives by end of Q4.</p> <p>Research and implement an educational based gardening program within Kids Korner that will include container gardens within outdoor activity area. Implementation by end of Q2.</p>		
Expand marketing communications with the use of social media and mobile applications (<i>short term</i>)	<p>Establish a social media campaign program to connect with prospective and current members to enhance communication and increase “touch points” with engaging, fun, and informative initiatives. Launch in Q1 with continued emphasis throughout Q2, Q3 & Q4. Produce and communicate at least 1 message via social media each week. Measure results monthly through Google Analytics, complete by Q4.</p> <p>Introduce new blog component on website for educational, retention, and recruitment purposes. Implement in Q2, engagement success rate %.</p>		

DISTRICT GOAL 2: DELIVER FINANCIAL STEWARDSHIP

District Objective 1: Achieve annual and long range financial plans

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Achieve District annual budget to maintain fund balance reserves (<i>annually</i>)	Achieve FY17 net membership goal total by end of Q4.		
	Initiate member rate increase (\$2/member) in February of 2017.		
	Monitor budget to ensure practices continue to support the achievement of budgetary revenue and expense goals and aims. Meet and/or exceed departmental budgeted bottom line for fund 11.		
	Monitor PSS&WC operational budgets both		

	from revenue and expense standpoint to ensure that projections are meeting and/or exceeding the budgetary aims of the district. Meet bi-monthly throughout the year, with the GM, Supt. of Facilities and Director of Rec/Fac. to ensure that the annual budget is meeting expectations. Complete 18 meetings prior to the end of Q4.		
Develop new business plan structure, including cost recover goals, program trends, markets served, and competition <i>(annually)</i>	Enhance current corporate membership program while increasing corporate membership base. Host 4 recruitment events for existing corporates to generate growth. Grow the membership base by 1% in 4 existing corporate accounts beginning in Q1; secure 2 new companies by end of Q4.		

District Objective 2: Generate alternative revenue

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Secure additional alternative sources of revenue to support financial goals <i>(annually)</i>			
	Increase annual aquatic pass fees by 5%. Implement in Q4.		
	Research the option of adding a fee-based ancillary children’s program during weekday afternoon closure in Kids Korner. Complete research by end of Q2 with a recommendation by end of Q3.		
	Research the ability to discontinue the tennis membership in favor of a fee-based general usage option for all members. Complete research by end of Q2 and recommend a direction by start of budget process 2018.		
	Research capabilities of RecTrac to accommodate a “house charge” payment for members. If feasible implement in Q3, for services such as PT, massage, guest passes, etc.		
Develop strategies to attract additional sponsors and new partnerships. <i>(short-term)</i>	Work with Sponsorship Coordinator to try to secure a sponsor for the Climbing Wall. Anticipate securing a sponsor by Q4.		

	Work with Sponsorship Coordinator to secure a potential sponsor for the indoor tennis court area. Anticipate securing a sponsor by Q4.		
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District Objective 3: Utilize our resources effectively and efficiently

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Develop new business plan structure, including cost recover goals, program trends, markets served, and competition <i>(annually)</i>	Maintain efforts to continually monitor industry growth and change among regional and industry leading competitors (i.e. like-type facility visits 1 per quarter).		
Perform internal control audits <i>(annually)</i>	Manage payroll to meet personnel budget to ensure maximum operational efficiency. Meet payroll budget by end of Q4. Monitor IMRF, ACA and PT1 team member hours per (26) payroll to maintain budgeted levels and aims.		

DISTRICT GOAL 3: ACHIEVE OPERATIONAL EXCELLENCE AND ENVIRONMENTAL AWARENESS

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

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Utilize best practices to maximize operational efficiencies as a District <i>(annually)</i>	Complete the PSS&WC café area refurbishing to enhance customer experience and utilization of facility space		
	Meet and exceed the member and customer expectations as it relates to facility cleanliness. Conduct daily opening and closing MOD walk through checklists, weekly manager walk through and bi-monthly walk through with contractual cleaning service. Complete by Q3.		
	Log and follow up on 100% of all member comment cards (if requested) as it relates to a facility concerns. Complete by Q4.		

District Initiative 2: Utilize best practices

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Develop operational processes required to maintain accreditation status for CAPRA. <i>(annually)</i>	Schedule and complete the annual climbing wall inspection by Experiential Climbing Systems or other PDRMA recommended climbing wall organization. Schedule within Q2, complete inspection by Q3.		
	Facilitate Starguard lifeguard recertification, new lifeguard training, and in-services to ensure all aquatic team members meet or exceed program requirements. Complete Starguard operational reviews of PSSWC and SFAC. Successfully complete operational reviews throughout each quarter, complete program by Q4. Pass and/or exceed 90% of all Starguard audits by Q4.		

District Objective 3: Advance environmental and safety awareness

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Continue to promote operational safety excellence utilizing procedures and best practices to maintain PDRMA accreditation <i>(annually)</i>	Provide Medic AED, CPR, First Aid Course educational training opportunities to all HEPD team. Offer a total of 4-5 trainings by end of Q4.		
	Achieve PDRMA accreditation process, achieving scores which meet or exceeds expectations. Complete PDRMA review within scheduled time frame for 2017. Achieve a minimum score of 95% on the accreditation evaluation.		
Implement best practices to maintain a minimum score of 95% in the District-wide IPRA environmental report card <i>(annually)</i>	Achieve all needed facility requirements to achieve a minimum score of 95% on the District-wide environmental report card. Complete by Q4.		

DISTRICT GOAL 4: PROMOTE QUALITY LEADERSHIP AND SERVICES

District Objective 1: Develop leadership that ensures workforce readiness

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Promote furthering educational opportunities for staff by encouraging	Develop engaging educational opportunities for team development to enhance knowledge		

participation in workshops, conferences, and other educational opportunities. <i>(annually)</i>	of the fitness industry and facility services to better serve members. Conduct 4 internal PSSWC trainings quarterly, complete by Q4.		
	Promote staff educational development and professional development among team by attendance of industry recognized conferences and seminars, including the IPRA, PDRMA, Club Industry and NRPA. Create an annual plan prior to the end of Q1 that includes all FT team members and what external educational opportunities they will be attending that fits within the financial means of the budget.		
Incorporate incentive programs for healthy habits for employees <i>(short/mid-term)</i>	Obtain 25% of all FT team members participating in the PDRMA Path Program incentive by the end of Q4.		
Continue emphasis on cross-training and ensure workforce readiness. <i>(annually)</i>	Measure secret shopping program and show improvement from outside consultants evaluations in 2016 (upselling and cross selling training) by end of Q2.		

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

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Promote healthy lifestyles through work environment best practices <i>(annually)</i>	Engage team members at PSS&WC using the CHEER customer service initiative. Forming “teams” of PT team members to carry out the CHEER culture, rewarding those that do. Implement by Q2.		
Continually expand and update Hoffman U training curriculum to enhance workforce knowledge and readiness <i>(annually)</i>	Set expectation for all PSSWC new team members to complete CHEER training within 2017. Have 100% of all new hires trained in the CHEER program prior to the first 3 months of employment.		
Continue to foster openness in communication District-wide <i>(annually)</i>	FT team members attend monthly Recreation & Facility Division all team mtgs. Hold a minimum of 8 meetings prior to the end of Q4.		

District Objective 3: Promote continuous learning and encourage innovative thinking

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

**HOFFMAN ESTATES PARK DISTRICT
2017 GOALS & OBJECTIVES
GOLF**

Key: C = Complete / SC = Substantially Complete / IP = In Progress / NB= Not Begun / NA = Not Accomplished

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

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

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Expand facility based special events that promote greater facility usage (<i>annually</i>)	Host 4,100 Outing Rounds (3,419 Outing rounds in 2016).		
	Provide 27 Preferred Tee Times Groups (28 Groups in 2016).		
	Provide 3,326 League Rounds. (2,870 rounds in 2016).		
	Discount & Annual Golf Pass Sales: Resident 251 Passes; Non Resident 186 Passes (Resident 233 Passes; Non Resident 182 Passes in 2016)		
	Provide Jr. Program Classes in Spring, Summer & Fall to 143 participants. (141 participants in 2016).		
	Provide Group Lessons to include 50 students for all ages in Spring, Summer & Fall. (35 Students in 2016).		
	Host 4 outside wedding ceremony only events. (1 in 2016).		
	Host 5 Wedding Receptions. (4 in 2016).		
	Host 20 Ceremony & Reception Weddings (21 in 2016).		

District Objective 2: Achieve customer satisfaction and loyalty

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Expand marketing communications with the use of social media and mobile applications (<i>short term</i>)	Receive 10 Five Star Reviews on the Knott for Weddings. Goal is 10 Reviews receiving 5 Stars (13 in 2016).		

District Objective 3: Connect and engage our community

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Expand facility based special events that promote greater facility usage (<i>annually</i>)	Provide 6 Special Golf Events with 360 participants. (4 events with 244 participants with 1 remaining event 2016.)		
	Provide 2 Holiday Event Brunches with 675 guests (371 Guests for Easter Brunch & Breakfast with Santa is in December).		
	Host 6 Special Event Nights. (5 events in 2016).		

DISTRICT GOAL 2: DELIVER FINANCIAL STEWARDSHIP

District Objective 1: Achieve annual and long range financial plans

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Achieve District annual budget to maintain fund balance reserves (<i>annually</i>)	Monitor Golf budget to ensure expenses do not exceed budget and are in line with revenue projections and revenues are meeting financial goals and objectives. Meet or exceed Golf Department Budget bottom line.		
	Monitor F&B budget to ensure expenses do not exceed budget and are in line with revenue projections and revenues are meeting financial goals and objectives. Meet or exceed F&B Department Budget bottom line.		

	Monitor Golf Maintenance expense and monitor to ensure expenses do not exceed budget and are in line with revenue projections. Meet or exceed Golf Maintenance Department Budget bottom line.		
	Provide 30,352 Rounds. (29,130 thru 10/31 in 2016).		

District Objective 2: Generate alternative revenue

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Secure additional alternative sources of revenue to support financial goals (<i>annually</i>)	Provide 2,400 Hole In One Challenge Participants (New for 2017)		
	Increase the marketing and updating golfnow.com to increase golf now rounds to produce additional revenue during slow periods. Increase golfnow.com rounds by 3%. Approximately 5k rounds (4,003 Rounds Thru Oct 31st).		

District Objective 3: Utilize our resources effectively and efficiently

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Utilize best practices to maximize operational efficiencies as a District (<i>annually</i>)	Complete bunker renovation project by May 2017 with the assistance of the Parks Department.		
	Work with Parks Department for annual burns, tree stump removal, and other maintenance projects to save from additional expenses from renting equipment. Use parks department machines 5 different times for the season to minimize renting equipment.		

	Purchase 2 New Greens King Greens mowers. Purchase 1 st Qtr.		
Achieve District annual budget to maintain fund balance reserves <i>(annually)</i>	Manage payroll to meet or exceed personnel budget to ensure maximize operational efficiency. Meet or exceed Payroll Budget.		
	Monthly budget monitoring to maintain at or below projected budget expenses. Not to exceed budget expenses.		
Perform internal control audits <i>(annually)</i>	Monthly budget monitoring and proper costing out on menus to maintain a 33% food cost and 26% beverage cost.		
Connect & Engage Our Community	Increase volunteer participation in the Event Area Garden Club meetings. (2 Meetings in 2016)		

DISTRICT GOAL 3: ACHIEVE OPERATIONAL EXCELLENCE AND ENVIRONMENTAL AWARENESS

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

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Utilize best practices to maximize operational efficiencies as a District <i>(annually)</i>	Provide a clean and well maintained clubhouse facility and equipment consistent with district standards. Complete daily checklist and rectify and identify deficiencies and remedy as necessary. 90% Completion Rate.		
	Provide a well-manicured golf course consistent with adopted 2016 maintenance goals. Weekly inspection with golf course superintendent, identify deficiencies and remedy as necessary. 90% Completion Rate.		

District Initiative 2: Utilize best practices

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Enhance overall quality of natural areas <i>(annually)</i>	Maintain a portion of the natural areas by the use of the burns and alternate methods.		

	Complete by 3 rd Qtr.		
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District Objective 3: Advance environmental and safety awareness

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Implement best practices to maintain a minimum score of 95% in the District-wide IPRA environmental report card (<i>annually</i>)	Maintain IPRA’s Environmental Report Card. By end of 4 th quarter.		
PDRMA Accreditation	PDRMA Accreditation – Receive a 95% Grade		

DISTRICT GOAL 4: PROMOTE QUALITY LEADERSHIP AND SERVICES

District Objective 1: Develop leadership that ensures workforce readiness

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Develop a new hire training program that addresses District policies and procedures (<i>short-term</i>)	Train all Part Time employees in all departments on service plan. Train 100% PT Employees in all departments by March. Train all new hires after March within 15 days of hire.		
Incorporate incentive programs for healthy habits for employees (<i>short/mid-term</i>)	Have key staff attend HEPD AED & CPR training. Have at least 24 key staff members maintain certification by end of 2 nd Qtr.		

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

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Continue to foster openness in communication District-wide (<i>annually</i>)	Conduct weekly staff meetings during prime season with key personal to discuss operations, golf events and special events. 40 weekly meetings.		

District Objective 3: Promote continuous learning and encourage innovative thinking

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Promote furthering educational opportunities of staff by encouraging participation in workshops, conferences and other educational opportunities (<i>annually</i>)	All F&B Employees become BASSET Certified & Food Serve Safe. 100% of all F&B Employees.		

**HOFFMAN ESTATES PARK DISTRICT
2017 GOALS & OBJECTIVES
A&F**

Key: C = Complete / SC = Substantially Complete / IP = In Progress / NB= Not Begun / NA = Not Accomplished

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

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

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Develop ROI formula for evaluating tax supported programs. (short-term)	Determine support level for all operational areas as fully self-supporting, partially self-supporting or tax supported. Utilize results for 2018 budget process. Include evaluation of maintaining separate funds or departments for operational areas.		

District Objective 3: Connect and engage our community

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Educate residents regarding District financial stewardship and transparency. (annually)	Provide financial/budget overview for Park Perspectives. March 2016 for Spring issue.		
	Maintain FOIA compliance and transparency aspects of the District to ensure Illinois Policy Institute Sunshine award status. Post within 30 days of approval. Apply for Sunshine Award.		

DISTRICT GOAL 2: DELIVER FINANCIAL STEWARDSHIP

District Objective 1: Achieve annual and long range financial plans

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Achieve District annual budget to maintain fund balance reserves. (annually)	Achieve District annual budget to ensure maintaining fiscal year projected fund balance reserves. Achieve by December 2017.		
	Create 2018 annual balanced budget. Achieve by November 2017.		

	Conduct budget preparation Hoffman U session for all staff. Achieve by July 2017.		
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District Objective 2: Generate alternative revenue

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Support Friends of HE Parks to expand level of financial support provided to District and our residents for scholarship and special projects. (annually)	Submit accumulated American Express points for donation to Friends of HE Parks. Achieve semi-annually in April and October.		
	Sponsorship Mgr to assist Friends of HE Parks and achieve \$5,000 in donations.		
Develop strategies to attract additional sponsors and new partnerships. (annually)	Generate minimum of \$150,000 advertising/sponsorship/marquee revenue.		
	Expand and develop community relationships by attending local community events and meetings. Attend minimum of 12 community meetings and events.		
	Renew Amita Health Care agreement.		
Research potential employee benefits/offerings. (short-term)	HR to collaborate with Adv./Sponsorship Mgr. to offer 2 additional no cost benefits that can be offered to employees as a result of new or existing partnerships and/or sponsors.		

District Objective 3: Utilize our resources effectively and efficiently

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Perform internal control audits. (annually)	Conduct random cash audits at all facilities. Utilize video as needed. Conduct monthly at all service desks.		
	Conduct surprise audits of program personnel and independent contractors to ensure classes are held with properly registered participants meeting minimum numbers. Utilize video as needed. Conduct monthly taking into account seasonality of programming.		

	Conduct ledger audits to ensure financial integrity. Conduct quarterly.		
	Conduct trial balance audits to reduce District receivable exposure. Conduct monthly by providing statements to program managers.		
	Conduct program revenue audits including waitlists and minimum/maximum requirements to ensure cost recovery. Conduct twice monthly.		
	Conduct facility usage and membership audits, utilizing video as necessary to ensure cost recovery. Conduct monthly at all facilities.		
	Conduct email and shared drive excessive file size audits to ensure operational efficiencies. Further educate staff on proper housekeeping maintenance. Conduct quarterly.		
Reduce utility expenses in parks and facilities by converting to alternative energy resources. (annually)	Maintain offline audit control of all utility billing to monitor abnormalities. Prepare monthly.		
	Evaluate monthly meter reading report provided by facilities and maintenance.		

DISTRICT GOAL 3: ACHIEVE OPERATIONAL EXCELLENCE AND ENVIRONMENTAL AWARENESS

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

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Maintain environmental best practice certification. (annually)	Ensure administrative and finance division section compliance with IPRA Environmental Scorecard. Achieve annually maintaining 100% compliance.		
Enhance Wi-Fi services at District facilities. (short-term)	Establish a terms and agreements page with an accept button for public Wi-Fi. Achieve by 2 nd qtr.		

District Objective 2: Utilize best practices

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Continue to promote operational safety excellence utilizing procedures and best practices to maintain PDRMA accreditation. (short-term)	Administrative and finance division to achieve minimum of 95% score for PDRMA accreditation section. Prepare accreditation materials by 4 th qtr. to achieve score in 2017.		
	HR manager to assume responsibilities of Risk Mgr position. Achieve by 2nd qtr.		
Ensure operational compliance with legal mandates. (annually)	Attend legal symposium. Achieve by November 2017.		
	Attend legislative conference. Achieve by May 2017.		
	Monitor state and federal legal mandates and implement policies as needed. Recommend policies within 45 days of any legal mandates.		
Maintain and develop operational processes required to achieve accreditation status for CAPRA. (short-term)	Maintain all A&F related District reaccreditation to ensure 100% compliance with CAPRA standards. Achieve by 3 rd qtr.		
Maintain financial accreditation CAFR. (annually)	Prepare CAFR for previous fiscal year. Achieve by June 2017.		
Maintain operations through software updates and enhancements for desktop and network infrastructure. (short-term)	Upgrade and implement VSI RecTrac V3. Achieve by 3 rd qtr.		
	Parking lot video security camera upgrades District wide. Achieve by 3 rd qtr.		
	Purchase and install virtual computer server (HEPD-VH02). Achieve in conjunction with RecTrac upgrade.		
	Purchase, image and deploy replacement desktop computers. Achieve by 4 th qtr.		
	Purchase and replace (10) computer monitors District wide. Achieve by 3 rd qtr.		
	Purchase and replace AIO (All in One) computer (2-BPC). Achieve by 1 st qtr.		
	Purchase and replace PSSWC copier. Achieve by 3 rd qtr.		

	Purchase and install required PCI compliant (2017) credit card encrypted mag stripe, bar code readers, and VeriFone machines District wide to minimize vulnerability to customer and District. Achieve by 4 th qtr.		
	Achieve PCI certification by completing PCI self-assessment. Achieve by 4 th qtr.		
	Complete electronic systems operating scans with Trust Keeper to be alerted to potential vulnerabilities. Achieve a “pass” rating monthly.		
	Train delegated staff on verbal credit card processing. Training certification must be renewed annually.		
	PSSWC video security- upgrade server. Achieve by 3 rd qtr.		
Maintain PRORAGIS database to ensure compliance with CAPRA and National Gold Medal standards. (annually)	Ensure required input for CAPRA. Achieve by 4 th qtr.		
Monitor employee hours worked to ensure legal compliance with state and federal mandates. (annually)	Generate new monthly/quarterly reports from BS&A software to help program managers track PT employee hours worked.		
Further develop District disaster recovery plan by adding a second replication server at BPC. (short-term)	Purchase and implement replication server. Repurpose HEPD-VH04. Achieve by 3 rd qtr.		
Further develop network and cyber security. (short-term)	Develop procedure to audit and remove unauthorized software installations and to train staff on processes. Achieve by 2 nd qtr.		
	Review local administrator access at desktop level, including generic accounts. Remove as necessary. Achieve by 3 rd qtr.		

District Objective 3: Advance environmental and safety awareness

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Develop additional programs and processes to support conservation and green initiatives. (short-term)	Evaluate requirement to scan journal entry support including RecTrac cash receipts documents, accrual reports, and journal entry support to minimize paper storage and further District green initiatives. Achieve by December 2017.		
	Promote ACH payment to vendors and independent contractors to further green initiatives. Achieve by 4 th qtr.		

DISTRICT GOAL 4: PROMOTE QUALITY LEADERSHIP AND SERVICES

District Objective 1: Develop leadership that ensures workforce readiness

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Continually expand and update Hoffman U training curriculum to enhance workforce knowledge and readiness. (annually)	Conduct and continually expand Hoffman U training curriculum with training in purchasing, IMRF, PDRMA, budget, IT, ROI in programming, registration and accounting software. Achieve annually with a minimum of 6 calendar offerings.		
Continue emphasis on cross-training and ensure workforce readiness. (annually)	DD to cross train with ED to ensure work force readiness for CAPRA accreditations.		
	Provide cross training within division to ensure work force readiness. Achieve continually by performing tasks and having a bi-annually touch base to ensure any changes in processing are learned.		
Track IT support tickets to promote quality and timely delivery of IT support services. (annually)	Track number of tickets created and number of tickets closed. Achieve 100% response and 90% resolution. Achieve monthly.		

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

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Continue to foster openness in communication District-wide. (annually)	Divisionally, at minimum, one staff will sit on District Team Committee. Achieve continually.		
Promote healthy lifestyles through work environment best practices. (annually)	Promote PDRMA PATH program. Achieve annually with 70% participation of all FT staff.		

District Objective 3: Promote continuous learning and encourage innovative thinking

Division Objectives	Measures/Action	Status	Achievement Level/Comments
Promote furthering educational opportunities of staff by encouraging participation in workshops, conferences and other educational opportunities. (annually)	Attend legislative conference. Achieve by May 2017.		
	Attend IPRA/IAPD conference. Achieve by 1 st qtr.		
	Attend NRPA Congress. Achieve by 3 rd qtr.		
	Attend PDRMA risk management institute. Achieve by November 2017.		

Calculations as of 09/30/2016

GL NUMBER	DESCRIPTION	2016 AMENDED BUDGET	2016 ACTIVITY THRU 09/30/16	2016 PROJECTED ACTIVITY	2017 FINANCE REQUEST BUDGET
Fund: 01 GENERAL					
Function: ADMINISTRATION					
ESTIMATED REVENUES					
Totals for dept 10-3400-INTERFUND CHARGES		1,738,865	1,304,154	1,710,974	1,756,080
Totals for dept 10-3500-TAXES		2,921,000	2,747,562	2,928,249	3,008,000
Totals for dept 10-3600-INVESTMENT INCOME		50,000	116,429	50,000	50,000
Totals for dept 10-3800-ADVERTISING		224,000	161,469	230,000	245,000
Totals for dept 10-4000-RENTALS		88,776	67,817	90,780	91,780
Totals for dept 10-9000-MISCELLANEOUS		15,000	39,947	39,947	15,500
TOTAL ESTIMATED REVENUES		5,037,641	4,437,378	5,049,950	5,166,360
APPROPRIATIONS					
Totals for dept 10-3400-INTERFUND CHARGES		149,140	36,855	149,140	54,000
Totals for dept 10-3800-ADVERTISING		8,400	174	500	1,097
Totals for dept 10-6000-PROPERTY & LIABILITY I		159,075	84,907	169,814	165,060
Totals for dept 10-6100-EMPLOYMENT INSURANCE		144,430	70,494	140,988	147,245
Totals for dept 10-6200-UNEMPLOYMENT INSURANCE		85,000	45,058	75,000	100,000
Totals for dept 10-6300-LOSS PREVENTION		6,600	4,044	5,073	6,600
Totals for dept 10-6500-AUDIT SERVICE		22,895	23,895	23,895	25,000
Totals for dept 10-7000-PAYROLL		1,380,612	1,007,293	1,344,835	1,374,980
Totals for dept 10-7100-EMPLOYEE BENEFITS		561,850	415,115	573,850	596,850
Totals for dept 10-7200-EDUCATION/TRAINING		15,050	10,368	12,000	12,250
Totals for dept 10-7300-CONTRACTED SERVICES		49,000	17,808	37,832	43,300
Totals for dept 10-7400-SERVICE/RENTAL AGREEME		55,729	42,921	51,548	62,695
Totals for dept 10-7500-SUPPLIES		20,000	11,668	18,000	20,000
Totals for dept 10-7600-PROFESSIONAL DUES/SUBS		20,225	24,973	26,271	21,530
Totals for dept 10-7800-ADMINISTRATIVE		34,470	12,163	24,970	34,525
Totals for dept 10-8000-UTILITIES		11,256	6,924	9,235	10,680
Totals for dept 10-8100-EQUIPMENT		4,400	2,058	2,100	3,350
Totals for dept 10-8900-TECHNOLOGY		69,850	31,540	40,000	46,530
Totals for dept 10-9000-MISCELLANEOUS			1,455	2,200	
TOTAL APPROPRIATIONS		2,797,982	1,849,713	2,707,251	2,725,692
NET OF REVENUES/APPROPRIATIONS - ADMINISTRATION		2,239,659	2,587,665	2,342,699	2,440,668
Function: MAINTENANCE					
APPROPRIATIONS					
Totals for dept 20-6300-LOSS PREVENTION		20,625	8,215	22,000	24,000
Totals for dept 20-7000-PAYROLL		1,621,848	1,111,183	1,452,349	1,593,982
Totals for dept 20-7100-EMPLOYEE BENEFITS		10,000	7,828	10,000	10,002
Totals for dept 20-7200-EDUCATION/TRAINING		5,400	4,385	5,400	5,400
Totals for dept 20-7300-CONTRACTED SERVICES		12,760	10,835	17,284	16,784
Totals for dept 20-7500-SUPPLIES		18,500	10,057	18,500	18,500
Totals for dept 20-7600-PROFESSIONAL DUES/SUBS		2,000	1,365	2,000	2,000
Totals for dept 20-7800-ADMINISTRATIVE		3,000	2,045	3,000	3,000
Totals for dept 20-8000-UTILITIES		96,228	74,250	101,250	107,000
Totals for dept 20-8100-EQUIPMENT		6,000	5,351	6,000	10,500
Totals for dept 20-8200-EQUIPMENT MAINTENANCE/		83,500	77,450	86,500	83,500
Totals for dept 20-8300-FACILITY MAINTENANCE/R		31,098	14,770	25,000	20,000
Totals for dept 20-8400-PROPERTY MAINTENANCE		128,500	110,073	128,416	115,000
Totals for dept 20-8500-FUEL/LUBRICANTS		85,200	47,301	65,000	70,000
TOTAL APPROPRIATIONS		2,124,659	1,485,108	1,942,699	2,079,668
NET OF REVENUES/APPROPRIATIONS - MAINTENANCE		(2,124,659)	(1,485,108)	(1,942,699)	(2,079,668)
Function: CAPITAL PROJECTS					

Calculations as of 09/30/2016

GL NUMBER	DESCRIPTION	2016 AMENDED BUDGET	2016 ACTIVITY THRU 09/30/16	2016 PROJECTED ACTIVITY	2017 FINANCE REQUEST BUDGET
Fund: 01 GENERAL					
Function: CAPITAL PROJECTS					
APPROPRIATIONS					
	Totals for dept 97-0120-HEPD PARKING LOT CAMER				75,000
	Totals for dept 97-0130-VSI RECTRAC V3 UPGRADE				20,000
	Totals for dept 97-0140-FABBRINI LAKE AERATOR				6,000
	Totals for dept 97-0150-HP VM SERVER HOST/STOR				35,000
	TOTAL APPROPRIATIONS				136,000
	NET OF REVENUES/APPROPRIATIONS - CAPITAL PROJECTS				(136,000)
	NET OF REVENUES/APPROPRIATIONS - FUND 01	115,000	1,102,557	400,000	225,000
	BEGINNING FUND BALANCE	3,224,496	3,224,496	3,224,496	3,624,496
	ENDING FUND BALANCE	3,339,496	4,327,053	3,624,496	3,849,496

Calculations as of 09/30/2016

GL NUMBER	DESCRIPTION	2016 AMENDED BUDGET	2016 ACTIVITY THRU 09/30/16	2016 PROJECTED ACTIVITY	2017 FINANCE REQUEST BUDGET
Fund: 02 RECREATION					
Function: ADMINISTRATION					
ESTIMATED REVENUES					
	Totals for dept 10-3400-INTERFUND CHARGES	415,213	311,427	408,480	447,304
	Totals for dept 10-3500-TAXES	1,020,000	964,814	1,030,000	1,040,000
	Totals for dept 10-3600-INVESTMENT INCOME	9,608			
	Totals for dept 10-3900-GRANT REIMBURSEMENT		3,220	3,220	3,220
	Totals for dept 10-4000-RENTALS	90,522	63,720	80,771	82,384
	Totals for dept 10-4500-MERCHANDISE RESALE	1,200	1,037	1,281	1,300
	Totals for dept 10-9000-MISCELLANEOUS		2,866	2,866	
	TOTAL ESTIMATED REVENUES	1,536,543	1,347,084	1,526,618	1,574,208
APPROPRIATIONS					
	Totals for dept 10-3400-INTERFUND CHARGES	930,776	698,085	930,780	952,302
	Totals for dept 10-4000-RENTALS	800			
	Totals for dept 10-7000-PAYROLL	635,842	462,293	608,036	732,218
	Totals for dept 10-7100-EMPLOYEE BENEFITS	1,000	992	992	1,000
	Totals for dept 10-7200-EDUCATION/TRAINING	8,950	6,261		9,800
	Totals for dept 10-7300-CONTRACTED SERVICES	38,216	28,046	38,748	39,936
	Totals for dept 10-7400-SERVICE/RENTAL AGREEME	18,078	15,512	23,268	24,000
	Totals for dept 10-7500-SUPPLIES	400			
	Totals for dept 10-7600-PROFESSIONAL DUES/SUBS	3,228	1,793	1,793	1,800
	Totals for dept 10-7800-ADMINISTRATIVE	3,000	64	90	100
	Totals for dept 10-8000-UTILITIES	552,924	397,099	535,830	548,956
	Totals for dept 10-8100-EQUIPMENT	5,932	4,698	4,650	4,470
	Totals for dept 10-8300-FACILITY MAINTENANCE/R	24,197	42,337	57,023	42,550
	Totals for dept 10-9000-MISCELLANEOUS	68,500	53,998	69,600	70,700
	TOTAL APPROPRIATIONS	2,291,843	1,711,178	2,270,810	2,427,832
	NET OF REVENUES/APPROPRIATIONS - ADMINISTRATION	(755,300)	(364,094)	(744,192)	(853,624)
Function: C&M					
APPROPRIATIONS					
	Totals for dept 15-7000-PAYROLL	192,145	134,755	184,860	226,015
	Totals for dept 15-7200-EDUCATION/TRAINING	3,300	2,619	3,300	3,450
	Totals for dept 15-7300-CONTRACTED SERVICES	4,960	2,861	5,078	5,513
	Totals for dept 15-7500-SUPPLIES	2,970	1,968	2,970	3,310
	Totals for dept 15-7600-PROFESSIONAL DUES/SUBS	8,757	8,583	9,610	9,592
	Totals for dept 15-7700-POSTAGE	39,800	32,635	41,200	41,300
	Totals for dept 15-7800-PRINTING/PUBLICATION	67,910	51,503	67,146	67,200
	Totals for dept 15-7900-ADVERTISING/PROMOTIONA	7,758	3,893	6,259	6,510
	TOTAL APPROPRIATIONS	327,600	238,817	320,423	362,890
	NET OF REVENUES/APPROPRIATIONS - C&M	(327,600)	(238,817)	(320,423)	(362,890)
Function: MAINTENANCE					
APPROPRIATIONS					
	Totals for dept 20-7000-PAYROLL	196,396	156,946	205,384	205,188
	Totals for dept 20-7500-SUPPLIES	17,594	10,400	17,000	16,736
	TOTAL APPROPRIATIONS	213,990	167,346	222,384	221,924
	NET OF REVENUES/APPROPRIATIONS - MAINTENANCE	(213,990)	(167,346)	(222,384)	(221,924)
Function: TRIPHAHN CENTER					
ESTIMATED REVENUES					
	Totals for dept 32-4000-RENTALS	35,795	32,148	33,892	47,263

Calculations as of 09/30/2016

GL NUMBER	DESCRIPTION	2016 AMENDED BUDGET	2016 ACTIVITY THRU 09/30/16	2016 PROJECTED ACTIVITY	2017 FINANCE REQUEST BUDGET
Fund: 02 RECREATION					
Function: TRIPHAHN CENTER					
ESTIMATED REVENUES					
	Totals for dept 32-4100-MEMBERSHIPS	228,900	169,113	222,201	227,760
	Totals for dept 32-4200-GUEST SERVICES	8,305	4,134	5,563	6,738
	Totals for dept 32-5000-GENERAL PROGRAMS	6,000			
	Totals for dept 32-5300-FITNESS PROGRAMS	8,400	7,466	9,500	9,408
	TOTAL ESTIMATED REVENUES	287,400	212,861	271,156	291,169
APPROPRIATIONS					
	Totals for dept 32-4000-RENTALS	2,847	619	827	3,703
	Totals for dept 32-4200-GUEST SERVICES	2,080	879	1,169	1,936
	Totals for dept 32-5000-GENERAL PROGRAMS	4,200	1,000	1,000	
	Totals for dept 32-5300-FITNESS PROGRAMS	6,119	4,162	5,507	6,330
	Totals for dept 32-7000-PAYROLL	109,219	79,100	106,128	109,990
	Totals for dept 32-7100-EMPLOYEE BENEFITS	1,755	1,256	1,600	2,090
	Totals for dept 32-7500-SUPPLIES	9,000	7,905	9,000	11,145
	Totals for dept 32-7900-ADVERTISING/PROMOTIONA	1,750	1,230	1,600	1,796
	Totals for dept 32-8200-EQUIPMENT MAINTENANCE/	9,749	7,487	9,749	7,800
	TOTAL APPROPRIATIONS	146,719	103,638	136,580	144,790
	NET OF REVENUES/APPROPRIATIONS - TRIPHAHN CENTER	140,681	109,223	134,576	146,379
Function: WILLOW REC CENTER					
ESTIMATED REVENUES					
	Totals for dept 34-4000-RENTALS	127,760	96,747	125,655	106,708
	Totals for dept 34-4100-MEMBERSHIPS	100,904	72,360	95,150	98,212
	Totals for dept 34-4200-GUEST SERVICES	6,040	2,976	3,875	4,404
	Totals for dept 34-4300-COURTS	10,515	6,992	9,600	9,951
	Totals for dept 34-4500-MERCHANDISE RESALE	280	134	225	240
	Totals for dept 34-5000-GENERAL PROGRAMS			3,000	3,375
	Totals for dept 34-5100-LESSONS	2,350	1,041	1,450	1,440
	Totals for dept 34-5200-LEAGUES/TOURNAMENTS	3,780	2,987	4,285	4,392
	Totals for dept 34-5300-FITNESS PROGRAMS	26,968	17,682	20,356	21,804
	TOTAL ESTIMATED REVENUES	278,597	200,919	263,596	250,526
APPROPRIATIONS					
	Totals for dept 34-4000-RENTALS	17,565	10,974	14,668	9,286
	Totals for dept 34-4100-MEMBERSHIPS	3,500	2,170	3,200	3,950
	Totals for dept 34-4200-GUEST SERVICES	1,679	592	840	1,157
	Totals for dept 34-4500-MERCHANDISE RESALE	254		250	240
	Totals for dept 34-5000-GENERAL PROGRAMS			2,100	2,562
	Totals for dept 34-5100-LESSONS	1,395	493	1,755	1,773
	Totals for dept 34-5200-LEAGUES/TOURNAMENTS	650	210	470	510
	Totals for dept 34-5300-FITNESS PROGRAMS	17,399	10,770	13,873	14,872
	Totals for dept 34-7000-PAYROLL	68,945	55,926	73,996	76,609
	Totals for dept 34-7100-EMPLOYEE BENEFITS	1,400	1,349	1,349	1,850
	Totals for dept 34-7500-SUPPLIES	3,351	2,180	2,500	3,354
	Totals for dept 34-7900-ADVERTISING/PROMOTIONA	1,516	914	1,200	1,968
	Totals for dept 34-8100-EQUIPMENT	2,200	150	1,020	4,530
	Totals for dept 34-8200-EQUIPMENT MAINTENANCE/	3,575	2,744	4,185	3,720
	Totals for dept 34-8300-FACILITY MAINTENANCE/R	12,700	4,757	7,500	12,920
	TOTAL APPROPRIATIONS	136,129	93,229	128,906	139,301
	NET OF REVENUES/APPROPRIATIONS - WILLOW REC CENTE	142,468	107,690	134,690	111,225

Calculations as of 09/30/2016

GL NUMBER	DESCRIPTION	2016 AMENDED BUDGET	2016 ACTIVITY THRU 09/30/16	2016 PROJECTED ACTIVITY	2017 FINANCE REQUEST BUDGET
Fund: 02 RECREATION					
Function: GENERAL PROGRAMMING					
ESTIMATED REVENUES					
Totals for dept 50-4000-RENTALS		5,000	3,850	3,850	4,180
Totals for dept 50-5000-GENERAL PROGRAMS		21,771	23,911	33,101	22,203
Totals for dept 50-5100-DAY CAMPS		99,958	139,905	139,905	154,832
Totals for dept 50-5300-GYMNASTICS		91,100	67,742	91,302	91,123
Totals for dept 50-5400-ARTS AND CRAFTS		5,040	3,660	4,225	4,096
Totals for dept 50-5500-MARTIAL ARTS		112,294	91,860	113,276	116,380
Totals for dept 50-5900-SPECIAL EVENTS		15,945	14,414	21,134	22,345
Totals for dept 50-6100-DANCE		137,517	93,865	119,996	126,259
Totals for dept 50-6200-ARCHERY					13,608
TOTAL ESTIMATED REVENUES		488,625	439,207	526,789	555,026
APPROPRIATIONS					
Totals for dept 50-4000-RENTALS		2,960	3,302	3,345	4,196
Totals for dept 50-5000-GENERAL PROGRAMS		12,189	13,161	16,558	13,276
Totals for dept 50-5100-DAY CAMPS		51,021	75,399	76,396	78,905
Totals for dept 50-5300-GYMNASTICS		66,770	47,191	64,217	66,786
Totals for dept 50-5400-ARTS AND CRAFTS		3,528	1,936	2,536	2,867
Totals for dept 50-5500-MARTIAL ARTS		80,065	57,129	79,787	80,064
Totals for dept 50-5800-VOGUELEI PRGM/EVENTS		5,038	3,451	5,177	5,290
Totals for dept 50-5900-SPECIAL EVENTS		43,330	32,920	41,730	46,439
Totals for dept 50-6100-DANCE		77,579	55,788	70,255	70,427
Totals for dept 50-6200-ARCHERY					9,526
TOTAL APPROPRIATIONS		342,480	290,277	360,001	377,776
NET OF REVENUES/APPROPRIATIONS - GENERAL PROGRAMM		146,145	148,930	166,788	177,250
Function: SENIOR					
ESTIMATED REVENUES					
Totals for dept 55-4100-MEMBERSHIPS		8,100	6,149	8,198	19,200
Totals for dept 55-5000-SENIOR PROGRAMS		84,200	92,291	111,852	120,194
TOTAL ESTIMATED REVENUES		92,300	98,440	120,050	139,394
APPROPRIATIONS					
Totals for dept 55-5000-SENIOR PROGRAMS		71,638	76,161	86,341	89,474
TOTAL APPROPRIATIONS		71,638	76,161	86,341	89,474
NET OF REVENUES/APPROPRIATIONS - SENIOR		20,662	22,279	33,709	49,920
Function: EARLY CHILDHOOD					
ESTIMATED REVENUES					
Totals for dept 60-5000-GENERAL PROGRAMS		53,707	36,477	47,180	55,950
Totals for dept 60-5100-DAY CAMPS		250,260	307,915	307,819	330,445
Totals for dept 60-5200-PRESCHOOL		239,174	176,695	260,402	291,910
Totals for dept 60-5300-PARENT/TOT		18,373	12,359	17,090	18,525
Totals for dept 60-5400-STAR		764,824	536,872	809,634	808,099
Totals for dept 60-5500-ELC		305,003	277,186	380,000	441,868
TOTAL ESTIMATED REVENUES		1,631,341	1,347,504	1,822,125	1,946,797
APPROPRIATIONS					
Totals for dept 60-5000-GENERAL PROGRAMS		28,793	21,864	32,529	35,018
Totals for dept 60-5100-DAY CAMPS		119,025	145,859	150,408	155,756
Totals for dept 60-5200-PRESCHOOL		137,748	108,245	160,946	161,433
Totals for dept 60-5300-PARENT/TOT		9,495	5,165	8,392	9,007

Calculations as of 09/30/2016

GL NUMBER	DESCRIPTION	2016 AMENDED BUDGET	2016 ACTIVITY THRU 09/30/16	2016 PROJECTED ACTIVITY	2017 FINANCE REQUEST BUDGET
Fund: 02 RECREATION					
Function: EARLY CHILDHOOD					
APPROPRIATIONS					
	Totals for dept 60-5400-STAR	342,241	242,082	367,061	364,893
	Totals for dept 60-5500-ELC	181,245	154,799	204,311	225,774
	TOTAL APPROPRIATIONS	818,547	678,014	923,647	951,881
	NET OF REVENUES/APPROPRIATIONS - EARLY CHILDHOOD	812,794	669,490	898,478	994,916
Function: ADULT ATHLETICS					
ESTIMATED REVENUES					
	Totals for dept 70-5000-GENERAL PROGRAMS	3,440	8,572	10,500	10,815
	Totals for dept 70-5300-BASKETBALL LEAGUES	38,000	18,745	23,785	24,480
	Totals for dept 70-5400-SOFTBALL LEAGUES	15,620	12,582	14,540	15,190
	Totals for dept 70-5500-FOOTBALL LEAGUES	11,080	900	3,750	9,000
	TOTAL ESTIMATED REVENUES	68,140	40,799	52,575	59,485
APPROPRIATIONS					
	Totals for dept 70-5000-GENERAL PROGRAMS	2,408	6,745	8,431	8,684
	Totals for dept 70-5300-BASKETBALL LEAGUES	23,277	14,947	18,812	17,780
	Totals for dept 70-5400-SOFTBALL LEAGUES	7,074	4,067	5,959	7,070
	Totals for dept 70-5500-FOOTBALL LEAGUES	6,679	141	2,342	5,126
	TOTAL APPROPRIATIONS	39,438	25,900	35,544	38,660
	NET OF REVENUES/APPROPRIATIONS - ADULT ATHLETICS	28,702	14,899	17,031	20,825
Function: YOUTH ATHLETICS					
ESTIMATED REVENUES					
	Totals for dept 75-5000-GENERAL PROGRAMS	12,010	17,105	20,757	24,960
	Totals for dept 75-5100-ATHLETIC CAMPS	21,815	905	905	905
	Totals for dept 75-5200-VOLLEYBALL	8,270		5,760	6,000
	Totals for dept 75-5300-BASKETBALL	44,250	27,092	38,092	43,800
	Totals for dept 75-5400-BASEBALL	49,300	46,243	46,243	46,965
	Totals for dept 75-5500-SOFTBALL	4,500	4,280	4,280	3,900
	Totals for dept 75-5600-SOCCER	89,145	108,079	191,346	156,518
	TOTAL ESTIMATED REVENUES	229,290	203,704	307,383	283,048
APPROPRIATIONS					
	Totals for dept 75-5000-GENERAL PROGRAMS	7,923	8,102	12,165	41,155
	Totals for dept 75-5100-ATHLETIC CAMPS	13,962			
	Totals for dept 75-5200-VOLLEYBALL	3,014		1,297	1,687
	Totals for dept 75-5300-BASKETBALL	23,987	20,531	24,531	22,429
	Totals for dept 75-5400-BASEBALL	20,155	15,593	16,793	19,506
	Totals for dept 75-5500-SOFTBALL	2,365	2,148	2,148	1,935
	Totals for dept 75-5600-SOCCER	26,696	100,703	135,014	91,916
	TOTAL APPROPRIATIONS	98,102	147,077	191,948	178,628
	NET OF REVENUES/APPROPRIATIONS - YOUTH ATHLETICS	131,188	56,627	115,435	104,420
Function: AQUATICS					
ESTIMATED REVENUES					
	Totals for dept 80-4000-RENTALS	23,014	18,484	18,484	20,580
	Totals for dept 80-4100-MEMBERSHIPS	78,775	78,165	78,165	78,350
	Totals for dept 80-4300-DAILY FEES	117,000	144,940	144,940	136,100
	Totals for dept 80-4500-MERCHANDISE RESALE	100	18	18	25
	Totals for dept 80-4600-CONCESSION SALES/RENTA	2,800	2,670	2,670	2,670

Calculations as of 09/30/2016

GL NUMBER	DESCRIPTION	2016 AMENDED BUDGET	2016 ACTIVITY THRU 09/30/16	2016 PROJECTED ACTIVITY	2017 FINANCE REQUEST BUDGET
Fund: 02 RECREATION					
Function: AQUATICS					
ESTIMATED REVENUES					
	Totals for dept 80-5000-LESSONS	39,870	37,520	37,520	40,500
	Totals for dept 80-5900-SPECIAL EVENTS	2,000	1,873	1,873	1,980
	TOTAL ESTIMATED REVENUES	263,559	283,670	283,670	280,205
APPROPRIATIONS					
	Totals for dept 80-5000-LESSONS	16,122	12,161	12,161	16,363
	Totals for dept 80-5900-SPECIAL EVENTS	850	706	706	710
	Totals for dept 80-7000-PAYROLL	158,575	170,307	179,907	195,911
	Totals for dept 80-7100-EMPLOYEE BENEFITS	3,080	2,751	2,751	3,530
	Totals for dept 80-7200-EDUCATION/TRAINING	9,010	9,916	9,916	9,945
	Totals for dept 80-7300-CONTRACTED SERVICES	5,010	4,039	4,642	5,040
	Totals for dept 80-7500-SUPPLIES	21,445	18,200	18,170	19,281
	Totals for dept 80-7600-PROFESSIONAL DUES/SUBS	375	450	450	450
	Totals for dept 80-7900-ADVERTISING/PROMOTIONA	2,500			2,300
	Totals for dept 80-8000-UTILITIES	90,810	83,674	87,760	91,044
	Totals for dept 80-8100-EQUIPMENT	4,645	4,472	4,472	6,900
	Totals for dept 80-8200-EQUIPMENT MAINTENANCE/	8,872	3,857	3,857	8,360
	Totals for dept 80-8300-FACILITY MAINTENANCE/R	7,265	12,556	12,556	10,000
	TOTAL APPROPRIATIONS	328,559	323,089	337,348	369,834
	NET OF REVENUES/APPROPRIATIONS - AQUATICS	(65,000)	(39,419)	(53,678)	(89,629)
Function: ICE					
ESTIMATED REVENUES					
	Totals for dept 85-4000-RENTALS	696,495	475,280	750,485	766,400
	Totals for dept 85-4300-DAILY FEES	60,800	31,671	43,000	47,000
	Totals for dept 85-4500-MERCHANDISE RESALE	9,600	6,600	9,075	9,720
	Totals for dept 85-4600-CONCESSION SALES/RENTA	10,500	5,370	7,400	7,800
	Totals for dept 85-5000-LESSONS	366,650	219,310	284,715	352,360
	Totals for dept 85-5100-CAMPS	29,400	21,161	22,350	52,000
	Totals for dept 85-5300-ADULT LEAGUES	72,000	112,842	131,300	120,000
	Totals for dept 85-5500-YOUTH LEAGUES	492,300	246,076	415,000	435,200
	Totals for dept 85-5900-SPECIAL EVENTS	3,200	664	3,500	3,600
	TOTAL ESTIMATED REVENUES	1,740,945	1,118,974	1,666,825	1,794,080
APPROPRIATIONS					
	Totals for dept 85-3400-INTERFUND CHARGES	787,500	590,625	787,500	800,000
	Totals for dept 85-4000-RENTALS	3,000	91	750	4,950
	Totals for dept 85-5000-LESSONS	145,869	59,616	84,031	110,257
	Totals for dept 85-5100-CAMPS	13,819	10,168	14,317	19,915
	Totals for dept 85-5300-ADULT LEAGUES	5,167	12,381	18,219	13,137
	Totals for dept 85-5500-YOUTH LEAGUES	234,220	86,604	128,585	131,607
	Totals for dept 85-7000-PAYROLL	420,894	302,203	397,354	420,692
	Totals for dept 85-7100-EMPLOYEE BENEFITS	1,500		1,500	1,500
	Totals for dept 85-7200-EDUCATION/TRAINING	500	189	189	500
	Totals for dept 85-7300-CONTRACTED SERVICES	14,000	14,730	16,410	19,800
	Totals for dept 85-7500-SUPPLIES	3,360		2,150	2,800
	Totals for dept 85-7600-PROFESSIONAL DUES/SUBS	525	225	225	300
	Totals for dept 85-7800-ADMIN/MILEAGE REIMBURS	600	171	350	600
	Totals for dept 85-7900-ADVERTISING/PROMOTIONA	3,000		600	2,400
	Totals for dept 85-8000-UTILITIES	6,600	4,078	7,000	8,400
	Totals for dept 85-8100-EQUIPMENT	1,590		500	7,000
	Totals for dept 85-8200-EQUIPMENT MAINTENANCE/	5,051	793	1,400	7,120

Calculations as of 09/30/2016

GL NUMBER	DESCRIPTION	2016 AMENDED BUDGET	2016 ACTIVITY THRU 09/30/16	2016 PROJECTED ACTIVITY	2017 FINANCE REQUEST BUDGET
Fund: 02 RECREATION					
Function: ICE					
APPROPRIATIONS					
	Totals for dept 85-8300-FACILITY MAINTENANCE/R	3,750	4,414	6,000	4,720
	TOTAL APPROPRIATIONS	1,650,945	1,086,288	1,467,080	1,555,698
	NET OF REVENUES/APPROPRIATIONS - ICE	90,000	32,686	199,745	238,382
Function: CAPITAL PROJECTS					
APPROPRIATIONS					
	Totals for dept 96-0100-SEA REBUILD PUMP #5	5,750	6,985	6,985	
	Totals for dept 96-0200-TC VIDEO SECURITY UPGRADE	5,000			
	Totals for dept 96-0300-TC/WRC FITNESS EQUIPMENT	10,000			
	Totals for dept 96-0400-ICE ARENA COMPRESSOR REBUILD	10,000	10,150	10,150	10,250
	Totals for dept 96-0500-VOG HOUSE A/C UNIT (2) RPLC	5,000	2,640	2,640	
	Totals for dept 96-0600-WRC COPIER REPLACE	5,000	5,000	5,000	
	Totals for dept 96-0700-WRC MEETING ROOM CARPET/TILE	10,000		10,000	
	Totals for dept 96-0800-SEA SPRINKLER SYSTEM		5,043	75,000	
	Totals for dept 97-0235-ICE 100HP CONDENSOR				6,000
	Totals for dept 97-0250-ICE/WRC GYM SOUND SYST				9,000
	Totals for dept 97-0255-TC/WRC FITNESS EQUIPME				10,000
	Totals for dept 97-0260-WRC GYM/DANCE FLOOR RE				5,000
	Totals for dept 97-2400-TC RENOVATION				975,000
	TOTAL APPROPRIATIONS	50,750	29,818	109,775	1,015,250
	NET OF REVENUES/APPROPRIATIONS - CAPITAL PROJECTS	(50,750)	(29,818)	(109,775)	(1,015,250)
	NET OF REVENUES/APPROPRIATIONS - FUND 02	100,000	322,330	250,000	(700,000)
	BEGINNING FUND BALANCE	2,578,724	2,578,724	2,578,724	2,828,724
	ENDING FUND BALANCE	2,678,724	2,901,054	2,828,724	2,128,724

Calculations as of 09/30/2016

GL NUMBER	DESCRIPTION	2016 AMENDED BUDGET	2016 ACTIVITY THRU 09/30/16	2016 PROJECTED ACTIVITY	2017 FINANCE REQUEST BUDGET
Fund: 07 IMRF					
Function: ADMINISTRATION					
ESTIMATED REVENUES					
	Totals for dept 10-3500-TAXES	565,000	535,477	585,000	518,000
	Totals for dept 10-3600-INVESTMENT INCOME	841		1,945	2,501
	TOTAL ESTIMATED REVENUES	565,841	535,477	586,945	520,501
APPROPRIATIONS					
	Totals for dept 10-3400-INTERFUND CHARGES	449,841	337,392	432,945	420,501
	TOTAL APPROPRIATIONS	449,841	337,392	432,945	420,501
	NET OF REVENUES/APPROPRIATIONS - ADMINISTRATION	116,000	198,085	154,000	100,000
	NET OF REVENUES/APPROPRIATIONS - FUND 07	116,000	198,085	154,000	100,000
	BEGINNING FUND BALANCE	338,096	338,096	338,096	492,096
	ENDING FUND BALANCE	454,096	536,181	492,096	592,096

Calculations as of 09/30/2016

GL NUMBER	DESCRIPTION	2016 AMENDED BUDGET	2016 ACTIVITY THRU 09/30/16	2016 PROJECTED ACTIVITY	2017 FINANCE REQUEST BUDGET
Fund: 08 DEBT SERVICE					
Function: BOND PAYMENTS					
APPROPRIATIONS					
	Totals for dept 09-0060-2006 LTD BOND ISSUE	240,000	120,000	5,040,000	
	Totals for dept 09-0101-2010A ALT BOND ISSUE	466,268	233,134	466,268	466,268
	Totals for dept 09-0102-2010B ALT BOND ISSUE	1,038,880	519,440	1,038,880	1,038,880
	Totals for dept 09-0103-2010C BOND ISSUE	269,302	37,151	269,302	266,892
	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	719,062	309,531	719,062	717,063
	Totals for dept 09-0150-2015 LTD BOND ISSUE	2,820,000	13,950	2,817,900	
	Totals for dept 09-0160-2016 LTD BOND ISSUE				3,082,875
	TOTAL APPROPRIATIONS	6,363,250	1,638,075	11,161,150	6,381,716
	NET OF REVENUES/APPROPRIATIONS - BOND PAYMENTS	(6,363,250)	(1,638,075)	(11,161,150)	(6,381,716)
Function: BOND PROCEEDS					
ESTIMATED REVENUES					
	Totals for dept 08-0101-BAB REBATE	151,400			
	Totals for dept 08-0160-2016 LTD BOND ISSUE	1,725,000		6,767,500	1,820,000
	Totals for dept 08-0170-2017 LTD BOND ISSUE				
	TOTAL ESTIMATED REVENUES	1,876,400		6,767,500	1,820,000
	NET OF REVENUES/APPROPRIATIONS - BOND PROCEEDS	1,876,400		6,767,500	1,820,000
Function: ADMINISTRATION					
ESTIMATED REVENUES					
	Totals for dept 10-3400-INTERFUND CHARGES	1,465,000	1,102,500	1,365,000	1,500,000
	Totals for dept 10-3500-TAXES	3,295,000	3,135,767	3,340,500	3,360,000
	TOTAL ESTIMATED REVENUES	4,760,000	4,238,267	4,705,500	4,860,000
APPROPRIATIONS					
	Totals for dept 10-0150-2015 LTD BOND ISSUE	33,150			
	Totals for dept 10-0160-2016 LTD BOND ISSUE			166,850	
	Totals for dept 10-0170-2017 LTD BOND ISSUE				33,284
	TOTAL APPROPRIATIONS	33,150		166,850	33,284
	NET OF REVENUES/APPROPRIATIONS - ADMINISTRATION	4,726,850	4,238,267	4,538,650	4,826,716
	NET OF REVENUES/APPROPRIATIONS - FUND 08	240,000	2,600,192	145,000	265,000
	BEGINNING FUND BALANCE	3,927,498	3,927,498	3,927,498	4,072,498
	ENDING FUND BALANCE	4,167,498	6,527,690	4,072,498	4,337,498

Calculations as of 09/30/2016

GL NUMBER	DESCRIPTION	2016 AMENDED BUDGET	2016 ACTIVITY THRU 09/30/16	2016 PROJECTED ACTIVITY	2017 FINANCE REQUEST BUDGET
Fund: 09 SPECIAL RECREATION					
Function: ADMINISTRATION					
ESTIMATED REVENUES					
	Totals for dept 10-3400-INTERFUND CHARGES	100,000			
	Totals for dept 10-3500-TAXES	530,000	477,041	474,000	590,000
	Totals for dept 10-3600-INVESTMENT INCOME	435		611	500
	TOTAL ESTIMATED REVENUES	630,435	477,041	474,611	590,500
APPROPRIATIONS					
	Totals for dept 10-6400-SPECIAL ASSESSMENT	304,575	304,573	304,573	298,200
	Totals for dept 10-6450-SPECIAL REC RENTAL ALL	85,860	64,395	85,860	85,860
	TOTAL APPROPRIATIONS	390,435	368,968	390,433	384,060
	NET OF REVENUES/APPROPRIATIONS - ADMINISTRATION	240,000	108,073	84,178	206,440
Function: CAPITAL PROJECTS					
APPROPRIATIONS					
	Totals for dept 96-1900-ADA-CANTERBURY PLAYGROUND RPLC	72,500	62,271	62,271	
	Totals for dept 96-2000-ADA-SHEFFIELD PLAYGROUND RPLC	30,750	28,644	28,644	
	Totals for dept 96-2100-ADA-VICTORIA N PLAYGROUND RPLC	94,250	93,263	93,263	
	Totals for dept 96-2200-ADA-SHOE FACTORY BIKE TRAIL	7,500			
	Totals for dept 97-0100-SEA CONCRETE WALKWAY				9,000
	Totals for dept 97-0200-SHOE FACTORY BIKE TRAI				7,500
	Totals for dept 97-0300-VICTORIA SOUTH PATH RE				17,500
	Totals for dept 97-0500-COLONY PLAYGROUND RPLC				7,500
	Totals for dept 97-0600-VICTORIA S PLAYGROUND				31,440
	Totals for dept 97-0700-EVERGREEN PATH REPAIR				38,500
	TOTAL APPROPRIATIONS	205,000	184,178	184,178	111,440
	NET OF REVENUES/APPROPRIATIONS - CAPITAL PROJECTS	(205,000)	(184,178)	(184,178)	(111,440)
	NET OF REVENUES/APPROPRIATIONS - FUND 09	35,000	(76,105)	(100,000)	95,000
	BEGINNING FUND BALANCE	252,393	252,393	252,393	152,393
	ENDING FUND BALANCE	287,393	176,288	152,393	247,393

Calculations as of 09/30/2016

GL NUMBER	DESCRIPTION	2016 AMENDED BUDGET	2016 ACTIVITY THRU 09/30/16	2016 PROJECTED ACTIVITY	2017 FINANCE REQUEST BUDGET
Fund: 10 FICA					
Function: ADMINISTRATION					
ESTIMATED REVENUES					
	Totals for dept 10-3500-TAXES	565,000	535,477	585,000	620,000
	Totals for dept 10-3600-INVESTMENT INCOME	2,140		2,193	1,025
	TOTAL ESTIMATED REVENUES	567,140	535,477	587,193	621,025
APPROPRIATIONS					
	Totals for dept 10-3400-INTERFUND CHARGES	537,140	402,867	512,193	571,025
	TOTAL APPROPRIATIONS	537,140	402,867	512,193	571,025
	NET OF REVENUES/APPROPRIATIONS - ADMINISTRATION	30,000	132,610	75,000	50,000
	NET OF REVENUES/APPROPRIATIONS - FUND 10	30,000	132,610	75,000	50,000
	BEGINNING FUND BALANCE	312,801	312,801	312,801	387,801
	ENDING FUND BALANCE	342,801	445,411	387,801	437,801

User: lcotshott

DB: Hoffman Estates

Calculations as of 09/30/2016

GL NUMBER	DESCRIPTION	2016 AMENDED BUDGET	2016 ACTIVITY THRU 09/30/16	2016 PROJECTED ACTIVITY	2017 FINANCE REQUEST BUDGET
Fund: 11 PSSWC					
Function: ADMINISTRATION					
ESTIMATED REVENUES					
	Totals for dept 10-3400-INTERFUND CHARGES	136,657	102,501	132,768	123,626
	Totals for dept 10-3600-INVESTMENT INCOME	3,000			
	Totals for dept 10-4000-RENTALS	227,810	171,862	227,000	227,180
	Totals for dept 10-4500-MERCHANDISE RESALE	4,800	3,123	4,233	4,200
	Totals for dept 10-9000-MISCELLANEOUS		39	29	
	TOTAL ESTIMATED REVENUES	372,267	277,525	364,030	355,006
APPROPRIATIONS					
	Totals for dept 10-3400-INTERFUND CHARGES	756,911	567,693	756,911	765,374
	Totals for dept 10-4000-RENTALS	20,923	9,955	14,919	8,848
	Totals for dept 10-7000-PAYROLL	673,694	504,166	673,190	650,092
	Totals for dept 10-7100-EMPLOYEE BENEFITS	3,270	411	750	1,500
	Totals for dept 10-7200-EDUCATION/TRAINING	6,850	3,194	5,500	5,050
	Totals for dept 10-7300-CONTRACTED SERVICES	8,370	6,439	8,400	8,430
	Totals for dept 10-7400-SERVICE/RENTAL AGREEME	910	363	720	720
	Totals for dept 10-7500-SUPPLIES	6,085	5,170	5,800	5,600
	Totals for dept 10-7600-PROFESSIONAL DUES/SUBS	23,066	18,592	24,921	25,108
	Totals for dept 10-7800-ADMINISTRATIVE	100	46	50	
	Totals for dept 10-8000-UTILITIES	293,288	182,553	259,600	258,180
	Totals for dept 10-8100-EQUIPMENT	2,400	908	1,000	
	Totals for dept 10-9000-MISCELLANEOUS	50,000	37,752	50,700	51,742
	TOTAL APPROPRIATIONS	1,845,867	1,337,242	1,802,461	1,780,644
	NET OF REVENUES/APPROPRIATIONS - ADMINISTRATION	(1,473,600)	(1,059,717)	(1,438,431)	(1,425,638)
Function: C&M					
APPROPRIATIONS					
	Totals for dept 15-7300-CONTRACTED SERVICES	5,700	5,010	5,770	4,680
	Totals for dept 15-7800-PRINTING/PUBLICATION	57,830	26,418	47,500	46,500
	Totals for dept 15-7900-ADVERTISING/PROMOTIONA	10,900	6,662	10,590	9,350
	TOTAL APPROPRIATIONS	74,430	38,090	63,860	60,530
	NET OF REVENUES/APPROPRIATIONS - C&M	(74,430)	(38,090)	(63,860)	(60,530)
Function: MAINTENANCE					
APPROPRIATIONS					
	Totals for dept 20-7000-PAYROLL	109,280	84,415	109,041	111,497
	Totals for dept 20-7300-CONTRACTED SERVICES	135,450	101,588	135,450	135,450
	Totals for dept 20-7500-SUPPLIES	18,000	5,119	8,500	9,000
	Totals for dept 20-8100-EQUIPMENT	1,000		545	600
	Totals for dept 20-8200-EQUIPMENT MAINTENANCE/	5,100	7,005	8,000	7,400
	Totals for dept 20-8300-FACILITY MAINTENANCE/R	25,000	40,377	46,040	39,820
	TOTAL APPROPRIATIONS	293,830	238,504	307,576	303,767
	NET OF REVENUES/APPROPRIATIONS - MAINTENANCE	(293,830)	(238,504)	(307,576)	(303,767)
Function: PSSWC FITNESS					
ESTIMATED REVENUES					
	Totals for dept 30-4000-RENTALS	6,520	4,031	5,506	6,000
	Totals for dept 30-4100-MEMBERSHIPS	1,925,000	1,409,413	1,842,450	1,828,000
	Totals for dept 30-4200-GUEST SERVICES	191,127	135,923	178,085	194,255
	Totals for dept 30-4500-PRO SHOP	400	51	51	
	Totals for dept 30-5100-TENNIS	264,300	206,182	273,338	278,070

Calculations as of 09/30/2016

GL NUMBER	DESCRIPTION	2016 AMENDED BUDGET	2016 ACTIVITY THRU 09/30/16	2016 PROJECTED ACTIVITY	2017 FINANCE REQUEST BUDGET
Fund: 11 PSSWC					
Function: PSSWC FITNESS					
ESTIMATED REVENUES					
TOTAL ESTIMATED REVENUES		2,387,347	1,755,600	2,299,430	2,306,325
APPROPRIATIONS					
Totals for dept 30-4200-GUEST SERVICES		145,239	111,004	146,940	151,524
Totals for dept 30-4500-PRO SHOP		300			
Totals for dept 30-5000-GENERAL PROGRAMS		124,058	84,946	122,359	106,116
Totals for dept 30-5100-TENNIS		186,975	141,478	193,504	196,853
Totals for dept 30-7000-PAYROLL		34,971	25,753	35,165	21,784
Totals for dept 30-7500-SUPPLIES		65,994	53,031	71,000	64,500
Totals for dept 30-8100-EQUIPMENT					1,500
Totals for dept 30-8200-EQUIPMENT MAINTENANCE/		22,680	25,702	30,837	25,000
TOTAL APPROPRIATIONS		580,217	441,914	599,805	567,277
NET OF REVENUES/APPROPRIATIONS - PSSWC FITNESS		1,807,130	1,313,686	1,699,625	1,739,048
Function: GENERAL PROGRAMMING					
ESTIMATED REVENUES					
Totals for dept 50-5000-GENERAL PROGRAMS		8,218	7,823	9,400	12,000
Totals for dept 50-5200-SPORTS PROGRAMS		16,250	7,904	10,594	11,950
Totals for dept 50-6000-EARLY CHILDHOOD		15,990	14,794	17,356	18,288
TOTAL ESTIMATED REVENUES		40,458	30,521	37,350	42,238
APPROPRIATIONS					
Totals for dept 50-5000-GENERAL PROGRAMS		9,676	8,587	9,787	9,024
Totals for dept 50-5200-SPORTS PROGRAMS		9,367	4,419	6,473	7,960
Totals for dept 50-6000-EARLY CHILDHOOD		11,180	9,574	11,614	12,391
TOTAL APPROPRIATIONS		30,223	22,580	27,874	29,375
NET OF REVENUES/APPROPRIATIONS - GENERAL PROGRAMM		10,235	7,941	9,476	12,863
Function: AQUATICS					
ESTIMATED REVENUES					
Totals for dept 80-4100-MEMBERSHIPS		17,000	10,991	15,249	15,782
Totals for dept 80-5000-LESSONS		174,993	92,186	128,625	181,331
TOTAL ESTIMATED REVENUES		191,993	103,177	143,874	197,113
APPROPRIATIONS					
Totals for dept 80-5000-LESSONS		96,836	48,755	63,618	86,189
Totals for dept 80-7500-SUPPLIES		12,892	7,091	10,600	11,700
Totals for dept 80-7600-PROFESSIONAL DUES/SUBS			580	580	600
Totals for dept 80-8200-EQUIPMENT MAINTENANCE/		5,670	14,706	15,500	8,000
TOTAL APPROPRIATIONS		115,398	71,132	90,298	106,489
NET OF REVENUES/APPROPRIATIONS - AQUATICS		76,595	32,045	53,576	90,624
Function: CAPITAL PROJECTS					
APPROPRIATIONS					
Totals for dept 96-PSSWC SERVICE DESK CARPET RPLC		5,000		5,000	
Totals for dept 96-PSSWC FITNESS EQUIPMENT RPLC		25,000	14,810	14,810	
Totals for dept 96-PSSWC GYM FLOOR RESURFACING		9,600		8,000	
Totals for dept 97-1120-PS FITNESS EQUIPMENT					25,000
Totals for dept 97-1130-PS COPIER					7,500
Totals for dept 97-1140-CAFE RECONSTRUCTION					10,500

Calculations as of 09/30/2016

GL NUMBER	DESCRIPTION	2016 AMENDED BUDGET	2016 ACTIVITY THRU 09/30/16	2016 PROJECTED ACTIVITY	2017 FINANCE REQUEST BUDGET
Fund: 11 PSSWC					
Function: CAPITAL PROJECTS					
APPROPRIATIONS					
	Totals for dept 97-1150-PS GYM FLOOR RESURFACE				9,600
	TOTAL APPROPRIATIONS	39,600	14,810	27,810	52,600
	NET OF REVENUES/APPROPRIATIONS - CAPITAL PROJECTS	(39,600)	(14,810)	(27,810)	(52,600)
	NET OF REVENUES/APPROPRIATIONS - FUND 11	12,500	2,551	(75,000)	
	BEGINNING FUND BALANCE	1,039,966	1,039,966	1,039,966	964,966
	ENDING FUND BALANCE	1,052,466	1,042,517	964,966	964,966

Calculations as of 09/30/2016

GL NUMBER	DESCRIPTION	2016 AMENDED BUDGET	2016 ACTIVITY THRU 09/30/16	2016 PROJECTED ACTIVITY	2017 FINANCE REQUEST BUDGET
Fund: 12 CAPITAL					
Function: ADMINISTRATION					
ESTIMATED REVENUES					
Totals for dept 10-3400-INTERFUND CHARGES		825	621	15	314
Totals for dept 10-3600-INVESTMENT INCOME		14,465		14,585	15,000
Totals for dept 10-3900-GRANT REIMBURSEMENT					3,000
Totals for dept 10-4100-BOND		1,000,000		1,795,000	800,000
TOTAL ESTIMATED REVENUES		1,015,290	621	1,809,600	818,314
APPROPRIATIONS					
Totals for dept 10-3400-INTERFUND CHARGES		114,465	86,319	114,465	117,348
Totals for dept 10-7300-CONTRACTED SERVICES		22,825	5,112	6,467	18,066
TOTAL APPROPRIATIONS		137,290	91,431	120,932	135,414
NET OF REVENUES/APPROPRIATIONS - ADMINISTRATION		878,000	(90,810)	1,688,668	682,900
Function: CAPITAL PROJECTS					
APPROPRIATIONS					
Totals for dept 95-1700-HVAC CAPITAL			7,736		
Totals for dept 96-0200-PARKS 4X4 PICK-UP RPLC		32,000	30,177	30,177	
Totals for dept 96-0300-PARKS SKID STEER RPLC		60,000		57,532	
Totals for dept 96-0400-TENNIS COURT CRACKFILL/COLOR		20,000	19,775	19,775	
Totals for dept 96-0500-FACILITY CONCRETE WALK RPLC		25,000	12,080	15,250	
Totals for dept 96-0600-FACILITY LOT PATCH/CRACKFILL		73,000	66,932	66,932	
Totals for dept 96-0700-GIS MAPPING & FACILITY INV		85,500	79,884	85,500	
Totals for dept 96-1000-PSSWC POOL FILTER TANKS		125,000	148,341	148,341	
Totals for dept 96-1100-PSSWC RTU-10 ACT POOL RPLC		300,000	287,262	287,262	
Totals for dept 96-1200-PSSWC RTU-9 LAP POOL RPLC		300,000	241,894	241,894	
Totals for dept 96-1400-ICE SHELL/TUBE/TOWER CONDENSOR		350,000	348,016	348,016	
Totals for dept 96-1500-ACCOUNTING SOFTWARE		140,000	92,460	140,000	
Totals for dept 96-1700-VOG BARN FLOORING RPLC		12,000			
Totals for dept 96-1800-VOG HOUSE FURNACE (2) RPLC		8,000			
Totals for dept 96-1900-CANTERBURY PLAYGROUND RPLC		77,500	50,849	50,849	
Totals for dept 96-2000-SHEFFIELD PLAYGROUND RPLC		74,250	60,801	74,250	
Totals for dept 96-2100-VICTORIA N PLAYGROUND RPLC		95,750	78,136	78,136	
Totals for dept 96-2300-BERGMANN PROPERTY		300,000	300,000	300,000	
Totals for dept 96-2400-TC RENOVATION ARCH		58,500	79,159	100,000	20,000
Totals for dept 96-2500-TC MOLD REMEDIATION			24,754	24,754	
Totals for dept 97-0300-VICTORIA SOUTH PATH RE					10,700
Totals for dept 97-0400-WESTBURY PATH REPAIR					23,000
Totals for dept 97-0500-COLONY PLAYGROUND RPLC					42,500
Totals for dept 97-0600-VICTORIA S PLAYGROUND					74,300
Totals for dept 97-0700-EVERGREEN PATH REPAIR					53,500
Totals for dept 97-0800-BPC GREENS KING VI					60,000
Totals for dept 97-0900-MAINT GRACO RIDING STR					14,000
Totals for dept 97-1100-MAINT TORO Z-TURN MOWE					20,000
Totals for dept 97-1300-MAINT CHEVY PICKUP					33,000
Totals for dept 97-1500-MAINT CHEVY EXTENDED C					35,000
Totals for dept 97-1600-MAINT CHEVY 1-TON PICK					39,300
Totals for dept 97-1700-EISENHOWER TRACK RESUR					60,000
Totals for dept 97-1800-PARKING LOT PATCH					103,000
Totals for dept 97-1900-MAINT FUEL PUMP RPLC					28,000
Totals for dept 97-2100-COURT CRACKFILL					45,000
Totals for dept 97-2300-SEA SAND PLAY AREA					46,300
Totals for dept 97-2500-PSSWC TENNIS COURT RES					20,300
Totals for dept 97-2600-PSSWC ROOF RTU 4/5/8					27,000

Calculations as of 09/30/2016

GL NUMBER	DESCRIPTION	2016 AMENDED BUDGET	2016 ACTIVITY THRU 09/30/16	2016 PROJECTED ACTIVITY	2017 FINANCE REQUEST BUDGET
Fund: 12 CAPITAL					
Function: CAPITAL PROJECTS					
APPROPRIATIONS					
	Totals for dept 97-2700-BPC GOLF CART PURCHASE				475,000
	Totals for dept 97-2800-CHINO PARK GARDENS				5,000
	Totals for dept 97-2900-WRC GYM RTU-1				23,000
	Totals for dept 97-3000-WRC RTU-6				25,000
	TOTAL APPROPRIATIONS	2,136,500	1,985,788	2,068,668	1,282,900
	NET OF REVENUES/APPROPRIATIONS - CAPITAL PROJECTS	(2,136,500)	(1,985,788)	(2,068,668)	(1,282,900)
	NET OF REVENUES/APPROPRIATIONS - FUND 12	(1,258,500)	(2,076,598)	(380,000)	(600,000)
	BEGINNING FUND BALANCE	3,275,444	3,275,444	3,275,444	2,895,444
	ENDING FUND BALANCE	2,016,944	1,198,846	2,895,444	2,295,444

Calculations as of 09/30/2016

GL NUMBER	DESCRIPTION	2016 AMENDED BUDGET	2016 ACTIVITY THRU 09/30/16	2016 PROJECTED ACTIVITY	2017 FINANCE REQUEST BUDGET
Fund: 14 BPC					
Function: ADMINISTRATION					
ESTIMATED REVENUES					
Totals for dept 10-3400-INTERFUND CHARGES		97,783	73,341	95,263	133,692
Totals for dept 10-3600-INVESTMENT INCOME		1,500		1,500	1,500
Totals for dept 10-3800-ADVERTISING		9,450	2,022	2,022	3,450
Totals for dept 10-3900-GRANT REIMBURSEMENT			8,278	8,278	
Totals for dept 10-4000-RENTALS		20,180	6,885	20,180	20,180
Totals for dept 10-4600-CONCESSIONS		3,750	2,019	2,019	
Totals for dept 10-9000-MISCELLANEOUS		7,500	5,384	5,500	7,500
TOTAL ESTIMATED REVENUES		140,163	97,929	134,762	166,322
APPROPRIATIONS					
Totals for dept 10-3400-INTERFUND CHARGES		232,940	174,708	232,940	280,466
Totals for dept 10-7000-PAYROLL		287,243	219,889	284,730	263,212
Totals for dept 10-7100-EMPLOYEE BENEFITS		840	1,110	1,110	826
Totals for dept 10-7200-EDUCATION/TRAINING		850	746	746	1,200
Totals for dept 10-7300-CONTRACTED SERVICES		18,559	14,482	18,913	19,199
Totals for dept 10-7400-SERVICE/RENTAL AGREEME		450	123	300	300
Totals for dept 10-7500-SUPPLIES		8,800	7,384	8,260	7,600
Totals for dept 10-7600-PROFESSIONAL DUES/SUBS		10,855	10,276	11,255	12,725
Totals for dept 10-7800-ADMINISTRATIVE			45	45	
Totals for dept 10-8000-UTILITIES		121,120	105,471	127,920	121,820
Totals for dept 10-8100-EQUIPMENT		1,500	555	555	3,500
Totals for dept 10-8300-FACILITY MAINTENANCE/R		17,000	21,913	23,500	20,500
Totals for dept 10-9000-MISCELLANEOUS		34,000	31,656	36,123	37,000
TOTAL APPROPRIATIONS		734,157	588,358	746,397	768,348
NET OF REVENUES/APPROPRIATIONS - ADMINISTRATION		(593,994)	(490,429)	(611,635)	(602,026)
Function: MAINTENANCE					
APPROPRIATIONS					
Totals for dept 20-6000-MANAGEMENT		438,612	305,224	413,230	
Totals for dept 20-7000-PAYROLL					360,642
Totals for dept 20-7100-EMPLOYEE BENEFITS		1,000	1,191	1,192	1,496
Totals for dept 20-7200-EDUCATION/TRAINING		1,000	959	1,210	2,500
Totals for dept 20-7300-CONTRACTED SERVICES		850	451	1,201	5,470
Totals for dept 20-7400-SERVICE/RENTAL AGREEME		1,200		1,900	2,600
Totals for dept 20-7500-SUPPLIES		3,500	4,435	4,996	2,878
Totals for dept 20-7600-PROFESSIONAL DUES/SUBS		1,250	1,210	1,210	4,850
Totals for dept 20-7800-ADMINISTRATIVE		300	275	275	
Totals for dept 20-8000-UTILITIES		35,600	20,981	29,251	28,460
Totals for dept 20-8100-EQUIPMENT					500
Totals for dept 20-8200-EQUIPMENT MAINTENANCE/		25,500	31,334	35,482	26,700
Totals for dept 20-8300-FACILITY MAINTENANCE/R					6,000
Totals for dept 20-8400-PROPERTY MAINTENANCE		80,250	85,415	88,416	86,280
Totals for dept 20-8500-FUEL/LUBRICANTS		17,000	9,048	12,548	16,920
TOTAL APPROPRIATIONS		606,062	460,523	590,911	545,296
NET OF REVENUES/APPROPRIATIONS - MAINTENANCE		(606,062)	(460,523)	(590,911)	(545,296)
Function: GOLF OPERATIONS					
ESTIMATED REVENUES					
Totals for dept 40-4000-RENTALS		411,375	367,034	411,906	405,800
Totals for dept 40-4100-MEMBERSHIPS		17,544	13,464	13,464	13,273
Totals for dept 40-4200-GUEST SERVICES		8,880	8,275	9,875	19,680

Calculations as of 09/30/2016

GL NUMBER	DESCRIPTION	2016 AMENDED BUDGET	2016 ACTIVITY THRU 09/30/16	2016 PROJECTED ACTIVITY	2017 FINANCE REQUEST BUDGET
Fund: 14 BPC					
Function: GOLF OPERATIONS					
ESTIMATED REVENUES					
Totals for dept 40-4300-GREENS FEES - RES		58,678	76,731	83,976	79,817
Totals for dept 40-4400-GREENS FEES - NON		470,134	369,074	408,173	401,398
Totals for dept 40-4500-MERCHANDISE RESALE		84,175	84,400	97,200	91,650
Totals for dept 40-5000-GENERAL PROGRAMS		33,906	29,750	30,102	34,055
Totals for dept 40-5100-TOURNAMENTS		165,042	135,458	159,850	157,700
Totals for dept 40-5200-DRIVING RANGE FEES		131,815	120,924	130,815	132,415
Totals for dept 40-9000-MISCELLANEOUS		1,300	1,692	1,690	1,500
TOTAL ESTIMATED REVENUES		1,382,849	1,206,802	1,347,051	1,337,288
APPROPRIATIONS					
Totals for dept 40-4000-RENTALS		6,750	4,296	4,700	4,500
Totals for dept 40-4200-GUEST SERVICES		6,000	5,292	7,000	15,000
Totals for dept 40-4500-MERCHANDISE RESALE		66,127	64,037	70,967	68,529
Totals for dept 40-5000-GENERAL PROGRAMS		9,500	16,184	16,202	16,570
Totals for dept 40-5100-TOURNAMENTS		19,534	8,915	25,000	19,378
Totals for dept 40-7000-PAYROLL		161,012	132,102	155,731	162,961
Totals for dept 40-7100-EMPLOYEE BENEFITS		2,960	2,792	2,792	2,930
Totals for dept 40-7200-EDUCATION/TRAINING		1,000	1,049	1,049	1,150
Totals for dept 40-7300-CONTRACTED SERVICES		1,250	990	1,600	1,750
Totals for dept 40-7500-SUPPLIES		2,900	1,454	1,454	2,414
Totals for dept 40-7800-ADMINISTRATIVE		2,450	2,012	2,012	2,300
Totals for dept 40-7900-ADVERTISING/PROMOTIONA		4,500	1,903	1,903	2,250
Totals for dept 40-8100-EQUIPMENT		3,640	3,133	1,514	16,000
Totals for dept 40-8200-EQUIPMENT MAINTENANCE/		550			500
TOTAL APPROPRIATIONS		288,173	244,159	291,924	316,232
NET OF REVENUES/APPROPRIATIONS - GOLF OPERATIONS		1,094,676	962,643	1,055,127	1,021,056
Function: FOOD & BEVERAGE					
ESTIMATED REVENUES					
Totals for dept 45-4000-RENTALS		51,500	31,510	35,840	26,000
Totals for dept 45-4500-TOBACCO		2,925	2,074	2,074	2,750
Totals for dept 45-4600-FOOD		484,000	387,116	452,250	450,000
Totals for dept 45-4700-BEVERAGE		350,000	323,203	347,000	343,000
Totals for dept 45-4900-GRATUITIES		118,000	86,662	104,500	105,000
Totals for dept 45-9000-MISCELLANEOUS			30	29	
TOTAL ESTIMATED REVENUES		1,006,425	830,595	941,693	926,750
APPROPRIATIONS					
Totals for dept 45-4000-RENTALS		4,500	3,522	3,900	3,500
Totals for dept 45-4500-TOBACCO		1,700	909	909	1,600
Totals for dept 45-4600-FOOD		154,880	123,838	149,243	148,500
Totals for dept 45-4700-BEVERAGE		91,000	78,312	90,220	89,180
Totals for dept 45-7000-PAYROLL		391,495	295,723	366,206	391,420
Totals for dept 45-7100-EMPLOYEE BENEFITS		2,750	2,072	2,072	2,876
Totals for dept 45-7300-CONTRACTED SERVICES		15,554	9,517	14,500	20,420
Totals for dept 45-7400-SERVICE/RENTAL AGREEME		28,500	20,396	25,040	25,000
Totals for dept 45-7500-SUPPLIES		20,000	14,435	16,871	18,830
Totals for dept 45-7800-ADMINISTRATIVE		1,700	176	176	2,050
Totals for dept 45-7900-ADVERTISING/PROMOTIONA		18,700	21,778	24,378	17,608
Totals for dept 45-8100-EQUIPMENT					6,500
Totals for dept 45-8200-EQUIPMENT MAINTENANCE/		5,000	1,498	1,500	3,000
TOTAL APPROPRIATIONS		735,779	572,176	695,015	730,484

Calculations as of 09/30/2016

GL NUMBER	DESCRIPTION	2016 AMENDED BUDGET	2016 ACTIVITY THRU 09/30/16	2016 PROJECTED ACTIVITY	2017 FINANCE REQUEST BUDGET
Fund: 14 BPC					
Function: FOOD & BEVERAGE					
	NET OF REVENUES/APPROPRIATIONS - FOOD & BEVERAGE	270,646	258,419	246,678	196,266
Function: CAPITAL PROJECTS					
APPROPRIATIONS					
	Totals for dept 90-0010-LEASE AGREEMENT	53,664	54,059	53,664	30,000
	Totals for dept 90-0020-LEASE AGREEMENT	77,352	64,458	77,352	
	Totals for dept 96-BPC STOVE TOP OVEN RPLC	6,500	6,770	6,770	
	Totals for dept 96-BPC UTILITY VEHICLE W/LIFT	20,000	18,559	18,559	
	Totals for dept 96-BPC RANGE BALL DISPENSER	7,750	7,136	7,136	
	Totals for dept 96-BPC TANK REMOVAL		8,278	8,278	
	Totals for dept 97-3800-BPC BUNKER RENOVATION				40,000
	TOTAL APPROPRIATIONS	165,266	159,260	171,759	70,000
	NET OF REVENUES/APPROPRIATIONS - CAPITAL PROJECTS	(165,266)	(159,260)	(171,759)	(70,000)
	NET OF REVENUES/APPROPRIATIONS - FUND 14		110,850	(72,500)	
	BEGINNING FUND BALANCE	101,542	101,542	101,542	29,042
	ENDING FUND BALANCE	101,542	212,392	29,042	29,042
	ESTIMATED REVENUES - ALL FUNDS	26,590,989	19,819,572	32,090,276	26,901,680
	APPROPRIATIONS - ALL FUNDS	27,200,989	17,503,100	31,693,776	27,466,680
	NET OF REVENUES/APPROPRIATIONS - ALL FUNDS	(610,000)	2,316,472	396,500	(565,000)
	BEGINNING FUND BALANCE - ALL FUNDS	15,050,961	15,050,961	15,050,961	15,447,461
	ENDING FUND BALANCE - ALL FUNDS	14,440,961	17,367,433	15,447,461	14,882,461